

Create a Requisition (Existing Staff Position)

This guide outlines the process for creating a requisition for an existing Staff position. Check out a separate guide for how to complete this process for a New Position. The requisition is used to request approval for a new hire or a vacant position – this replaces the former Staffing Approval Process. The requisition includes details like the job title, department, required qualifications, salary range, and a justification for the role. Once approved, the requisition serves as the official starting point for the recruitment process, guiding the creation of job descriptions and postings.

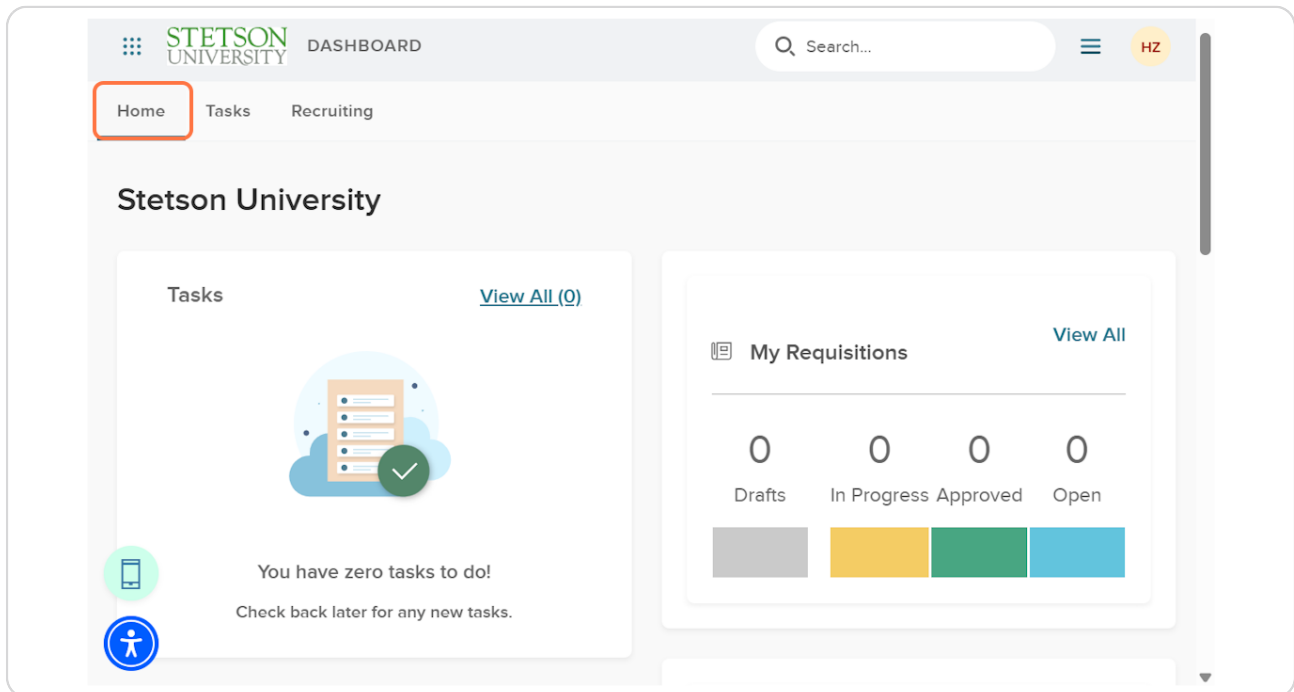
37 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
HR Law	Nov 13, 2025	Nov 19, 2025

