Jobs@UIowa P&S Requisitions

Jobs@UIowa is located under the Systems section of the Administration tab of Self Service.

CREATE A REQUISITION

Click on the Professional & Scientific requisition under Create a Requistion.

The P&S Requisition is divided into 7 sections: Position Basics, Position Details, Advertising Details, Applicant Options, Recruiting Plan, Search Committee, and Miscellaneous. Each sections is covered below. Note: Required fields are marked with red ticker marks.

Position Basics

Select which type of position to create.

You are here: Administration » Jobs@UIOWA » **Create a P&S Requisition**

P&S Requisition
Select the type of requisition

⊙ WHAT TYPE OF REQUISITION ARE YOU WANTING TO CREATE?

○ Existing Position Requisition
○ Permanent Residency Requisition with an Existing Position
○ Temporary Requisition for an Existing Position

[Continue] [Cancel]

Once the type is selected, a Position Number field will display to be filled in. Click Continue.

You are here: Administration » Jobs@UIOWA » **Create a P&S Requisition**

P&S Requisition
Select the type of requisition

⊙ WHAT TYPE OF REQUISITION ARE YOU WANTING TO CREATE?

◉ Existing Position Requisition
○ Permanent Residency Requisition with an Existing Position
○ Temporary Requisition for an Existing Position

»Position Number: [_____]
A position number is required for any existing position requisition. If you do not know the position or you are not sure this requisition should use a position number, please contact your HR Rep or Comp Class.

[Continue] [Cancel]

Position Details

P&S Requisition
Position Details

Job Title:	Info Tech Support Services III (PC56)
Department:	VPFO-Human Resources (05-0315)

Attention:

- After completing this step, a transaction & requisition number will be assigned and your form will be automatically entered into Draft status.

Sub Department: `00015`

»Percent Time Range: From: `____` To: `100`
Range is from low to high. If there is no range, fill in the "To" box.

»Annual Salary Range: Low: `43174` High: `55000`
☐ Check for Commensurate
Range is from Low to High, No Commas
2007-2008 P&S Pay Plan

»Proposed Appt. Start Date: `07/01/2008` `...`
Format: mm/dd/yyyy

Working Title: `Administrative Systems Support`
The Working Title will be used as an alternate name to the default Job Description on the ad.

Specified Term: ☐
Check if this requisition is intended to be used to hire an individual for a specified term.

Requisition Purpose: ☐
Check if this requisition is intended to be used to hire more than one individual.

Criminal Background Check: ☑
Check if the position for this requisition requires a Criminal Background Check.

Drivers License Required: `None ▼`

⊙ MFK

FND	ORG	DEPT	SDEPT	GRANTPG	FUNCT	
050	05	0315	00015	00000000	60	Remove

[Add MFK Row]

[Continue] [Cancel]

Based on the information provided on the previous screen, the basic information about the position is provided at the top of the subsequent screens. Fill in all appropriate fields. Click Continue.

Advertising Details

Required fields for advertising are Ad Start Date, Contact person, and position details. From this point on, you can Preview the Ad as it will be displayed on Jobs@UIowa based on the information provided.

You are here: Administration » Jobs@UIOWA » Transaction #1325980 » Position Details » **Advertising Details**

P&S Requisition
Advertising Details

Requisition #:	54418 (Preview Ad)
Job Title:	Info Tech Support Services III (PC56)
Department:	VPFO-Human Resources (05-0315)

⊙ ADVERTISING DATES

»Ad Start Date: `01/28/2008` …   Monday, January 28th, 2008
Format: mm/dd/yyyy

Ad End Date: `02/12/2008` …   Tuesday, February 12th, 2008
Format: mm/dd/yyyy

Advertisment Options: `Standard 14 Days or Until End Date Above ▾`

Attention: If you are looking to advertise for a long period of time please select "Requisition is on Extended Advertising".

