

PRE-REQUISITION POSTING CHECKLIST

The hiring process is initiated by creating a requisition for posting in SuccessFactors. With this checklist, you will be able to gather all the information you need to properly create the requisition in as little time as possible.

POSITION AVAILABILITY AND APPROVAL

| Tasks | Resources |
|---|---|
| Position is approved by VP/Dean of Area | Contact compensation@purdue.edu if you do not know the compensation specialist for your area. They will assist with position creation and details. |
| Position Description is provided by Dean, Department Head or Search Committee Chair to be attached in Requisition | As noted in Chapter 4, Summary of the Search and Screen processes , OCR reviews and approves position via the requisition. |
| Position is created and available in SuccessFactors | Position information is found on Hiring@Purdue at Organizational Structures and Positions . |

QUESTIONS THAT NEED ANSWERS

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| Will sponsorship be considered? Contact your ISS Liaison if sponsorship is being considered. |
| Is the posting type something different, other than standard? If Search Waiver, Open Rank Search or Limited Search is being considered, please review the approvals and requisition attachment requirements as noted in Chapter 3 Exceptions to Standard Processes. |
| What is the anticipated salary range? Your business office can assist. |
| What is the FTE of the position? Is this a full time position? If yes, the FTE is 1.0. Halftime would be 5.0. |
| Is travel required for this position? |
| Is this an open or fixed position? A fixed position has an end date. |
| Who is the Search Chair and Search Committee? These need to be added to the requisition when known. Please note: The chair must be added first. |
| Do you have the needed attachments? A draft advertisement along with the draft position description must be attached to the requisition for OCR to review. Waiver documentation must be attached as well, when applicable. |
| Who is your budget approver? Contact your business office. |
| Will you assign roles to other department admins? Are you both the initiator and department recruiter? Do you need others to have roles to assist with candidate review and movement? View SuccessFactors and the Purdue Hiring Process for role definitions. Please note: The Associate Director or Associate Vice President of OCR is assigned the Recruiter role. Currently, Jacob Amberger for West Lafayette Campus should be assigned the Recruiter Role. |