

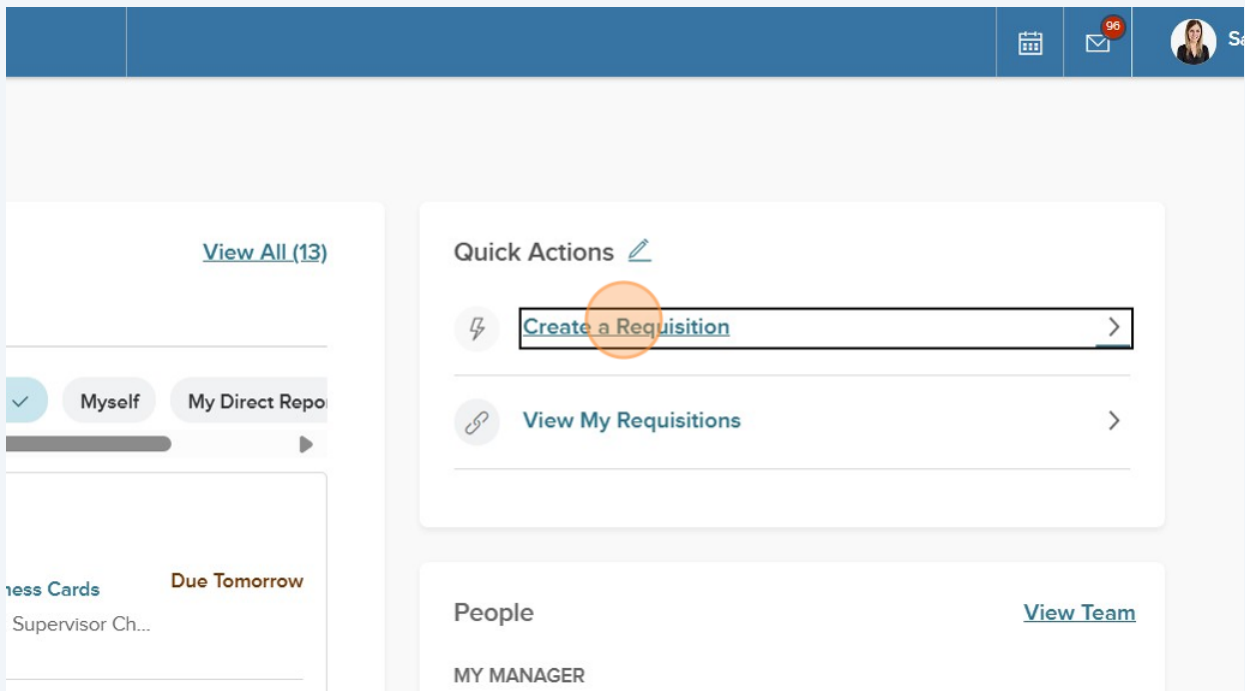
# Create a Requisition for All Employee Types (non-student) Guide

1

Navigate to <https://unified.neod.com/dashboard>. Login using your username, [firstname.lastname@lowercolumbia.edu](mailto:firstname.lastname@lowercolumbia.edu). For example, mine is [sorth@lowercolumbia.edu](mailto:sorth@lowercolumbia.edu)

2

From your dashboard, Click "Create a Requisition" on the right hand side. There are multiple ways to get to the create req page.



3

From your dashboard, you can also Click "Recruiting" to navigate to the create req option.

The screenshot shows a dashboard interface. At the top, there is a blue header with a logo on the left, a "Dashboard" dropdown menu, and a search bar. Below the header is a sidebar with navigation options: Dashboard (home icon), Tasks (7), People, Recruiting (highlighted with an orange circle), Onboard, and Reports. The main content area is titled "Dashboard" and features a "Tasks" section. This section has sub-sections for "To-Do (6)" and "Overdue (7)", with a "View All (13)" link. Below these are filters for "View my tasks related to:" with options "All", "Myself", and "My Direct Repo". A task card is visible under "ONBOARD - GENERAL" with the title "Order Name Tag & Business Cards" and a due date of "Due Tomorrow".

