

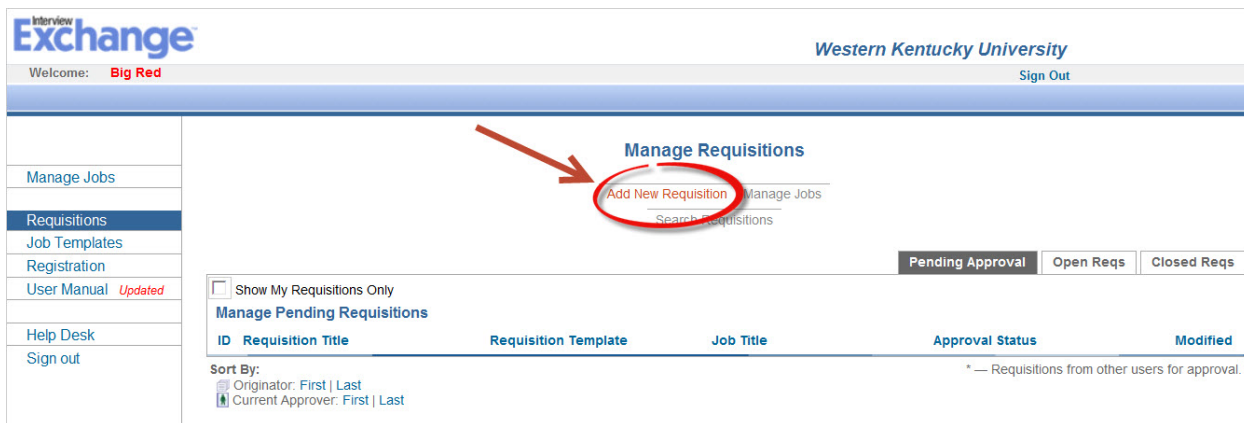
CREATING A REQUEST TO FILL FOR A TEMPORARY NON-COMPETITIVE ASSIGNMENT

1. Using Internet Explorer as your browser, go to url <https://sso.interviewexchange.com/wku/sso.jsp>. Use your NetID and password to log in to Interview Exchange.
2. After a successful login, you will see a screen similar to this:



Click “Requisitions” in the tool bar.

3. Click Add New Requisition.



4. From the “Select Template” dropdown menu, choose “Request to Fill – Temp Non-Competitive Assignment”:

Switch Module
Manage Jobs
Post New Job
Requisitions
Job Templates
Find Candidates
QuickList
Create Folders
Registration
User Account
User Manual <i>Updated</i>

Manage Requisitions

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

[Search Requisitions](#)
[Requisition Reports](#)

Create New Requisition

Select Template:

Select
Hiring Proposal
Request to Fill - FACULTY
Request to Fill - STAFF
Request to Fill - Temp Non-Competitive Assignment

- The **Request to Fill** form opens on the screen. Select the radio button in Section 1 which describes the temporary assignment you plan to fill. Choose whether the position is Faculty or Staff. If the position will last for greater than 6 months duration, choose whether the waiver is original or an extension. Use the tab key to move from field to field completing the requested information. Leave the **POSITION NUMBER** field blank.
 - You may add notes or questions and attach documents as needed prior to saving your changes on this form. When you are ready to proceed to the **JOB DETAILS**, click the box next to “Add Job Details and Approvers”. Then click [Save Changes](#).
 - The **Requisition - Job Details** form has a lavender background and pops up on top of your requisition. Provide a brief description of the job in the **JOB DESCRIPTION** field and the requirements in the next field.
 - Finally, select the appropriate Job Type and Job Category from their respective dropdown menus. Select the applicable Department associated with the position being filled from the **Department** dropdown menu. Click “Save” and then “Click Here To Close”.
 - If the assignment is for less than 6 months duration, you do not need to add additional approvers. Just click “Send for Approval”. If the assignment is for more than 6 months duration, enter the name(s) of the appropriate individuals to approve the requisition. **In Potter College, add the Department Head, Gabrielle Hunt, Lawrence Snyder, Ladonna Hunton, and Richard Miller. Add the approvers in this order.**
- **IMPORTANT**** After you have finished adding approvers to the approval queue,click “SAVE” and then click “Send for Approval”.
- Your requisition will be routed to the approvers in the order they are listed. Once your requisition has been approved, HR will send an “Apply” link to the Recommended Candidate. Once the candidate responds, and it is confirmed that the candidate possesses the minimum requirements, the candidate will be moved to the “Hired” folder. The originator of the requisition will be notified via “Review Notes” that the EPAF can be created.

REVISED – January 27, 2016