

Interview
Exchange
Applicant Tracking/Hiring
Management System



Northern Essex Community College
Requisition Approval Tracking Module

Requisition Workflow

Exchange

- HR User/ Manager/Search Committee (Initiator) creates a requisition.

HR User/ Manager/Search Committee is provided with a drop down to choose the requisition form template.
- After the HR User/ Manager/Search Committee fills in the required information in the template, the approvers are added to the requisition.
- After all approvers are added an email chain is started. The first email is sent to the approver on the list requesting him/her to approve the requisition.
- Once the approver approves the requisition (by submitting sent for approval) an email is sent to the second approver in the list requesting him/her to approve the requisition.
- This process is complete when the email is sent to the last person in the list requesting approval.
- If any of the approvers in the chain deny the requisition the approval is marked as denied and an email is sent to all the approvers who had approved the requisition before and also the initiator of the requisition notifying him that the requisition has been denied.

Exchange

Requisition

Exchange Northern Essex Community College [sign out](#)

Welcome: **Mary Chatigny**

Mary Chatigny: Manage Jobs

[Add New Job](#) [Requisitions](#) [All Users](#) [Job Search](#)

- [Manage Jobs](#)
- [Post New Job](#)
- [Requisitions](#)
- [Find Candidates](#)
- [Checklist](#)
- [Create Folders](#)
- [Registration](#)
- [User Account](#)
- [User Manual](#)
- [Manage Users](#)
- [Company Account](#)
- [Metrics Reports](#)
- [Help Desk](#)
- [Sign out](#)

[Open Jobs](#) [Closed Jobs](#)

Manage Open Jobs						
ID	Title	Posted	Ends	Applies	Hits	% Applies
You do not have any Open Jobs						

3

Click on the Requisitions link on either the top or left-hand side of the page

Exchange

Exchange Northern Essex Community College
 Welcome: Mary Chalkley Sign Out

Manage Requisitions

[Add New Requisition](#) [Manage Jobs](#)
[Search Requisitions](#)

[Pending Approval](#) [Open Reqs](#) [Closed Reqs](#)

Manage Jobs

Post New Job

Requisitions

Find Candidates

Quick List

Create Folders

Registration

User Account

User Manual

Manage Users

Company Account

Meteca Reports

Help Desk

Sign out

Show My Requisitions Only

Manage Pending Requisitions

ID	Requisition Title	Requisition Template	Job Title	Approval Status	Modified
Sort By:					
<input type="checkbox"/> Originator First/Last					
<input checked="" type="checkbox"/> Current Approver First/Last					

* - Requisitions from other users for approval
 ** - Requisitions from other users for review

If requisitioning to fill a position choose 'Add New Requisition'

EXchange


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Manage Requisitions

[Add New Requisition](#) [Manage Jobs](#)
[Search Requisitions](#)

Create New Requisition

Select Template:



5

In the 'select template' box choose 'personnel requisition'

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Exchange
 Welcome: Mary Chaligay
 Northern Essex Community College
 Sign Out

Create New 'Personnel Requisition'
 Manage Requisitions

Fields marked with an asterisk * are required.

Title/Name * * Requisition Status

Request for Personnel

1. Originator:	Mary Chaligay	Department:	
2. In-House Title:		State Title:	
3. Date of Vacancy:		Anticipated Start Date:	
4. Employee Type:		<input type="checkbox"/> Adjunct Credit	<input type="checkbox"/> Non-Credit Instructor
<input type="checkbox"/> MCCC Prof	<input type="checkbox"/> MCCC Faculty	<input type="checkbox"/> AFSCME Unit I	<input type="checkbox"/> AFSCME Unit II
<input type="checkbox"/> Hourly Non-Union	<input type="checkbox"/> Non-Union Professional		
5. Position Information (check all that apply)			
<input type="checkbox"/> Beneficial	<input type="checkbox"/> Non-Beneficial	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
<input type="checkbox"/> Temporary			
6. Position Schedule:			
Hours Per Week:			
Hours Each Day:	M	T	W
ex: 7 am - 3 pm			
	Th	F	Sa
7. Reason for Request:			
<input type="checkbox"/> New Position	<input type="checkbox"/> Replacement For:		
<input type="checkbox"/> Conversion/Explanation			

