

REQUISITION

Creating Requisitions

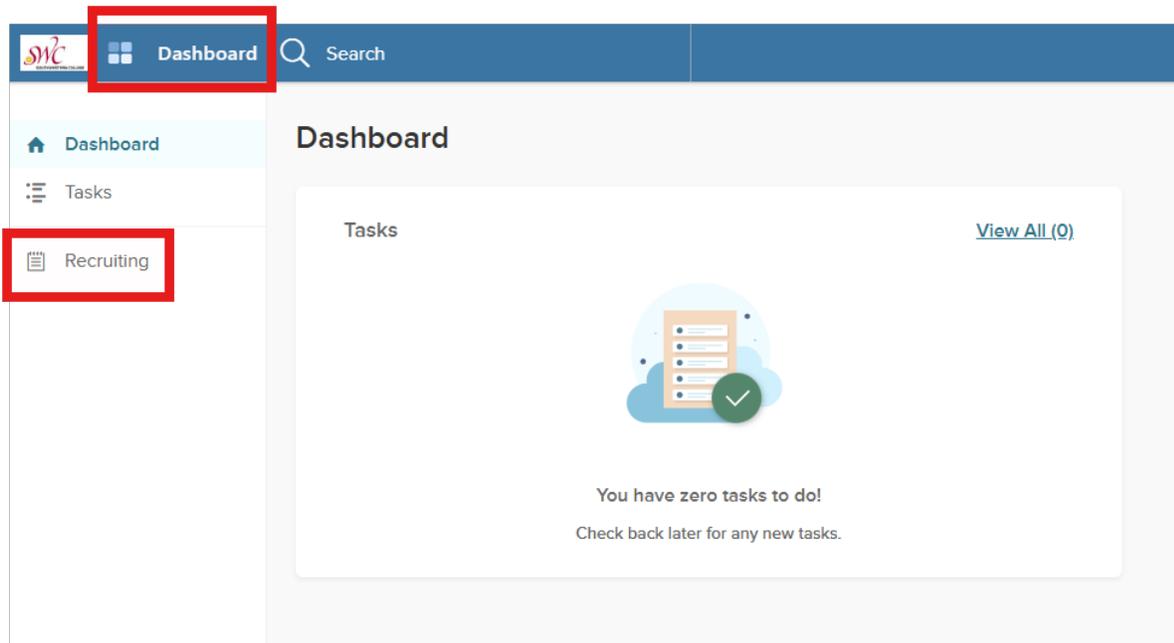
User Guide

Updated 01.14.2025

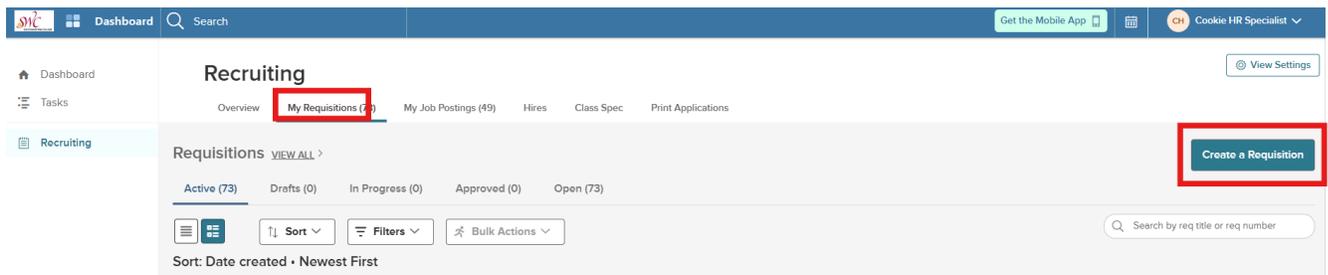
2025



1. Go to MySWC, log-in and select the NeoEd app.
2. In NeoEd, make sure to be in “Dashboard” and then select “Recruiting.”



