

## CREATING A REQUISITION IN INTERVIEW EXCHANGE

1. Login using your net ID and password by clicking on MyWKU and then Interview Exchange (under WKU APPS). If this is your first time to login to Interview Exchange, contact Human Resources.

(NOTE TO FIRST TIME USERS: If this is your first time to login to Interview Exchange, you will be taken to the Employer Registration screen. In the "User Information" section of this screen you will be asked to enter your mailing address or, if you prefer, click the "COPY" button and the university address will auto fill the address fields. Review the Terms and Conditions and then click the confirmation box. Click NEXT.)

2. After a successful login, you will see a screen similar to this:

Big Red: Manage Jobs

Requisitions Job Search

Open Jobs Closed Jobs

Manage Open Jobs

ID	Title	Department	Posted	Ends	Applies	Hits	% Applies
You do not have any Open Jobs							

You do not have any Open Jobs

Click "Requisitions" in the tool bar.

3. Click Add New Requisition.

Manage Requisitions

Add New Requisition Manage Jobs

Pending Approval Open Reqs Closed Reqs

Show My Requisitions Only

Manage Pending Requisitions

ID	Requisition Title	Requisition Template	Job Title	Approval Status	Modified
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Sort By:

Originator: First | Last

Current Approver: First | Last

\* — Requisitions from other users for approval.

4. From the "Select Template" dropdown menu, choose the appropriate "Request to Fill" template (faculty or staff):

Click Next.

5. The **Request to Fill** form opens on your screen.
6. Starting at Step 1 (Position Information), enter all required fields.
7. Populate the fields in Step 5 with the names of the members of the Search and Screen Committee. Provide race and gender information for each member of the search committee. If a committee is not required and the search will be conducted by an individual, list that person's name as "Hiring Manager". This is the department head/director. List the recruiting sources to be used in the search in Section 6. (This section is only if a search is being conducted)
8. You may add notes or questions and attach documents as needed prior to saving your changes on this form. When you are ready to proceed to the **JOB DETAILS**, click .
9. The "Requisition-Job Details" form has a lavender background and pops up on top of your requisition. You will be required to complete this sub form before you can add the approvers for your requisition. The information entered on this form will be used in the posting. In other words, it will become your advertisement.
10. Before you save and close the Job Details form, select the appropriate Job Type and Job Category from their respective dropdown menus. Finally, select the applicable Department associated with the position being filled from the Department dropdown menu. Click "Save" and then "Click Here To Close".
11. Requisition Approvers: Based on the "Approver Title" listed, enter the name of the appropriate individuals to approve the requisition. Names which are already selected in certain fields cannot be overridden. If a particular title is not applicable to your requisition, simply leave it blank. **\*\*IMPORTANT\*\*** After you have finished adding approvers to the approval queue, click "SAVE" and then click "Send for Approval".
12. Your requisition will be routed to the approvers in the order they are listed. Each approver will receive an email to notify them of the need to approve the requisition. The email contains a link directly to the requisition. After

all approvers have approved the requisition, the originator of the requisition will receive an email notification similar to this:



02/07/2014

Dear

The following requisition has been approved by all approvers:

**Title**

Please [click here](#) to view the requisition.

13. Once the requisition has been approved, HR will contact you regarding posting the advertisement on the WKU Careers website and obtaining quotes for outside recruiting sources.