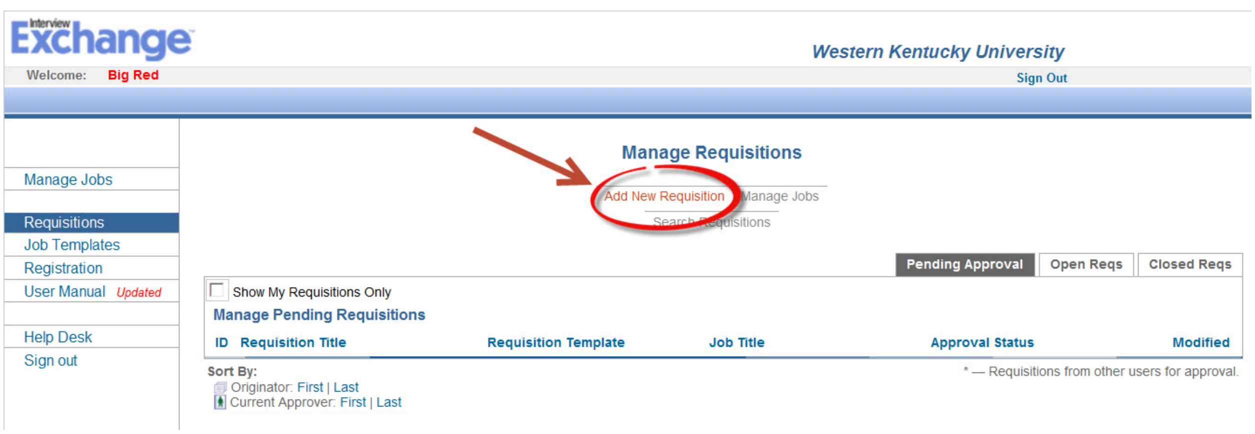
CREATING A FACULTY REQUISITION IN INTERVIEW EXCHANGE

1. **All faculty search requisitions must be originated by the office associate or office coordinator.** Throughout the process, all questions and comments related to the search should be sent within interview exchange. Using Internet Explorer, access Interview Exchange at https://sso.interviewexchange.com/wku/sso.jsp. Login with your NetID and password.

2. After a successful login, you will see a screen similar to this:

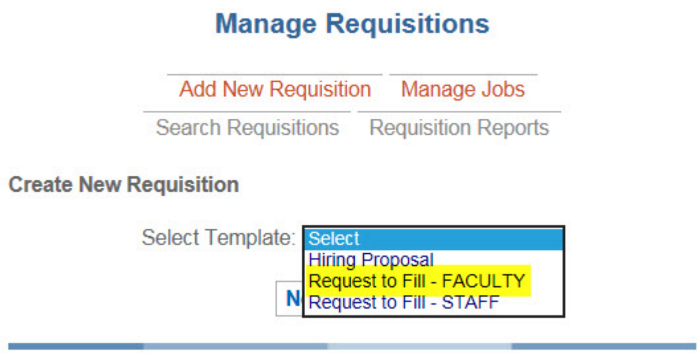
Click "Requisitions" in the tool bar.

3. Click Add New Requisition.



4. From the "Select Template" dropdown menu, choose "Request to Fill-FACULTY":

   Click Next.



5. SECTION 1 – Click the radio button next to the action that best describes your situation. If a position number already exists, click the "Fill an Existing Position" radio button. If you do not have a position number, click the "Define and Fill a New Position" radio button. Use the tab key to move from field to field completing the requested information.
6. SECTION 2 - Populate the fields with the names of the members of the Search Committee. Provide race and gender information for each person.
7. SECTION 3 – List the recruiting sources to be used in the search.

   NOTE: *If this requisition is for an existing position, the form will end with Section 3. You may click "Save Changes" and move on to the JOB DETAILS portion of the form. However, if the action requested is to "Define and Fill a New Position", then the form will expand in order to collect additional information about the position.*
8. SECTION 4 - deals with the PROPOSED attributes of the new position. Work closely with the divisional accounting officer to enter the information correctly as HR will create the position in Banner according to the attributes assigned here. Add comments as necessary at the bottom of Section 4 to explain special circumstances.
9. Add notes, ask questions and attach documents as needed prior to saving changes on this form. When you are ready to proceed to the **JOB DETAILS**, click 

