

How to request a requisition in ATLAS – Student Employment

- Log into ATLAS – please send an email to atlas@esu.edu if you are not able to log in
- Hover over the recruit tab, then click on requisition request
 - If you do not have a recruit tab – please contact atlas@esu.edu
- Click Create new request

GENERAL

There are 2 pages to the requisition request. The first page, General, is what is used for internal ESU groups to view and approve your requisition request. Candidates are not able to view any information that is entered on this first page.

1. Job Title Box – Click on the lookup button in the position box

Create Requisition Request

General ?

Please complete the required fields.

Job Title ? Position 

a.

2. Click the + sign next to !East Stroudsburg University to expand

Search Position x

Title ID

| Title | ID | Parent |
|--|------|---|
| + East Stroudsburg University | ESU | East Stroudsburg University of Pennsylvania |
| Assistant Director of Campus Rec & Wellness: Fitness & Wellbeing | SAA4 | East Stroudsburg University of Pennsylvania |

a.

3. Click on the word "ID" to put them in numerical order

Search Position x

Title ID

All > East Stroudsburg University of Pennsylvania > !East Stroudsburg University >

| Title | ID | Parent |
|---------------------------|----------|------------------------------|
| Academic Coordinator for | 30011149 | !East Stroudsburg University |
| Academic Secretary | 10057319 | !East Stroudsburg University |
| Academic Secretary Art | 30011013 | !East Stroudsburg University |
| Academic Secretary ATEP | 30011034 | !East Stroudsburg University |
| Academic Secretary BIOL | 30011015 | !East Stroudsburg University |
| Academic Secretary CHEM 1 | 30011053 | !East Stroudsburg University |
| Academic Secretary COBM | 30011029 | !East Stroudsburg University |

a.

4. Click in the ID for the job you want to post – If you do not select the correct ID, the entire requisition will not load the correct template or fields. This step is very important

| Title ↕ | ID ↕ | Parent ↕ |
|-------------------------------|------|------------------------------|
| AFSCME General | 001 | !East Stroudsburg University |
| SCUPA General | 002 | !East Stroudsburg University |
| Assistant Coach - General | 003 | !East Stroudsburg University |
| Head Coach - General | 004 | !East Stroudsburg University |
| Seasonal Worker | 005 | !East Stroudsburg University |
| Assistant/Associate Professor | 006 | !East Stroudsburg University |
| Volunteer | 007 | !East Stroudsburg University |
| General Non-Represented | 008 | !East Stroudsburg University |
| Graduate Student Worker | 009 | !East Stroudsburg University |
| Other Unions General | 010 | !East Stroudsburg University |

| Title ↕ | ID ↕ | Parent ↕ |
|--------------------------|------|------------------------------|
| Clerk Typist 2 | 011 | !East Stroudsburg University |
| Manager | 013 | !East Stroudsburg University |
| Instructor (Temporary) | 014 | !East Stroudsburg University |
| Student Worker | 016 | !East Stroudsburg University |
| Graduate Assistant | 017 | !East Stroudsburg University |
| Agency Temporary Request | 018 | !East Stroudsburg University |
| Tutor Student Worker | 022 | !East Stroudsburg University |
| SPFPA | 025 | !East Stroudsburg University |

5. Requisition Template – Click the lookup button in this box

Requisition Template ?

Please Select



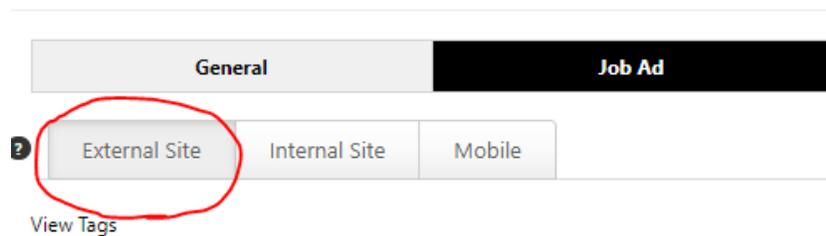
- a.
6. Click on the appropriate template available for you to select based on the job ID you selected in step #4
 7. Display Job Title – Name of the position that the applicant sees.
 8. **Do not edit University, Address, EEO Category, Employment Type, Currency, Compensation, or FTE**
 9. Contact Phone Number
 10. Range – If it is minimum wage, you must put \$7.25 in both fields or the system will not let you continue to the next screen
 11. Referral Bonus - \$0
 12. Department
 13. Existing or New – mandatory field
 14. Cost Center – should be specific to your department
 15. Budget Notes – If it is new, explain where the budget is coming from. If the position is existing, you can just type “Already Budgeted”
 16. Duration of Position – mandatory field
 17. Search Waiver – N/A
 18. Search Waiver Name – N/A
 19. Justification/Notes – Explanation of why you need this position
 20. Hours of work – Keep in mind that it’s a maximum of 20 per week for students
 21. Description - **DELETE ANY TEXT IN THIS FIELD BEFORE ADDING YOUR TEXT** – This field can be copied from the job description
 22. Qualifications – **DELETE ANY TEXT IN THIS FIELD BEFORE ADDING YOUR TEXT** – This field can be copied from the job description
 23. Owner – This field is defaulted to HR staff – do not add, edit, or change the owner field
 24. Hiring Manager – click on the lookup box

25. Search for the name of the hiring manager and when it comes up and you click on it, you will be directed back to the request screen.
26. Add Reviewers – This is for anyone you want to be able to screen candidates. This does not have to be completed now at the time of request, HR can add the search committee on later.
27. Leave Interviewer field blank – not needed for student positions
28. Attachments – MANDATORY to attach job description. Click add attachment – Browse – Select your document – Add a title – Click Save.
29. Priority – mandatory field
30. Openings – mandatory field (this requisition will automatically close after specified number of positions is filled)
31. Target Hire Date – mandatory field
32. Click Next

JOB AD – Mandatory

*Your req request will be declined if this page is not completed. The job ad is what is used to advertise the position internally, externally, and on ESU’s job posting websites. The candidate does not see any of the req details from the first page when the job is posted, they only see the job ad.

Only the External Tab needs to be completed. It copies to the other 3 tabs automatically



You can type in the required fields or upload the job description using the instructions below, however please check that the formatting is correct and the job ad looks clean and professional.

DELETE “Add descriptions/hours/schedule” BEFORE ADDING YOUR TEXT

1. Copy the job description from your Word document
2. Click the clipboard icon that has a W in the center 
3. Paste your job description in the box provided
4. Click Paste
5. Please **DO NOT** delete Clery Crime and Fire Statistics Report or ESU information listed on the bottom of this screen.

Click Submit Request

This automatically generates an email to HR that a requisition request has been submitted. After review of your submitted requisition request, we will approve it and then post it to the student employment site for applications.

If there are any errors in your requisition request, your request will be declined and instruction will be given for corrections in the notes section (circled in red below).

Requisition Requests ²

+ Create New Request

Job Title All Statuses

| Job Title | Request Reviewers | Submitted | Status | Requisition ID | Options |
|-----------------------------|--|-------------------|----------|----------------|---|
| East Stroudsburg University | Elizabeth Hall, Lauren Worrell, Timothy Kresge, Jessica Diaz, Teresa Fritsche, Jamie Bisbing | 2/25/2019 9:34 AM | Declined | |  |

(1 Result)

Please contact atlas@esu.edu with any questions about this process.