PREP

Log in to the Applicant Tracking System

Create a Management A&P Requisition

Advertise Externally as Needed
Log in to the Applicant Tracking System using your UTHealth username and password.
PREP

1. Log in to the System
2. Create a Standard Management A&P Requisition
3. Advertise Externally as Needed
CREATE A STANDARD MGMT. A&P REQUISITION

To initiate a Management A&P Requisition, from the left menu, under Create Requisition, click FROM TEMPLATE.

Reminder: Prior to posting a position, obtain the appropriate approval to hire based on your school’s procedure.
CREATE A STANDARD MGMT. A&P REQUISITION

Select **Management A&P** from the drop down box for the Job Category.

Enter job code or job title obtained from HR Compensation website.
On the next screen, click **Create** for the type of position being created. This information will auto-populate. For a standard Management A&P requisition, click **Create** below **Management A&P Position**.

*Create from a Template*

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Bookstore</td>
<td>NA</td>
</tr>
<tr>
<td>Create</td>
<td></td>
</tr>
</tbody>
</table>
Posting Details

The Posting Details tab is used to create the job description.

Fields denoted with an asterisk must be completed to submit the requisition.
The description of the position being posted should be placed in the field to the right of "Additional Summary Specific to Job".
In the “Comments” section at the bottom of the page, you should enter the official Position Title. This title will be used for the job posting.

After completing all necessary information, click **Continue to Next Page**.
Posting Specific Questions

You can add questions to the requisition in order to screen potential applicants.
CREATING A STANDARD MANAGEMENT A&P REQUISITION

**Attaching Documents**

Notice the “Posting Documents” tab where you will later upload the following documents before closing the requisition.

- Search Committee information sheet (recommended)
- Copy of any advertisement if applicable
**CREATE A STANDARD MGMT. A&P REQUISITION**

**Review the Requisition**

Review the requisition for accuracy.

If you need to make a change or edit the requisition, select **EDIT** to return to the requisition.

Select **Submit for Approval** and click **CONTINUE** if you are satisfied with the requisition.

HR will review and post the requisition.

All Management A&P job postings will remain open for a minimum of ten (10) days.

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**View Requisition Summary**

Please review the details of the posting carefully before continuing.

To take the action you have specified, click **Continue**. To edit the posting, click **Edit**. To exit the posting without making any changes, click **Cancel**.

**Posting Status**

- Save w/o submit
- Submit for Approval
- Submit to Dean

**Poster Details**

<table>
<thead>
<tr>
<th>Application Types Accepted</th>
<th>Candidate Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Not New, Who is the Position Replacing?</td>
<td></td>
</tr>
<tr>
<td>Requisition Number</td>
<td>7295180184</td>
</tr>
<tr>
<td>Job Title</td>
<td>Director, Bookstore</td>
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</tbody>
</table>