Access the NeoEd Dashboard at unified.neoed.com

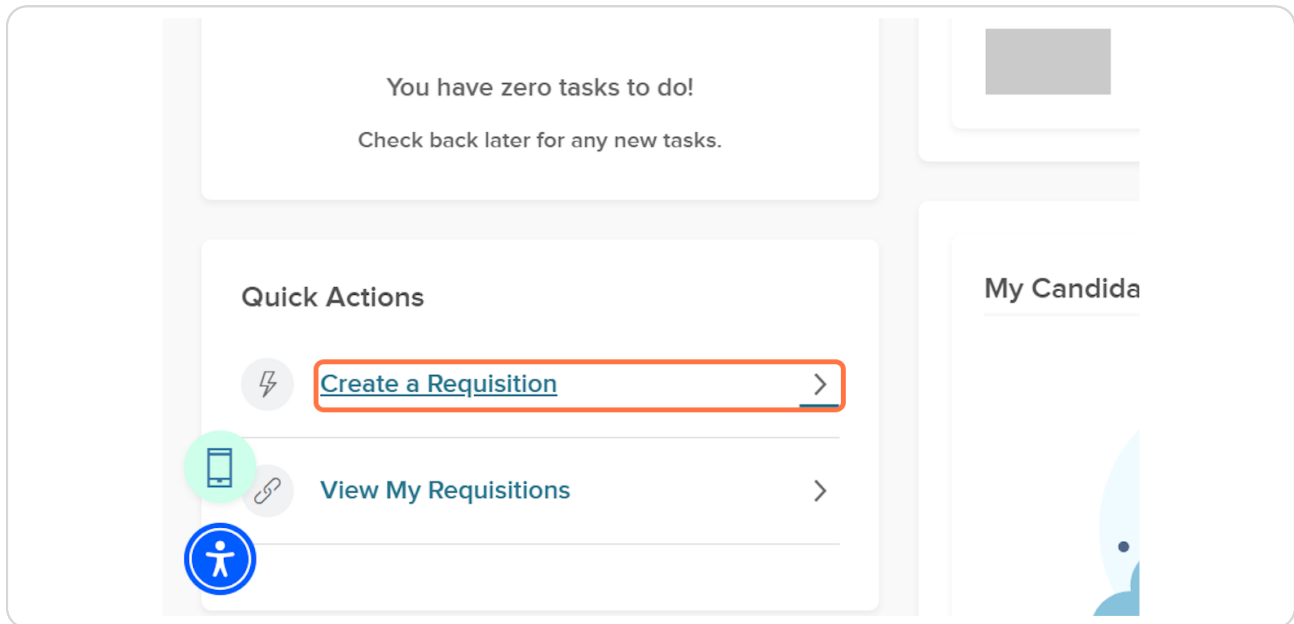
STEP 1

Start on the NeoEd Dashboard Home page



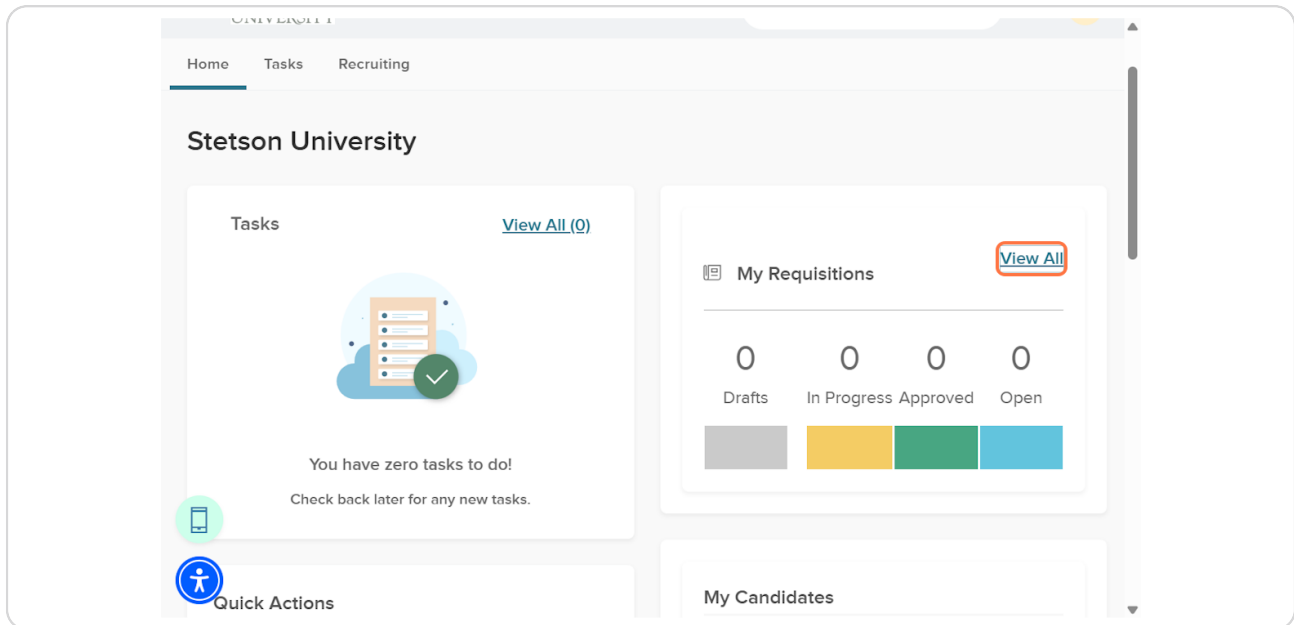
STEP 2

Under Quick Actions, select Create a Requisition



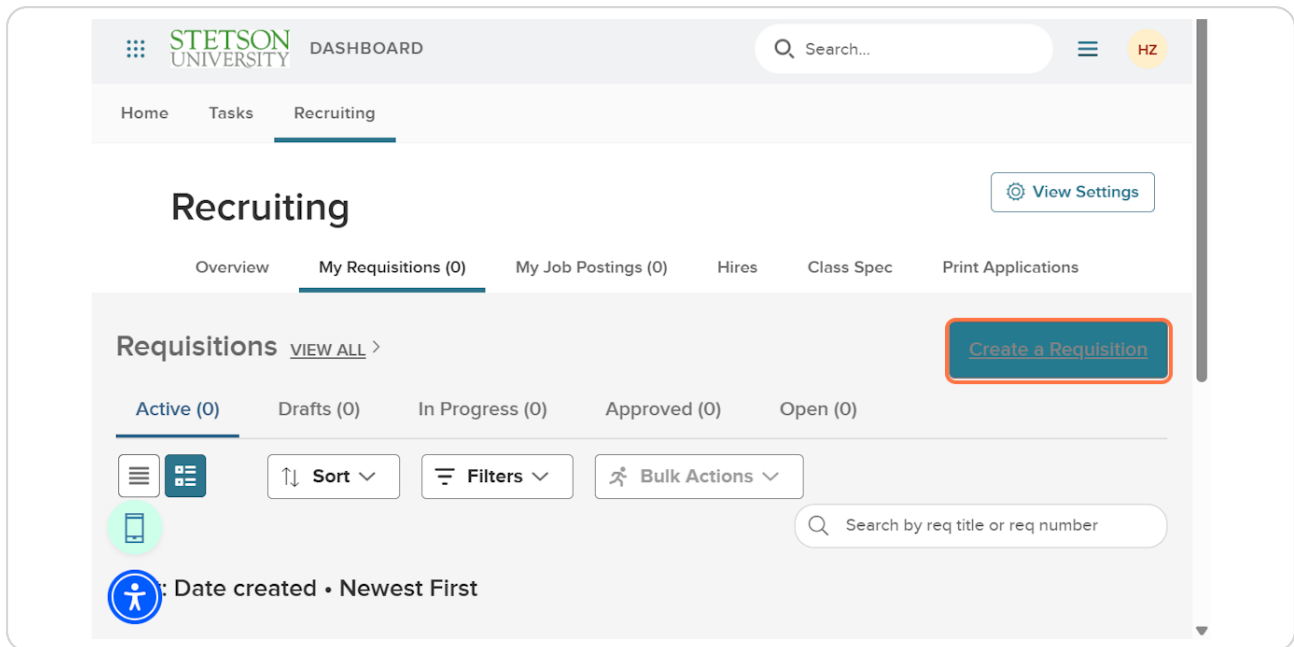
STEP 3

If you don't see the Create a Requisition link, you can also complete this by navigating to My Requisitions and clicking View All.



