Create a Job Requisition for an Adjunct/Temporary Worker

The Create Job Requisition process should be used to post/advertise an Adjunct or Temporary (per diem) position. A new position should not be created for this type of opening. Prior to initiating this process, verify that funding is available for the position by contacting the Office of Budget and Planning.

1) Enter **Create Job Req** into the *Search* bar and select **Create Job Requisition--Task**.

2) Click the *prompt icon* for the **Supervisory Organization** and select the **Temporary organization** for the Hiring Manager. If there is no temporary organization listed for the specific hiring manager, contact the Service Desk to have one created.
3) Select **Employee** in the **Worker Type** field.
4) Click the **OK** button.
5) In the **Recruiting Information** section, click the pencil icon to complete the fields. Click the **checkmark** to save.

- **Number of Openings**: Number of openings being recruited.
- **Reason**: Select the appropriate option:
  - Direct Hire – Direct Appointment approved by the Compliance and Labor Relations Office and Vice President for Human Resources and bypasses standard recruitment procedures.
  - Conversion – DO NOT select (if prompted). This is for HR only.
- **Replacement For**: N/A for this process.
- **Recruiting Instruction**: Select how this requisition should be advertised.
- **Recruiting Start Date**: Use the current date.
- **Target Hire Date**: The anticipated date of when the new hire should start in the position. For Faculty positions, use the first day of the term in which they will start.
- **Target End Date**: The contract end date for the vacancy. This is required for Temp and Adjunct requisitions.

6) Click **Next**.
7) On the Job tab, enter a descriptive title that reflects the discipline to be displayed on the job boards in the Job Posting Title field. (For example; Adjunct Faculty - School of Nursing)

8) Justification: This field should include the justification or comments for requesting the position.

9) In the Job Profile field, type “Temp” or “Adjunct” and hit Enter. Select the appropriate job profile from the results.

10) Additional Job Profiles leave blank.

11) Enter the overall duties and expectations for this requisition in the Job Description Summary field.

12) Complete the Job Description field with specific job duties and requirements. The data in this field will be displayed in the job posting.

13) The Additional Job Description field should contain what needs to be included in the application (i.e., resume/CV and separate cover letter). These details will also be included in the job posting.

14) In the Worker Sub-Type field, select Worker Types and select Fixed Term-Adjunct (Fixed Term) or Fixed Term-Temporary (Fixed Term).

15) Click in the Time Type field and select Part Time.

16) In the Primary Location field, select the general site from which this position will primarily work.

17) Primary Job Posting Location will default in as Montclair, NJ.

18) Scheduled Weekly Hours defaults in as 35.

19) Work Shift field should be left blank.

20) Click the Next button.
21) On the Organizations tab, complete the Cost Center and Fund fields with the appropriate data.

22) In the PS Account field, enter 52005 or Adjuncts for an adjunct position, or enter 55005 or Temporary for temporary employees.

23) Click the Next button.

24) On the Attachments tab, click the Next button as no attachments are needed.

25) On the Compensation tab, the hourly pay for temps will default in as the current minimum wage. Click the pencil icon and adjust the rate, if needed. For adjuncts, leave this field blank.

26) Click Next.

27) On the Summary tab, review all information and confirm it is correct. To edit information, click the pencil icon in the upper right corner of the corresponding section.

28) When all information is confirmed, click the Submit button to send this request through approvals and onto Recruiting.
The confirmation screen displays, confirming the request was successfully submitted.