

DART – Creating an Employee Requisition

To begin the hiring process for a Civil Service employee, click the **Employee Requisition** link on the **Admin Transactions** tab.

The screenshot shows the DART website interface. At the top, there is a navigation bar with tabs for 'Admin Transactions', 'Announcements', 'Banner Resources', 'Policies Labor', 'Separation', and 'Training'. The 'Admin Transactions' tab is selected. Below the navigation bar, the page title is 'Administrative Transactions'. The main content area contains several links and descriptions. The 'Employee Requisition' link is highlighted with a red box. The left sidebar contains a list of links under 'HR INFORMATION' and 'APPLICATIONS'.

You submit an employee requisition to create the Civil Service position for your department.

For campus-specific requisition processing information, click the link for your campus.

Otherwise, click the **Continue** button to begin the requisition process.

The screenshot shows the DART website interface for the 'Employee Requisition - Civil Service Staff' page. The page title is 'Employee Requisition - Civil Service Staff'. The main content area contains several paragraphs of text and a list of links. The 'Chicago Campus', 'Springfield Campus', and 'Urbana Campus' links are highlighted with a red box. At the bottom right, there is a red 'Continue' button. The left sidebar contains a list of links under 'HR INFORMATION' and 'APPLICATIONS'.

Enter the **Campus** and **Organization Code** of the department for which you are requisitioning the position.

Select the **HR campus** where the position will be located.

Click the **Continue** button.

When the Employee Requisition form appears, you can view instructions for completing the form. Click the **Show Instructions** link to display a brief explanation of the form.

From this view, you can:

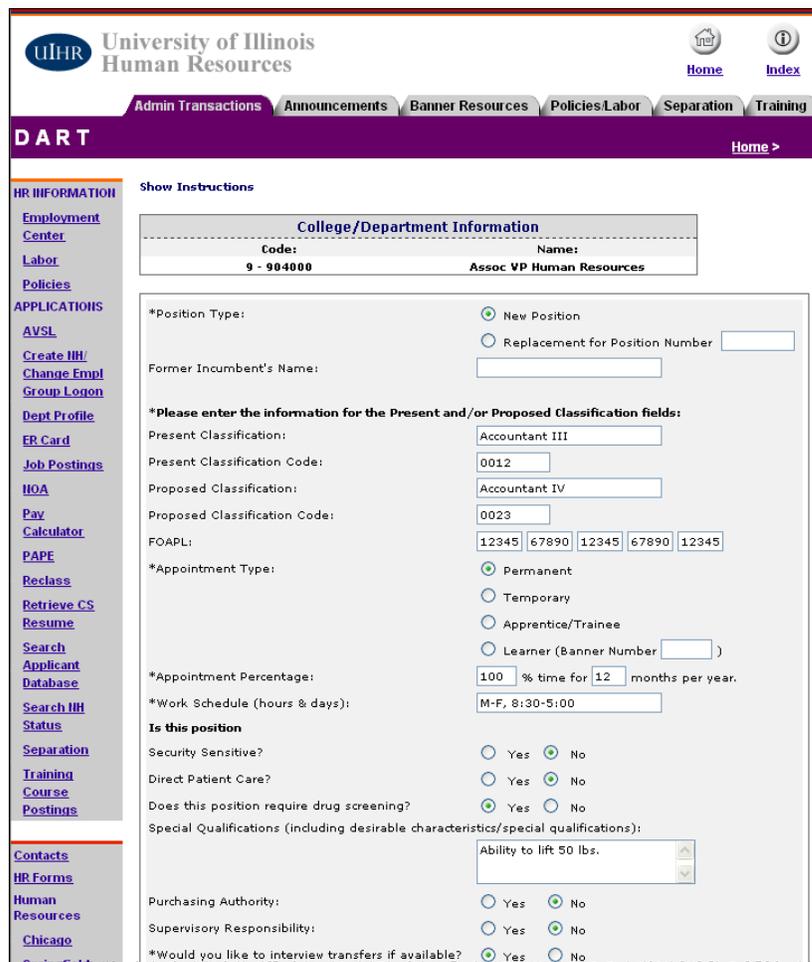
- Click the **Hide Instructions** link to hide the display.
- Click the **Instructions** link to view a more detailed explanation of the fields on the Employee Requisition Form.
- Click the **Classification Specifications** link to view a listing of descriptions of Civil Service jobs available.
- Click the **Requisition Form** link to download the form needed for creating a new Civil Service position or updating an existing position.

