



Replacement or New Position Request to Fill Vacancy (Benefited Positions)

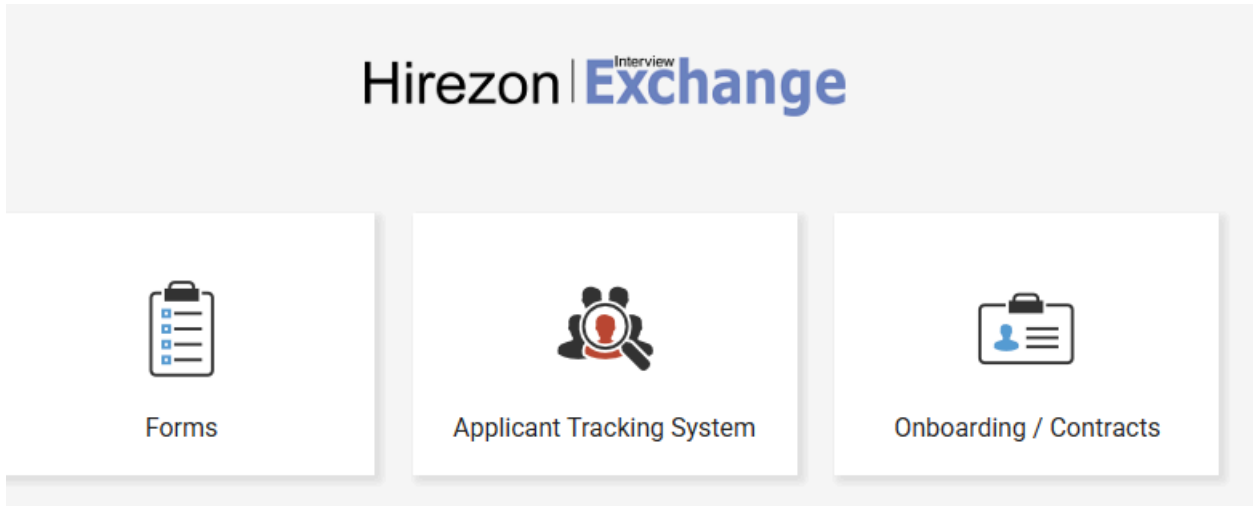
Requesting a new or replacement position, follow this process through the Forms module in Interview Exchange.

Before you get started make sure you have an updated job description using the correct job description template. If the position is replacing a former employee, HR will have a job description and/or template. If you need a job description or template for a position, please contact HR.

Log into [Interview Exchange](#) .

A screenshot of the 'Interview Exchange' login page. The page has a light gray background. At the top center, the text 'Hirezon | Interview Exchange' is displayed, with 'Interview' in a smaller font above 'Exchange'. Below this, the word 'Login' is written in blue. There are two input fields: one for 'Email:' and one for 'Password:'. Below the input fields is a gray button with the text 'Login' in white.

Select the FORMS module.



Start New Form.

The screenshot shows the "In Progress" page in the Hirezon Interview Exchange system. The page header includes the logo, the user's name "Susan Leo-Johnson", and navigation links for "Dashboard", "Notifications (49)", "Help", "Instructions", and "Logout". Below the header, there are three summary cards: "32 All forms", "4 Created by me", and "0 Assigned to me" (with a sub-label "1 Guest Reviews"). A blue button labeled "+ Start New Form" is visible on the right, with an arrow pointing to it. The main content area features a table of forms and a filters sidebar.

Actions	ID	Title/Name	Originator	Template	%	Status	Updated
	[REDACTED]	[REDACTED]	[REDACTED]	Request to Fill- Employment (66		In-Progress	01/30/2026
	[REDACTED]	[REDACTED]	[REDACTED]	Request to Fill- Employment (66		In-Progress	02/25/2026

Filters

Department:

Category:

Form: or

Originator:

Assignee:

Template:

Additional: (Keyword)

Between: and

This screen will appear.

Hirezon Exchange Fitchburg State University Dashboard

Start New Form ?

Department: --Select--

Category:

Template:

Title/Name: ?

Create Form

In the department drop-down, select the correct department for the position. A pop-up window will appear asking the user to ensure the department selected is correct, click **OK**. If the department is incorrect, click **Cancel** and update the department.

