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Go to http://talent.okstate.edu or https://okstate.csod.com/samldefault.aspx and log in with your O-Key login.

You will reach your CAMPUS landing page (Stillwater, Tulsa, OKC, etc.). This page includes access to all clouds (Learning, Recruitment, and Talent) and may include announcements.
Creating a Requisition for Posting

From the Recruit > Manage Requisitions tab, you can begin the process of creating a requisition to submit for approval.

1. Click on **Options**. A menu will drop down, choose **Add Requisition**.

2. Create Requisition – General section
   a. Click the select icon in the Job Title field. This will open a Search Position pop-up.
   b. Select a position from the list. You may search by position title, position ID (position number) or both.
   c. Once a position is selected, the pop-up closes and the job title field is populated.
   d. Click the select icon in the Requisition Template field. This will open the Select Requisition Template pop-up.
   e. Select a template from the list. There should only be 1 (one) active requisition template for each position. Once a template is selected, all
other fields are enabled on the General section. This also populates the fields that have been configured for the template.

f. **Details:** Fill in all fields if applicable.
   i. Campus and Location should both indicate the department name.
   ii. Special Instructions to Applicants - may include required documents as part of the application process, etc.
   iii. Notes to HR regarding Requisition – this can be used for any important notes to HR, such as Internal listing, Waiver of Recruitment, etc.

g. **Description and Qualifications:** This section is not available for editing during the requisition process. This information is populated from the most recent approved position description. If changes are requested at this time, please contact your HR Partner and submit the requested changes through the position description approval workflow.
a. Hiring Team:
   
   i. Requisition Owners – the Primary Owner should be the administrative officer for the division or other key administrative person in the unit. Other users that may need management rights to the requisition and applicant submissions, such as the Hiring Manager, can be added as Owner(s).

   ii. Applicant Reviewers – users that need access to review applicant submissions can be added as Reviewers. The Hiring Manager should be designated as the primary reviewer managing the recruitment process for the requisition and may also be assigned as an Owner. The “Hiring Manager” is used in email notifications to applicants, human resources, etc.

   iii. Applicant Interviewers – users that need access to submissions that are in “Interview” status can be added as Interviewers.
h. **Attachments:** Add approval documents such as the appropriate Authorization to Fill documents, Advertisements, memo’s, or other documents that may be necessary.

i. **Approvals:** For OSU-Stillwater requisitions, Human Resources will be designated as the approver. Once the requisition is submitted for approval, HR will assign the appropriate approval workflow and submit for processing. Once all appropriate departmental and/or college division approvals have been made, the requisition will reach its final approval status in Human Resources for posting.

j. **Requisition:** Enter the appropriate information in the fields.
   
i. **Req ID** - system generated ID that is created each time a job requisition form is created and saved.
   
i. Select the Priority from the drop-down menu.
   
i. **Openings** - the number of open positions available for this listing, or the number of persons the department intends to hire.
   
i. **On Going** - selected if the job requisition is on-going, meaning that the department is always hiring for the position. This allows the job requisition to not be closed as a result of hiring a target number of openings.
   
v. **Target Hire Date** is the date by which the department intends to fill the position.
   
vii. When creating a new job requisition form, the available option is Draft.
   
vii. Please disregard the Do Not Allow to Apply option.
k. After completing all sections, click **Next** to validate that all required information is entered on this page and proceed to the next step. Or, click Save to save any changes made. If you click Cancel, you will return to the Manage Job Requisitions page without saving the requisition.
l. Click on **Next** to continue to the Job Ad section. If you are not able to complete the requisition at this time, you may select the Save button and come back to the requisition later.

3. Create Requisition – Job Ad
   a. This section of the requisition is administered by Human Resources only and is not available for Hiring Managers or Owners to edit.
   b. Click on **Next** to continue to the Applicant Workflow section. If you are not able to complete the requisition at this time, you may select the Save button and come back to the requisition later.

4. Create Requisition – Applicant Workflow
   a. This section of the requisition is administered by Human Resources only and is not available for Hiring Managers or Owners to edit. Additional pre-screening questions may be added by Human Resources prior to the posting of the requisition.
   b. Click on **Next** to continue to the Applicant Review section. If you are not able to complete the requisition at this time, you may select the Save button and come back to the requisition later.