To take a requisition off of "Extended Advertising", the search committee chair/admins must select the Advertising End Date and "Standard 15 Days" for advertising options.

If you are unsure of which option to select, please contact **jobs-help@uiowa.edu**

⊙ DEPARTMENT CONTACT INFORMATION

Department URL: `[                    ]`

»Contact: `BELL,ANGELA JO                    `   Choose/Edit

Use Internal Contact for the Job Line: ⦿ Yes   ○ No

Contact Display Options: ☑ Check to supress the contact's phone number on the job line.
☑ Check to supress the contact's email address on the job line.

Job Line Email Address: `[                    ]`
Defaults to internal contact's email

✋ **Attention:**

- **Guidelines for all open positions for executive/adminstrative/managerial staff(at pay grade 12 or higher in the P&S classification system)**
  As a requisite job qualification, a statement must be included in the position announcement that candidates and/or applicants be able to demonstrate job-related experience with and/or commitment to diversity in the work/academic environment.
- **Examples of language that may be used in advertisements to satisfy this requirement are listed on the Office of Equal Opportunity and Diversity's website at: http://www.uiowa.edu/~eod/searches/manual/ad-guidelines/diversity.html**

»Job Duties:

```
answer questions
```

For assistance please view the **P & S Job Classifications**.

Education Requirement:

```
A Bachelor's degree in a related field or an equivalent
combination of education and experience is required.
```

Experience Required:

```
Reasonable (typically 1-3 years) experience in IT Support
Services is required.

Ability to communicate effectively, both orally and in
writing, with technical and non-technical staff.
```

Certifications:

Desirable Qualifications:

[Continue] [Cancel]

Applicant Options

Indicate the type of application, cover letter options, and references options. If references are required, indicate the number. Additional required materials can be indicated in the fill in box. Notification options will need to be set also.

P&S Requisition
Define applicant options

Requisition #:	54418	Preview Ad
Job Title:	Info Tech Support Services III (PC56)
Department:	VPFO-Human Resources (05-0315)

⦾ ONLINE JOB APPLICATION OPTIONS

»**Online Application Type:**
○ General Employment Application
◉ Resume Upload Application
Note: The General Employment Application is the Jobs@UIOWA resume builder application. In this option, applicant does not have the ability to attach a resume.

»**Cover Letter Options:**
◉ Required
○ Optional
○ None

»**References Options:**
○ Online References (Professional or Personal)
○ Online References (Professional Only)
◉ Written References
○ None

Please Note: "Written References" are not part of the online system. These are letters of reference sent by people on behalf of the applicant.

Number of References: [3]

⚠ If you selected to have written references, this will be the number of written references to send.
If you want references included in the online application, this is the number of those references.
If you do not want references, leave blank or enter 0.

Additional Application Materials: [   ]

⚠ The Additional Application Materials section is available for those jobs which require materials outside of the options available in the online application to be sent by the candidates. The Additional Application Materials *should not* include resumes, cover letters, written references, and names of references. Those items are part of the online application process. Examples of Additional Materials include a Graphic Portfiolio, Code Sample, Writing Samples, Additional Department Online Forms, etc...

⦾ NOTIFICATION OPTION

Application Notification Option: [Send notification to the Search Committee Admins ▼]

Attention: The notification option allows the search committee to be notified everytime an applicant completes the online application process.

[Continue] [Cancel]

Recruiting Plan

Indicate all areas that will be used as recruiting resources. Those resources that are targeted to the attention of women and minorities are indicated in red text.