4

Click "My Requisitions" tab.

The screenshot shows the "Recruiting" page. The top header is identical to the previous screenshot. The sidebar navigation options are: Dashboard, Tasks (7), People, Recruiting (highlighted with an orange circle), Onboard, and Reports. The main content area is titled "Recruiting" and has four tabs: "Overview", "My Requisitions (55)" (highlighted with an orange circle), "My Candidates (27)", and "My Job Postings (33)". Below the tabs is a "My Tasks" section. A task card is visible with the title "REVIEW" and a due date of "Due 03/04/24". The task details include a profile picture, the job title "Job: Assistant Director of Diversity, Equity, & Belonging (2023...", the department "Department: Student Activities", and the number of candidates "Candidates: 17".

5 Find "Create a Requisition" button on the right hand side.

Calendar icon | 96 | Samantha Orth

View Settings

My Job Postings (33) | Hires | Class Spec

Create a Requisition

Approved (2) | Open (47)

Bulk Actions

Search by req title or req number

Advisor | Created 04/07/24

6 Click on the division/department magnifying glass. This is going to be the division/dep that you're hiring for. Divisions include: Student Services, Administration, Instruction, and President's Area. You can find your under the division. For example, HR is President's Area /Human Resources.

Search | Samantha Orth

\* Division/Department

Find a Division/Department

Working Title

\* Hiring Manager

Find a hiring manager

7

For this example, I am going to select Student Services Division/Advising & Testing.

Division Name	Division Code	Department Name
student ser	Search	Search
Student Services	98610	
Student Services (Division)	SS	
Student Services (Division)	SS	Advising & One-Stop
Student Services (Division)	SS	Career & Employment Services
Student Services (Division)	SS	Counseling
Student Services (Division)	SS	Disability & Access Services
Student Services (Division)	SS	Financial Aid

8

Navigate to <https://secure.neod.com/hiringcenter/createrequisition>

9 Click here.

\* Division/Department

Field is required

Find a Division/Depart

Click here or press enter to view division/department in a window.

Working Title

Find a hiring manager

10 Click the "Search" field.

Select a Division/Department

Division	Filter by Division Name	Division Code	Department Name
Q Search	Q Search	Q Search	Q Search
Administration (Division)		Adm	
Administration (Division)		Adm	Administrative Services
Administration (Division)		Adm	Athletics
Administration (Division)		Adm	Bookstore
Administration (Division)		Adm	Campus Services

11 Type "student services"

12 Click "Student Services (Division)"

Division Name	Division Code	Department Name
student services	Search	Search
Student Services (Division)	SS	
Student Services (Division)	SS	Advising & One-Stop
Student Services (Division)	SS	Career & Employment Services
Student Services (Division)	SS	Counseling
Student Services (Division)	SS	Disability & Access Services
Student Services (Division)	SS	Financial Aid

13 Click on the class spec magnifying glass. This is the job code for the position you're seeking to hire.

\* Class Spec ⓘ Click here or press enter to view class spec in a window.

Find a class spec

Desired Start Date

\* Hiring Manager

Job Type

List Type

14 Click the "Search" field to find the applicable class spec.

The screenshot shows a 'Select a Class Spec' dialog box. At the top right is a 'Cancel' button. Below the title bar is a search icon. A table with two columns, 'Code' and 'Title', is displayed. The 'Filter by Title' button is visible above the table. The search field in the 'Title' column is highlighted with an orange circle. The table contains the following data:

Code	Title
Search	Search
00263A	Accompanist (PT)
001153	Accounting Manager
008100	Adjunct Coach - Athletics
00105H	Admin Assistant 4 (PT)
H0105E	Administrative Assistant 1 (PT)