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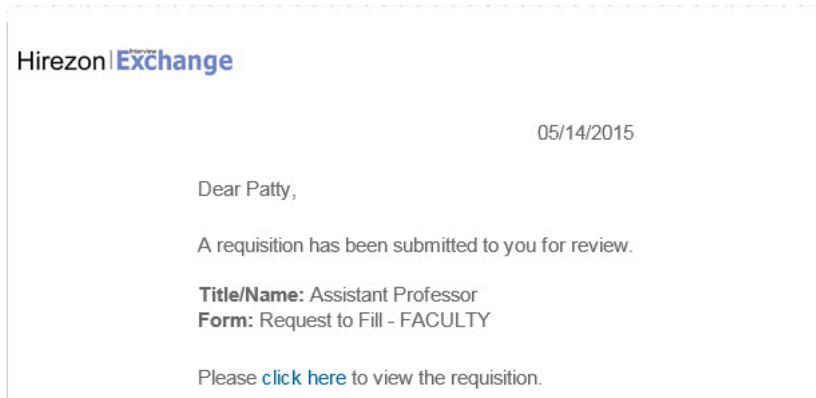
10. The "Requisition-Job Details" form has a lavender background and pops up on top of the requisition form. The information entered on this form will create the job posting that becomes your advertisement.
    - **COMPANY DESCRIPTION**: A general description of the university is hardcoded in this field. A more specific description of the hiring department can be added in this field as well.
    - **JOB DESCRIPTION**: Enter text containing an overall purpose statement of job objective. Describe the principal duties or tasks which are essential to success in the job; focus on the purpose and result of the duties. This field has a character limit of 5000 characters. More job details can be attached as a separate document but the posting will be limited to what can be entered on the Job Details form.

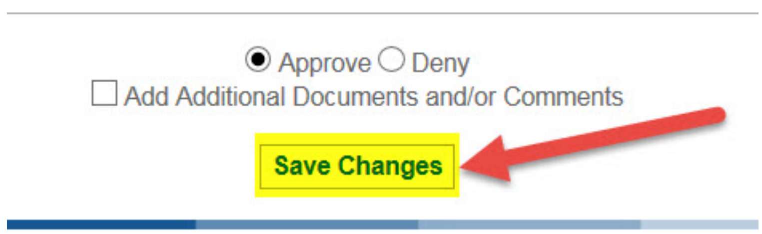
- **JOB REQUIREMENTS**: Enter text which clearly describes the minimum qualifications of the job. This includes education, experience, knowledge, skills and abilities considered essential for success. “Preferred” qualifications will not be included in the posting.
- **ADDITIONAL INFORMATION:** This field contains hardcoded text which is required to appear on all WKU employment postings. You may enter additional text above the hardcoded text if you wish to include other information in the posting but which does not fit in any of the other fields on this form.
- **APPLICATION INSTRUCTIONS:** Some information is hardcoded in this field but it can be edited as is appropriate. If you wish to request reference letters, it is only necessary to ask for contact information on whatever number of references you desire. Interview Exchange has a functionality allowing Search Committee Chairs to initiate a process by which referees can confidentially submit references online. If you wish to present referees with specific instructions or questions you want addressed, attach a document to the Request to Fill form outlining the instructions for the referee.
- **INTERNAL INSTRUCTIONS:** Leave this blank even if the search in internal.

  Before saving and closing the Job Details form, select the appropriate Job Type and Job Category from the respective dropdown menus. Enter the Banner position number in the field labeled “Reference Number” or leave it blank if the position is new. 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: The required approvals for this form include the Department Head, Gabrielle Hunt (Assistant to the Dean), Lawrence Snyder (Dean), Ladonna Hunton (Divisional Accounting) and Richard Miller (Senior Division Administrator). Enter the approvers in the order listed above. Hard coded approvers should not be overridden. *IMPORTANT** After you have finished adding approvers to the approval queue, click “SAVE” and then click “Send for Approval”.*
12. The requisition will be routed to the approvers in the order they are listed. When the requisition comes pending for approval, that approver will receive an email from info@interviewexchange.com like the one in the screenshot below. The email contains a direct link to the requisition.



A requisition is in "edit" mode when it is pending for an approver. After reviewing the requisition and Job Details and making any applicable edits, the approver completes the approval process by clicking the "Approve" radio button and then "Save Changes":



13. After all approvers have approved the requisition, the originator of the requisition will receive an email notification from Interview Exchange. HR will post the job to the WKU HR webpage, Inside Higher Ed, and Higher Ed Jobs. The department is responsible for placing all other position advertisements. Retain copies of all advertisement receipts and printouts from electronic advertisements.
14. It is the responsibility of the originator to set up access for reviewers to the newly posted job. Provide the following individuals review access: search committee members, department head (hiring official), Larry Snyder, Gabrielle Hunt. Create access by following these steps:
    - Click on "Reviewers" in the toolbar at the top of the screen.
    - Click "Search" and enter the email address of the person you wish to add.
    - Click "Select" to the left of the name and choose the applicable role (Hiring Manager or Reviewer)
    - Click "Add Reviewers" to save.

NOTE: If you are unable to locate the name of a person you wish to add, email Jo Ann Malott. She will establish an Interview Exchange account for that individual.

15. The Search Committee Chair will be contacted by Patty Booth soon after the job is posted in order to set up training regarding the processing of the faculty applicant pool.