Jobs Requisition
You will login to jobs website with your A-number and strong password.
Click on the Jobs tab
Click on Add a Requisition
You will now be required to select a template. You can search for templates based on category, department or using the search box. If you are unsure of the category, please contact Human Resources. Templates are currently being created, general templates are available based on job category if you cannot find the specific template you are looking for. Selecting the right template is important because the category determines the applicant and approval process.
Select the template you wish to use and then click Continue.
If you select a general template you will want to change the title to the title you wish to advertise the position under. All template titles can be edited.
The forms have already been selected based on the template you chose, so simply click Continue.
Click on Start to create your requisition.
You will now begin to fill out the requisition form. All blue fields display on the public job board, black fields are internal and will only be seen by those tied to the requisition. All required fields are denoted by a red asterisk *. 
Once you have filled out the first page of the requisition please click Save and Continue or simply Save if you choose to logout and return to your job at a later time.
There are various formatting options in the following text boxes. You can use the options above the text box or paste content from a Word document using the Paste from Word icon.
Minimum Qualifications:

- Knowledge of student development and the ability to serve and assist the students in developing effective academic plans and career and life goals in order to promote student retention and academic success.
- Knowledge of student advising and graduation requirements specific to the academic major, department or school, and the ability to anticipate department and student needs.
- Ability to creatively and independently problem solve by prioritizing and multitasking while under pressure.
- Ability to serve individuals with diverse personalities through the use of effective interpersonal and communication skills using various communication media including telephone, facsimile, and email.
- Ability to work in a team environment with a commitment to creating a collaborative environment.

Preferred Qualifications:

- Knowledge of University course schedules, course curriculum and degree requirements.
Please select documents required for applicants to upload by clicking on the document type and then using the arrow to move the document to the selected box.

If you would like to use a Pre-Screening Question that is not listed please contact Human Resources.
It is important that you add all Committee Members using the person icon. This will allow the committee member to view the position when they login to their account and review applicants.

If you selected an Other document type please provide special instructions to the applicant regarding what should be submitted.

Other Document Instructions/Special Instructions to Applicants:

- [ ] Jobs for External Applicants
- [ ] Jobs for Current Employees
- [ ] Jobs Internal to Department
- [ ] Jobs for USU Eastern Students

Job Quick Link: https://usu.hiretouch.com/job-details?jobid=152
This page of the requisition form is used for developing an advertising plan. All faculty/exempt positions must be advertised on HigherEdjobs.com. To add another Recruitment source please click on the Add icon. Please provide an index # for any ads placed by HR.
Some of the following ADA Questionnaire may be filled out based on the template you selected. Please look over the information and select the appropriate requirements for the job.

Check the functional requirement and each environmental factor involved from the 'Often' and 'Continuous' sections in the performance of the essential functions from the list. Choose the appropriate selection for, Often (25-75%) or Continuous (75%).

Please fill out the requisition form. Please note that all blue fields display on the public job board posting and the black fields are internal.

Continuous Functional Requirements (75%+):

- Heavy lifting, 45 pounds and over
- Moderate lifting, 15-44 pounds
- Light lifting, under 16 pounds
- Heavy carrying, 45 pounds and over
Please select the highest requirement for this job in these sections and select only ONE.

*ADA Cognitive Requirements:

○ Apply common sense understanding to carry out simple one or two-step instructions. Deal with standardized situations with occasional or no variables in or form those situations encountered on the job.
○ Apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situations.
○ Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.
○ Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
○ Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions, in books, manuals, and mathematical or diagrammatic form. Deal with several abstract and concrete variables.
○ Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with non-verbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Deal with a variety of abstract and concrete variables. Comprehend complex, hard-to-understand concepts.

*ADA Math Requirements:

○ No mathematics requirements.
○ Perform simple addition and subtraction, reading and copying of figures, or counting and recording.
○ Use arithmetic to add, subtract, multiple, and divide whole numbers.
○ Make arithmetic calculations involving fractions, decimals and percentages.
○ Perform ordinary arithmetic, algebraic, and geometric procedures in standard, practical applications.
○ Apply knowledge of advanced mathematical and statistical techniques such as differential and integral calculus, factor analysis, and probability determination, or work with a wide variety of theoretical mathematical concepts and make original applications of mathematical procedures, as in empirical and differential equations.
Here you will select Approvers for each level applicable to your job from the drop down menu. Once you have selected your Approvers please click **Save**. **Save Approvers Only** is only used in special circumstances and will not notify the Approver of the job awaiting their approval.
Once you click Save your approvers have been updated successfully and will receive an email notifying them of a job awaiting their approval. You may now logout of your account.