Complete the required fields, marked with an asterisk (*)



HINT: While some fields are optional on this page, the more information you enter provides a more complete requisition.

- **Position Type** – indicate if the position is new or a replacement. If it is a replacement, enter the Position Number from Banner.
- **Present Classification** – current title of the position.
- **Present Classification Code** – current position class code.
- **Proposed Classification** – new title of the position, if applicable.
- **Proposed Classification Code** – new position class code, if applicable.
- **FOAPL** – Banner FOAPL string for the job.
- **Appointment Type** – indicate the type of appointment the job will have.
- **Appointment Percentage** – percentage of the appointment and the number of months per year for the appointment. For example, a full-time, 9-month position would be 100% for 9 months per year.
- **Work Schedule** – hours and days per week the position works.
- **Security Sensitive?** – indicate if the position requires security clearances.
- **Direct Patient Care?** – indicate if the position requires contact with patients.
- **Require drug screening?** – indicate if the position requires a drug test before hiring.
- **Special Qualifications** – description of any qualifications you seek in an applicant.
- **Purchasing Authority** – indicate if the position has purchasing abilities.



The screenshot shows the DART (Direct Access Requisition Tool) interface. At the top, there are navigation tabs for 'Admin Transactions', 'Announcements', 'Banner Resources', 'Policies/Labor', 'Separation', and 'Training'. The main header includes the University of Illinois Human Resources logo and 'Home' and 'Index' links. The 'DART' title is prominently displayed in a purple bar.

The 'College/Department Information' section shows the following details:

College/Department Information	
Code:	Name:
9 - 904000	Assoc VP Human Resources

The 'Position Information' section contains the following fields and options:

- *Position Type:** New Position, Replacement for Position Number []
- Former Incumbent's Name: []
- *Please enter the information for the Present and/or Proposed Classification fields:**
 - Present Classification: Accountant III
 - Present Classification Code: 0012
 - Proposed Classification: Accountant IV
 - Proposed Classification Code: 0023
 - FOAPL: 12345 67890 12345 67890 12345
- *Appointment Type:** Permanent, Temporary, Apprentice/Trainee, Learner (Banner Number []))
- *Appointment Percentage:** 100 % time for 12 months per year.
- *Work Schedule (hours & days):** M-F, 8:30-5:00
- Is this position:**
 - Security Sensitive? Yes No
 - Direct Patient Care? Yes No
 - Does this position require drug screening? Yes No
 - Special Qualifications (including desirable characteristics/special qualifications): Ability to lift 50 lbs.
- Purchasing Authority: Yes No
- Supervisory Responsibility: Yes No
- *Would you like to interview transfers if available?** Yes No

- **Supervisor Responsibility** – indicate if the position supervises others.
- **Interview transfers?** – indicate if you would like to interview transfers from other Civil Service positions for this position.

- **Applicants report to** – name of the person in charge of the position.
- **Office Address** – campus address of the above person.
- **Mail Code** – campus mail code of the above person.
- **Office Phone** – campus phone number of the above person.
- **Email Address** – campus email address of the above person.
- **Use the same information for sending paperwork?** – indicate if the same person that the applicants report to is the same one to receive paperwork about the position. If you select Yes, the address fields disappear. If you select No, enter the contact information for the person receiving paperwork.
- **Use the same information to contact with questions?** – indicate if the same person that the applicants send paperwork to is the same one to answer questions about the position. If you select Yes, the address fields disappear. If you select No, enter the contact information for the person answering questions.
- **Comments** – any additional information needed for processing the requisition.
- **File containing Position Description** – click the **Browse** button to attach the file containing the position description.
- **Document Type** – select the type of file attached for the position description.

Urbana HESSIE EEO Leave DART	<p>*Applicants report to: Vicki Smith</p> <p>*Office Address: 123 Test, Urbana, IL 61820</p> <p>*Mail Code: 123</p> <p>*Office Phone: 244-5555</p> <p>*Email Address: vsmith@uillinois.edu</p> <p>*Use the same information as above (Applicants report to) for sending paperwork? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>*Send paperwork to: Jane Doe</p> <p>*Office Address: 123 Test, Urbana, IL 61820</p> <p>*Mail Code: 123</p> <p>*Office Phone: 244-5566</p> <p>*Email Address: jdoe@uillinois.edu</p> <p>*Use the same information as above (Send paperwork to) for who to contact with questions? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>*For questions, please contact:</p> <p>*Office Phone:</p> <p>*Email Address:</p> <p>Comments:</p> <p>*File containing Position Description: C:\JobDescription.t Browse... <small>Press the Browse button to select file. Do not type in document name.</small></p> <p>*Document type: Plain Text <small>(Default document type is Microsoft Word)</small></p>
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- **Employee Requisition Destination** – indicate where you want to forward the requisition. You can forward it to someone for review or send it directly to the HR office.