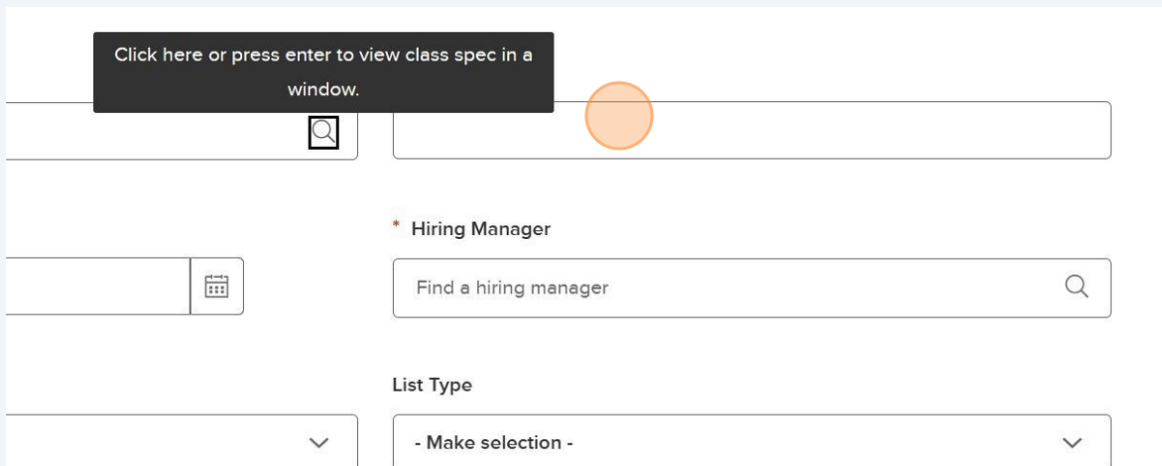
15 For this example, we are filling a Career Pathways Advisor.

The screenshot shows a 'Select a Class Spec' dialog box. The search field contains the text 'advis'. The first result, 'Career Pathways Advisor', is highlighted with an orange circle. The table contains the following data:

Code	Title
Search	Search
001042	Career Pathways Advisor
001016	Director of Advising & One-Stop
001154	Financial Aid Advisor
001196	Head Volleyball Coach / CCP Advisor

At the bottom of the dialog, there are navigation buttons: 'First', 'Previous', '1', 'Next', 'Last', and a dropdown menu showing '10'.

**16** Click the "Working Title" field and enter the working title.



Click here or press enter to view class spec in a window.