You are here: Administration » Jobs@UIOWA » Transaction #1325986 » Position Details » Advertising Details » Applicant Options »
Recruiting

P&S Requisition
Select your recruiting plan

Requisition #:	54421	Preview Ad
Job Title:	Info Tech Support Services II (PC55)
Department:	VPFO-Human Resources (05-0315)

RECRUITING RESOURCES

Attention:

- **Resources targeted to the attention of women and minorities are highlighted below in red text.**

University of Iowa Sources: Websites, Listservs, Publications, Contacts

- ☐ UI Departmental website
- ☐ UI Dual Career Network
- ☐ **African-American Council(UI listserv)**
- ☐ Listserv 1
- ☐ Listserv 2
- ☐ Listserv 3
- ☐ Other 1
- ☐ Other 2
- ☐ Other 3

Internet Advertising (Websites, Online Journals, Online Newspapers, Listservs - Non University of Iowa)

- ☐ CareerBuilder.com
- ☑ Cedar Rapids Gazette website (gazetteonline.com)
- ☐ Chronicle of Higher Education website
- ☐ The Hispanic Outlook in Higher Education
- ☐ **Iowa Division of Latino Affairs**
- ☐ Corridorcareers.com
- ☐ Des Moines Register website (dmregister.com)
- ☐ Higheredjobs.com website
- ☐ Monster.com
- ☐ Listserv 1 [_____]
- ☐ Listserv 2 [_____]
- ☐ Listserv 3 [_____]
- ☐ Listserv 4 [_____]
- ☐ Listserv 5 [_____]
- ☐ Other 1 [_____]
- ☐ Other 2 [_____]
- ☐ Other 3 [_____]
- ☐ Other 4 [_____]
- ☐ Other 5 [_____]

Professional and Scientific Journals (Print Versions)

- ☐ Academic Physician and Scientist print journal
- ☐ **Black Issues in Higher Education**
- ☑ Chronicle of Higher Education print journal
- ☐ **Hispanic Outlook in Higher Education**
- ☐ Science Magazine
- ☐ Other 1 [_____]
- ☐ Other 2 [_____]
- ☐ Other 3 [_____]
- ☐ Other 4 [_____]
- ☐ Other 5 [_____]

Newspapers (Print Versions)

- ☐ Iowa City
- ☐ Cedar Rapids
- ☐ Des Moines
- ☐ Waterloo
- ☐ Quad Cities
- ☐ Chicago
- ☐ Minneapolis
- ☐ Kansas City
- ☐ St. Louis
- ☐ Milwaukee
- ☐ Other [_____]
- ☐ Other 2 [_____]
- ☐ Other 3 [_____]
- ☐ Other 4 [_____]
- ☐ Other 5 [_____]

Personal Contact or Referral

- ☐ **Historically Black Colleges and Universities**
- ☐ **Minority and Women Doctoral Directory**
- ☐ Other [   ]

Employment Agency

- ☐ Cambridge Careers Inc
- ☐ Westaff
- ☐ Private search firm [   ]
- ☐ Other temporary employment agency [   ]
- ☐ Other 1 [   ]
- ☐ Other 2 [   ]
- ☐ Other 3 [   ]
- ☐ Other 4 [   ]
- ☐ Other 5 [   ]

Radio advertisements

- ☐ Local
- ☐ Other [   ]

Any Comments, Questions, or Suggestions regarding recruiting?

[   ]

Note: limit of 254 characters.

[Continue] [Cancel]

Search Committee

Required fields in the search committee section are the Committee Chair and the Departmental Executive Officer. Search committee members and administrators may be added on this screen at this point or the Committee Chair may add them later through the Search Committee Options from the main Jobs@UIowa screen.

You are here: Administration » Jobs@UIOWA » Transaction #1325986 » Position Details » Advertising Details » Applicant Options » Recruiting » **Search Committee**

P&S Requisition
Search Committee

Requisition #:	54421	Preview Ad
Job Title:	Info Tech Support Services II (PC55)
Department:	VPFO-Human Resources (05-0315)

Attention:

- Once you have added an employee as a chair, you do not need to put that person as an admin. The chair and admin have the same access in our system.
- Please do not add a person as a committee member and a committee admin. A committee admin is a member of the search committee with special access.
- Commitee members outside of the University of Iowa must be added my the Search Chair/Admins from the Search Committee Options.