5. Create Requisition – Applicant Review
   a. Offer Letter – the appropriate offer letter template should be selected depending upon the employment type of the position. The offer letter
template will be used at the time an offer is extended to a candidate. The offer letter approval should also be defined. As a shortcut to adding the approval workflow, you may click on the icon if the Offer Approval workflow is the same as the Requisition Workflow. **HR should be included in the Offer Approval Workflow.**

b. Click on **Next** to continue. If you are not able to complete the requisition at this time, you may select the Save button and come back to the requisition later.

6. **Create Requisition – Internal Postings**
   a. Smart Referral is not a feature used at this time. Please click on Next to continue to the External Postings section.

7. **Create Requisitions – External Postings**
   a. Recruiting Agencies: this feature is not used at this time.
   b. Career Sites: This section is managed by Human Resources.

8. **Click on Submit** to submit the requisition for posting. The requisition will be submitted to Human Resources for review and will be submitted through the approval process for posting.
Requisition Approval

1. Click on **Recruit > Recruiting Approvals** on the main menu to review pending Requisition Approvals.

2. To review the full requisition, click on the title of the position below as circled below.

3. To approve the requisition, click on the ☑ icon. To deny the requisition, click on the ☐ icon. You may also add comments with either response by clicking on the downward arrow next to the response icon. Once you have selected your response, and added your comment if applicable, click **Submit**.

4. You may review your past approvals by clicking on the Past tab.
From the Recruit > Manage Requisitions tab, you can search for requisitions.

You can filter the results in the Job Requisitions table by the following:

- **Job Title** - Select this option to filter requisitions by the job title that is set in the job requisition.

- **Req ID** - Select this option to filter requisitions by the requisition ID.  
  **Note:** The job must match the ID exactly in order to appear in the search results.

- **Division** - Select this option to filter requisitions by the division associated with the job requisition. Check the Include Subordinates box to include subordinate divisions.

- **Location** - Select this option to filter requisitions by the location associated with the job requisition. Check the Include Subordinates box to include subordinate locations.

- **Owner** - Select this option to filter requisitions by the job requisition owner.

- **Requisition Status** - This option allows the recruiter or manager to filter requisitions by one or more job requisition statuses. The following are the available options:
- All Statuses
- Cancelled
- Closed
- Denied - This option is selected by default but can be unchecked.
- Draft - This option is selected by default but can be unchecked.
- Open - This option is selected by default but can be unchecked.
- Open - Pending Re-Approval - This option is selected by default but can be unchecked.
- Pending Approval - This option is selected by default but can be unchecked.

- Hiring Manager - This filter allows recruiters to filter the Manage Requisitions table by the selected hiring manager. To select a hiring manager, click the Select icon, and then select a user from the Select a user pop-up.

- Date Range - This option searches for job requisition by initial creation date. The search returns job requisitions initially created (saved or submitted) within the specified date range.

These filters work together so that only the requisitions that match all criteria are displayed when the Search button is clicked.

**Note:** The positions that display are the positions that are within the user’s constraints defined for the permission to manage requisitions.
Edit/View Requisitions

To access the Edit Requisition page, go to Recruit > Manage Requisition. On the Manage Job Requisitions page, locate the requisition that you would like to view or edit, and then click the Edit link in the options drop-down for the requisition.

There are a number of reasons why a requisition may need to be edited, such as correcting errors and incorporating edits from hiring managers. The General, Applicant Review, Job Ad, and Internal Postings, and External Postings pages of a requisition can be edited on the Edit Requisition page. However, editable fields are defined by the requisition's current status. Non-editable fields are grayed out and not selectable.

**Note:** If a requisition has an approval workflow, edits to the requisition are not applied until the requisition is re-approved. The status will change to “Open-Pending Re-Approval”. Edits to requisitions that do not have an approval workflow are applied upon clicking Re-Submit on the External Postings tab.

**Change Status of a Requisition**

Requisitions should remain in Open status for at least the number of required days in accordance to the scope of recruitment period.

- Internal – minimum of 5 calendar days
- Local (Non-exempt) – minimum of 5 calendar days
- Local (Exempt) – minimum of 10 calendar days
- State – minimum of 10 calendar days
- National – minimum of 20 calendar days
To change the status of a requisition, click on the Edit link as shown above in Edit/View Requisition instructions.

- The requisition will open in “Edit Requisition” form. Scroll down to the Requisition section as shown above. To change the status of the requisition, select the status option from the Requisition Status drop-down on the General tab when editing a requisition.
- When a requisition is in a Closed or Cancelled status, no fields are editable. A requisition for which candidates are currently in consideration cannot be changed to Closed or Cancelled. All candidates must be changed to a status of “Inactive” and assigned a disposition reason before the requisition can be changed to Closed or Cancelled.
- A pop-up box will appear asking how to proceed with the remaining applicants. A disposition reason should be selected.

