


## Requisition Process Guides:

*Click on the below sections to be taken directly to that section of this document.*

-  [Obtaining the Appropriate Approvals](#)
-  [Creating a Requisition](#)
-  [Uploading Requisitions to ADP](#)
-  [New Employee Requisition Request Process](#)


## Form Links

*Click on links below to open the forms.*


-  [New Requisition Request Form](#)
-  [Job Requisition Template](#)
-  [Job Description Format](#)
-  [Request for Offer above Requisition Salary Range](#)

## Additional Resources

*Click on links below to open the resources.*

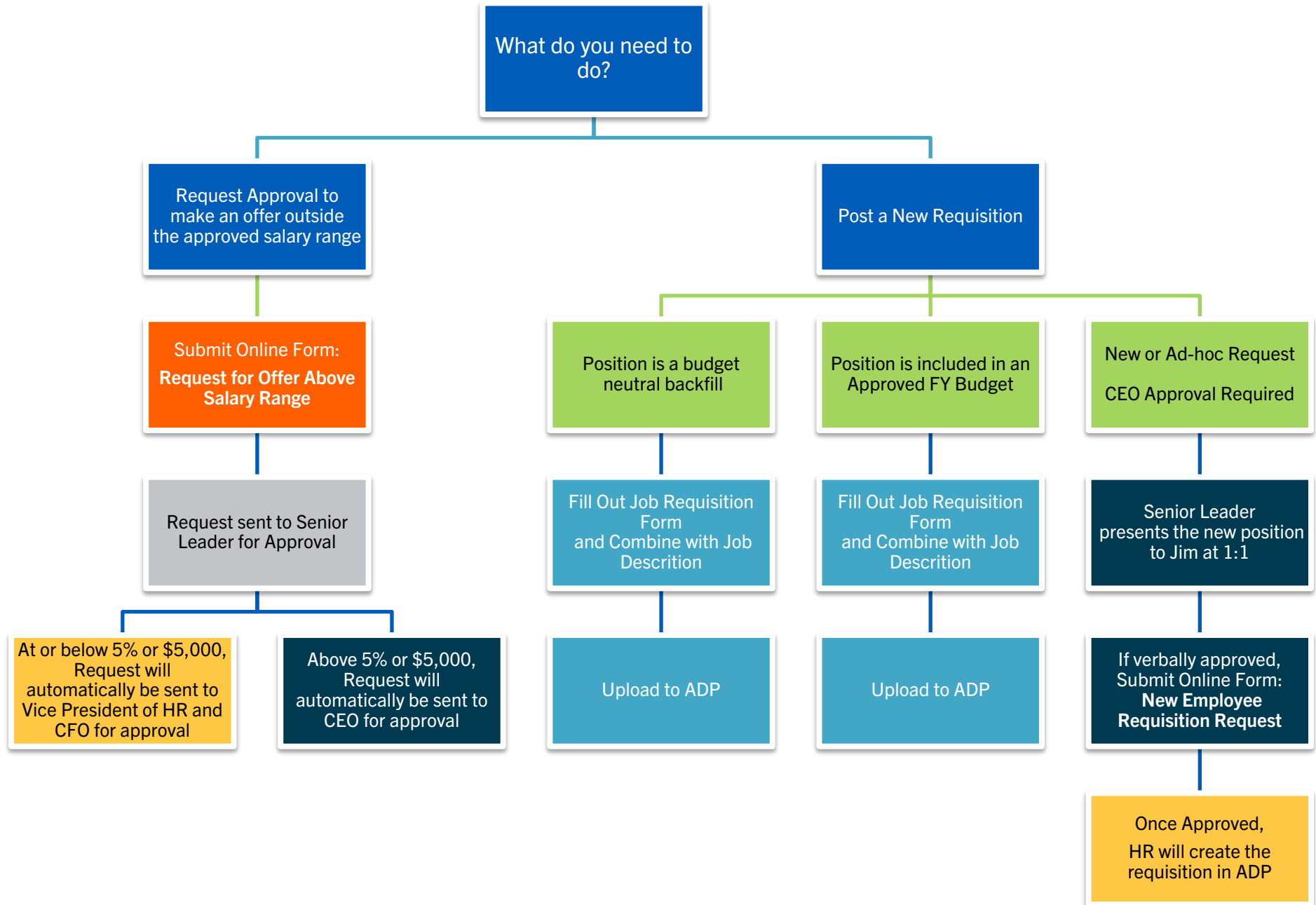
-  [Microsoft Outlook – Adding a Safe Sender](#)

## Helpful Hints

-  To quickly access the forms in the future: Create a shortcut on your desktop, mark as a favorite in your internet browser, or pin the website to your start menu or taskbar.

