

# How to submit a requisition in NeoEd

1 Navigate to [neoed.com](https://neoed.com) & sign in.

2 Click the plus sign and then select "Requisition"

The screenshot shows the NeoEd user interface. At the top, there is a dark blue header with a search bar containing the text "Search" and a user profile for "Sydney Benson". Below the header, a navigation menu is visible with a plus sign icon, a clock icon, and a gear icon. The "Requisition" menu item is highlighted with a yellow box and an orange circle. Below the navigation menu, a message states "You do not have any open tasks!". At the bottom, there is a table with columns for Candidates, Department, Sub Department, Hiring Manager, and Created On. The table contains one row of data.

Candidates	Department	Sub Department	Hiring Manager	Created On
1	Campus Services		Minel Slabu	01/13/2023

3

Complete the form - the magnifying glass will help you see all available options. Anything that has a red asterisk is required.

th asterisk

tion is saved]

Department/Sub Department \*

enter|

DEPARTMENT	SUB DEPARTMENT
Early Learning <b>Center</b>	—
<b>Enter</b> prise Services	—
<b>Enter</b> prise Services	Bookstore
<b>Enter</b> prise Services	Food Services
Instruction & Learning Resources	Tutoring <b>Center</b>
Regional University <b>Center</b>	—
Fitness <b>Center</b>	—

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For PTH Class Specs, please make sure it specifically says PTH. If you are unsure about the class spec, reach out to sbenson@lowercolumbia.edu

### Requisition Details

\* required fields are marked with asterisk

Requisition #

[Assigned when requisition is saved]

Department/Sub Department \*

Enterprise Services / Booksto... [X]

Class Spec \* ⓘ

Find a class spec

Working Title

Desired Start Date

MM/DD/YYYY

Hiring Manager \*

Find a hiring manager

PTH Type

List Type

5

Make sure to add yourself (or the supervisor of this position) and Sydney Benson when selection hiring managers in the requisition.

0149E) [X] Q

Working Title  
Bookstore Cashier

Hiring Manager \*  
Sydney Benson| Q

**Sydney Benson**

List Type

Number of Vacancies  
0

mplate

6

Select a "Desired Start Date" field - please note that we have an ongoing flow of recruitment and there is typically a que. We will do our best to get your position posted as soon as we can once it is approved.

Requisition #  
[Assigned when requisition is saved]

Department/Sub Department \*  
Enterprise Services / Booksto... [X]

Class Spec \* ⓘ  
Cashier 1 (PTH) (00149E) [X] Q

Working Title  
Bookstore Cashier

Desired Start Date  
MM/DD/YYYY

Hiring Manager \*  
Sydney Bens... [X] Find a hiring manag

Remove hiring manager Sydney Benson

List Type

Job Type

Number of Vacancies  
0

**Keyboard usage:** Press down arrow key to open the calendar. Use arrow keys to switch between dates and Page Up or Page Down to switch between months. After switching to desired date, press Enter to confirm the selection. To close the calendar and cancel the selection, press Escape.

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Copy and paste the Search Advocate recommendations link and paste into your browser. [docs.google.com/spreadsheets/d/1-enH51Dd5ON7tw...](https://docs.google.com/spreadsheets/d/1-enH51Dd5ON7tw...) " field. Please provide at least two options.

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.

Search Advocate recommendations (please list at least 2 options)  
<https://docs.google.com/spreadsheets/d/1-enH51Dd5ON7twJ7NELfm4U43DQHEqYCP7j1XVqs4Q/edit?usp=sharing> \*

Is this an appointment (exempt or Non-permanent Classified positions only)? \*  
 Yes  No

Operating Budget Number: \*

Justification for Hire: \*

Please indicate employment term (i.e. 11 months, ...)

Is this position fully funded by a current operatin  
 Yes  No

Is this position grant funded? \*  
 Yes  No

Please list anyone else you'd like to have access listed as a Hiring Manager above.

8

Be sure to enter the correct operating budget number. In the Justification for Hire field, please list the name of the employee who formely held the position unless it is a new positoin.

9 No need to list minimum qualifications. You can attach a file later (see step 17).

Justification for Hire: \*

NAME OF FORMER EMPLOYEE THAT HELD POSITION

Please list starting point for minimum and required qualifications for this position. HR will work with the supervisor in finalizing qualifications for the posting:

is not necessary - attach file and include minimum qualifications

Ideas for supplemental questions:

Position Details

Position?

Please list anyone else you'd like to have access listed as a Hiring Manager above.

Supervisor, anyone else you want to have

Proposed Advertising (please note postings will 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

10 Is this a new position? Select Yes or No.

Ideas for supplemental questions:

Anything you want to know at the application stage?

Position Details

New Position?