Note: If the department is wrong and not fixed during this step, you cannot fix it later, you will be forced to start over.

In the Category drop-down, select **Recruitment**.

In the Template drop-down, select **Request to Fill Employment (Benefited)**.

Once you select a form from the template drop-down menu, you can preview the form by clicking on the preview icon (paper and spyglass) next to the form name to ensure you have chosen the correct form. This will be very helpful if you have multiple forms to choose from.

Type in the job title in the **Title/Name** field. **Do not abbreviate**. Type the title out in full how you want it to be displayed on the website.

Click Create Form.

Click on Task Routing: Click on the pencil to add supervisor and area VP/Dean and Cabinet Member that will approve once it is approved at the Cabinet level.

Testing New Approval Process

Form ID: 256114

→ Employment (Benefitted Position)

Kimberly Page

* Employment (Benefitted Position)

□ Employment (Benefitted Position)

* Job Details

□ Add Job Details

Attach Supporting Documents

Choose File No file chosen

Optional File comment (description)

Save

* Upload Job Description Instructions:

Upload job description here

Choose File No file chosen

Optional File comment (description)

Save

Discussions

Task Routing

Approver Title	User	Status	Actions
Supervisor	/		/
VP	/		/
Human Resources	/ Kimberly Page	Not Initiated	/
Budget	/ Kimberly Boivin	Not Initiated	/
Cabinet Member	/		/
Human Resources	/ Kimberly Page	Not Initiated	/
	/ Mary E Landi	Not Initiated	/

Note: Task is enabled for routing users to be optional.

Show Add/Edit Routing

Show Routing History

Enter the approvers email address then click **Save Routing**.

Show Add/Edit Routing

Approver Title: ?

User:

Permission: ?

VP

Instructions (optional)

Permission for EForm(s) ?

Employment (Benefitted Position):

RTF_HM

Save Routing Cancel Remove User

Show Routing History

Click on **Employment (Benefited Position)** and complete required fields.

Hirezon Exchange Fitchburg State University Dashboard Kimberly Page Notifications (13) Help Instructions Logout

TEST Talent Manager TEST Guests All Tasks

Form ID: 112656

Employment (Benefited Position) Task Routing Actions

Employment (Benefited Position) Employment (Benefited Position)

Job Details Add Job Details

Attach Supporting Documents Choose File No file chosen

Optional File comment (description, etc.) Save

Discussions Start New Discussion

This screen will appear.

Employment (Benefited Position)

FITCHBURG STATE UNIVERSITY

Employment (Benefited Position)

Position Information: To be completed by Hiring Manager

*Title of Position: Talent Recruiter *Hiring Manager: *Department: Human Resources and Payroll Services

*Position Type: --Select-- If Replacement: *Dept. Head/Chair:

*Contract Length: --Select-- *Job Type: --Select-- *Job Category: --Select--

*Shift: --Select-- *Schedule: *Hours per week:

Vacancy Request Rationale

Employment decisions must align with the department divisional and university strategic plans. The process of requesting a replacement or a new position must be done using the online requisition form. The department manager should speak with the divisional department head to address the request and determine if the position should be re-evaluated or updated prior to completing this form.

Please provide a justification for requesting a replacement/new position. The following questions to be included in your summary below:

Save & Submit

Complete all required fields on form. Note, all fields with an asterisk are required. You will not be able to submit this form for approval without all the required fields being in place. Once you have completed the Employment (Benefited Position), click **Save & Submit**.

Review to ensure all information is accurate. If changes need to be made, click **Edit** and make any necessary corrections. Once all the information is accurate, click **Continue**.

Once you click continue, you will be directed to the Employment (Benefitted Position) page again. You will now see a checkmark next to the Employment (Benefitted Position) form.

Example below.

Talent Recruiter

Form ID: 164924

The screenshot shows a web form titled "Talent Recruiter" with Form ID: 164924. The main section is "Employment (Benefitted Position)" with a user icon for "Kimberly Page". Below this, there are two status indicators: "Employment (Benefitted Position)" with a red asterisk and "Employment (Benefitted Position)" with a green checkmark. Underneath, there is a "Job Details" section with a red asterisk and a link "Add Job Details" which is pointed to by a black arrow. Below the Job Details section is an "Attach Supporting Documents" area with a "Choose File" button and "No file chosen" text, followed by an "Optional File comment (description, etc.)" text box and a "Save" button. At the bottom, there is a "Discussions" section with a "Start New Discussion" button.

