Tips for Submitting a Staff Requisition in AppliTrack (Frontline)

Following are tips to follow for submitting a staff requisition into the AppliTrack Recruiting System.

- Log into the AppliTrack Recruiting System (AppliTrack) using this web address:
  - [https://www.applitrack.com/ndus/](https://www.applitrack.com/ndus/)
  - If you do not currently have access to the system, please send an email to:
    - Peggy Varberg, UND Human Resources Manager: peggy.varberg@und.edu
    - The body of your email must request access to AppliTrack, the reason for access, such as your need to submit a requisition or to view applications.
    - The email must also contain your name, title, department, email address, and direct phone line.
    - Once the request has been processed you will receive an email from the system containing our log in and temporary password information. The first time you log into the system it will require you to change your password.

- Once you have successfully logged into the system, and are at the “Welcome” page, please choose, “Job Posting” from the left side menu. From there, use the slide to move down and choose “Create New Requisition”. You will have the following options to choose from:
  - A blank form (use this form if this is the first time you have developed a requisition)
  - A template (UND does not use this function)
  - My previous requisitions
  - Any previous requisitions

- After you have chosen the correct form, you may proceed in completing the main page/tab of the requisition. The following sections must be fully completed:
  - Title-Must match the official position description.
  - Position Type-Must match the official position description.
  - Requisition
    - If no outside advertising will be completed, for example in the Grand Forks Herald, it is not necessary to complete the Budget Code and “Advertise Where” sections.
    - Once you come to the “Display Info” section, you are done. SAVE YOUR WORK. The remainder of the Main Tab of the requisition is for UND HR office use only.

- Complete the next Tab-Description using the official position description for the position. Please see the “Developing the Description Tab for a Requisition” for instructions.

- Final tab to complete is -Approval Process.
  - Choose approvers according to what is required for your division. In all cases the Divisional Vice President must approve either themselves or by a proxy.
    - For instance, Diane Hadden approves all staff postings for the VPAA division.
  - The final approver is ALWAYS: UNDHR (there should not be an HR specific person identified. You must choose UNDHR.

- Once you have completed the necessary steps, review the requisition pages again to ensure you have provided all required information. Once you are confident you are done, please choose the “submit” button at the top right corner. Once you have submitted you will not be able to access the requisition to make changes until it has been completed or denied.
  - Once you have submitted the requisition, please record the JOBID number that has been assigned. This identifies your specific requisition.