STEP 4

Click on Create a Requisition



STEP 5

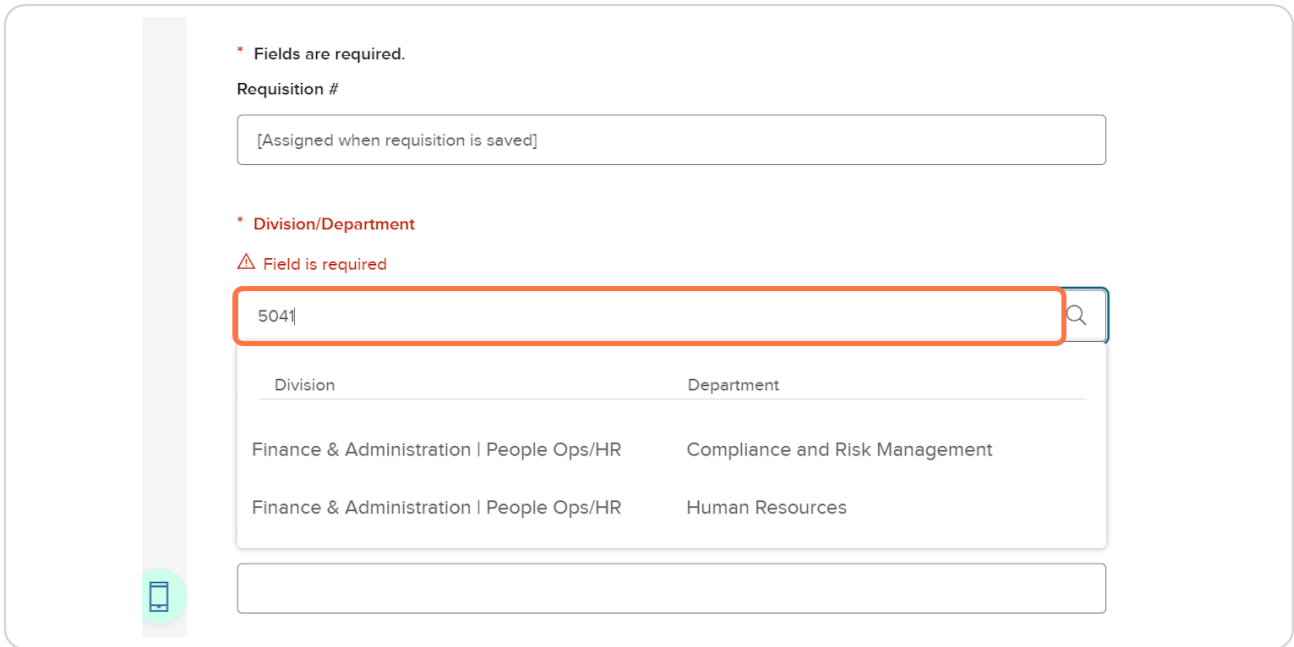
First, enter the Division and Department. You can do this by typing the name of the department and selecting the correct one from the list.

The screenshot shows the 'Requisition' form. The 'Division/Department' field is highlighted with a red box. The field contains the text 'human resources'. Below the field, there is a table with two columns: 'Division' and 'Department'. The first row in the table is 'Finance & Administration | People Ops/HR' and 'Human Resources'. Below the table, there are fields for 'Working Title' and 'Desired Start Date'.

Division	Department
Finance & Administration People Ops/HR	Human Resources

STEP 6

Or, if you know the department number, you can search by that as well.



* Fields are required.

Requisition #

[Assigned when requisition is saved]

* Division/Department

⚠ Field is required

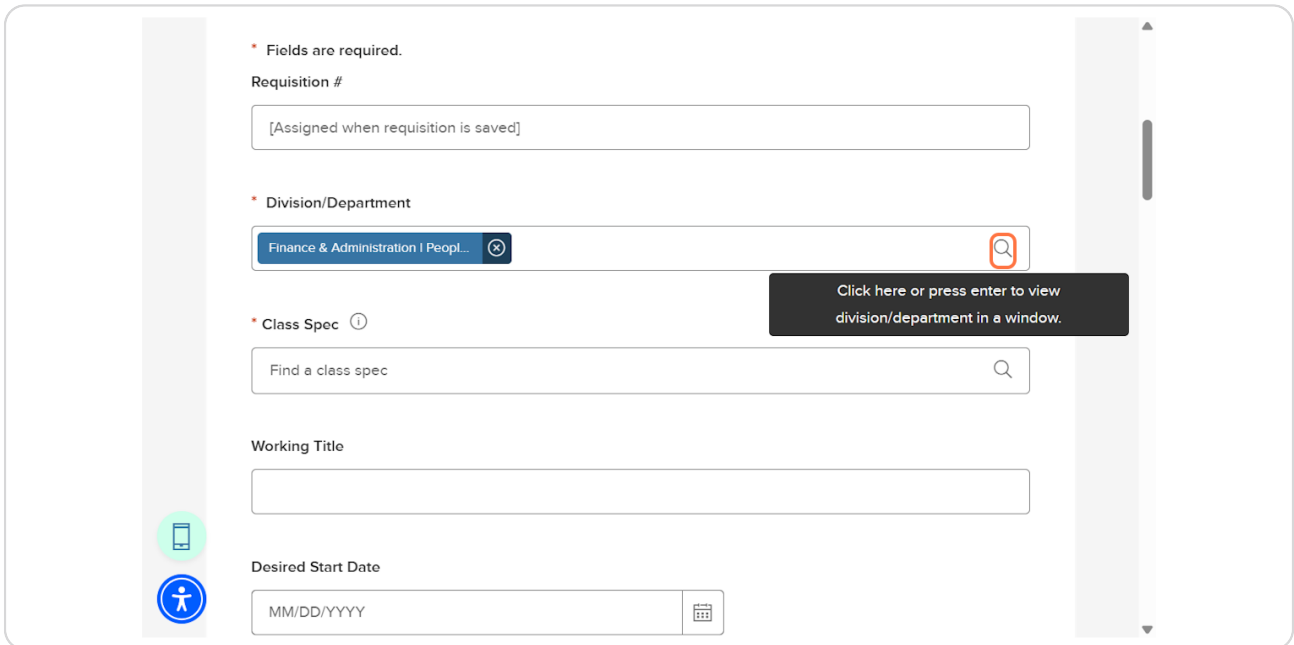
5041

Division	Department
Finance & Administration People Ops/HR	Compliance and Risk Management
Finance & Administration People Ops/HR	Human Resources

[Mobile icon]

STEP 7

If you are unsure of the department name or number, you can also select the magnifying glass.



* Fields are required.

Requisition #

[Assigned when requisition is saved]

* Division/Department

Finance & Administration | People Ops/HR

Click here or press enter to view division/department in a window.

* Class Spec ⓘ

Find a class spec

Working Title

Desired Start Date

MM/DD/YYYY

[Mobile icon]

[User icon]

STEP 8

Selecting the magnifying glass will show the full list of departments and you can further narrow down your search there as well.

