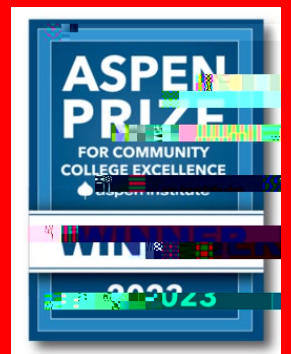




Requisition Approval Process



Introduction

Imperial Valley College has partnered with NEOED as the designated applicant tracking system. This manual will guide you through the process of creating a Position Requisition and route it for approval.

Please read carefully, and if you have any questions, reach out to the Human Resources Point of Contact:

Martha Gutierrez

HR Technician

martha.gutierrez@imperial.edu

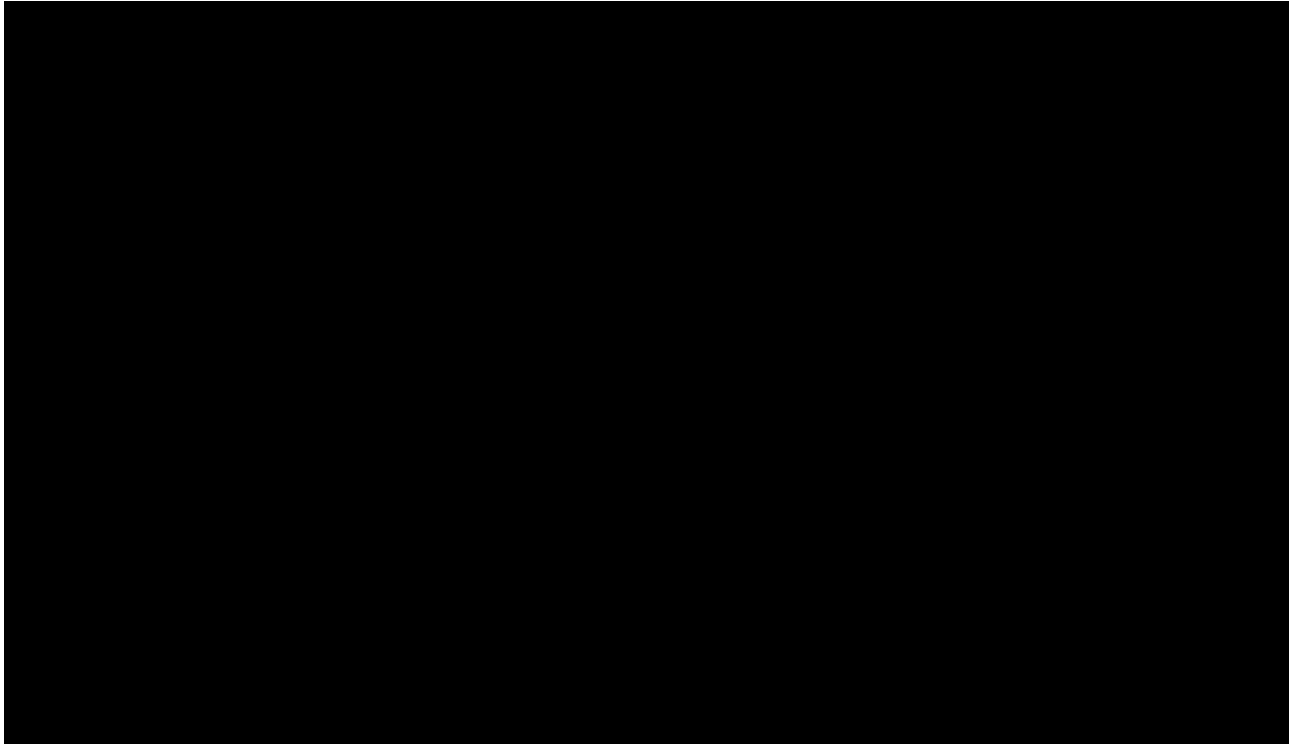
Phone (760) 355-6212

Creating a Requisition

Step 1 –

Step 4 – Enter Requisition Details.

You will then be directed to enter your vacancy details such as department, job class, etc. Fields marked with an asterisk (*) must be completed.

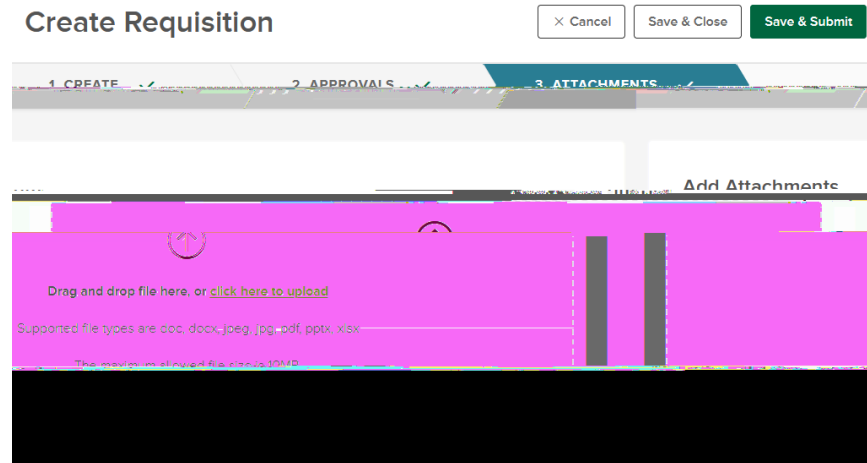


Requisition Field Descriptions

| | | |
|---|----------|---|
| 1 | Requ# | NEOED will automatically generate a number for this field. |
| 2 | Div Dept | Select Department/Division |
| 3 | Class | Select job title from the drop-down menu (If not found contact HR.) |

Step 6. – Attachments

Adding documents to the request is optional; however, you may add attachments such as grant information, department org chart, or any other document related to the requisition.



Step 7. Save and Submit

Yeah! You have created your requisition.

Next, the HR department will review the requisition for completeness and if all looks fine, then it will be routed for the next approval steps.

Step 2 – Go to 'My Tasks' on OHC

From the 'My Tasks' section click the requisition pending your review



Step 3 – Approve, Deny or Hold Requisition

On this step, you will have the option to approve, deny or hold a requisition. There is also a comment section that can be used to provide information if necessary.



Approve – it will approve the requisition and it will be pushed to the next approver.

Deny – Denying will return the requisition to the Originator. You can use the Comment section to request additional information or inform the Originator the reason for the denial. The originator will see their requisition back as a Draft and it will be able to edit or cancel the requisition.

Hold – This step can be used to request more information from the Originator in order to approve a requisition.

Step 4 – Sit back and Relax