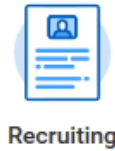


## RECRUITING WORKLET

Select the Recruiting icon on your dashboard



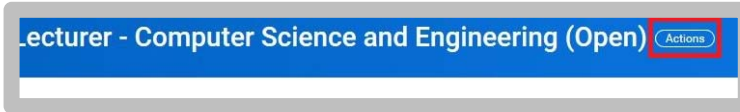
1. Click **Open Faculty Job Requisitions** under View.



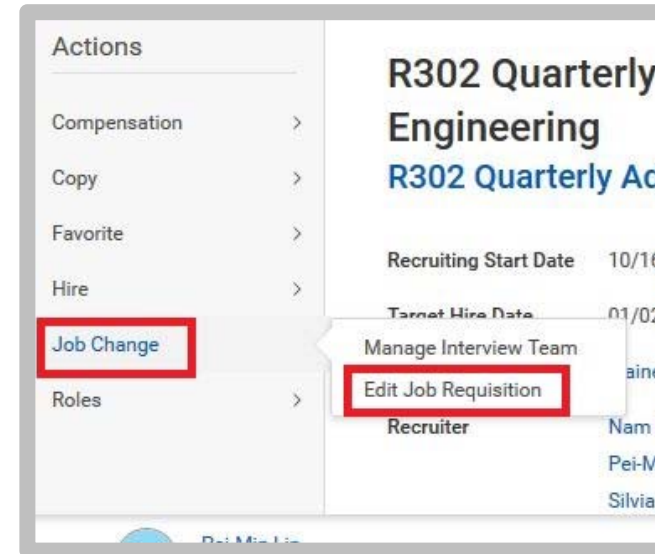
2. Click the Job Requisition link you want to modify

Job Requisition	Job Requisition Status	Job Profile Hiring Requirement	Hiring Manager	Primary Recruiter	All Locations for Job Requisition
R237 Quarterly Adjunct Lecturer - Civil Engineering (Pool) (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elaine Scott	Melanie Massie	Berlin
R250 Quarterly Adjunct Lecturer - Engineering Management (Pool) (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elaine Scott	Melanie Massie	Berlin
R265 Quarterly Adjunct Lecturer- UGRAD GENGR (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elaine Scott	Jessica Kuczenski	Healey
R266 Quarterly Adjunct Lecturer- ECEN (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elaine Scott	Kelly Gonzalez	Healey
R284 QAL - BIOE (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elaine Scott	Matthew Bianco	900 Lafayette St
R302 Quarterly Adjunct Lecturer- Computer Science and Engineering (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elaine Scott	Silvia Figueira	Berlin
R314 Quarterly Adjunct Lecturer - Applied Mathematics (Pool) (Open)	Open	0230 - Quarterly/Semester Adjunct Lecturer	Elaine Scott	Stephen Chiappari	Berlin

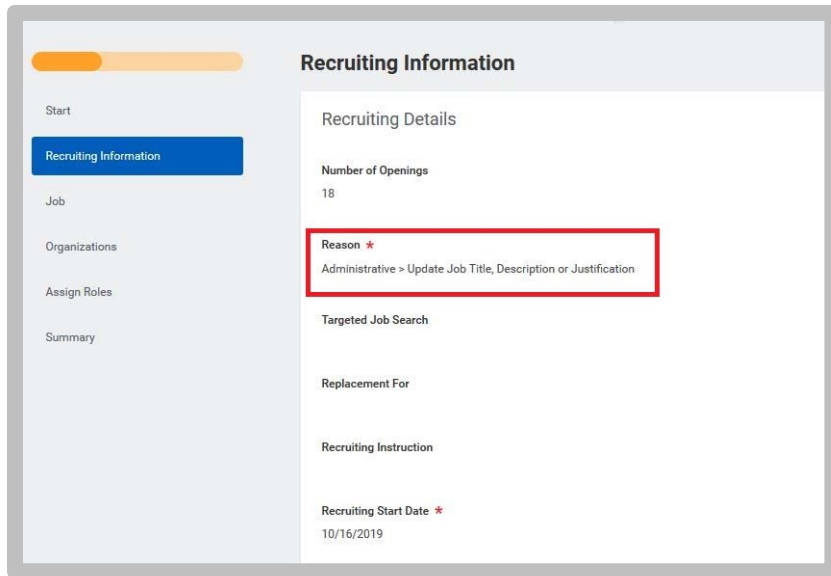
3. Click the blue **Actions** button.



