

Contact Information Changes

The purpose of this section is to describe new fields that have been added to the Create Requisition and Modify Requisition actions. The new fields are for departmental contact information to be entered and will be required to submit the actions.

Contact Information Section

Department Contact Data

Department contact information will be included in the Position Details and the Application Acknowledgement Email.

*Contact Name:

Contact Title:

*Complete at least one of the following fields:

Telephone Number (xxx-xxx-xxxx):

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Email Address:

This is the new section that has been added to the Create Requisition and Modify Requisition Actions. The data entered here will be put on all postings so that prospective applicants have a departmental person to speak with on the position when they have questions.

1. Enter required **Contact Name**.
2. Enter the required fields of **Telephone Number and/or Email Address**.

Note: This change is for any new recruitment creations or modifications but also impacts any items that were paused or in progress when the changes were put in place. Actions that were paused will now require the data for this section to be included in order to submit the actions. Actions in progress that get retracted to be re-submitted will also require this new section to be completed in order to submit.