1. Type into the search bar "create job requisition"
2. Once there, write the name of the hiring supervisor into the Supervisory Organization box
3. You will choose create new position, and the worker type is already filled in as "Employee." Click OK
4. Recruiting Details:
   a. New Hire>Previously Approved Position Addition
   b. Post Externally and Internally
   c. Hire date needs to be a week from the auto-filled post date
5. Job Details:
   a. Position Title needs the format "TAMUG_Profile_Title"
   b. Justification – "New"
   c. Profile – Student Assistant, Coordinator, or Technician
   d. Copy and paste the job description information from the job posting request form e. Worker sub-type – "Student Worker"
   e. Time Type – "Part Time"
   f. Primary Location – "Galveston TAMUG"
   g. Primary Posting Location auto-fills to match the Primary Location
   h. Scheduled Weekly Hours – 20
   i. Link Evergreen Requisition if it exists (see below)
   j. Questionnaire:
      i. Primary Internal – "def int" to pull up default internal questions
      ii. Secondary Internal – "TAMUG_Student Basic Questions" or what the department specifically wants
      iii. Primary External – "def ext" to pull up default external questions
      iv. Secondary External – "TAMUG_Student Basic Questions" or what the department specifically wants
6. Attachments: SKIP
7. Compensation:
   a. Scroll to Hourly
   b. Compensation Plan – "Hourly"
   c. Amount – Pay determined by department on job posting request form
8. **Submit**