HOW TO CREATE A REQUISITION IN UAB PEOPLEADMIN

Step 1	Login to UAB PeopleAdmin
Step 2	**Click Requisitions**, then Faculty, Search Waiver, or Adjunct/Temporary depending on the type of position.
Step 3	Click on **Create New Requisition.**
Step 4	**Choose** CREATE FROM POSITION TYPE (from a Blank Form) or CREATE FORM REQUISITION (from a template).
Step 5	Enter Title (School/Colleges/Libraries – Rank – Department) and ORG information.
Step 6	**Edit Settings** as needed (i.e. Reference Notification). When do you want to notify reference providers to submit letters of recommendation for your candidates?
Step 7	Click Create New Requisition.
Step 8	**Complete all fields.** Note: Several fields are required, and you cannot submit the requisition until the information is complete. SAVE AND CONTINUE. Be sure to include the 5-digit position number.
Step 9	Enter the **NUMBER OF REFERENCES** that you want to receive for candidates.
Step 10	Select or Enter **SUPPLEMENTAL QUESTIONS** (if your search committee is using them).
Step 11	Select **DOCUMENTS REQUIRED TO APPLY.**
Step 12	Attach Requisition Documents (ad copy, recruitment plan).
Step 13	Add **GUEST USERS** if you have search committee members outside of UAB
Step 14	Enter your **search committee members'** names, rank/title, and demographics info.
Step 15	Enter **Evaluative Criteria** (if your search committee will evaluate candidates in the system).
Step 16	Then click **SAVE & CONTINUE** to return to the **Summary Page.** Review and make sure information is correct before you submit.
Step 17	See **TAKE ACTION ON REQUISITION BUTTON**. 1) ADD TO WATCH LIST, 2) SUBMIT BY MOVING REQUISITION TO DEPARTMENT REVIEWER.