Click on **Add Job Details** in the Job Details area. This screen will appear.

The screenshot shows the "Add Job Details" form. At the top, there is a blue header with "Add Job Details" and a note: "Fields marked with an asterisk (*) are required". Below this is a "Search Job Template Library" section. The form has three main input areas: "Job Title" with the value "Talent Recruiter", "Company Description" with a character count of "characters remaining" and a rich text editor containing text about Fitchburg State University, and "Job Description" with a character count of "characters remaining" and an empty rich text editor.

The position title will be pre-populated, other fields may also be pre-populated based on your system configuration (i.e., Company Description, Application Instructions etc.).

Complete the required areas of the Job Details page based on the position description.

All fields with an asterisk are required. You will not be able to submit the Employment (Benefitted Position) section of the form for approval without all the required fields being completed.

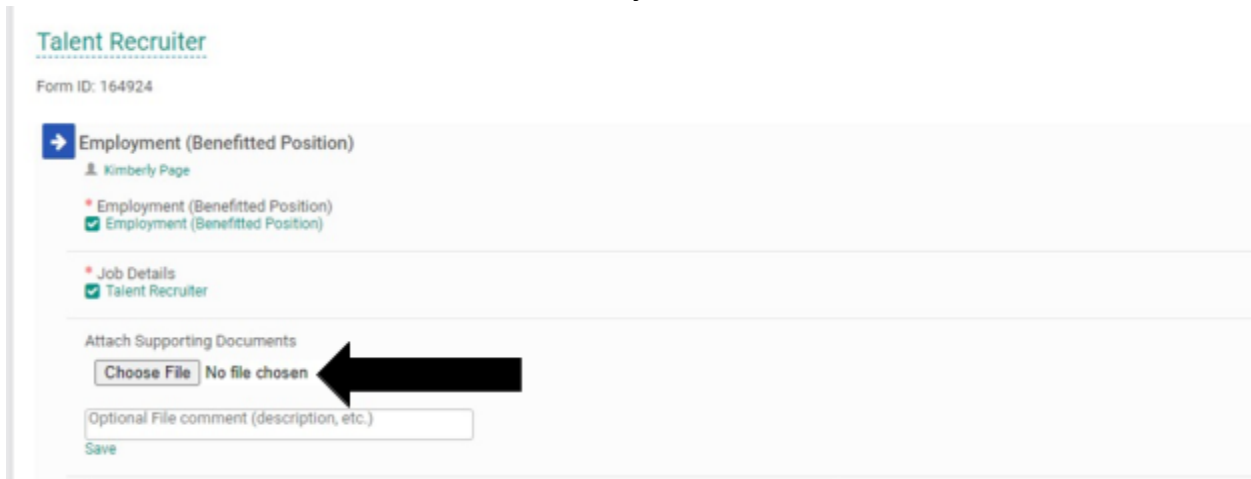
Click **Save Job Details**.

Review to ensure all the information is accurate.

Note: This is a preview of the job posting, so please review closely to ensure the information is exactly how you wish it to appear in the job advertisement.

- a. If changes need to be made, click **Edit** and make any necessary changes.
- b. Once all the information is accurate, click **Close**.

Once you click **Close**, you will be directed to the Job Requisition page. You will now see a checkmark next to the title on the job details section.



The screenshot shows the 'Talent Recruiter' interface. At the top, it says 'Form ID: 164924'. Below that, there's a section for 'Employment (Benefitted Position)' with a blue arrow icon and the name 'Kimberly Page'. Underneath, there are two items: one with a red asterisk and one with a green checkmark, both labeled 'Employment (Benefitted Position)'. Below that is the 'Job Details' section, also with a red asterisk and a green checkmark, labeled 'Talent Recruiter'. The next section is 'Attach Supporting Documents', which contains a 'Choose File' button and the text 'No file chosen'. A large black arrow points to the 'Choose File' button. Below this is an 'Optional File comment (description, etc.)' text box and a 'Save' button.

