

## Definition of Fields in Requisition Form

FIELD	DEFINITION	FIELD	DEFINITION
<b>Department</b>	Enter name of Department for position	<b>Requested Salary</b>	Enter requested salary for this position.  * The system will not accept offers outside the approved range. If you decide to offer an amount outside of the range, please work with your VP and HR Representative. Once approved, the range will be updated allowing you to proceed with the posting.
<b>Headcount Management</b>	If hiring more than one person on this requisition please enter the no. of ADDITIONAL New or Replacement positions required.  Skip this section if only hiring one person Note: all requested positions must have approved budget.	<b>Search Committee</b>	You can use these fields to create a committee for the hiring of this position.
<b>Posting Details</b>  In this menu you can apply for a posting <b>Waiver</b> . (Waiving only allowed for Student positions)  Enter reason for <b>Waiver</b>	POSTING DETAILS  Please note that checking here does not  Do you wish to apply for a waiver for the posting?: <input type="radio"/> Yes <input checked="" type="radio"/> No  Reason For Waiver: <input type="text" value="Select"/>	<b>Posting Details</b>  If you plan to advertise in addition to the TC website indicate the advertising source.  Email your Representative and discuss these sources. HR will post positions externally.	<input type="checkbox"/> TC Careers <input type="checkbox"/> Baruch <input type="checkbox"/> Brown <input type="checkbox"/> Chronicle <input type="checkbox"/> CUNY <input type="checkbox"/> Harvard <input checked="" type="checkbox"/> Higher Ed Jobs <input type="checkbox"/> Idealist <input type="checkbox"/> Monster <input type="checkbox"/> NYU <input type="checkbox"/> The Chronicle of Higher Education <input type="checkbox"/> iHUMAN <input type="checkbox"/> Academic Jobs Today <input type="checkbox"/> Broadbean <input type="checkbox"/> Careerbuilder <input type="checkbox"/> Columbia Business Sc <input type="checkbox"/> Dice <input type="checkbox"/> Higher Ed <input type="checkbox"/> Hunter <input type="checkbox"/> Indeed <input type="checkbox"/> NACUBO <input type="checkbox"/> Princeton <input type="checkbox"/> University of Chicago