Select a Division/Department

Cancel

Q Search

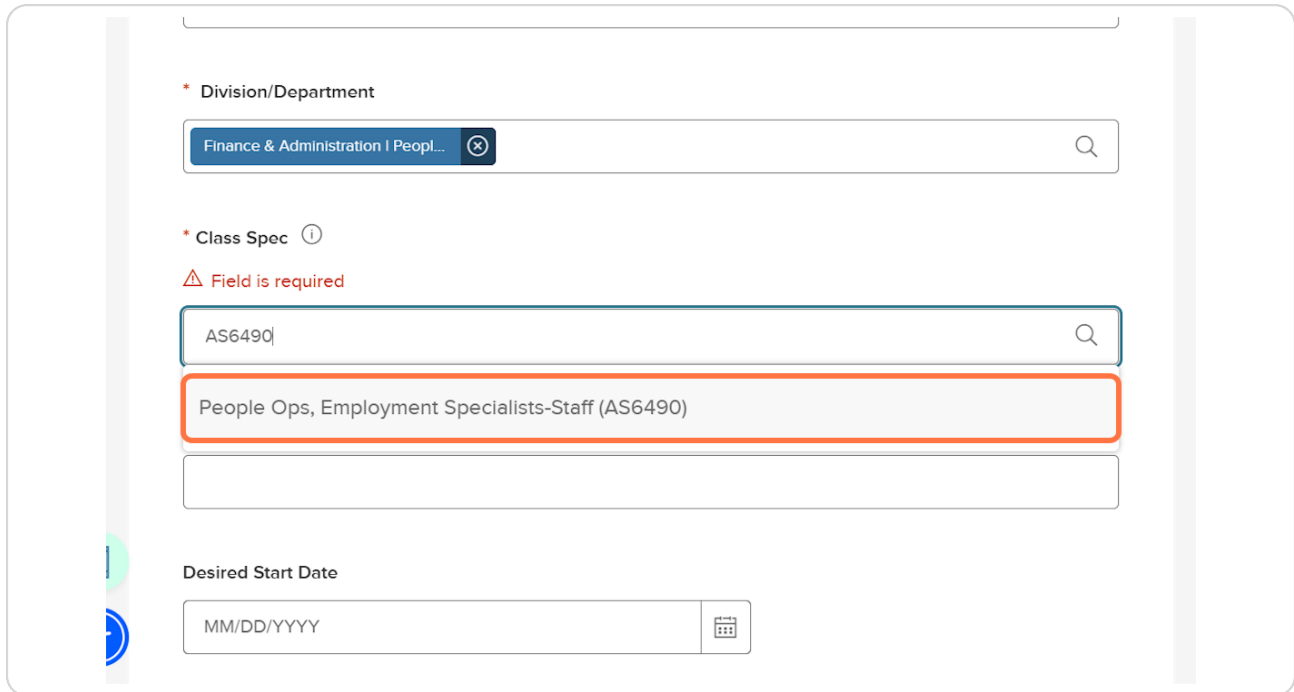
1 record(s) are selected.

Division Name	Division Code	Department Name	Departmen...
Q Search	Q Search	Q Search	Q Search
Finance & Administration People Ops/HR	CFO_HR		
Finance & Administration People Ops/HR	CFO_HR	CFO_HR Placeholder 01	P016
Finance & Administration People Ops/HR	CFO_HR	CFO_HR Placeholder 02	P017
Finance & Administration People Ops/HR	CFO_HR	CFO_HR Placeholder 03	P018
 Finance & Administration People Ops/HR	CFO_HR	CFO_HR Placeholder 04	P019

STEP 9

Next, you will enter the Class Spec. You can search for this by typing in the position number or the position title and selecting the correct one. If you are unsure of the correct position number, please reach out to People Operations or the Budget Office to confirm.

The Class Spec is the unique identifier for the position that encompasses the position name, position number, job description, and other job classifications.

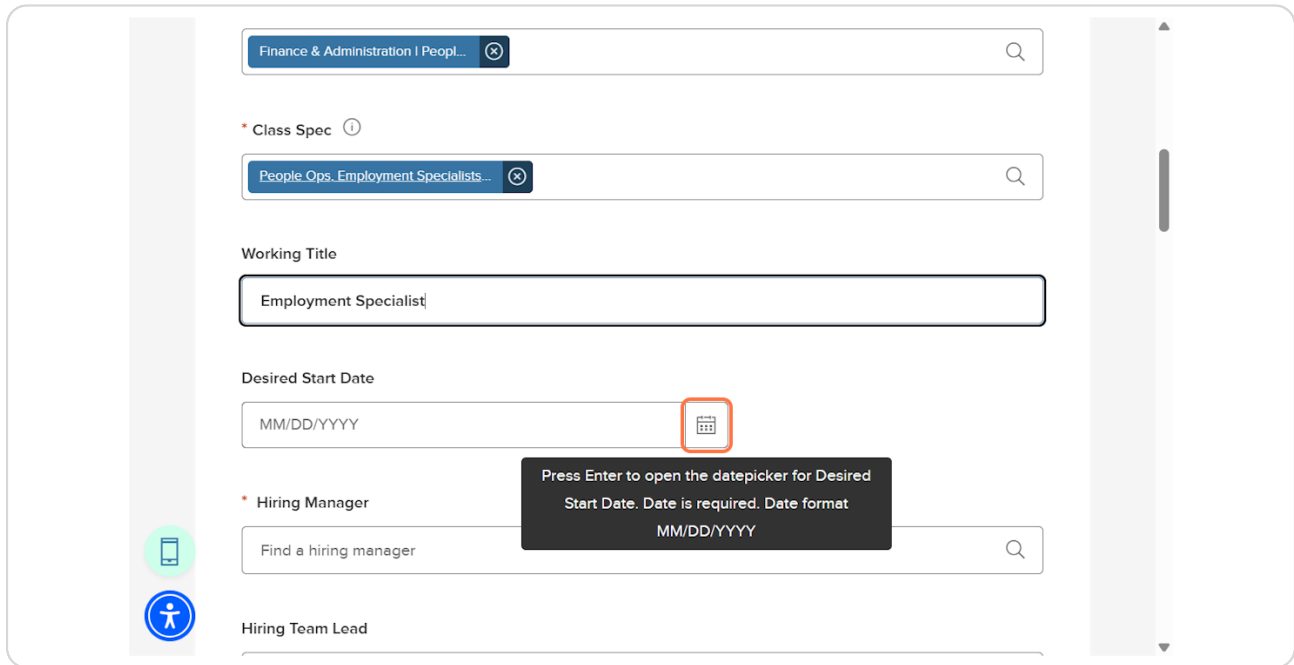


The screenshot shows a web form with the following fields:

- * Division/Department**: A search bar containing "Finance & Administration | Peopl..." with a magnifying glass icon and a close button (X).
- * Class Spec**: A search bar containing "AS6490" with a magnifying glass icon. Below it, a dropdown menu is open, showing the selected item "People Ops, Employment Specialists-Staff (AS6490)" highlighted with an orange border. A red warning triangle icon and the text "Field is required" are visible above the dropdown.
- Desired Start Date**: A date input field with the placeholder "MM/DD/YYYY" and a calendar icon.

STEP 10

Enter a Desired Start Date if Applicable



Finance & Administration | People...

* Class Spec ⓘ

People Ops. Employment Specialists...