Working Title

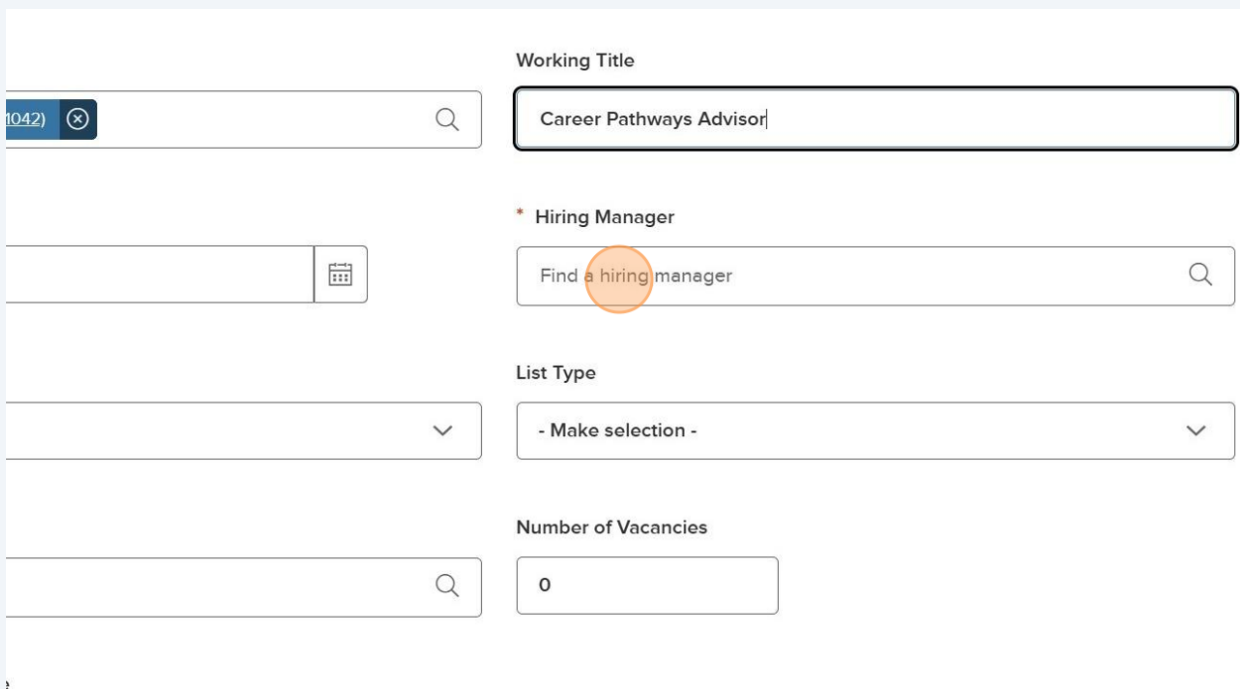
Hiring Manager

List Type

- Make selection -

Detailed description: This screenshot shows a portion of a web form. A black callout box with white text points to the 'Working Title' input field. Below it, the 'Hiring Manager' section has a search box with the placeholder text 'Find a hiring manager'. The 'List Type' section is a dropdown menu currently showing '- Make selection -'. There are also some partially visible search and calendar icons on the left side of the form.

**17** Click the "Hiring Manager" field. This should be the hiring manager or supervisor for the position plus Sam Orth & Jennifer Lucas. If it's a part-time job, you'll want to select anyone you want to have access to the applications.



Working Title

Career Pathways Advisor

Hiring Manager

Find a hiring manager

List Type

- Make selection -

Number of Vacancies

0

Detailed description: This screenshot shows the same form as in step 16, but with more fields visible. The 'Working Title' field now contains the text 'Career Pathways Advisor'. The 'Hiring Manager' search box is highlighted with an orange circle. Below it, the 'List Type' dropdown is still '- Make selection -'. At the bottom, there is a 'Number of Vacancies' field with the value '0'. A search icon is visible to the left of this field.



18 Click the "Hiring Manager" field.

Student Services (Division) [X] [Q]

Working Title  
Career Pathways Advisor

\* Hiring Manager  
Samantha Orth [X] Jennifer Lucas [X] Find a hiring manager [Q]

List Type  
- Make selection - [V]

Number of Vacancies  
0

19 Click on Job Type.

OHC OHC [V] [Q Search] Samantha

\* Class Spec ⓘ  
Career Pathways Advisor (001042) [X] [Q]

Working Title  
Career Pathways Advisor

Desired Start Date  
MM/DD/YYYY [C]

\* Hiring Manager  
Samantha Orth [X] Jennifer Lucas [X] Find a hiring manager [Q]

Job Type  
- Make selection - [V]

List Type  
- Make selection - [V]

Position ⓘ  
Find a position [Q]

Number of Vacancies  
0

EEO/Census Data Template  
Find a EEO/Census Data Template [Q]

ⓘ Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the

20

Select the job classification. I'm going to select "Exempt" as this example is for an exempt job.

The screenshot shows a form with several fields. On the left, there is a 'Desired Start Date' field with a calendar icon and a 'Job Type' dropdown menu. The 'Job Type' dropdown is open, showing a search bar and a list of options: 'Classified - Cyclical', 'Exempt', 'Exempt - Cyclical', 'Full-time Faculty, Temporary', and 'Full-time Faculty, Tenure Track'. The 'Exempt' option is highlighted with an orange circle. On the right, there is a '\* Hiring Manager' field with two buttons: 'Samantha Orth' and 'Jennifer Lucas'. Below that is a 'List Type' dropdown menu with '- Make selection -' selected. At the bottom right, there is a 'Number of Vacancies' field with the value '0'.

21

Click "- Make selection -" on list type. If it's a position you're posting, select Regular. If you're appointing someone, select promotional as it will then be posted on our promotional page to collect an application.

