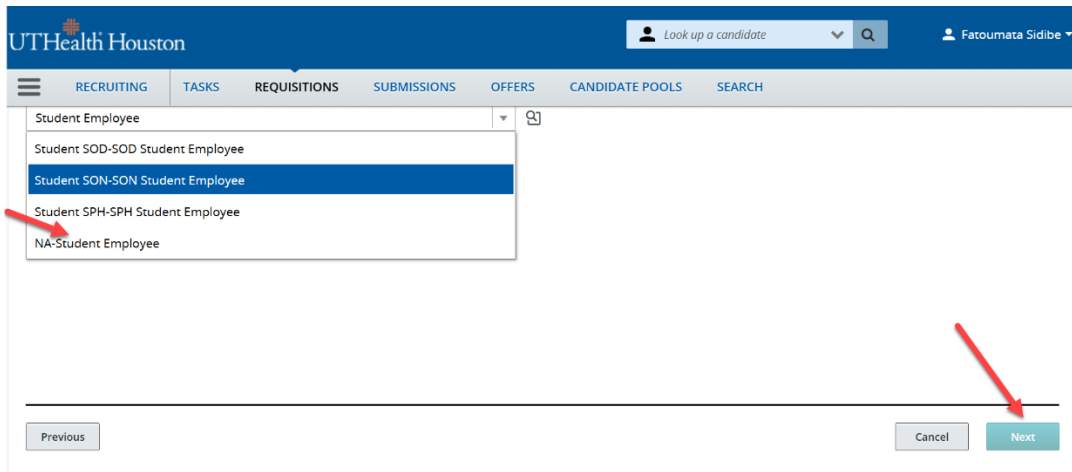


Creating a Requisition

1. Department creates a requisition if needed (Template: Type “Student Employee”, select **NA Student Employee**, and click on “Next”). Otherwise, you can ask HR to create a duplicate for easy editing and submission.



UTHealth Houston

Look up a candidate

Fatoumata Sidibe

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Student Employee

Student SOD-SOD Student Employee

Student SON-SON Student Employee

Student SPH-SPH Student Employee

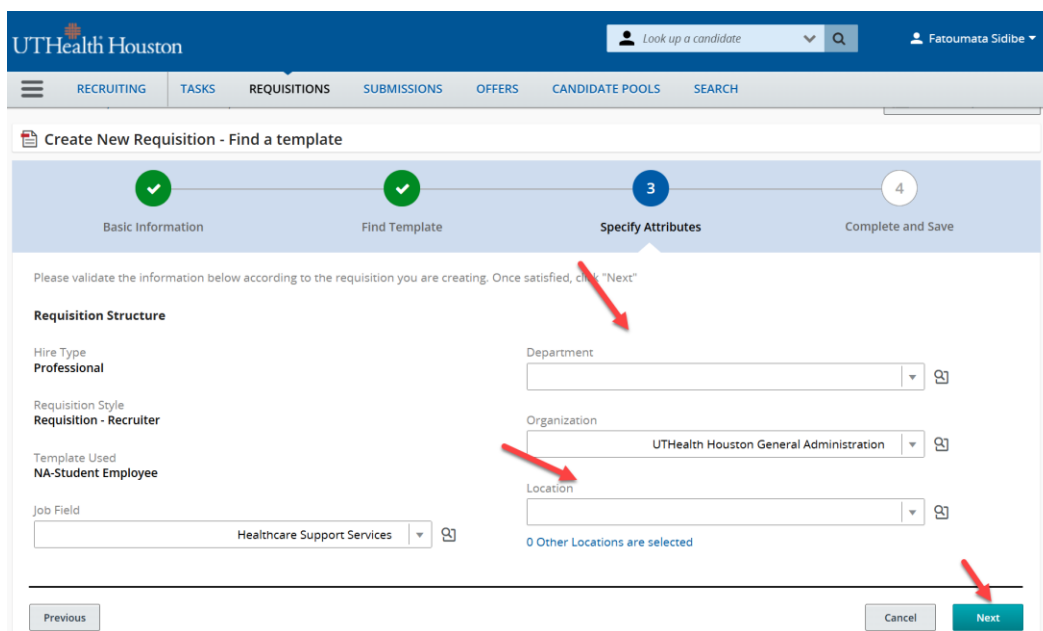
NA-Student Employee

Previous

Cancel

Next

2. Enter the department number or name, select location, and click on “Next”



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RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Create New Requisition - Find a template

Basic Information Find Template Specify Attributes Complete and Save

Please validate the information below according to the requisition you are creating. Once satisfied, click “Next”

Requisition Structure

Hire Type
Professional

Requisition Style
Requisition - Recruiter

Template Used
NA-Student Employee

Job Field
Healthcare Support Services

Department

Organization
UTHealth Houston General Administration

Location
0 Other Locations are selected

Previous

Cancel

Next

3. The requisition template will now appear! You must change the title to GRA, add the department name, and fill in all the required fields (Required fields have a red asterisk* next to them)

The screenshot shows the UTHHealth Houston web application interface. The top navigation bar includes the logo, a search bar with the text "Look up a candidate", and the user name "Fatoumata Sidibe". Below this is a secondary navigation bar with tabs: RECRUITING, TASKS, REQUISITIONS (selected), SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. On the left, a sidebar titled "Requisition Sections" contains a tree view with "REQUISITION STRUCTURE" (selected) and "JOB INFORMATION". The main content area is a form for creating a requisition. It includes a "Requisition Title" field with a red asterisk, containing the text "Graduate Research Assistant (GRA)", and a "Number of Openings" dropdown set to "1". Below these is a "Group" section with a "User Group" dropdown (set to "UTHEALTH") and a "Structure" field. A green chat icon is visible on the right side of the form.

4. Department submits the information to HR using the email template provided.
5. Once the requisition is posted, HR will send you a link for the candidates to apply.
6. After the candidate applies and signs their offer letter, please attach it or send it to HR.
7. HR will then initiate their onboarding, and once the candidate clears, you will receive a work authorization email. Additionally, HR will follow up with an email confirming that you have received the clearance email and will notify you if there are any delays.
8. Department should let us know if the start date changes.