A Quick Step by Step Guide To:
Creating an Emergency Hire Requisition in e-Recruitment
Before you begin the Emergency Hire Process, please first contact your college’s Administrative Specialist for Personnel (ASP):

**West Valley College:**
Laurel Kinley
741 – 2101

**Mission College:**
Nancy Parker-Cornejo
855 - 5183
Please then work directly with your ASP to complete the below two forms (both are required):

1. Emergency Hire Waiver Form
2. Datatel Entry Form
Go to: Human Resources Home Page, click on e-Recruitment Login (wvm.edu)
Click on the weblink highlighted by the top red arrow.

Faculty and Staff (e-Recruitment) Applicant Tracking Login:

https://wvm.peopleadmin.com/hr/

To login please use your Datatel ID number for BOTH your username and password.

Once you login for the first time, the system will prompt you to change your password. Please keep your new password in a secure location for future reference.

As part of our e-Recruitment system, the Applicant Tracking website will allow faculty and staff to:

- Create a new requisition (position posting) request.
- Login and take action on a requisition request needing your review and approval.
- Login and review and evaluate applications (for hiring committee/chair members) as part of the screening, interviewing and hiring process.
To login please use your Datatel ID number for BOTH your username and password. Once you login for the first time, the system will prompt you to change your password.
Make sure you have **Requisition Requestor** access. Hover your mouse over Requisitions tab, select **Emergency Hire**.
Click the orange **Create New Requisition** link on the top right side. Click on the **Create from Title** link.
Choose the **Instructor** job title (listed alphabetically) and **Create From** under the **Actions** drop down menu.
Enter the department name seeking an Emergency Hire. Make sure the **Accept Online Applications?** box is checked. Beside Accepted Application Forms, please ONLY check **Academic Application**. Select the orange box to **Create New Requisition**.

<table>
<thead>
<tr>
<th><strong>New Requisition</strong></th>
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<tbody>
<tr>
<td><strong>Position Title</strong></td>
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<tr>
<td>INSTRUCTOR - English</td>
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<tr>
<td><strong>Organizational Unit</strong></td>
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<tr>
<td><strong>Location</strong></td>
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<td>Mission College</td>
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<td><strong>Division</strong></td>
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<td>MC Language Arts</td>
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<td><strong>Department</strong></td>
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<td>MC Communication Studies</td>
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### Online Applications

- **Accept online applications?**

### Special offline application instructions

* To be considered an applicant for a position at West Valley/Mission Community College District, all materials requested in the job announcement must be received no later than the deadline. Incomplete and/or late applications will not receive committee consideration.

* If transcripts are required, include copies of ALL college transcripts with your application to verify all degrees earned.

### Accepted Application Forms

- **Classified Application**
- **Academic Application**
- **Classified Management Application**
- **Educational Management Application**
On the **Requisition Details** page, please just ensure your academic discipline is listed in **Position Title** box. No other information needs to be added. Click **Next**.
For Emergency Hires please be sure to **only** require a Resume/CV. To require documents, check both boxes under the **Included?** and **Required?** columns. Click **Next**.
Emergency Hire Waiver Form and Datatel Entry Form needs to be completed and uploaded into the requisition. Your ASP can provide additional support to obtain signatures. Click Next.
Submit to HR for review and approval. Hover your mouse over Take Action on Requisition. Choose to move to HR for final review.
Select **Submit**.

Once HR approves the requisition, HR will email the requisition requester an internal link to the employment application that can then be forwarded to the emergency hire candidate to complete online.
Summary:
1. Contact your college’s ASP and work together to complete the Emergency Hire Waiver Form and Datatel Entry Form (be sure to upload both into the online requisition)

2. Complete the online Emergency Hire Requisition and submit to HR

3. Once HR emails the department the internal online link to the application, please forward on to your candidate.
Questions? Contact:

Rose Nakamoto
Recruitment Specialist, HR
741 - 2174