The screenshot shows a form with several fields. At the top left, there is a search bar with a magnifying glass icon. Below it, there is a 'Career Pathways Advisor' field. On the left, there is a 'Desired Start Date' field with a calendar icon. On the right, there is a '\* Hiring Manager' field with two buttons: 'Samantha Orth' and 'Jennifer Lucas', and a 'Find a hiring manager' field with a magnifying glass icon. Below that is a 'List Type' dropdown menu with '- Make selection -' selected and highlighted with an orange circle. At the bottom right, there is a 'Number of Vacancies' field with the value '0'.

22 Click "Regular" for posted positions.

The screenshot shows a web interface for hiring manager selection. At the top, there is a header with the text "\* Hiring Manager". Below this, there is a search bar containing the names "Samantha Orth" and "Jennifer Lucas", with a "Find a hiring manager" button and a search icon. Below the search bar, there is a "List Type" dropdown menu. The dropdown menu is open, showing a search bar and a list of options: "- Make selection -", "Regular", "Promotional Only", "Departmental Promotional Only", and "Regular and Promotional". The "Regular" option is highlighted with an orange circle. To the left of the dropdown menu, there are several input fields, including a date picker and a search bar labeled "Data Template". Below the input fields, there is a note: "system will use the Global EEO / Census numbers in its settings if no template is selected. To view the".

23 Double-click the "Number of Vacancies" field. Typically, we are filling one position.

The screenshot shows a web interface for hiring manager selection. At the top, there is a header with a search bar and a user profile icon. Below the header, there is a "List Type" dropdown menu. The dropdown menu is open, showing a search bar and a list of options: "- Make selection -", "Regular", "Promotional Only", "Departmental Promotional Only", and "Regular and Promotional". The "Regular" option is selected. Below the dropdown menu, there is a "Number of Vacancies" field. The field contains the number "0" and is highlighted with an orange circle. To the left of the dropdown menu, there are several input fields, including a date picker and a search bar labeled "Data Template". Below the input fields, there is a note: "system will use the Global EEO / Census numbers in its settings if no template is selected. To view the values, please go to Admin > EEO / Census Data." At the bottom of the page, there is a note: "\* Search Advocate recommendations (please list at least 2 options)".



Alert! The next screenshot shows the position field. Please DO NOT select a position for any non-student positions! HR will fill in this field later.

## 24 DO NOT select a position. Leave this blank.

OHC ▼ Search

Job Type: Exempt ▼

List Type: Regular

Position ⓘ: Find a position 🔍

Number of Vacancies: 1

EEO/Census Data Template: Find a EEO/Census Data Template 🔍

ⓘ Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

\* Justification for Hire: \* Search Advocate recommendations (please list a

25

Click the "Justification for Hire:" field and enter the reason you're filling this position.

EEO/Census Data Template

Find a EEO/Census Data Template



ⓘ Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

\* Justification for Hire:

\* Search Advocate recommendations

<https://docs.google.com/spreadsheets/m9in4z7wZkrLPo/edit#gid=644976917>

\* Please indicate employment term (i.e. 11 months, 40 hrs/week):

\* Is this an appointment (exempt, Non-positions only)?

Yes  No



\* Funding Source

\* Operating Budget Number

26

Click the "Search Advocate recommendations (please list at least 2 options) <https://docs.google.com/spreadsheets/d/1LMiWH6kD23k1esiqmkytaH7UP38Hbm9in4z7wZkrLPo/edit#gid=644976917>" field and enter who you'd like to serve as the SA for any FT positions. If it's a part-time position, you can write "N/A".

te

a Template



em will use the Global EEO / Census numbers in settings if no template is selected. To view the es, please go to Admin > EEO / Census Data.

Employee Name

\* Search Advocate recommendations (please list at least 2 options)

<https://docs.google.com/spreadsheets/d/1LMiWH6kD23k1esiqmkytaH7UP38Hbm9in4z7wZkrLPo/edit#gid=644976917>

employment term (i.e. 11 months, 40 hrs/week):

\* Is this an appointment (exempt, Non-permanent FT Classified, student positions only)?

Yes  No

\* Operating Budget Number:

27

Click the "Please indicate employment term (i.e. 11 months, 40 hrs/week):" field. For example, 12 months, 40 hrs.