Working Title

Employment Specialist

Desired Start Date

MM/DD/YYYY

* Hiring Manager

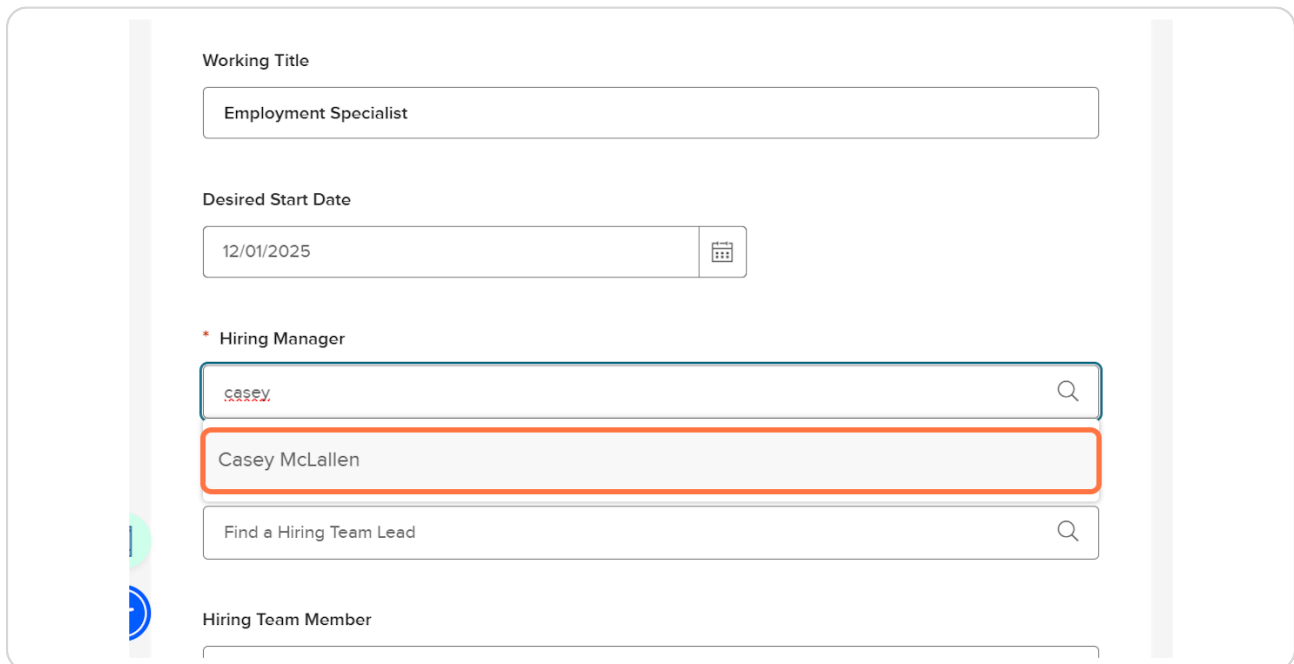
Find a hiring manager

Hiring Team Lead

Press Enter to open the datepicker for Desired Start Date. Date is required. Date format MM/DD/YYYY

STEP 11

Enter the name of the Hiring Manager for the position



Working Title

Employment Specialist

Desired Start Date

12/01/2025

* Hiring Manager

casey

Casey McLallen

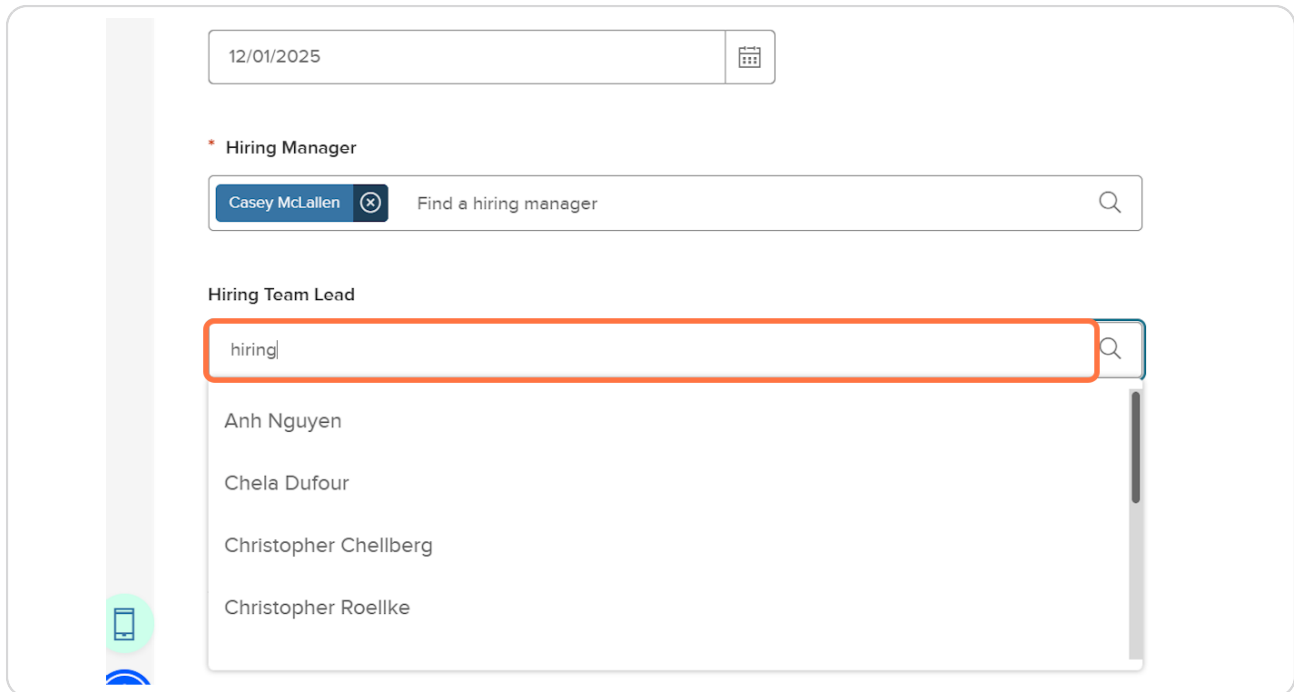
Find a Hiring Team Lead

Hiring Team Member

STEP 12

If applicable, enter the name of the Hiring Team Lead.

If the recruitment for the position will include a search committee, enter the name of the head of the search committee. This is often the same person as the hiring manager.



The screenshot shows a web interface for hiring management. At the top, there is a date field set to "12/01/2025" with a calendar icon. Below this is a section for "Hiring Manager" with a search bar containing "Casey McLallen" and a "Find a hiring manager" button. Underneath is a section for "Hiring Team Lead" with a search bar containing "hiringl" and a magnifying glass icon. A dropdown list of names is visible below the "Hiring Team Lead" search bar: Anh Nguyen, Chela Dufour, Christopher Chellberg, and Christopher Roellke. On the left side of the interface, there is a vertical sidebar with a mobile phone icon and a blue arc icon.