3. Select the “My Requisitions” tab and then select the “Create a Requisition” button.



4. **Step 1: Create the Requisition Details.**
 - You will need the approved HRT (from ServiceNow) to enter the required information.
 - For the most part the “List Type” will be “Regular.” Only a few exceptions for any of the other types, consult with HR prior to selecting any of the other list types.
 - Skip the “EEO/Census Data Template.”
 - If this recruitment is for a new, vacant, part-time instructor or temporary non-academic hourly position, for the “Previous Employee” section, please list N/A. Otherwise, list the previous employee that last vacated the position.
 - If the funding is split between fund sources, ensure that all budget numbers are listed under “Budget Information” along with the split percentage.
 - If this is a new position, complete the “Position Details” section, otherwise skip.

* Fields are required.

Requisition #
00092

Division/Department
Business and Financial Affairs / ...

Class Spec
Bookstore Buyer (0000091)

Working Title
TEST - Bookstore Buyer - TEST - DO NOT APPLY

Desired Start Date
MM/DD/YYYY

Hiring Manager
Gilberto Garcia

HR USE ONLY - Hiring Team Lead
Viviana Govea

HR USE ONLY - Hiring Team Member
Find a HR USE ONLY - Hiring Team Member

Job Type
Classified Staff

List Type
Regular

Position
Bookstore Buyer (BOOK-CPL-BUYD)

Number of Vacancies
1

EEO/Census Data Template
Find a EEO/Census Data Template

Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

Recruitment Type
 Replacement
 New Position/Current Classification
 New Position/New Classification
 Part-time Instructor
 Temporary Non-Academic Hourly (Not to exceed 175 days)

HRT Number
00011

Previous Employee
Bill Denton

Funding Source
District (f1)

Budget Information
11-000000-000000-000000-10

FTE (numeric value of 1.00 or less)
1.0

Months of Service
12 Month

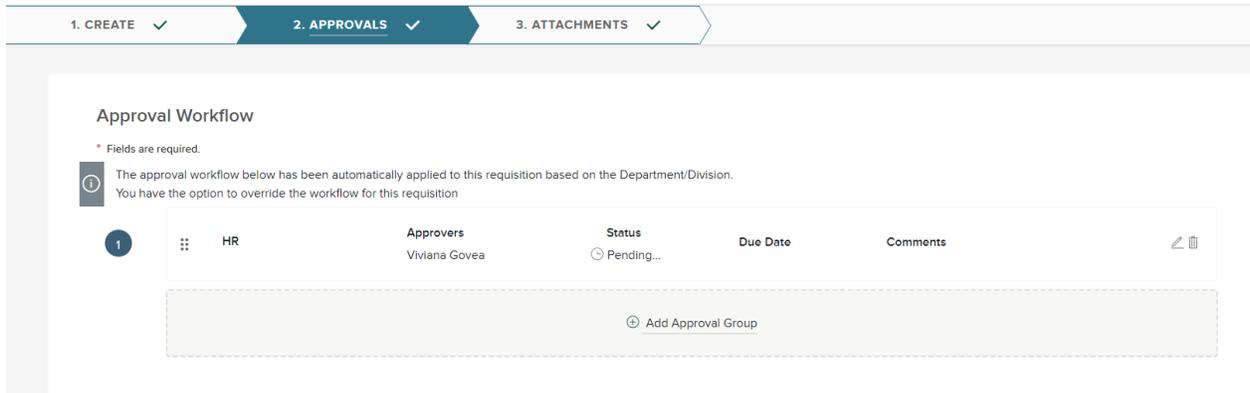
Work Schedule (Ex: Mon-Fri, 8am-5pm)
Monday-Thursday: 7:30 a.m.-4:30 p.m. AND Friday: 8:00 a.m.-5:00 p.m.