Upload job description to support your request by clicking on the Choose File link under job description and add any supporting documents by clicking on the Choose File link in the supporting documents section, add comments in **Start New Discussion** and attach any additional files.

Attach Supporting Documents

Sample JD Talent Acquisition Specialist.docx

Optional File comment (description, etc.)

Save

Discussions ↻ ✕

-

Start New Discussion

Please enter Topic/Note/Question/Comment/etc.

Attach File(s)

Submit Cancel

This will not be public until Human Resources reviews and approves the request.

Click at the bottom **Send for Next Action** to initiate the approval process.

Hirezon | EXchange Fitchburg State University | Dashboard | Kimberly Page | Notifications (13) | Help | Instructions | Logout

TEST Talent Manager TEST Guests | All Tasks

Form ID: 112656

Employment (Benefitted Position) Task Routing Actions

Kimberly Page

- Employment (Benefitted Position)
- Employment (Benefitted Position)

Job Details

- TEST Talent Manager TEST

Attach Supporting Documents

Sample JD Talent Acquisition Specialist.docx

Optional File comment (description, etc.)

Save

Discussions ↻ ✕

-

Start New Discussion

Post Job Task Routing Actions

Kelli Lundgren

Recommendation Task Routing Actions

Kimberly Page

Send for Next Action

One-by-one, in linear order, approvers in the task routing will receive an email to approve.

Notes:

- Changes made during the approval process are tracked.
- You can view the status of the approval process at any time by going back into the form and clicking on Task Routing.
- If the Employment (Benefitted Position) form is denied for some reason during the approval process, the originator of the form will receive an email notification. The individual that denied should include the reason for the denial so the originator can update the position accordingly and resubmit, if applicable. Once the initiator makes the necessary corrections, the approval process will start over from the beginning. All denial and change information will be stored for audit purposes.

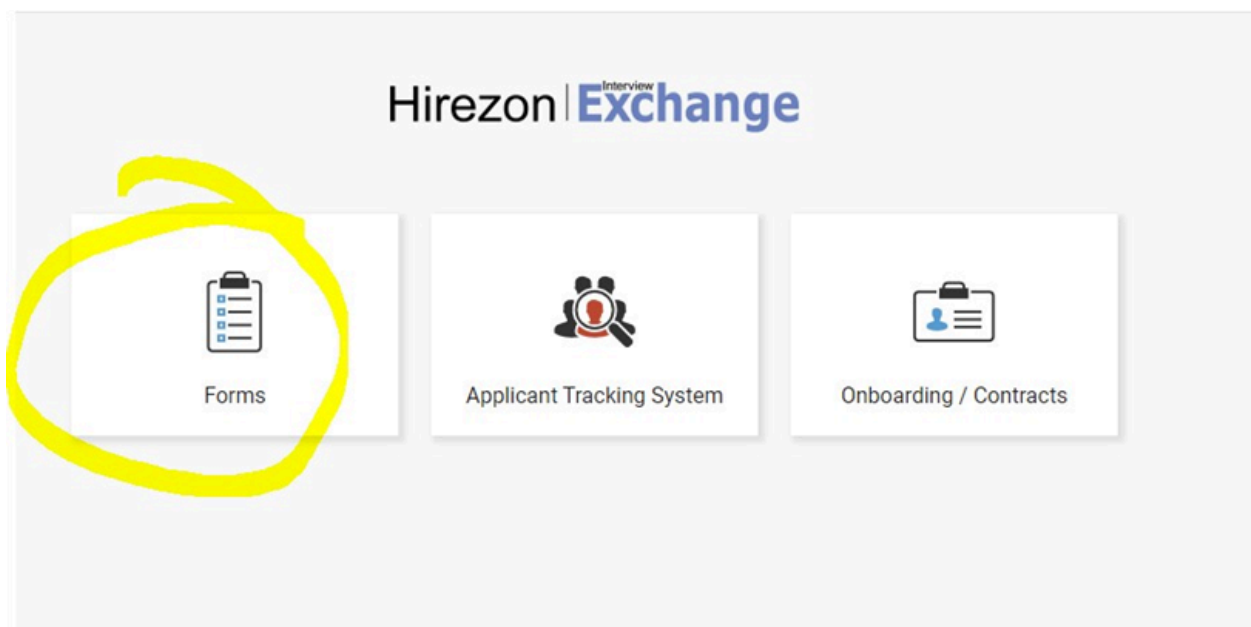
Assuming the request is approved, the job will be posted by HR.