**Place Requisition On Hold**

To place a requisition on hold, select the On Hold option from the Requisition Status drop-down on the General tab when editing a requisition. Once the option is selected, the requisition must be resubmitted from the External Postings tab.
Clicking the Re-Submit button opens a confirmation pop-up. Click Yes to place the requisition on hold. Or, click No to cancel the on-hold action.

**Impact of On Hold Status**

Placing a requisition on hold has the following impact:

- All career site and Career Center postings are removed. The postings can be restored by reopening the requisition.

- The requisition can be viewed, but all fields on the requisition are grayed out and not editable.

- The On Hold status is tracked on the Requisition History pop-up.

- The following areas of the Recruiting functionality that display a requisition's status display the requisition as being in an On Hold status:
  - Manage Job Requisitions page
  - Job Requisition - General tab
  - Requisition Snapshot
  - Requisition History pop-up
- Requisition Details Report
- Custom reporting

- The timer for the Days Open column on the Manage Job Requisitions page and Time to Fill are stopped while the requisition is on hold. The timers start again from where they stopped once the requisition is reopened.

**Re-open Requisition**

Requisitions can be removed from the On Hold status by clicking the Re-Open Requisition link in the Requisition Status field. This opens a confirmation pop-up that indicates the requisition must be resubmitted in order to be reopened.

To resubmit the requisition, navigate to the External Postings page and click Re-Submit. This reopens the requisition. The requisition status changes to its former status, either Open or Open Pending Re-Approval.
Managing Applicants to a Requisition

Accessing Applicant Pools

1. Click on Recruit > Manage Requisitions.

2. Once you locate the listing, click on the link which corresponds with the number of applicants currently in the pool. In the Assistant Professor example below, there are 3 applicants.

3. Your list of applicants will be shown.
View Applicant Profile

1. Once you have located your applicant by following the directions above, you may click on the applicant's name to open the applicant profile. You may also click on the icons circled below to quickly preview the application and resume.

Managing Applicant Statuses

1. Once you locate the requisition and applicant pool for which you would like to view/manage, you can refine your search by selecting the statuses from the menu and clicking Search. You may also search by applicant name.
2. To change an applicant’s status, check the Select All box to change the status of all applicants at once. Or, select individual applicants by checking the box to the left of the applicant’s name. Then, click the Change Status link in the Actions drop-down. This opens the Change Status pop-up.


a. **Change Status To** - This option enables managers to batch select a different status for all applicants that display in the pop-up. Click the drop-down to select a status. Statuses display in the order in which they are defined for the requisition. Once the status is selected, the New Status column displays the updated status.
If the status you select comes after a required status in the workflow that has not yet been completed, then the required status must be marked complete before you can change the current status to the desired status. See the Mark Complete section below for more information about marking a status complete.

If the Closed status is selected, the Disposition option is enabled. See the Disposition section below for additional information.

b. **Required Statuses** - All applicants' statuses can be changed to any previous status in the status workflow or to Inactive. However, statuses that are configured as Required cannot be skipped (except when changing the status to a previous status or to Inactive).

- When batch changing the status, the status can be changed up to the first required status of the first applicant listed in the batch.

- When changing the status of an individual applicant, the status can be changed up to the first required status in the status workflow.

- If an applicant's status is changed back to a required status and you attempt to change the status to one that comes after a required status, then the Mark Complete option must be checked for the current status in order to change the status to a required status further in the status workflow.

Required statuses display in the drop-down with an asterisk to the right of the status name. If the applicant's current status is a required status, the drop-down in the Change Status to: column is grayed out. A Mark Complete link displays below the applicant's status in the Current Status column. You must click the Mark Complete link before you can change the status in the Change Status to: column. After clicking Mark Complete, the link changes to "Complete" and is no longer selectable. The drop-down in the Change Status to: column becomes selectable and you are required to select a new status in order to submit the changes to the pop-up.

c. **Applicant Statuses** should be changed to reflect the appropriate level of which the applicant progressed through the recruitment process. For instance, if an applicant was interviewed but not hired, the
applicant’s statuses history should show “Interviewed” prior to the candidate being moved to “Inactive”.

d. **Disposition Statuses** – if a candidate is passed on, the New Status should be changed to Inactive and the appropriate Disposition reason should be selected.
Create Offer Letter and Submit for Approval

1. Once the applicant’s status has been changed to Offer Letter, you may create the offer letter and submit for approval.