Click the **Submit** button.

Employee Requisition Initiator's Instructions

You may send this Employee Requisition form to someone else for review or you may forward directly to the Human Resources office.

Forward to Reviewer:

A reviewer can view and edit the form and the position description. A reviewer can also forward the requisition to another person or to Human Resources.

1. Select the radio button "Forward for Review."
2. Type in the box beside the button the complete email address of the person you are sending the Employee Requisition to.
3. Press the Submit button to send.
4. Wait for the confirmation screen to appear. When the screen appears, an email message will be sent to the reviewer you have designated and also to you. The message will contain the URL or web address the reviewer needs to use to retrieve the Employee Requisition.

Forward to Human Resources:

1. Select the radio button "Send to HR."
2. Press the Submit button to send.
3. Wait for the confirmation screen to appear. When the screen appears, an email message containing the Employee Requisition information will be sent to the appropriate HR office.

Employee Requisition Destination

Forward for Review

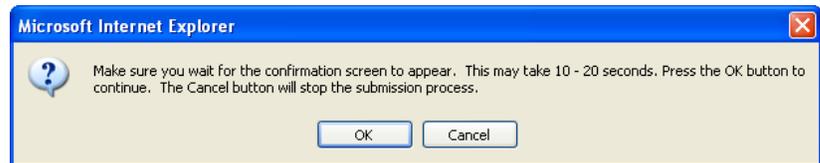
Send to HR

Submit

A dialog box appears to confirm your requisition.

Click the **OK** button to continue.

Click the **Cancel** button to return to the requisition form.



A confirmation page, similar to the one on the right, appears after you submit the requisition.

If you indicated that you wanted to forward this requisition for review, an email is sent to the person designated as the reviewer.

If you indicated that you wanted to send this requisition directly to HR, an email is sent to the appropriate HR office for processing.

Click the **Exit** button to exit the application.

The screenshot shows the 'DART' application interface for the University of Illinois Human Resources. The main content area is titled 'College/Department Information' and contains the following details:

Code:	Name:
9 - 904000	Assoc VP Human Resources

Below this, there are several sections of information:

- *Position Type:** New Position
- Former Incumbent's Name:** (Blank)
- *Please enter the information for the Present and/or Proposed Classification fields:**
 - Present Classification: Accountant III
 - Present Classification Code: 0012
 - Proposed Classification: Accountant IV
 - Proposed Classification Code: 0023
 - FOAPL: 12345 67890 12345 67890 12345
 - *Appointment Type: Permanent
- *Appointment Percentage:** 100 % time for 12 months per year.
- *Work Schedule (hours & days):** M-F, 8:30-5:00
- Is this position:**
 - Security Sensitive? No
 - Direct Patient Care? No
 - Does this position require drug screening? Yes
 - Special Qualifications (including desirable characteristics/special qualifications): Ability to lift 50 lbs.
- Purchasing Authority:** No
- Supervisory Responsibility:** No
- *Would you like to interview transfers if available?** Yes
- *Applicants report to:** Vicki Smith
- *Office Address:** 123 Test, Urbana, IL 61820
- *Mail Code:** 123
- *Office Phone:** 244-5555
- *Email Address:** vsmith@uillinois.edu
- *Use the same information as above (Applicants report to) to populate the fields below for sending paperwork?** Y
- *Use the same information as above (Send paperwork to) to populate the fields below for who to contact with questions?** Y
- *File containing Position Description:** Dart/ercard/attachments/JobDescription.txt

At the bottom right of the form is a red button labeled 'Exit'.

Reviewing an Employee Requisition

If you indicated that you wanted to forward this requisition for review, an email is sent to the person designated as the reviewer.

The screenshot shows the 'Employee Requisition Destination' form. It contains two radio button options:

- Forward for Review (with a text input field containing 'jsmith1@uillinois.edu')
- Send to HR

At the bottom right of the form is a red button labeled 'Submit'.

The reviewer receives an email similar to the one on the right.

The reviewer has 10 days to click the web link provided in the email and review the requisition. After reviewing the requisition, the reviewer can select to send the requisition to HR for processing.