Candidates will apply and be reviewed by the search committee.

When the search is completed all the hiring information is sent to HR. Once HR reviews the hiring manager will be given approval to make an offer.

Once the candidate verbally accepts, the hiring manager needs to complete the Recommendation section.

Navigate to the Forms Module in Interview Exchange.



Go to the **Assigned to me** section of your dashboard, click the Edit icon (square and pencil) next to the correct form.

10 All forms 0 Created by me 1 Assigned to me 0 Guest Reviews

In Progress ?

Actions	ID	Title/Name	Originator	Template	%	Status	Updated
	190748	Assistant Director, Outreach and Recruitme	Becky Copper-Glenz	Request to Fill- Employment (66	66	In-Progress	05/19/2024
	208542	Assistant Director of Enrollment - Retention	Becky Copper-Glenz	Request to Fill- Employment (0	0	In-Progress	04/23/2024
	204748	Simulation Laboratory Director	Debbie Benes	Request to Fill- Employment (66	66	In-Progress	04/24/2024
	203883	Accountant III in CPM	John D Head	Request to Fill- Employment (66	66	In-Progress	03/19/2024
	198980	Director of Corporate, Foundations and Gov	Karina Calvo	Request to Fill- Employment (66	66	In-Progress	05/21/2024
	206023	Accountant III	Lucy Lee	Request to Fill- Employment (66	66	In-Progress	04/19/2024
	210184	Staff Assistant - Assistant Athletic Trainer	Matthew J Burke	Request to Fill- Employment (0	0	In-Progress	05/03/2024
	205550	Assistant Director Programming and Club C	Michael Kennedy	Request to Fill- Employment (66	66	In-Progress	04/19/2024
	203843	Education Coordinator	Nate T Obin	Request to Fill- Employment (66	66	In-Progress	03/21/2024
	209575	Assistant Director of Admissions Operation	Stefanie J Aiken	Request to Fill- Employment (0	0	In-Progress	05/01/2024

1 to 10 of 10 Records Page 1

Under “Tasks Assigned to Me”, click the icon to the left of the position title (paper and pencil).

10 All forms 0 Created by me 1 Assigned to me 0 Guest Reviews + Start New Form

Tasks Assigned to Me ? Show Completed

ID	Title/Name	Originator	Template	Updated
	198980	Director of Corporate, Foundations	Karina Calvo	Request to Fill- Employ 05/21/2024

1 to 1 of 1 Records Page 1

Waiting for Form Approval ? Show Completed

ID	Title/Name	Originator	Template	Updated
No Records Found				

Page 1

Waiting for Task Approval ? Show Completed

ID	Title/Name	Originator	Template	Updated
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Guest Reviews ?

ID	Title/Name	Originator	Template	Updated
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Click each section to complete required fields.

Hirezon | Exchange Fitchburg State University Dashboard Kelli Lundgren

Tasks Assigned on Director of Corporate, Foundations and Government Grant Relations

Form ID: 198980
[View Complete Form](#)

Please complete all the tasks below and click Send for Next Action once completed.

Recommendation
Kelli Lundgren

- * Candidate Information
 Add Candidate Details
- * Recommendation
 Employment (Benefitted Position)

Discussions ↻ ✕

[Start New Discussion](#)

Send For Next Action

Once you click on “ Add Candidate Information”, you will automatically be taken to the Applicant Tracking module.

Switch Module

Manage Jobs

- Post New Job
- Requisitions
- Job Templates
- Find Candidates
- QuickList
- Create Folders
- Registration
- User Account
- User Manual
- Instructions
- Manage Users
- Metrics Reports
- Notifications (12)
- Help Desk
- Sign out

Applicants for: Director of Corporate, Foundations and Government Grant Relations (172311)

[View](#)

Reviewers Review Notes Requisitions Quick Report Re-Open Job Status

Background Check E-Forms E-Form Report Job Documents Find Candidate

Qualified Applicants in Inbox

Select	Name : (F L)	Location	Phone	E-Mail	Da
No applicants are currently in this list.					