SEARCH COMMITTEE

»Committee Chair: BELL,ANGELA JO   Choose/Edit

»Dept Executive Officer: BUCKLEY,SUSAN C   Choose/Edit

Committee Members:

[   ] Choose/Edit Remove
[Add Member]

Committee Administrators:

[   ] Choose/Edit Remove
[Add Admin]

[Continue] [Cancel]

Miscellaneous

The final section has a general comments section to add anything that is not covered in the rest of the requisition.

You are here: Administration » Jobs@UIOWA » Transaction #1325986 » Position Details » Advertising Details » Applicant Options » Recruiting » Search Committee » **Miscellaneous**

P&S Requisition
Miscellaneous

Requisition #:	54421	Preview Ad
Job Title:	Info Tech Support Services II (PC55)
Department:	VPFO-Human Resources (05-0315)

GENERAL

General Requisition Comments

Note: limit of 254 characters.

[Continue] [Cancel]

Requisition Summary

After completing all sections of the requisition, a summary will be displayed showing everything entered. Each section will have its own Edit button so you can go back to individual sections to make changes before submitting to Workflow.

When all sections have been reviewed, click the Finalize and Send to Workflow button at the bottom of the summary screen.

You are here: Administration » Jobs@UIOWA » **P&S Requisition**

Transaction # 1325986

Requisition #:	54421	Preview Ad
Job Title:	Info Tech Support Services II (PC55)
Department:	VPFO-Human Resources (05-0315)

Attention:

- Info Tech Support Services II (PC55) belongs to a job group that is currently underrepresented for women. Targeted recruitment activities designed to increase the representation of women in the applicant pool will be required. Contact the Office of Equal Opportunity and Diversity (5-0705 or diversity@uiowa.edu) if you need assistance in identifying targeted recruitment resources.

POSITION DETAILS

Sub Department:	00015
Percent Time Range:	100
Annual Salary Range:	$36886.00 - $45000.00
Proposed Appt Start Date:	Tuesday, July 1st, 2008
Working Title:	APPLICATION SYSTEMS SUPPORT
Application Option:	This requisition is using the online Jobs@UIOWA system.
Requisition Purpose:	This requisition is intended to be used to hire one individual.
Criminal Background Check:	This requisition's position **does not require** a Criminal Background Check.
Drivers License Required:	This requisition's position **does not require** driving as a part of the job duties.

Edit Position Details

ADVERTISING DETAILS

ADVERTISING DATES

Proposed Job Line Start Date: Tuesday, January 29th, 2008
Proposed Job Line End Date: Wednesday, February 13th, 2008

DEPARTMENT CONTACT INFORMATION

University Information: Angela J Bell - HUMAN RESOURCES INFORMATION MGMT
121 USB
Phone: 319-384-2080
The Internal Contact's Information will be used on the Professional Job Line.

Contact Name: Angela J Bell
Email Address: imfo@uiowa.edu
Phone Number: 319-384-2080
Mailing Address: HUMAN RESOURCES
UNIVERSITY SERVICES BUILDING
1 W. PRENTISS ST.
121 USB
IOWA CITY, IA 52242

JOB DESCRIPTION/REQUIREMENTS

Job Duties: sfsadfsf sdfdfsdfszdf

Education Requirement: A Bachelor's degree in a related field or an equivalent combination of education and experience is required.

Experience Required: Reasonable (typically 1-3 years) experience in IT Support Services is required.

Ability to communicate effectively, both orally and in writing, with technical and non-technical staff.

