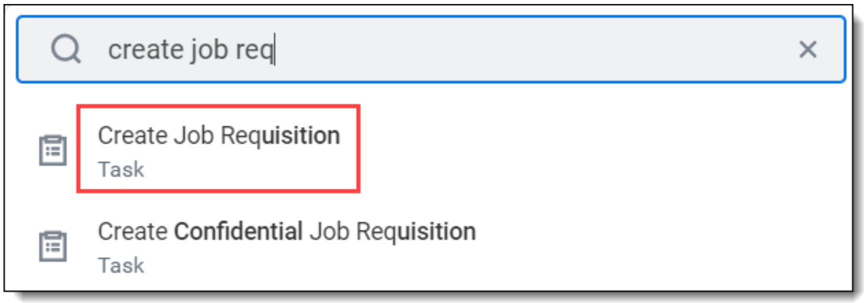
Creating a Job Requisition

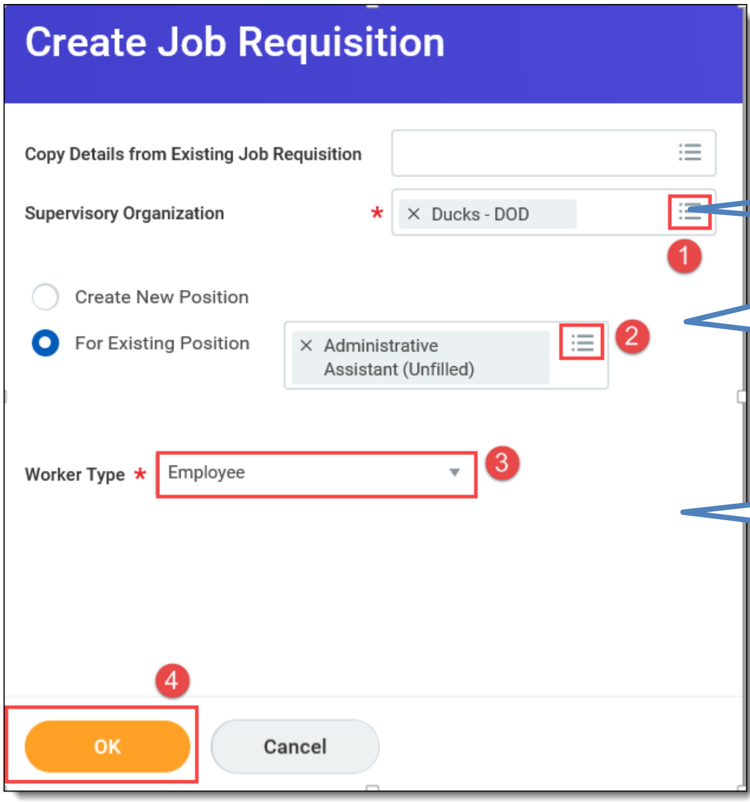
This job aid will provide step by step instructions on how to create a job requisition for an existing position.

Before creating a requisition, verify the location, supervisory organization and manager are correct for the position. Changing these elements on a position while it has an open requisition, will prevent you from hiring on it.

Step 1: In the *Search* bar, type **Create Job Requisition** and select it from the search results.



Step 2: Use the menu to select the Supervisory Organization (1). Select **For Existing Position,** use the menu prompt to select the position (2). Use the drop down to select **Worker Type** (3). Click **OK** (4).



