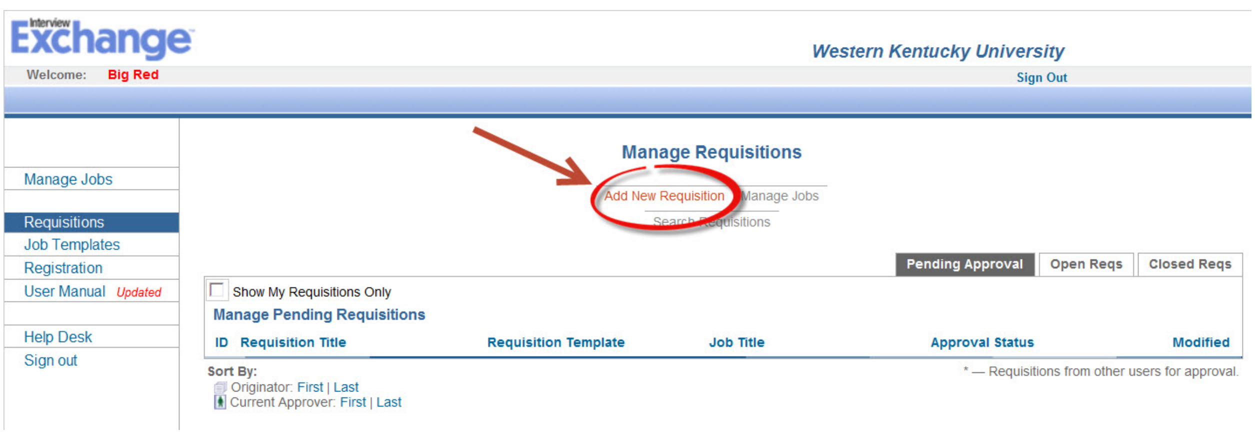
CREATING A STAFF REQUEST TO FILL IN INTERVIEW EXCHANGE

1. Using Internet Explorer as your browser, go to url https://sso.interviewexchange.com/wku/sso.jsp and 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 - STAFF":

Click Next.

5. The ***Request to Fill*** form opens on your screen. Section 1 relates to the Action Requested and contains five radio buttons. Click the radio button next to the action that best describes your requisition. Use the tab key to move from field to field completing the requested information.
6. Populate the fields in Step 2 with the names of the members of the Search and Screen Committee. Provide race and gender information for each member of the search committee. If a committee is not required and the search will be conducted by an individual, list that person's name in Section 3, "Hiring Manager". List the recruiting sources to be used in the search in Section 4.

   NOTE: *If the action requested is* **"Fill an Existing Position",** *the form will end with Section 4. If any of the other actions were requested, the form will expand to 10 Sections in order to collect information necessary to update Banner.*

7. Section 5 deals with the PROPOSED attributes of the new or reclassified position. Work closely with the divisional accounting officer to enter the information correctly as HR will create/modify the position in Banner according to the attributes assigned here. Add comments as necessary at the bottom of Section 5 to explain special circumstances. Sections 6-10 contain detailed descriptions of the information required in each field.

   NOTE: *In the section marked* **HR USE ONLY**, *please do not populate the fields even if you know the values.*

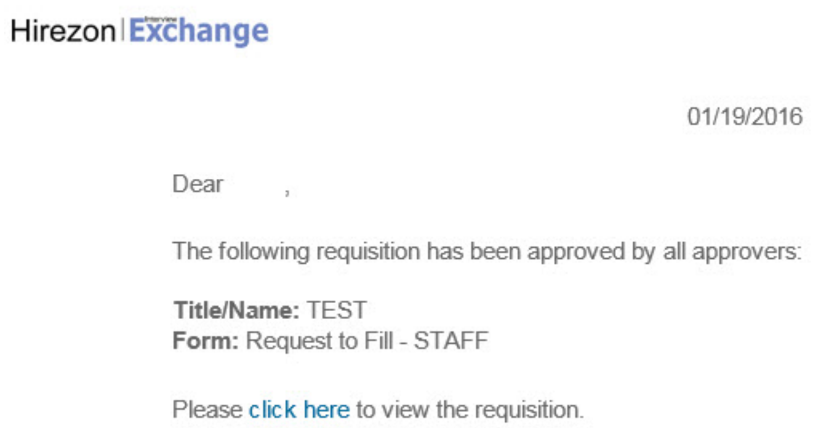
8. You may add notes or questions and attach documents as needed prior to saving your changes on this form. When you are ready to proceed to the **JOB DETAILS**, click the box next to "Add Job Details and Approvers". Then click Save Changes.

9. The ***Requisition - Job Details*** form has a lavender background and pops up on top of your requisition. You must complete this form before you can add the approvers for your requisition. The information entered on this form will be used in the posting. In other words, it will become your advertisement. Some jobs are found in the Template Library. Click the "Search Job Template Library" link to see if a Job Template exists for the position you are preparing the Request to Fill. Search by Banner position number.

10. Before you save and close the Job Details form, select the appropriate Job Type and Job Category from their respective dropdown menus. Finally, select the applicable Department associated with the position being filled from the Department dropdown menu. Click "Save" and then "Click Here To Close".

11. Requisition Approvers: Based on the “Approver Title” listed, enter the name of the appropriate individuals to approve the requisition. Names which are already selected in certain fields cannot be overridden. If a particular title is not applicable to your requisition, simply leave it blank. **IMPORTANT**   After you have finished adding approvers to the approval queue, click “SAVE” and then click “Send for Approval”. *Special Note: The approval routing for Potter College is as follows: Originator->Department Head->Gabrielle Hunt->Larry Snyder->Ladonna Hunton->Richard Miller

12. Your requisition will be routed to the approvers in the order they are listed. Each approver will receive an email to notify them of the need to approve the requisition. The email contains a link directly to the requisition. After all approvers have approved the requisition, the originator of the requisition will receive an email notification similar to this:


Hirezon | Interview Exchange

01/19/2016

Dear ,

The following requisition has been approved by all approvers:

Title/Name: TEST
Form: Request to Fill - STAFF

Please click here to view the requisition.

13. Once your requisition has been approved, HR will post the job and your applicant pool will begin to develop. If this is the first time you have used Interview Exchange, email Patty Booth in Human Resources to schedule a training session.

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