12/01/2025

* Hiring Manager

Casey McLallen Find a hiring manager

Hiring Team Lead

hiringl

Anh Nguyen

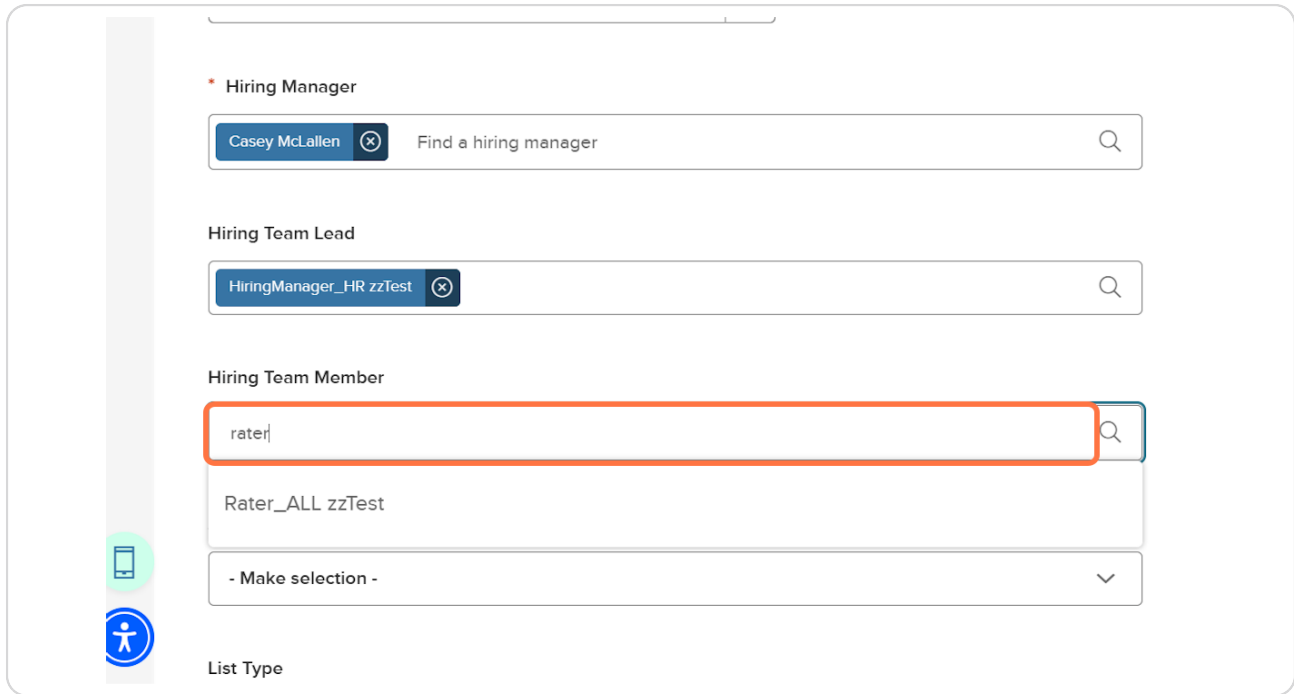
Chela Dufour

Christopher Chellberg

Christopher Roellke

STEP 13

If there will be other employees assisting with the search process, enter them as Hiring Team Members.



The screenshot displays a hiring management interface with three search sections. On the left, there is a vertical sidebar with a light gray background, containing a green mobile phone icon and a blue person icon. The first section, labeled '* Hiring Manager', has a search bar with 'Casey McLallen' and a 'Find a hiring manager' button. The second section, labeled 'Hiring Team Lead', has a search bar with 'HiringManager_HR zzTest'. The third section, labeled 'Hiring Team Member', has a search bar with 'rater' (highlighted with an orange border) and a dropdown menu showing 'Rater_ALL zzTest' and '- Make selection -'. A 'List Type' label is at the bottom left.

* Hiring Manager

Casey McLallen Find a hiring manager

Hiring Team Lead

HiringManager_HR zzTest

Hiring Team Member

rater

Rater_ALL zzTest

- Make selection -

List Type

STEP 14

REQUIRED: You MUST select a Job Type in order for the requisition to route for approvals correctly.

If you do not make a selection here, the requisition will not be processed or it will be sent back to you for correct.

Rater_ALL zzTest

Find a Hiring Team Member

Job Type

- Make selection -

Full-Time Faculty

Full-Time Staff

Part-Time Adjunct

Part-Time Staff

FEO/Census Data Template

Find a FEO/Census Data Template

STEP 15

Select the List Type. For most positions, you will select Regular, so this will be posted to our external career pages.

Job Type

Full-Time Staff

List Type

- Make selection -

Regular

Promotional Only

Departmental Promotional Only

Regular and Promotional

EEO / Census Data.

STEP 16

Enter the Number of Vacancies. Unless this is a Pooled position, this should always be 1.