2. Click on the Applicant’s name to access the Applicant Profile.
3. Click on the Status Tab in the applicant profile.
4. Be sure to click on the downward arrow on the far right of the offer letter tab to expand the section in order to view the Offer Details. Enter the offer letter details and click Save and Create New Letter

![Offer Details](image)

5. A Create Offer pop up will appear.
   a. Offer Title: Name the offer letter in this field. For example: “Sally Sue Offer”
   b. You may edit the offer letter at this time in “Design” mode.

![Create Offer](image)
c. Click “Preview” to view the offer letter in true text form. You may return to “Design” mode if additional edits need to be made.

6. Once you have made any necessary edits and your draft is final, click “Save and Create Offer”.

7. Now that the offer letter has been created, click “Submit for Approval” to route through the approval process. You may click View/Edit Approval to review the offer letter approval workflow.

8. Once the offer letter is submitted for approval, click “View Details” to check the status of the offer approval workflow.
Note: If at any point in the process you need to edit the offer letter, you may click Edit Offer Details to edit the offer letter. You may then generate a new letter and submit the updated letter through the approval workflow.

Offer Letter Approval

5. Click on **Recruit > Recruiting Approvals** on the main menu to review pending Requisition Approvals.

6. To review the offer letter, click on the icon as circled below.

7. To approve the offer letter, click on the icon. To deny the offer letter, click on the icon. You may also add comments with either response by clicking on the downward arrow next to the response icon. Once you have selected your response, and added your comment if applicable, click **Submit**.

8. You may review your past approvals by clicking on the Past tab.
Send Offer to Candidate

Once the offer letter has been approved by Human Resources and other applicable approvers, you may extend the offer to the candidate. You can either do this manually via paper, or the system allows you to send the offer letter electronically.

1. Return to the applicant’ profile and click the status tab. You will see that the offer letter has been approved. You also have the ability to click “Send Offer”.

2. Once you click “Send Offer”, a send offer pop up will appear.
3. There are various send methods that you can use. Offer letters can be sent to the My Profile page for external candidates, via email, or via paper mail. The “Other” tab enables you to record the date the offer is sent in the event that none of the other send methods are used.

   a. **Candidate Profile** - This option sends the offer to the My Tasks panel on the candidate's My Profile page.

      In the Instructions field, enter information regarding the offer. For example, you may wish to indicate that the candidate can respond to the offer via their My Profile page. The maximum character limit is 500. The instructions appear for the candidate when they review the offer.

      Click the “Send to Candidate Profile” button to submit the offer to the candidate.

      Once the offer is sent, you can resend the offer, either with the same offer letter and attachments or with changes to these sections. The Candidate Profile tab displays a Re-send to Candidate Profile button that enables you to resend the offer. The last date on which the offer was sent displays above the button. **Note:** If the version that is being resent to the candidate is the same as the current version on the candidate's My Profile page, then clicking **Re-send to Candidate Profile** replaces the current version, even though it is the same version. A new Sent date is recorded.

   b. **Email** - The Email option enables you to email the offer to the candidate.

      In the Instructions field, enter instructions regarding the offer. For example: *Please review the attached letter. Please sign and date the letter and return to the hiring manager.*

      Click Send Email to send the offer to the candidate. Any attachments in the Additional Attachments field are included.

      Once the offer is sent, you can resend the offer, either with the same offer letter and attachments or with changes to these sections. The Email tab displays a Re-send Email button that enables you to resend the offer. The last date on which the offer was sent displays above the button. **Note:** If the version that is being resent to the candidate is the
same as the current version on the candidate's My Profile page, then clicking **Re-send Email** replaces the current version, even though it is the same version. A new Sent date is recorded.

c. Paper Mail - The Paper Mail option enables you to create a record that the offer is being sent via paper mail. The candidate's address from their user record is pre-populated in the Paper Mail tab. If an address is not available, then you can enter an address by clicking the Edit Address link in upper-right corner. From this link, you can also edit the pre-populated address. An address is not required. **Note:** Editing the address does not affect the candidate's address on their user record.

In the Date Sent field, you must enter the date on which the offer will be or was sent. Then, click Save to commit the date sent.

d. Other - The Other option enables you to record the date an offer was or will be sent to a candidate if you are not using any of the other send methods. Enter a date in the Date Sent field, and then click Save to commit the date sent.