Uploading Position Descriptions through Interview Exchange using the Requisition Module

Login to Interview Exchange: [www.interviewexchange.com](http://www.interviewexchange.com) or [www.hirezon.com](http://www.hirezon.com):

If you need access to IE, please contact Janice Wilkens in HR: jwilkens@albany.edu.

If you have access, but have forgotten your password, click the “Forgot Password” link on the login screen.

Once logged in, there are two ways to get to Requisitions (to upload your position descriptions):
Add New Requisition:

Select “Position Description Review Form” from the drop-down list, then “Next”:

The next page contains the following required fields:

- Title/Name: this is the name of the current incumbent of the position, or previous incumbent if the position is vacant
- Originator: this defaults to your name, based on your registration information in Interview Exchange. This field cannot be changed.
- Department
- Contact Person for the position, if not the person uploading it to Interview Exchange
- Campus Title
- Budget Title
- Salary Grade/Rank
- Line Item #

Not Required:
- FLSA Status: to be completed by HR upon review of the position
Requisition Form:

Fields marked with an asterisk * are required. While completing this form, please do not open other forms in different windows/tabs.

**Title/Name:** John Doe

**Originated by:** Test User on 08/12/2016

**Position Description Review**

<table>
<thead>
<tr>
<th>Originator:</th>
<th>Test User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Campus Title:</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Salary Grade/Rank:</td>
<td>SL-3</td>
</tr>
<tr>
<td>FLSA Status: (HR only)</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Jane Smith</td>
</tr>
<tr>
<td>Budget Title:</td>
<td>Sr. Staff Assistant</td>
</tr>
<tr>
<td>Line Item #:</td>
<td>999999</td>
</tr>
</tbody>
</table>

**Add a note / Ask questions:**

Click "Choose File" to browse to your position description. Click "Add Approvers" and "Save Changes" if this is your only document. For multiple documents, you must uncheck "Add Approvers", select "Save Changes", and navigate back to the open requisition to repeat the upload steps.

**Attach (Job Description):** Choose File

To add additional documents and/or comments, please uncheck the checkbox "Add Approvers" before clicking "Save Changes".

**Save Changes**

After you've attached all documents, make sure "Add Approvers" is checked, and then click "Save Changes."

If you have only one document to upload, skip to page 5 of these instructions. For multiple documents continue to the next page (4):
For multiple documents:

- Department: Human Resources
- Contact Person: Jane Smith
- Campus Title: Assistant Director
- Budget Title: Sr. Staff Assistant
- Salary Grade/Rank: SL-3
- FLSA Status: (IFH only)
- Line Item #: 99999

Add a note / Ask questions:

To upload this document, and then additional documents, uncheck the "Add Approvers" box and click "Save Changes."

Navigate back to Open Reqs:

Click here to navigate back to your requisition.
Approval:

Requisition Approvers: John Doe

<table>
<thead>
<tr>
<th>Approver</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>-- Select --</td>
<td>-- Select --</td>
</tr>
<tr>
<td>pos1</td>
<td>Sent for Approval</td>
</tr>
<tr>
<td>Position Requests (Position Requests)</td>
<td>Sent for Approval</td>
</tr>
</tbody>
</table>

Please select Position Requests from the list of approvers. To navigate the list quickly, start by typing "posi". This is the only approval required for the FLSA position review.

Click "Save" then "Send for Approval" to complete the request.

Sent for Approval:

Requisition Approvers: John Doe

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You will know the request is complete when the approval status changes to "Sent for Approval".
Once HR has approved the position, you will receive a confirmation email. This approval means that HR has reviewed the position and made an FLSA determination. You can log back into the system to see the FLSA status.

Dear Test,

The following requisition has been approved by all approvers:

Title/Name: John Doe
Form: Position Description Review Form

Please click here to view the requisition.