[Edit Advertising Details]

ONLINE JOB APPLICATION OPTIONS

Application Type: This job requires a full online application
Cover Letter: A plain text cover letter is required
References: Written references must be sent to the contact.
Number of References: 3
Application Notification Option: **Send notification to the Search Committee Chair**

[Edit Applicant Options]

RECRUITING RESOURCES

Professional and Scientific Journals (Print Versions)
    Chronicle of Higher Education print journal
Internet Advertising (Websites, Online Journals, Online Newspapers, Listservs - Non University of Iowa)
    Cedar Rapids Gazette website (gazetteonline.com)

[Edit Recruiting Resources]

SEARCH COMMITTEE

Search Committee Chair: BELL,ANGELA JO
Departmental Executive Officer: BUCKLEY,SUSAN C

[Edit The Search Committee]

MISCELLANEOUS

Requisition Status: In Process

[Edit Miscellaneous]

[Finalize and Send Into Workflow]

Workflow Routing

From the Initiate Workflow screen, select the workflow path for the form to follow. Click Continue.

You are here: Personal » Initiate Workflow Process

Initiate Workflow Process

You are entering a P & S Req - New into the UI Workflow System.

Please choose a workflow group from the following list.
If you don't see the group you wish to use, please click here to choose a different department for routing.

	ORG / DEPT	SUBLEVEL
◉	VPFO-Human Resources	
○	VPFO-Human Resources	00010
○	VPFO-Human Resources	00020-ELR
○	VPFO-Human Resources	00020-EMPLOY
○	VPFO-Human Resources	Admin_Svcs
○	VPFO-Human Resources	Benefits
○	VPFO-Human Resources	CompClass

The workflow routing screen will give options for routing the form and display suggested attachments for the type of requisition you are completing. At this point you may also select the Void option which will delete the entire requisition. Click Continue.

You are here: Personal » Workflow Routing

Workflow Routing
Workflow for: P & S Req - New (Transaction 1325986)

This transaction was entered into Workflow on 01/29/2008
The Workflow Inbox displays this basic information: 05-0315 | | | | 054421
View the entire projected Workflow path for this form.

◌ WORKFLOW OPTIONS FOR: P & S REQ - NEW (TRANSACTION 1325986)

You are viewing all options for this form.
To view Approval options only, click here. To view "Do Not Approve" options only, click here.

You are responsible for routing this form to its next step, using this application.
Please choose from the following options:

◉ Send to the next approval level as listed here:

Employee ID	Name	Approval Level	Approval Type
1029024	COWLES,PATRICIA R	SUBLEVEL	May Approve

○ Send to the next approval level plus someone from my alternates list.
(specify on next page)
○ Send to an alternate for intermediate approval.
(specify on next page)
○ Void this form, removing it completely from workflow.
You will be asked for further confirmation.

[Continue]

WORKFLOW ATTACHMENTS

(Attachment Help)

In order to have access to attach documents, please attach your documents before forwarding the form.
Use the following link to attach documents to this transaction:

Attach Documents

The following are suggested attachments:
- **Correspondence**
- **PDQ**
- **External Ad**
- **Recruitment Contacts**
- **Solicitation Letters**
- **Job Description**
- **Background Check Request**

You will then be presented with a final confirmation for Workflow Routing. Click Continue.

You are here: Personal » Inbox » Approval/Routing » **Confirm Workflow Routing**

Confirm Workflow Routing

⊙ CONFIRM ROUTING FOR: P & S REQ - NEW (TRANSACTION 1325986)

This transaction was entered into Workflow on 01/29/2008
The Workflow Inbox displays this basic information: 05-0315 | | | | 054421
View the entire projected Workflow path for this form.
You are processing this form; it will proceed through the workflow system as follows:

You have chosen to use the default workflow routing.

Name	Approval Type
COWLES,PATRICIA R	May Approve

Press Continue to approve this routing:

[Continue]

The final screen shows you are finished processing the requisition.

You are here: Personal » Inbox » **Finish Workflow Routing**

Finish Workflow Routing

You have approved this form; it will proceed through the workflow system.

To return to the HR Transaction System, please click here.

To return to Hire@UIOWA, please click here.

Clone a Requisition

Once a requisition has been created for a particular position, you can subsequently clone that requisition to use to fill another position. Select Clone a requisition under the Create a Requisition section.