4. Select **Job Change** → **Edit Job Requisition**

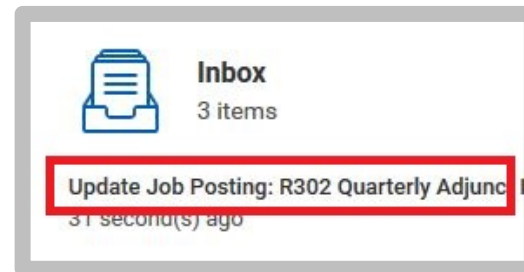


5. On the **Recruiting Information** page,
  - Enter the appropriate **Reason**

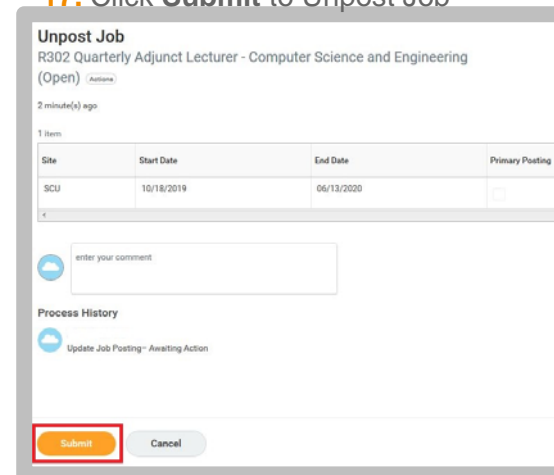


6. **Click Next.**
7. Update the **Job Details** page:
  - a. **Posting Title** field (if applicable)
  - b. **Job Description** field (if applicable)
  - c. **Hiring Range** field (if applicable)
  - d. any other needed fields
8. **Click Next.**
9. Verify or Edit the **Organizations** details
10. **Click Next.**

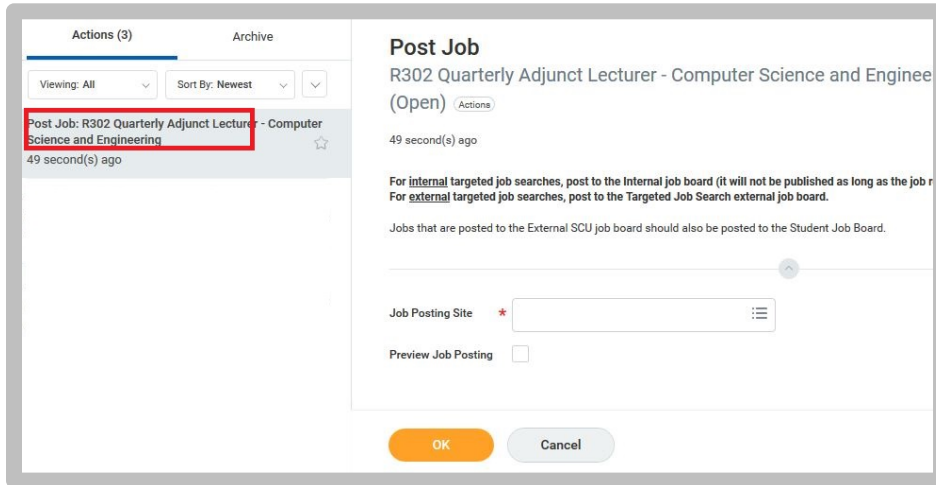
11. Verify or Edit the **Assign Roles** page
12. **Click Next.**
13. Review the information. **Click Submit.**
14. Up next: Approval by Faculty Dean Partner
15. Navigate back to your **Inbox**
16. Click the **Update Job Posting** task



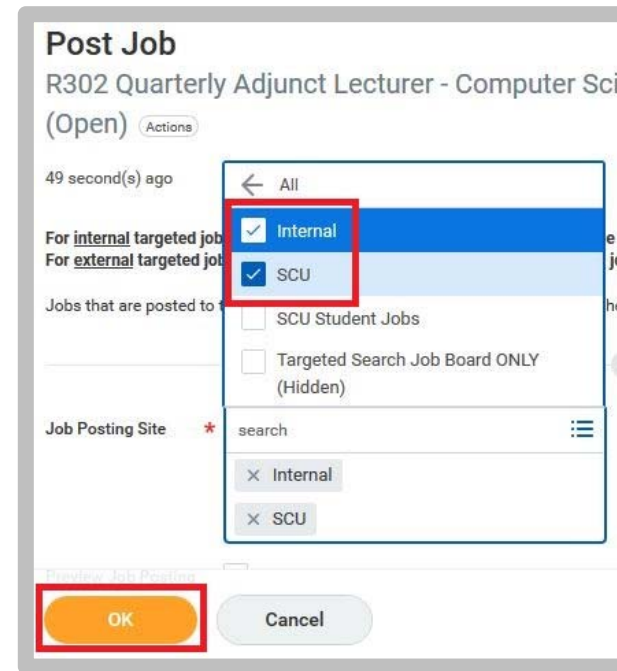
17. Click **Submit** to Unpost Job



18. Click the **Post Job** task in Inbox.



19. Select the **Job Posting Site: All → Internal** and **SCU**.



20. Click **Ok**.

21. Enter an End Date for the Job Posting.

22. Click **Submit**.