UAB PeopleAdmin Requisitions Quick User Guide
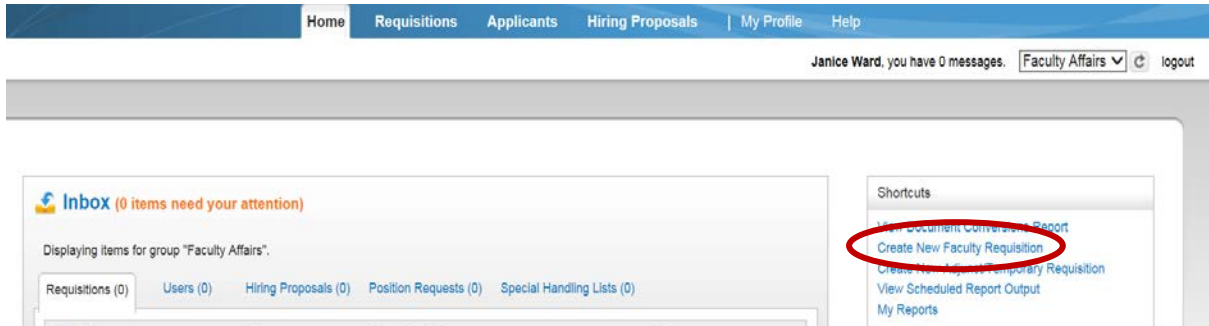
1. Log in to UAB PeopleAdmin at www.uab.edu/facultyjobs/admin using your **BlazerID and Password** for Single-Sign-On.

2. When you first log in, you will be on the Home Page or Dashboard. From here, you can choose "**Create New Faculty Requisition**" from the Shortcuts menu that is located on the right side of the page.

3. You can also select the orange **"Create New Requisition"** button from the Requisitions Screen.

4. There are two (2) ways to create a faculty requisition:
   a. **From Position Type**. Use when you want to create a completely new requisition.
   b. **Create From Requisition**. Use when you want to create from an existing requisition. This is a great short-cut method.

5. Complete and or edit (if you are using an existing requisition) all the fields in the requisition as noted; beginning with the REQUISITION SETTINGS page (see below). This is where you will confirm School/College/Department/Division Organization information.

NOTE: Fields with an Asterisk (*) are required. If the fields are left blank, an ERROR MESSAGE will appear and, you will be required to complete the information before you can submit the requisition.

Use the **Guided Wizard** located at the left of the screen to complete the remaining sections of the requisition.

Be sure to **Click SAVE and NEXT** at the end of **each section** to make sure that your work is saved.

Please Note: On the left-hand navigation, the sections **without a check mark** means that there is required information that needs to be entered.

Drug/Nicotine Screen (if applicable)	Physicians and other clinical faculty candidates who will be employed by the University of Alabama Health Services Foundation (UAHSF) or other UAB Medicine entities, must successfully complete a pre-employment drug and nicotine screen to be hired.
About University of Alabama at Birmingham	To learn more about the University of Alabama at Birmingham click here.
Quick Link for Internal Postings	http://uab.peopleadmin.com/postings/1233

NOTE: Use this link to post to your school or department web site. Or, provide this directly to applicants as is appropriate. This LINK MUST BE INCLUDED IN ALL PRINT AND ELECTRONIC ADS.

6. **Documents Needed to Apply**

   Please be sure to indicate which documents candidates will need to upload during the application process in order to apply for this faculty position.

   You can choose whether the documents are required or are optional.

   If you select REQUIRED, applicants will not be able to submit their application if they have not uploaded the documents that you have selected on the requisition. FOR EXAMPLE, IN MOST ALL CASES, THE CURRICULM VITAE IS A REQUIRED DOCUMENT FOR APPLICATION.

7. **Adding Search Committee Members**

   This is where you can list any Search Committee Members who will need to be assigned to this requisition (faculty search**). CLICK ON "ADD EXISTING USER",** then type in the name of the user you wish to add as a search committee member in the SEARCH FIELD and **click Search**. If they are an existing user, the name will appear in the list below.

   Click, ADD MEMBER to add this person to your requisition. If they are not already in the list, you can add them, by clicking on **CREATE NEW USER ACCOUNT.**

Either option allows you to designate the Search Committee Chair. You will provide demographic information for Search Committee Members in the next step.

8. **Requisition Summary**

The Requisition Summary screen allows you to review all of the information that you entered into the Requisition Form. **You can edit from the Summary screen by clicking on the form's edit button; or by clicking on the edit button for each section of the requisition.** At any time you can navigate to a new section of the requisition by using the menu on the navigation bar—your Guided Wizard.

Once you have made the necessary edits, you can move the requisition forward for review and approval. **Click on the Take Action on Requisition Button** to select where the requisition goes

for the first approval. Your options should be FINANCIAL REVIEWER (if applicable to your unit) or **DEPARTMENT REVIEW**. Check the "Add the requisition to your watch list" so that you can easily review the status of the requisition. Hit SUBMIT to move the requisition to the first approver.

You have successfully submitted your requisition!

NOTE: If you have questions regarding Reference Collection, Supplemental Questions, Guest Users or Evaluative Criteria, please contact Faculty Affairs for the complete UAB PeopleAdmin Create a Requisition User Guide.