## Obtaining the Correct Approvals

Following the chart below will help you to determine the correct pathway for your Requisition Request



## ADP Requisition Process

### Creating a Job Requisition

1. Complete the Job Requisition Template.  
*This template can also be found by logging into ADP. Under Resources, Click **Manager Tools** and then **Job Requisition Template**.*
2. Combine the following documents into one PDF file. This is the completed requisition document that will be uploaded into ADP.
  - Job Requisition
  - Job Description
  - CEO approval document (if applicable)

### Combining Files on Adobe Website

If you do not have the ability to combine files in Adobe, click the link below to convert the files on Adobe's website without signing in:

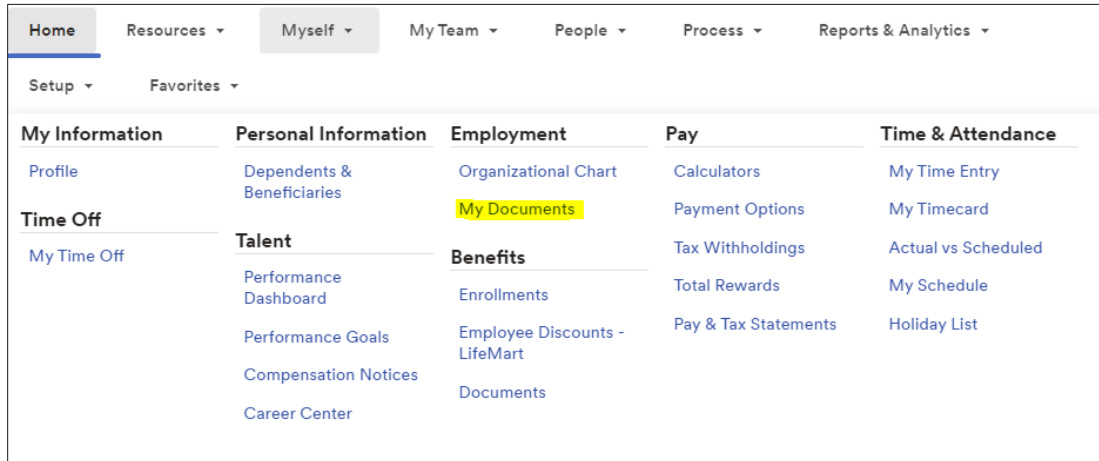
[Merge PDF Files](#)

### Combine Files in Adobe Acrobat:

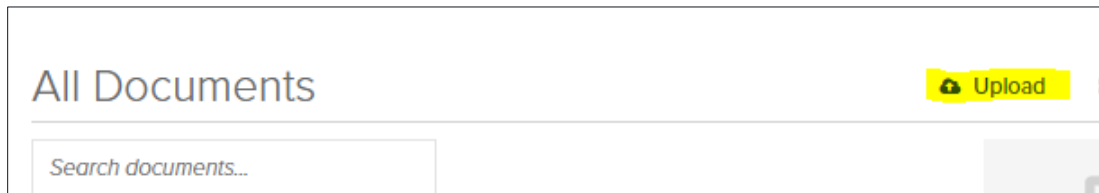
- ▶ Open Acrobat.
- ▶ Choose **File > Create > Combine Multiple Files into a single PDF**.
- ▶ Click **Add Files** to search your computer for the files.  
**OR**  
Click **Add Open Files**  
**OR**  
Drag files into the **Add Files** window.
- ▶ You can choose a variety of documents at once, such as Microsoft PowerPoint presentations, images, emails, and more.
- ▶ Click **Combine** to merge all the files into one PDF.

## Uploading Requisitions to ADP

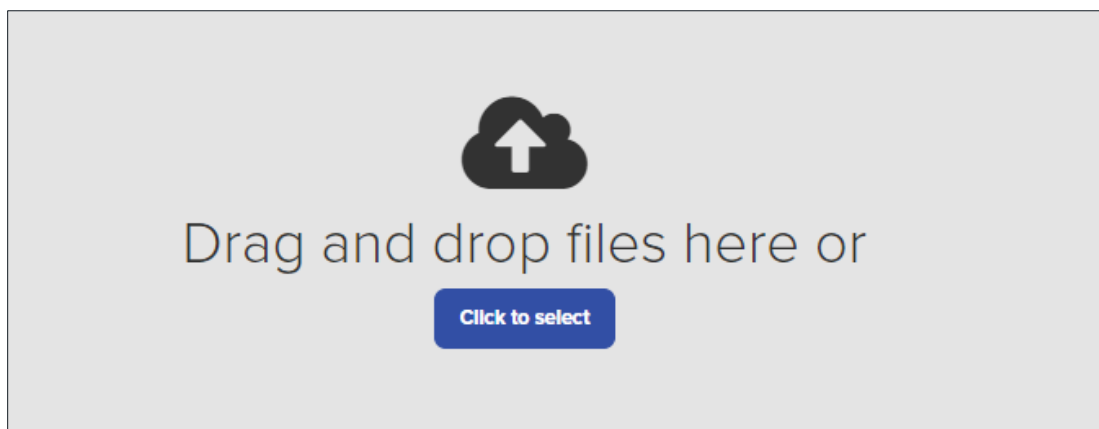
1. Log into ADP.
2. Go to Myself, under Employment click **My Documents**