EEO / Census data values, please go to Admin > EEO / Census Data.

\* Justification for Hire:

Replacement for Employee Name

\* Search Advocate recommendations

<https://docs.google.com/spreadsheets/m9in4z7wZkrLPo/edit#gid=644976917>

Name

\* Please indicate employment term (i.e. 11 months, 40 hrs/week):

12 months, 40 hrs/week

\* Is this an appointment (exempt, Non-positions only)?

Yes  No

\* Funding Source

Operating dollars Type in a search term

\* Operating Budget Number:

Please list anyone else you'd like to have access to applications that is not

\* Proposed Advertising (please note p

28

If we are not posting for a FT non-perm classified, exempt, or student, you'll mark Yes here.

s, please go to Admin > EEO / Census Data.

Replacement for Employee Name

\* Search Advocate recommendations (please list at least 2 options)

<https://docs.google.com/spreadsheets/d/1LMiWH6kD23k1esiqmkytaH7UP38Hbm9in4z7wZkrLPo/edit#gid=644976917>

Name

employment term (i.e. 11 months, 40 hrs/week):

12 months, 40 hrs/week

\* Is this an appointment (exempt, Non-permanent FT Classified, student positions only)?

Yes  No

\* Operating Budget Number:

Type in a search term

you'd like to have access to applications that is not

\* Proposed Advertising (please note postings will automatically be on Indeed,

29

Enter the applicable Funding Source - operating dollars, grant funded, etc.

\* Please indicate employment term (i.e. 11 months, 40 hrs/week):

12 months/40 hrs

\* Is this an appointment (exempt, Non-positions only)?

Yes  No

\* Funding Source

Operating dollars

\* Operating Budget Number:

Please list anyone else you'd like to have access to applications that is not listed as a Hiring Manager above.

\* Proposed Advertising (please note the SBCTC website, and WorkSource f

- LCC Website
- Newspaper (TDN, Oregonion, etc.)
- Social Media (LinkedIn, Facebook, etc.)
- Other (please specify in comment)

30

Click the "Funding Source" field.

\* Please indicate employment term (i.e. 11 months, 40 hrs/week):

12 months/40 hrs

\* Is this an appointment (exempt, Non-positions only)?

Yes  No

\* Funding Source

Type in a search term

\* Operating Budget Number:

- Operating dollars
- Grant funded
- Work Study Award

\* Proposed Advertising (please note the SBCTC website, and WorkSource f

- LCC Website
- Newspaper (TDN, Oregonion, etc.)
- Social Media (LinkedIn, Facebook, etc.)
- Other (please specify in comment)

**31** Click the "Operating Budget Number:" field and enter the budget number.

.e. 11 months, 40 hrs/week):

\* Is this an appointment (exempt, Non-permanent FT Classified, student positions only)?

Yes  No

\* Operating Budget Number:

arch term

ave access to applications that is not

\* Proposed Advertising (please note postings will automatically be on Indeed, the SBCTC website, and WorkSource for most positions):

LCC Website

Newspaper (TDN, Oregonion, etc.)

Social Media (LinkedIn, Facebook, Twitter)

Other (please specify in comment section)

**32** If there's anyone else you want to have access to the apps (for part-time positions), please indicate in the Hiring Manager field.

Yes  No

\* Funding Source

\* Operating Budget Number:

Please list anyone else you'd like to have access to applications that is not listed as a Hiring Manager above.

\* Proposed Advertising (please note postings will aut the SBCTC website, and WorkSource for most positio

LCC Website

Newspaper (TDN, Oregonion, etc.)

Social Media (LinkedIn, Facebook, Twitter)

Other (please specify in comment section)

None

Ideas for supplemental questions:



33

Select where you'd like the posting advertised if applicable.

Yes  No

Source:

\* Operating Budget Number:

One else you'd like to have access to applications that is not the Hiring Manager above.

