

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
<input type="checkbox"/> Position is approved by department leadership, when needed.	Contact compensation@purdue.edu if you do not know the compensation specialist for your area. They will assist with position creation and details.
<input type="checkbox"/> Position is created and available in SuccessFactors	Position information is found on Hiring@Purdue at Organizational Structures and Positions .

Tasks	Resources
<input type="checkbox"/> Copy of approved position description from compensation team or from your records	Your compensation specialist can assist with this.
<input type="checkbox"/> Are you interested in sponsorship for this position? If yes, this requires additional approval and will have a financial impact. <ul style="list-style-type: none"> ▪ Sponsorship is only available for non-exempt positions 	Contact your ISS liaison for assistance with sponsorship.
<input type="checkbox"/> Is this a standard posting? Internal only posting? Or do you have approval for a waiver? <ul style="list-style-type: none"> ▪ Additional approvals are needed 	Waiver and Internal posting procedures are on page 6 of the Staff-Recruitment Manual
<input type="checkbox"/> What is the anticipated salary range?	Your compensation specialist can assist.
<input type="checkbox"/> What is the FTE of the position?	Is this full-time, part-time? This information is part of the position.
<input type="checkbox"/> Is travel required for this position?	When travel is required, Risk Management is notified.
Are there any physical requirements of the position? <ul style="list-style-type: none"> ▪ Must be able to lift or carry a specific weight amount? ▪ Anything unique about the working conditions? 	
<input type="checkbox"/> Is this an open position, or fixed? (Fixed as in they are only being hired for a specific time period.) <ul style="list-style-type: none"> ▪ If fixed, what is the known end date? 	
<input type="checkbox"/> Who is your recruiter?	This is your Talent Acquisition Specialist.
<input type="checkbox"/> Who is your budget approver?	Your local business office can provide the name/email.