You are here: Administration » Jobs@UIOWA » **Home**

Jobs@UIOWA
Welcome to the home of Merit, Faculty, and P&S Job Searches

CREATE A REQUISITION

Start the process for P&S, Faculty, Merit

- Professional & Scientific
- Merit
- Faculty
- Clone a requisition

MANAGE REQUISITIONS

- Search My Requisitions
- View All Requisitions in Workflow
- View Forms Finalized but Not Routed into Workflow

SEARCH COMMITTEE OPTIONS

- Goto Search Committee Home

Enter the search criteria. The more information provided, the easier the search will be.

You are here: Administration » Jobs@UIOWA » **Home**

Jobs@UIOWA
Welcome to the home of Merit, Faculty, and P&S Job Searches

Search for a requisition to clone

Attention:

- Only requisitions that use the online application system can be cloned.

Transaction Number: [   ]

Requisition Number: [54411]

Org-Dept: [05-0315]   Example: xx-xxxx or xx

Position Number: [   ]

Date Entered into Workflow: From: [   ] (mm/dd/yyyy) **To:** [   ] (mm/dd/yyyy)

Requisition Type:
☑ P&S
☑ Faculty

Workflow Status:
☐ Draft
☐ In Process
☐ Closed
☐ Voided

[Search]

A list of requisitions will be displayed by category based on the search criteria entered. Click the Transaction Number link to open the form you want.

Your search returned   requisitions.

⊙ FACULTY REQUISITION

Transaction Number	Requisition Number	Job Title	Initiator	Workflow Status
1325882	54393	CLINICAL-TRACK	ADAM PYATT	D
1325943	54397	TENURE-TRACK	ANGELA BELL	D
1325945	54398	TENURE-TRACK	ANGELA BELL	D
1325946	54399	TENURE-TRACK	GERTRUDE NATH	W
1325954	54401	CLINICAL-TRACK	ADAM PYATT	W
1325960	54405	TENURE-TRACK	HANS HOERSCHELMAN	D
1325963	54408	TENURE-TRACK	ADAM PYATT	D
1325966	54409	TENURE-TRACK	GERTRUDE NATH	D

⊙ P & S REQ - EXISTING

Transaction Number	Requisition Number	Job Title	Initiator	Workflow Status
1213713	54390	ASST DIR,HUMAN RESOURCES	ADAM PYATT	D
1213714	54391	HUMAN RESOURCES SPECIALIST III	ADAM PYATT	D
1213715	54392	HUMAN RESOURCES SPECIALIST III	ADAM PYATT	D
1325883	54394	ASST DIR,HUMAN RESOURCES	ADAM PYATT	D
1325956	54402	ASST DIR,HUMAN RESOURCES	ADAM PYATT	W
1325958	54404	APPLICATIONS DEV AND SUP II	ADAM PYATT	D
1325969	54412	HUMAN RESOURCES SPECIALIST III	ADAM PYATT	D
1325970	54413	PROGRAM CONSULTANT	ADAM PYATT	D

⊙ P & S REQ - NEW

Transaction Number	Requisition Number	Job Title	Initiator	Workflow Status
1213458	54387	APPLICATIONS DEV AND SUP I	ADAM PYATT	D
1213512	54388	APPLICATIONS DEV AND SUP I	ADAM PYATT	W
1325940	54395	PSYCHOMETRIST	ADAM PYATT	D

As noted, only some sections of the requisition will be cloned. Click Clone this Requisition.

P&S Requisition
Select the type of requisition

Requisition #:	57566
Requisition Type:	Existing P & S Position Requisition
Position Number:	00000513
Job Title:	INFO TECH SUPPORT SERVICES II (PC55)
Org:	VP Finance & Operations (05-0315)

Attention:

- The requisition above is about to be cloned into a new requisition.
- The cloning process will not copy certain sections from the old requisition: search committee, appointment start date, and recruiting resources.