Manager:

\* Proposed Advertising (please note postings will automatically be on the SBCTC website, and WorkSource for most positions):

- LCC Website
- Newspaper (TDN, Oregonian, etc.)
- Social Media (LinkedIn, Facebook, Twitter)
- Other (please specify in comment section)
- None

Additional questions:

34

Click "Save & Continue to Next Step"

OHC OHC  Samantha Orth

### Create Requisition

1. CREATE 2. APPROVALS 3. ATTACHMENTS

#### Requisition Details

\* Fields are required.

Requisition #

\* Division/Department

\* Class Spec

Working Title

Desired Start Date

\* Hiring Manager

35 Click Add Approval Group.

requisition

✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Approval Workflow

Fields are required.

+ Add Approval Group

36 Click "Add Approval Group". Use up and down arrows or tab to navigate through options. Add HR as an approval group. HR will initiate the request to ELT at their next meeting following the submission of the requisition. Thereafter, HR will approve the req if ELT approves and you'll be notified of the approval.

Approval Workflow

\* Fields are required.

\* Approval Group

Select an approval group

Due Date

MM/DD/YYYY

\* Approvers

Search Approvers

Add Approval Step Cancel

37

Click "Approval Group. Use up and down arrows or tab to navigate through options"

## Approval Workflow

\* Fields are required.

\* Approval Group

⚠ Field is required

Due Date

MM/DD/YYYY

\* Approvers

Add Approval Step

Cancel

38

Click "HR Final Approval"

## Approval Workflow

\* Fields are required.

\* Approval Group

⚠ Field is required

Due Date

MM/DD/YYYY

- HR Final Approval
- Manager/Supervisor
- Vice President
- WorkForce & Career Services

39 Click "Approvers. Use up and down arrows or tab to navigate through options"

## Approval Workflow

\* Fields are required.

\* Approval Group

Due Date

\* Approvers

Add Approval Step

Cancel

40 Click "Samantha Orth".

## Approval Workflow

\* Fields are required.

\* Approval Group

Due Date

\* Approvers

41 Click "Add Approval Step" to save the HR approval step.

### Approval Workflow

\* Fields are required.

\* Approval Group

HR Final Approval

Due Date

MM/DD/YYYY

\* Approvers

Samantha Orth  Search Approvers

42 Click "Save & Continue to Next Step"

Search  Samantha Orth

2. APPROVALS  3. ATTACHMENTS

val	Approvers	Status	Due Date	Comments	<input type="button" value="edit"/> <input type="button" value="delete"/>
	Samantha Orth				

43

Click "click here to upload" the position description. Please upload a PD so HR has a starting point for the posting.

The screenshot shows a web interface with a progress bar at the top. The progress bar has two steps: '2. APPROVALS' with a checkmark and '3. ATTACHMENTS' with a checkmark. Below the progress bar is a large dashed box representing a file upload area. Inside this box, there is a callout box with the following text: 'Click here to upload or press enter to open file uploader. Supported file types are doc, docx, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf. The maximum allowed size is 10 MB.' Below the callout box, the text reads: 'Drag and drop file here, or [click here to upload](#)'. Below that, it says: 'Supported file types are doc, docx, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf' and 'The maximum allowed file size is 10MB.'



Tip! Please upload a Word doc (not PDF) as that's much easier for HR to copy content over to the posting.

44 Click here to upload.

2. APPROVALS ✓

3. ATTACHMENTS ✓

Click here to upload or press enter to open file uploader. Supported file types are doc, docx, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf. The maximum allowed size is 10 MB.

Drag and drop file here, or [click here to upload](#)

Supported file types are doc, docx, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf

The maximum allowed file size is 10MB.

45 Click Save & Submit to submit the Requisition for approval.

Search

Samantha Orth

× Cancel Save & Close Save & Submit

2. APPROVALS ✓

3. ATTACHMENTS ✓

Drag and drop file here, or [click here to upload](#)

Supported file types are doc, docx, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf



Tip! HR is automatically notified following the submission of the requisition for a part-time position (temporary part-time and non-perm part-time), exempt position, classified position, or faculty position. HR will add to ELT's list of position approvals at their next ELT meeting. Following approval, HR will reach out to let you know it's approved and begin working through next steps.