✉ - Emails Sent ■ - Internal Candidate

Navigate to the “Hired” folder, where the person you are hiring should be and click on the new hire’s name.

Applicants for: Director of Corporate, Foundations and Government Grant Relations (172311)

[View](#)

[Reviewers](#) [Review Notes](#) [Requisitions](#) [Quick Report](#) [Re-Open](#) [Job Status](#)

[Background Check](#) [E-Forms](#) [E-Form Report](#) [Job Documents](#) [Find Candidate](#)

Qualified Applicants in *Hired*

Select	Name : (F L)	Location	Phone	E-Mail	Date
<input type="checkbox"/>	1. [REDACTED]	Fitchburg, MA	[REDACTED]	[REDACTED]	02/04/2024

1 to 1 of 1 Qualified Applicants

[Check All](#) | [Uncheck All](#) | [Reverse](#)

Move Selected: [- Select One -](#)

[Submit](#) [Clear](#)

- Emails Sent - Internal Candidate

The candidate's profile will open and there will be a link titled “Recommendation to Hire [Forms]” under Application Details, Click on that link and make sure you choose the option with FORMS.

Director of Corporate, Foundations and Gov... (172311)

1 of 1
[Return to ShortList](#)

Contact Information

[REDACTED]

Application Details

Apply Date: Feb 4 2024, 5:06 PM
Source: Organization Website, HigherEdJobs
Application #: 4997496
Internal Candidate
Current Folder: Hired
> Background Check
> Recommendation to Hire
> **Recommendation to Hire [Forms]**
> Onboard

Move to: [- Select One -](#) [Submit](#)

Documents

[Resume](#) [Download]
Submitted Feb 4 2024, 5:06 PM

[Cover Letter](#) [Download]
Submitted Feb 4 2024, 5:06 PM

Other Applications

1. Director of the Academic Coachin...
Applied Jul 11 2019, 9:34 PM, Folder: Withdraw
2. Staff Associate, Coordinator for...
Applied Jun 25 2019, 8:54 PM, Folder: Hired
3. Director of Career Services & Ad...

Electronic Form	Status	Date of Submission	Action
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You will receive a pop-up message stating an existing form was found. This just means there is a job in the Forms Module for that person, click on the link.

Start New Form ?

Department:

Category:

Template:

Title/Name:

Candidate Name: Andrew C Goodwin

Job Title: Director of Corporate, Foundations and Government Grant Relations

Existing Forms for Director of Corporate, Foundations and Government Grant Relations ✕

! We found an existing form Director of Corporate, Foundations and Government Grant Relations for the Director of Corporate, Foundations and Government Grant Relations posting. Please click here to complete this form for [REDACTED]

Once you click the link (example above), you will be directed back to the Forms Module. Notice you can now see your recommended applicant and their information and there is a green check in the box under Candidate Information. That indicates the step is complete.

Hirezon **EXCHANGE** Fitchburg State University [Dashboard](#) [Kelli Lundgren](#) [Notifications](#)

Tasks Assigned on Director of Corporate, Foundations and Government Grant Relations

Form ID: 198980

[View Complete Form](#)

Please complete all the tasks below and click Send for Next Action once completed.

Recommendation

Kelli Lundgren

- Candidate Information
- Job Posting: Director of Corporate, Foundations and Government Grant Relations (172311)
Application #: 4997496

[REDACTED]

Recommendation

- Employment (Benefitted Position)

Discussions C ✕

[Start New Discussion](#)

Next, click on “Employment (Benefitted Position).”

Tasks Assigned on Director of Corporate, Foundations and Government Grant Relatio

Form ID: 198980

[View Complete Form](#)

Please complete all the tasks below and click Send for Next Action once completed.

→ Recommendation
Kelli Lundgren

* Candidate Information
 Job Posting: Director of Corporate, Foundations and Government Grant Relations (172311)
Application #: 4997496
[Redacted]
[Redacted]
[Redacted]
[Redacted]

* Recommendation
 Employment (Benefitted Position)

Discussions ↻ ✕

[Empty Discussion Area]

[Start New Discussion](#)

Once the information is entered on the form click the Send for Next Action button which will route the form to HR to approve and begin the onboarding process.