Yes  No

Add Position Detail

ent

- Social Media (LinkedIn, Facebook, Twitter)
- Other (please specify in comment section)
- None

11 Click "Save & Continue to Next Step"

Search Sydney Benson

Acquisition

Cancel Save & Close Save & Continue to Next Step

2. APPROVALS 3. ATTACHMENTS

th asterisk

Department/Sub Department \*

Enterprise Services / Booksto...

Working Title

12 Click "Add Approval Group"

Cancel Save & Close

DATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Workflow

Items are marked with asterisk

Add Approval Group

ED Terms | Privacy

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Select "HR Final Approval" as the Approval Group. Please get approval from your VP prior to submitting the requisition.

### Approval Workflow

\* required fields are marked with asterisk

Approval Group \*

Select an approval group

- HR Final Approval
- Manager/Supervisor
- Vice President

Search Approvers

Due Date

MM/DD/YYYY

Add Approval Step

Cancel

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Select Sydney Benson as the Approver.

Approval Group \*

HR Final Approval

Due Date

03/15/2023

Approvers \*

syd

Sydney Benson

Add Approval Step

Cancel

15

Click "Add Approval Step" to save this. It will not save unless you hit the Add Approval Step.

Approval Group \*  
HR Final Approval

Due Date  
03/15/2023

Approvers \*  
Sydney Bens... Search Approvers

Remove approver Sydney Benson

Add Approval Step Cancel

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Click "Save & Continue to Next Step"

Acquisition

Cancel Save & Close Save & Continue to Next Step

2. APPROVALS ✓ 3. ATTACHMENTS ✓

th asterisk

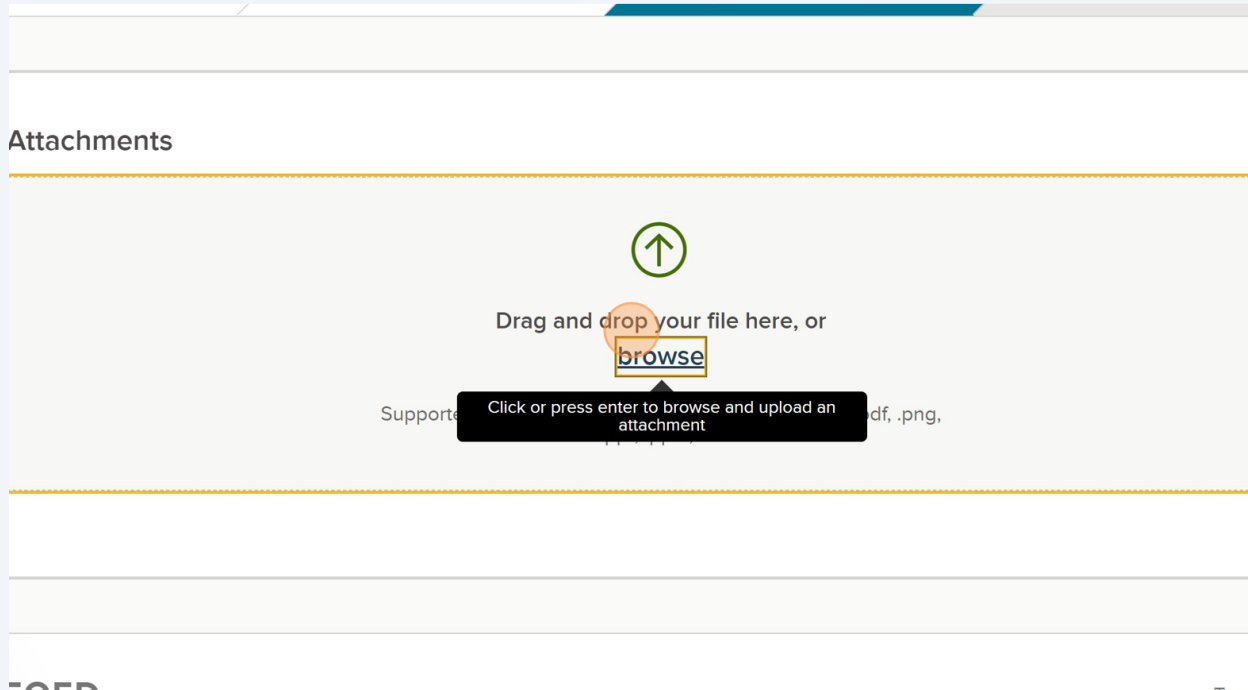
Final Approval	Approvers	Status	Due Date	Comments
	Sydney Benson		03/15/2023	

Add Approval Group



17

Attach the position description and make sure it includes minimum and desired qualifications.



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Click "Save & Submit." HR will reach out once the position is approved through our Executive Leadership Team.