3. Then, click on the **Upload** cloud icon.



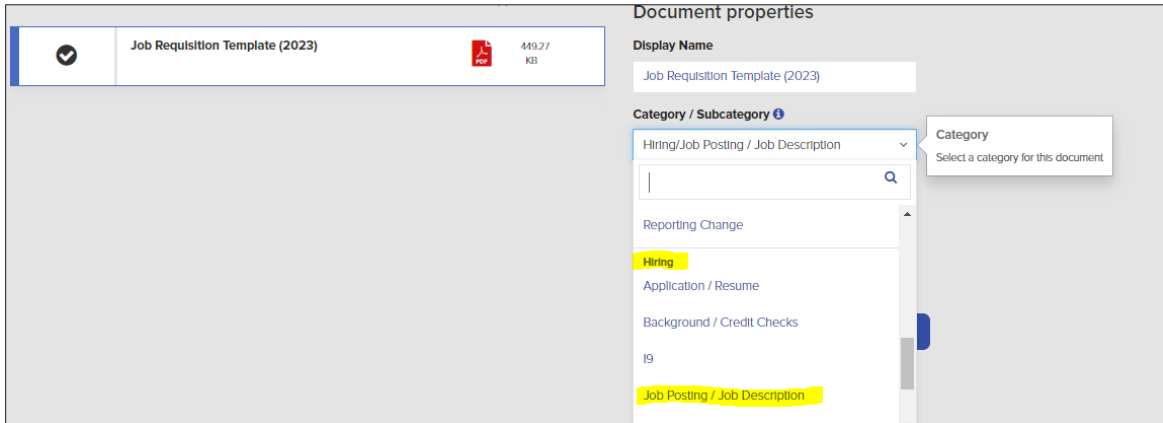
4. Drag and drop your combined file or search for it by choosing **Click to Select**.



5. Once uploaded, assign the document properties.

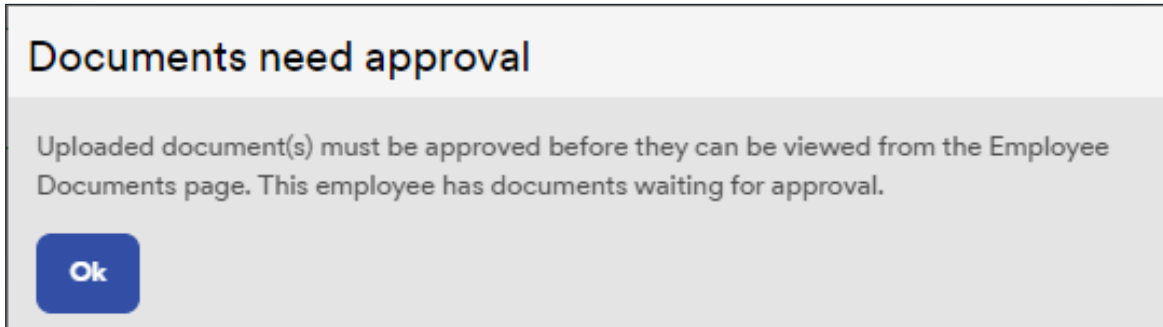
- Category/Subcategory: **Hiring/Job Posting/ Job Description**
- Effective Date: **Date you Uploaded the Requisition**

*\*Please Note: you do not need to assign an Expiration Date or any other Tags*



6. Click Save and Return.

7. You will receive this message:



Your requisition is now moving through the approval path. The approval path first goes to your Finance Business Partner for verification of salary information, then to your manager. After your manager approves, your requisition will be sent to the Talent Acquisition team, posted, and assigned to a recruiter who will reach out to set up an intake call.

## New Employee Requisition Request Process

1. Present the requested requisition to Jim at your weekly one to one. Prior consultations with Human Resources and Finance are recommended but are not required.
2. Once you have received verbal approval for the position or positions, please submit the details, and requested files, via the online form.  
*Your responses will automatically be sent to Jim for approval and copied to Finance and Human Resources for documentation and further support with recruitment.*
3. You will receive a follow up email from [RequestResponse@cieee.org](mailto:RequestResponse@cieee.org) once the request has been answered. If approved, please follow the established procedure for uploading the requisition to ADP.

Note: Please be sure to add Microsoft Power Automate [flow-noreply@microsoft.com](mailto:flow-noreply@microsoft.com) to your Safe/Trusted Sender List