

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:

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HR Technician

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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	Re iņio #	NEOED will automatic ally generate a number for this field.
2	Diixad Depatm	Select Department/Division
3	ClaSpc	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.

Create Requisition	X Cancel Save & Close Save & Submit
2 APPROVALS	- 3. ATTACHMENTS
	Add Attachments
	11
Drag and drop file here, or <u>click here to upload</u>	
Supported file types are doo, doox, jpeg, jpg, odf, pptx, xisx	

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

	2 Total	Executivition Approval	
Туре 🗘	Related To 🗧	Date Assigned	- CopeRament
Approval	Research Project Manager (DC0D3)	05/05/2017	
Approval	Reg Customer Service Representativ	05/05/2017	Information Technology

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.

Requis Customer S	ition Approv	Cance	
✓ Approve	× Deny	II Holg	1218 - Submit
omment (Optional) I approve this requi	isition. Thank you!		

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