Regular

Number of Vacancies

1

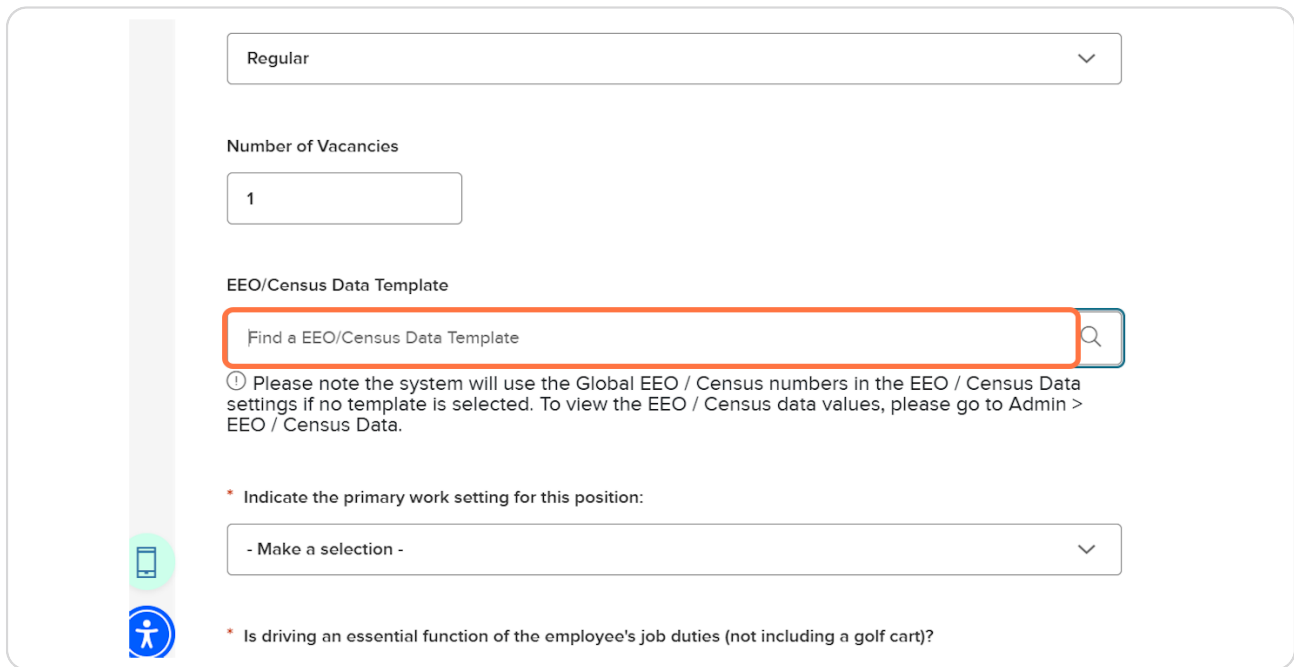
EEO/Census Data Template

Find a EEO/Census Data Template

Please note the system will use the Global EEO / C

STEP 17

You can leave this field blank.



Regular

Number of Vacancies

1

EEO/Census Data Template

Find a EEO/Census Data Template

① Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

* Indicate the primary work setting for this position:

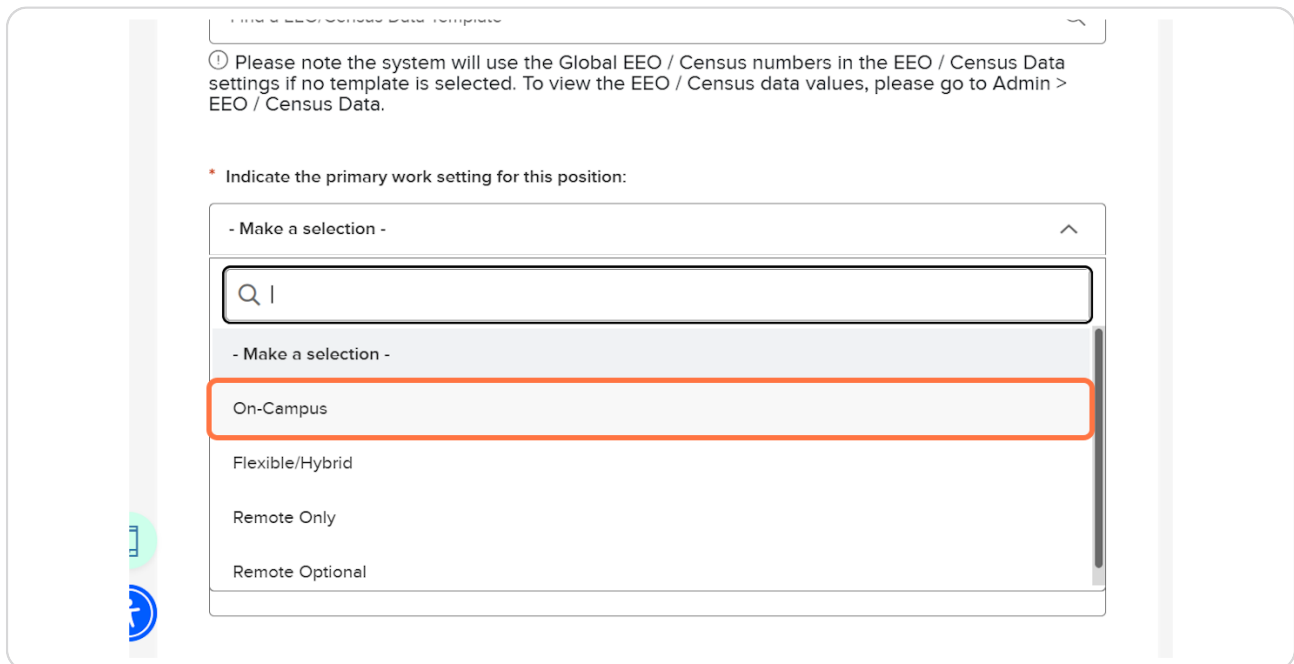
- Make a selection -

* Is driving an essential function of the employee's job duties (not including a golf cart)?

The screenshot shows a form for Step 17. It includes a dropdown menu for 'Regular', a text input for 'Number of Vacancies' with the value '1', and a search bar for 'EEO/Census Data Template' with the placeholder text 'Find a EEO/Census Data Template'. Below the search bar is a note: '① Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.' There is also a dropdown menu for 'Indicate the primary work setting for this position:' with the option '- Make a selection -'. At the bottom, there is a checkbox for '* Is driving an essential function of the employee's job duties (not including a golf cart)?'. On the left side of the form, there are two icons: a green one with a person and a blue one with a person and a car.

STEP 18

Enter the primary work setting



Find a EEO/Census Data Template

① Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

* Indicate the primary work setting for this position:

- Make a selection -

Q |

- Make a selection -

On-Campus

Flexible/Hybrid

Remote Only

Remote Optional

The screenshot shows a form for Step 18. It includes a search bar for 'Find a EEO/Census Data Template' with the placeholder text 'Find a EEO/Census Data Template'. Below the search bar is a note: '① Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.' There is also a dropdown menu for 'Indicate the primary work setting for this position:' with the option '- Make a selection -'. Below the dropdown menu is a search bar with the placeholder text 'Q |'. Below the search bar is a list of options: '- Make a selection -', 'On-Campus', 'Flexible/Hybrid', 'Remote Only', and 'Remote Optional'. The 'On-Campus' option is highlighted with a red box. On the left side of the form, there are two icons: a green one with a person and a blue one with a person and a car.

STEP 19

Select whether driving is an essential function. If you select Yes, the candidate must receive an approved MVR in order to be hired for the role.

Indicate the primary work setting for this position:

On-Campus

Is driving an essential function of the employee's job duties (not including a golf cart)?

☐ Yes ☒ No

(Staff only, Faculty enter N/A) -- Explanation of Need? Please briefly explain the situation or new initiative that

STEP 20

The next five questions are required for approval of any staff position. These are similar to what was included in the previous Staffing Form. Enter the Explanation of Need.

On-Campus

Is driving an essential function of the employee's job duties (not including a golf cart)?

☐ Yes ☒ No

(Staff only, Faculty enter N/A) -- Explanation of Need? Please briefly explain the situation or new initiative that requires the requested change in staffing.

Comment

(Staff only, Faculty enter N/A) -- Alternative Solutions? Please briefly describe what alternative efforts the department has undertaken to address the needs in this area.

