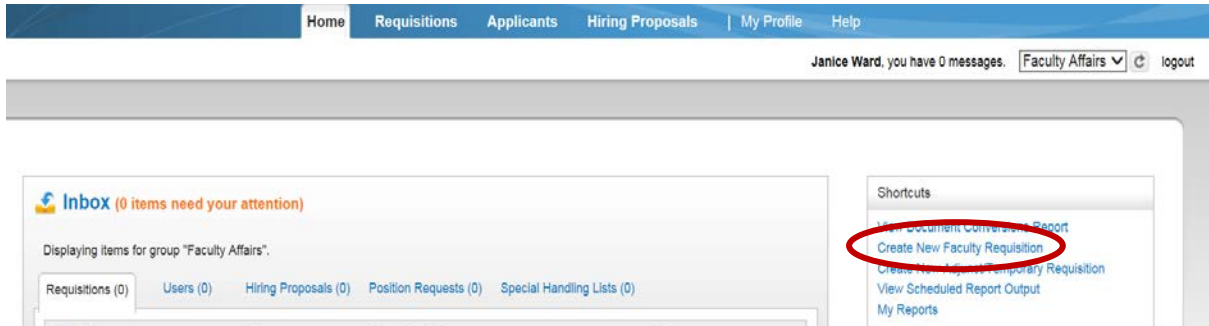


UAB PeopleAdmin Requisitions Quick User Guide

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.

Create New

What would you like to use to create this new requisition?

Create from Position Type

Includes only the information that applies across the entire Position Type. A new Requisition from a Position Type is almost completely blank.

Create from Requisition

Uses an existing requisition as a template and automatically copies in most information.

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.

New Requisition

Create New Requisition Cancel

* Required Information

Title * School of Medicine-Open Rank-Pediatrics-Allergy

Organizational Unit

Organization Level 1 * 310000000 School of Medicine Dean's Office

Organization Level 2 * 311650000 Pediatrics Chair Office

Organization Level 3 * 311654010 Ped - Allergy

Applicant Workflow

Workflow State Under Review by Committee/Department

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

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.

Editing Requisition

Position Details

Save Next >>

Check spelling

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

* Required Information

Position Information

* School/College School of Medicine

Department Surgery

* Title School of Medicine - Open Rank- Surgery-1

* Five-digit Position Number 00601

* Employment Status Full-Time

* Rank Open Rank

* Tenure Status Open Tenure

* Payroll Status Faculty 12

* Job Description This position is required to meet clinical, research and teaching needs in the Department of Surgery, Division of Orthopaedics, specifically in spine, hand, joint, and ortho trauma sub-specialties. Candidates will be considered for either

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 CURRICULUM 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.

Add Existing User

Search:

Department:

☒ Display search committee user group members only

Search

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Ward	Janice	emailaddress@zed.zed	The University of Alabama at Birmingham	<input type="checkbox"/>	Add Member

Displaying 1 User

Create New User Account **Close**

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.

Requisition: School of Medicine-Professor-Dermatology (Faculty) [Edit](#) [Delete](#)

Current Status: Draft

Position Type: Faculty

Organization Level 3: 311150000 Dermatology

Created by: Janice Ward

Owner: Janice Ward

Take Action On Requisition

- [Activate Guest User](#)
- [See how Requisition looks to Applicant](#)
- [Print Preview \(Applicant View\)](#)
- [Print Preview](#)

Summary | [History](#) | [Settings](#) | [Hiring Proposals](#)

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the **Workflow actions for this posting** pane.

☒ **Position Details** [Edit](#)

Position Information

Title
School of Medicine-Professor-Dermatology

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.



Take Action

Move directly to 'Departmental Review'

Comments (optional)

☒ Add this requisition to your watch list?

Submit Cancel

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.