6

Title/Name: Type the title of the position – **this is a required field**

Row 1: Originator: Will automatically populate with your name

Department: type in department name - **this is a required field**

Row 2: In-house title: type in title - **this is a required field**

State title: type in state title - **this is a required field**

Row 3: Date of Vacancy and Anticipated start date: type in respective dates – **these area required fields**

Row 4: Employee Type: check appropriate box; only one box should be checked - **this is a required field**

Row 5: Position information: check all boxes that apply - **these are a required fields**

Row 6: Position schedule: complete hours/week box and the daily schedule blocks as appropriate (does not apply to DCE credit or Coaching positions) – **these are required fields**

Row 7: Reason for Request: check appropriate box - **this is a required field**

Row 8: Budget Information: check box if position is budgeted in current fiscal year; provide funding source, org, account and program such as;

Funding Source: state; Org: 1020; Account: 6113; Program: 60 -

these are required fields with the exception that for DCE faculty positions you do not need to include an org code.

NECC Account Codes:

F/T MTA/MCCC (faculty): 6111; F/T administrators: 6113; F/T classified: 6114; F/T MTA/MCCC (professional): 6115;

P/T MTA/MCCC (faculty): 6121; P/T administrators: 6123; P/T classified: 6124; P/T MTA/MCCC (professional): 6125

NECC Program Codes:

Instruction: 10; Public Service: 30; Academic Support: 40; Student Services: 50; Institutional Support: 60; Information Technology: 65;

Plant Operations & Maintenance: 70

Row 9: Salary information: complete as appropriate - **this is a required field; Please use the Notes section to supply information on DCE credit rates applicable to this position**

Row 10: check box for job posting advertising method - **this is a required field**

Row 11: upload job description; provide the core requisite questions you wish to ask in the 'Add a note/Ask questions' box - **these are required fields**

Click 'Submit' – upon submitting you will be taken to the 'Approver' page

Exchange

Exchange

Northern Essex Community College

Welcome: Mary Chaligry
Sign Out

Requisition Approvers: Test for new Requisition

[Manage Requisitions](#) [View Requisition](#) [Printable Version](#)

Approver	Approver Title	Approval Status
Susan Beaumont	Human Resources	
Cathy Ferguson	Budget Director	
-- Select --	Area Vice-President	
Susan Beaumont	Human Resources	
-- Select --		
-- Select --		
-- Select --		

7

From the drop down menu next to the **Area Vice-President** choose your department's Vice President – **This is a required field**

Click **'Save'** – your approver information will be saved for this requisition
 Click **'Send for Approval'**

Before going to your vice president for approval Human Resources will update the job posting as appropriate. Upon completion, HR will approve and the requisition will be sent to the Budget Director for approval. Upon budget approval the requisition will go to the designated vice president. Once approved by the vice president the requisition will come back to Human Resources for final approval and posting on the designated advertising sites.

Approval/Denial Process via email with links to access the system

- Once 'Send for approval' has been clicked an email chain starts with Manager (initiator) requesting approval.
- There is a link provided on the email. Clicking on the link and logging in takes Approver 1 to his/her account page.
- If first approver chooses 'Approve' then an email is sent to the next approver in the chain.
- If any of the users approver-1 , approver-2 or approver-3 choose 'Deny' then a requisition denial notice is sent to the original initiator of the requisition and to the approvers who had approved the requisition earlier.
- If everyone approves the requisition then a final approval notice is sent to the initiator of the requisition.

It is important to note that if information is missing that is necessary to be known before a requisition is improved you should call the person who originated the requisition to gather the missing information rather than denying the requisition.

Once a requisition is denied it cannot be reactivated.

● Sample E-mail

From: Interview Exchange [mailto:info@interviewexchange.com]
To: jennifer@interviewexchange.com
CC:
Subject: Requisition Status

Exchange

04-15-2010

Dear Jennifer,

The job requisition for Financial Aid- Test Reprint has been submitted to you for review.

Please [click here](#) to view the requisition.