◉ Existing Position Requisition

[Clone This Requisition]   [Cancel]

The form will be created with new requisition # and transaction #.

You are here: Administration » Jobs@UIOWA » **P&S Requisition**

Transaction # 1325991

Requisition #:	54426 Preview Ad
Requisition Type:	New P & S Position Requisition
Job Title:	INFO TECH SUPPORT SERVICES II (PC55)
Department:	VP Finance & Operations (05-0315)

The clone has been created, however, this is not an exact duplicate. Please note the following will need to be completed: Search Committee, Internal Contact, Appointment Start Date, and anything related to attachments and the workflow process.

Attention:

- Info Tech Support Services II (PC55) belongs to a job group that is currently underrepresented for women. Targeted recruitment activities designed to increase the representation of women in the applicant pool will be required. Contact the Office of Equal Opportunity and Diversity (5-0705 or diversity@uiowa.edu) if you need assistance in identifying targeted recruitment resources.

MANAGE REQUISITIONS

Search

To get a list of requisitions, enter just the basic information. The more information you provide in the search criteria, the narrower the search

You are here: Administration » Jobs@UIOWA » **Home**

Jobs@UIOWA
Welcome to the home of Merit, Faculty, and P&S Job Searches

Search for a requisition

Transaction Number:	
Requisition Number:	
Org-Dept:	05-0315 Example: xx-xxxx or xx
Position Number:	
Date Entered into Workflow:	From: 01/01/2008 (mm/dd/yyyy) To: 01/30/2008 (mm/dd/yyyy)
Requisition Type:	☑ P&S ☑ Faculty ☐ Merit
Workflow Status:	☐ Draft ☑ In Process ☐ Closed ☐ Voided

[Search]

A listing of requisitions divided by category will display based on the search criteria entered.

You are here: Administration » Jobs@UIOWA » **Home**

Jobs@UIOWA
Welcome to the home of Merit, Faculty, and P&S Job Searches

Search for a requisition

Show Search Form

⚠ **Click on the Transaction Number to view the form.**

Your search returned 6 requisitions.

FACULTY REQUISITION

Transaction Number	Requisition Number	Job Title	Initiator	Workflow Status
1325946	54399	TENURE-TRACK	GERTRUDE NATH	W
1325954	54401	CLINICAL-TRACK	ADAM PYATT	W
1325967	54410	TENURE-TRACK	GERTRUDE NATH	W

P & S REQ - EXISTING

Transaction Number	Requisition Number	Job Title	Initiator	Workflow Status
1325956	54402	ASST DIR,HUMAN RESOURCES	ADAM PYATT	W

P & S REQ - NEW

Transaction Number	Requisition Number	Job Title	Initiator	Workflow Status
1325942	54396	ASST DIR,HUMAN RESOURCES	ANGELA BELL	W
1325986	54421	INFO TECH SUPPORT SERVICES II	GERTRUDE NATH	W

Click on the Transaction Number to view the form.

A summary of the requisition will display with Workflow information at the top.

You are here: Personal » **P&S Requisition**

Transaction # 1325986

Requisition #:	54421	Preview Ad
Requisition Type:	New P & S Position Requisition
Job Title:	INFO TECH SUPPORT SERVICES II (PC55)
Department:	VP Finance & Operations (05-0315)

WORKFLOW ATTACHMENTS

Attachments - **Add Attachment**

Refresh Page   Attachment Help

WORKFLOW DETAILS

Seq#	Approval Date	Approver	Approval	Routing	Status	Comments
1		COWLES,PATRICIA R	May Approve	SUBLEVEL	N	
0	01/29/2008	NATH,GERTRUDE LYNN	Required	INITIATOR	Y	

Show/Hide Workflow Legend

View all Requisitions in Workflow/Finalized Requisitions.

These two options provide a list of requisitions that are outstanding in Workflow or have been finalized but not entered into the workflow process.