STEP 21

Enter Alternative Solutions

* (Staff only, Faculty enter N/A) -- Explanation of Need? Please briefly explain the situation or new initiative that requires the requested change in staffing.

Comment

* (Staff only, Faculty enter N/A) -- Alternative Solutions? Please briefly describe what alternative efforts the department has undertaken to address the needs in this area.

Comment

* (Staff only, Faculty enter N/A) -- Salary Requirements? Please list the expected salary or salary range for the position when filled.

STEP 22

Enter Salary Requirements

department has undertaken to address the needs in this area.

Comment

* (Staff only, Faculty enter N/A) -- Salary Requirements? Please list the expected salary or salary range for the position when filled.

Comment

* (Staff only, Faculty enter N/A) -- Other Expenses? Detail any other expenses incurred because of the change in staffing.

STEP 23

Enter Other Expenses

* (Staff only, Faculty enter N/A) -- Salary Requirements? Please list the expected salary or salary range for the position when filled.

Comment

* (Staff only, Faculty enter N/A) -- Other Expenses? Detail any other expenses incurred because of the change in staffing.

Comment

* (Staff only, Faculty enter N/A) -- Offsetting Budget Reductions or Modifications? Detail any proposed reductions or modifications in other areas of your budget meant to offset the expenses incurred as detailed above.

STEP 24

Enter Offsetting Budget Reductions or Modifications

* (Staff only, Faculty enter N/A) -- Other Expenses? Detail any other expenses incurred because of the change in staffing.

Comment

* (Staff only, Faculty enter N/A) -- Offsetting Budget Reductions or Modifications? Detail any proposed reductions or modifications in other areas of your budget meant to offset the expenses incurred as detailed above.

Comment

End Date (temporary positions only)

MM/DD/YYYY

Do you have additional qualifying YES/NO questions you would like included in the application? If so, please

STEP 25

If this is a temporary position, enter the anticipated End Date

above.

Comment

End Date (temporary positions only)

MM/DD/YYYY

Do you have additional qualifying YES/NO questions you would like included in the application list them here.

STEP 26

When the position is posted, additional qualifying questions can be added to the application. If there are any you would like to include, please enter them here.

Comment

End Date (temporary positions only)

MM/DD/YYYY

Do you have additional qualifying YES/NO questions you would like included in the application? If so, please list them here.

Do you have at least 3 years of experience in an office setting?

Do you have a Bachelor's degree in?

* Have you selected the appropriate Job Type above? If not, the requisition will not be routed correctly and may need to be restarted.

STEP 27

The Job Type selection is **REQUIRED** for the requisition to route correctly. Confirm that you have entered this selection.

Do you have additional qualifying YES/NO questions you would like included in the application? If so, please list them here.

Do you have at least 3 years of experience in an office setting?

Do you have a Bachelor's degree in?

* Have you selected the appropriate Job Type above? If not, the requisition will not be routed correctly and may need to be restarted.

☒ Yes ☐ No

Position Details

New Position?

☐ Yes ☒ No

+ Add Position Detail

STEP 28

If this is an Existing Position, click No. Then, you Must click Add Position Detail to include the incumbent details.

☒ Yes ☐ No

Position Details

New Position?

☐ Yes ☒ No

+ Add Position Detail

Comment

STEP 29

Enter the Position Number. If you are unsure of the Position Number, this is the same number at the end of the Class Spec title at the beginning of the form.

Position Details

New Position?

☐ Yes ☒ No

* Position #

AS6490

* Vacancy Date

MM/DD/YYYY

* First Name

STEP 30

Select the date the position became vacant.

New Position?

☐ Yes ☒ No

* Position #

AS6490

* Vacancy Date

MM/DD/YYYY

* First Name

* Last Name

Press Enter to open the datepicker for Vacancy Date. Date is required. Date format MM/DD/YYYY

STEP 31

Enter the First and Last Name of the incumbent.

AS6490

* Vacancy Date

11/14/2025

* First Name

First

* Last Name

Last

Delete

STEP 32

Once you confirm everything on the form is correct, scroll back to the top and click on Save & Submit.

Save & Close

Save & Submit

STEP 33

Congrats, your requisition has now been submitted for approval! You can see where it is in the process by going to your requisitions and clicking the one you submitted.

You can see the status of the example below is In Progress as it is still in the review and approval process.

The screenshot displays a web interface for managing requisitions. At the top, there are tabs for 'Active (0)', 'Drafts (0)', 'In Progress (0)', 'Approved (0)', and 'Open (0)'. Below these tabs is a toolbar with icons for 'Sort', 'Filters', and 'Bulk Actions', along with a search bar labeled 'Search by req title or req number'. The main content area shows a list of requisitions, with the first one highlighted by a red box. This requisition is titled '#202500032 Employment Specialist' and was created on 11/13/25. It is associated with the Department: Finance & Administration, People Ops/HR, and Division: Human Resources. The hiring manager is Casey McLallen. The status of this requisition is 'In Progress', indicated by a yellow tag. At the bottom of the interface, there are pagination controls showing '1' of 1 items, and a dropdown menu for 'Items per page' set to 10.

Requisition ID	Title	Department	People Ops/HR	Division	Hiring manager	Status	Created
#202500032	Employment Specialist	Finance & Administration	People Ops/HR	Human Resources	Casey McLallen	In Progress	11/13/25

STEP 34

You can see the details of what you submitted under the Requisition Information tab.

The screenshot shows the 'Requisition Detail' page for 'Employment Specialist (202500032)' with an 'In Progress' status. The 'Requisition Information' tab is selected and highlighted with a red box. The page includes action buttons: Copy, Print, Cancel Req, Delete Req, and Edit. The Requisition Information section contains the following details:

Requisition Number 202500032	Department Human Resources	New Position No
Division Finance & Administration People Ops/HR	Class Spec People Ops, Employment Spec...	Position # AS6490
Working Title Employment Specialist	Job Type Full-Time Staff	Vacancy Date 11/14/2025
	EEO/Census Data Template	Name

STEP 35

Under the Approvals tab, you can see where your requisition is in the approval process.

The screenshot shows the 'Requisition Detail' page for 'Employment Specialist (202500032)' with an 'In Progress' status. The 'Approvals' tab is selected and highlighted with a blue line. The page includes action buttons: Copy, Cancel Req, Delete Req, and Edit. The Approvals section shows a single approval step:

1	People Ops > Check R... Casey McLallen	pending
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STEP 36

After submitting, you will receive an email to confirm your requisition has been created. You will also receive an email notification at each stage of the approval process and then a final one to notify you of final approval when the position is ready to be posted.



STEP 37

In NeoEd, you can also check this by going to your Requisitions. For example, the one listed below now has a status of Approved.

