LOG IN
1. Sign in to UR Talent Web from the HR homepage (for PC users, the recommended browser is Internet Explorer) https://richmond.csod.com
2. User ID is your NetID – the ID you use to log on to the University of Richmond network (i.e. sjones5)
3. Your initial password is Richmond1. After you log on the first time, you will be prompted to change your password

SUBMIT A REQUISITION REQUEST
Click on the ‘Recruit’ tab in the menu bar and select ‘Requisition Requests’.
Click on ‘Create New Request’.

Click on the arrow in the corner of the fillable field.

A pop up box will appear. Type in the position number and hit ‘Search’.
Click on the position title.

The job requisition will appear and the following fields will be pre-populated:

- Template
- Job Title
- Division
- Employment Type
- Compensation
- Position Type
- FLSA status
- Grant Funded
- Supervisor Name and Position Number
- Time Entry Method
- Required to Drive a University Vehicle—‘Yes’ should be selected only if driving a vehicle is **REQUIRED** for the position. Golf carts are not included.

You will need to complete all other fields as described on page 5.
Job Title: HR - Floater
Regulation Template: Administrative Floater - 500011
Display Job Title: Administrative Floater - 500011
Division: Business Affairs
Contact Phone:
Employment Type: 
Compensation: Hourly
Position Type:
FLSA: Non-Exempt
Target Salary Range for Hire (for ex. 30K-35K):
Current Budgeted Salary (Required):
Grant funded?: Yes
Funding plan and sources (Index):
Requesting a new computer/technology?:
Requesting furniture?:
Requesting additional office space?:
Requesting other one-time/temporary budget (ex. relocation)?:
Requesting additional continuing budget (ex. travel)?:
Plan for continuing and temporary budget for items checked above (contact OPB with questions):
Hours Worked per Week:
Days Worked per Week:
Weeks per Year:
Total Scheduled Hours per Year:
Regular Work Schedule (Include any special work schedule requirements):
Time Entry Method:
Supervisor Name:
Supervisor Position Number:
Time Sheet/Leave Report Approver:
Performance Review Approver:
Will Individual be required to drive a University vehicle?: Yes
Applicant Type:
Faculty Appointment Type:
Faculty Rank:
Recruiting/Advertising Plan:
Posting Begin Date:
1. **Contact Phone**: Include the phone number for the person responsible for the hiring.

2. **Target Salary (Required)**: Include the salary range or specific amount you would like to pay for the position given the budgeted amount. This information will help the Talent Acquisition Specialists discuss salary expectations with candidates.

3. **Current Budgeted Salary (Required)**: Include the budgeted amount for the position. This information can be found in Banner or obtained from your department budget representative.

4. **Funding Plan and Sources (computer, furniture, office space, relocation, travel)**: Complete these sections for new positions only. Include the budgeted amount for computer refresh, furniture, office space, relocation and travel as applicable. This information can be obtained from your department budget representative.

5. **Hours worked per week (Required)**: Include the exact number of hours worked per week.

6. **Days worked per week (Required)**: Include the exact number of days worked per week.

7. **Weeks worked per year (Required)**: Include the exact number of weeks worked per year.

8. **Total scheduled hours per year (Required)**: Include the total number of scheduled hours per year. Be as specific as possible. Hours per year Affects reporting for the Affordable Care Act and employee benefit eligibility.

9. **Regular work schedule (Required)**: Include the anticipated work schedule. Your Talent Acquisition Specialist will share this information with prospective candidates and it will appear on your job ad.

10. **Time Sheet/Leave Report Approver**: Complete this information only if the leave approver is different than the supervisor.

11. **Performance Review Approver**: Complete this information only if the performance review approver is different than the supervisor.

12. **Applicant Type (Required)**: Select ‘All’ from the drop down menu if the position should be posted internally and externally. Select ‘Internal’ for positions to be posted internally only.

13. **Faculty Appointment Type and Faculty Rank**: Use for faculty positions only. Leave blank for staff positions.
14. **Recruiting/Advertising Plan:** If you’d like the position advertised in specific publications, journals, or media outlets, please include them here.

15. **Posting Begin Date (Required):** Include today’s date.

16. **Posting End Date:** Leave blank.

17. **Job Notes:** Include any special instructions for the Talent Acquisition Specialists.

18. **Add Reviewers (Required):** Include the names of individuals who will need to be able to review applications in UR Talent Web directly. Click on the + next to ‘Add Reviewers’.

---

Type in the last name of the first reviewer and click ‘Search’.

<table>
<thead>
<tr>
<th>Name</th>
<th>User ID</th>
<th>User Name</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbott, Aaron</td>
<td>abbott12</td>
<td>abbott12</td>
<td>Glass, Steve</td>
</tr>
<tr>
<td>Abrash, Samuel</td>
<td>abrash</td>
<td>abrash</td>
<td>Hamm, Michelle</td>
</tr>
<tr>
<td>Abreu, Dixon</td>
<td>abreu</td>
<td>abreu</td>
<td>Otero-Bianco, Angel</td>
</tr>
<tr>
<td>Achter, Paul</td>
<td>pachter</td>
<td>pachter</td>
<td>Rankine, Patricia</td>
</tr>
<tr>
<td>Adams, Karen</td>
<td>kadamis</td>
<td>kadamis</td>
<td>Sheppard, Sarah</td>
</tr>
</tbody>
</table>

Click on the first reviewers name and then click ‘Add’.

Repeat the steps to add more reviewers.
19. **Attachments (Required):** Click the + next to ‘attachments’ to attach a copy of the Position Description for Staff positions or the Job Ad for Faculty positions.

20. **Priority (Required):** From the drop down box, select ‘High’ for Faculty positions; ‘Medium’ for Staff positions; and ‘Low’ for temporary positions. This will color code the positions in Talent Web and does not actually indicate priority.

21. **Openings (Required):** Include the number of openings for this position—in almost all cases, there is only 1.

22. **Target Hire Date (Required):** Include the date you would like to have the position filled. Use about one month from today’s date as a guide for non-exempt positions and two months from today’s date for exempt positions.

**Click ‘Submit Request’.** The requisition will go through an online approval queue that includes the Budget office as the final approver. Once your position is posted, you will be notified with an email from UR Talent web. If your Talent Acquisition Specialist has any questions, she will call you within one business day.

**CHANGE AN APPLICANT’S STATUS**
Each supervisor has the ability in UR Talent Web to change an applicant’s status when reviewing job applicants. This tool can help you organize all of the applicants in your dashboard as you are considering each of their qualifications. Follow these steps to change applicant’s statuses:

1. Log into Talent Web
2. Click on “Recruit” in the menu bar at the top of the screen
3. Choose “Manage Requisition” from the drop down menu.
4. When your open role appears in your dashboard, click on the number in the “Applicants” column.

5. Check the box next to the candidate’s name that you want to change the status for.

6. Click on the arrow next to the “Actions” button and choose “Change Status” from the drop down menu.

7. Choose from one of the first four statuses, either “not interested in interviewing”, “phone interview”, or “UR interview”. Your Talent Acquisition Specialist will use one of the other four statuses when the candidate moves through the process. The status will change immediately once selected-make sure you click “submit”.
Click “OK”.

The applicant’s status will show as changed. You can change statuses anytime and the applicant will not be able to view the status.