Duties (List Top 8-10 duty numbers in order of importance)
1-4, 6-9, 12

5. Select the green button at the top of the page, "Save & Continue to Next Step."

6. **Step 2: Approvals**

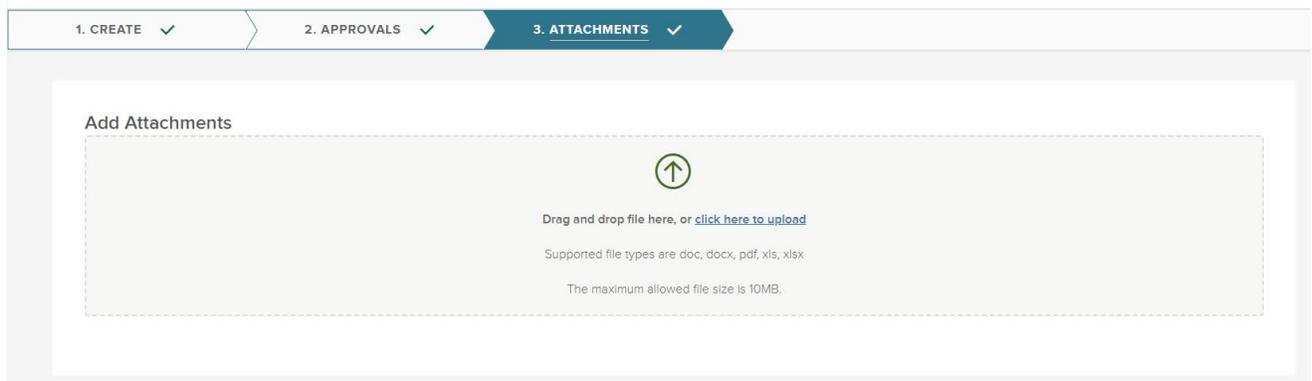
- This should be autogenerated but if no approver is listed then select the “+ Add Approval Group” and select the appropriate HR approver.



7. Save and continue to the next step.

8. **Step 3: Attachments**

- Add the ELT approved HRT and any supporting documentation.
- If this is for a part-time or hourly position, you can skip this step.



9. Select the green button at the top of the page, “Save & Submit.”

10. The Requisition Detail will now show as “In Progress.” You are also able to edit the requisition if you notice an error after submitting.

Requisition Detail
Bookstore Buyer (00092) In Progress

Requisition Information Approvals History

Requisition Information

Requisition Number 00092	Department Bookstore	Division Business and Financial Affairs
Working Title N/A	Job Type Classified Staff	Class Spec Bookstore Buyer (0000091)
Vacancies 1	Desired Start Date N/A	List Type Regular
Owner Viviana Govea	Hiring Manager Gilberto Garcia	EEO/Census Data Template N/A
HR USE ONLY - Hiring Team Member N/A	HR Analyst N/A	HR USE ONLY - Hiring Team Lead Viviana Govea
Recruitment Type Replacement	HRT Number 00011	Previous Employee Bill Denton
Funding Source District (1f)	Budget Information 11-000000-000000-00000-10	FTE (numeric value of 1.00 or less) 1.0
Months of Service 12 Month	Work Schedule (Ex: Mon-Fri, 8am-5pm) Monday-Thursday: 7:30 a.m.-4:30 p.m. AND Friday: 8:00 a.m.-5:00 p.m.	Duties (List Top 8-10 duty numbers in order of importance) 1-4, 6-9, 12

11. The requisition will remain in your “My Requisitions” tab.

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Recruiting

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Requisitions [VIEW ALL >](#)

Active (73) Drafts (0) In Progress (0) Approved (0) Open (73)

Sort: Date created • Newest First

<input type="checkbox"/>	<p>#00092 Bookstore Buyer</p> <p>Department: Business and Financial Affairs - Division: Bookstore</p> <p>Hiring manager: Gilberto Garcia</p>	<p>Created 01/14/25</p> <p>In Progress</p>
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