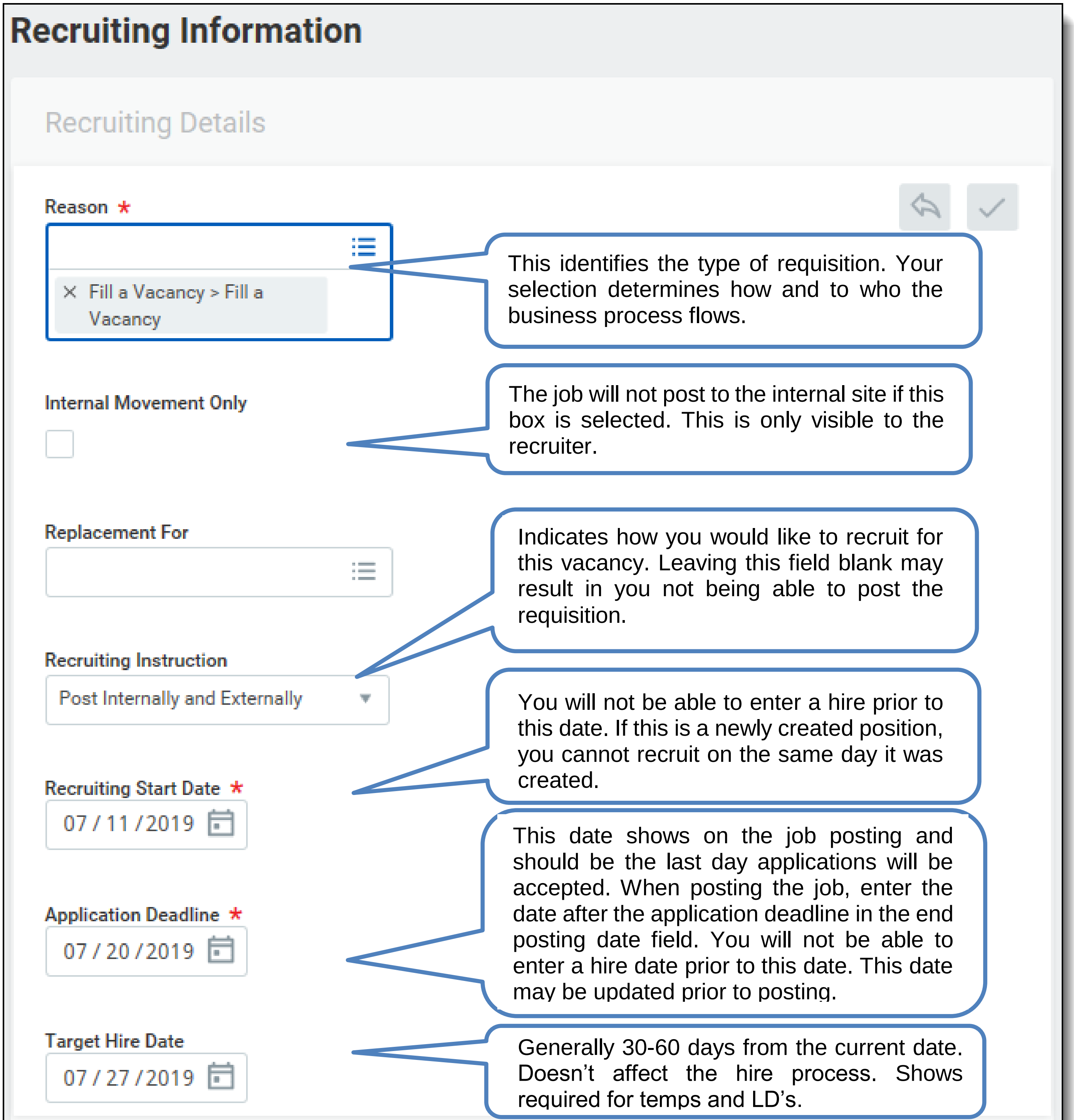
This is the organization the position sits in.

Make sure you have the correct position and that it is vacant, or a termination date is entered for the incumbent that is prior to the date you want to hire on. You cannot have more than one person in a position.

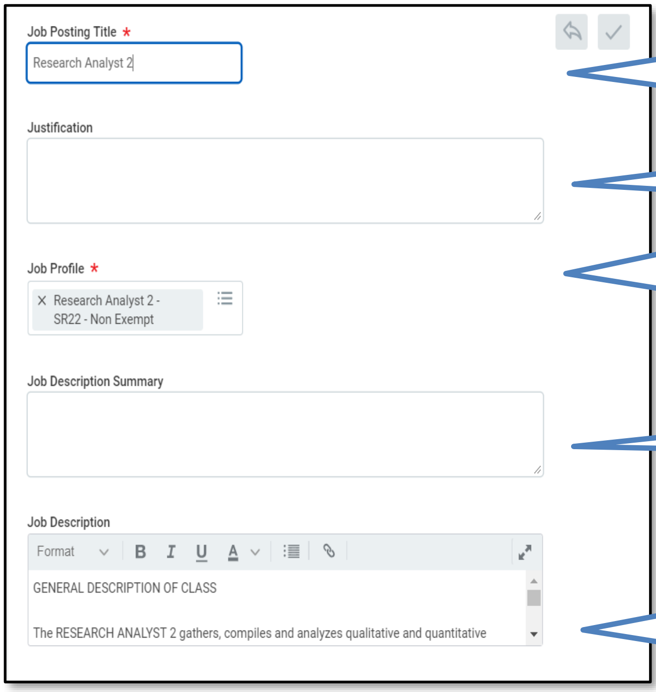
Employee – Paid by the state.
Contingent Worker – Not paid by the state.

Step 3: Click on the pencil icon to enter *Recruiting Information.* Use the menu to select a reason for the job requisition, select how you'd like to post the job, and enter the anticipated application deadline and target hire dates. Verify information, and click **Next**.

	If this requisition is for a non-budgeted position, please make sure to select the most appropriate *Reason* for creating the job requisition. This information will be used to track and monitor use of non-budgeted positions.



Step 4: Click on the pencil icon to enter *Job Details* including any additional locations. Verify the information that is pre-populated is correct. Fields notated with red asterisks (*) are required. Click **Next**.



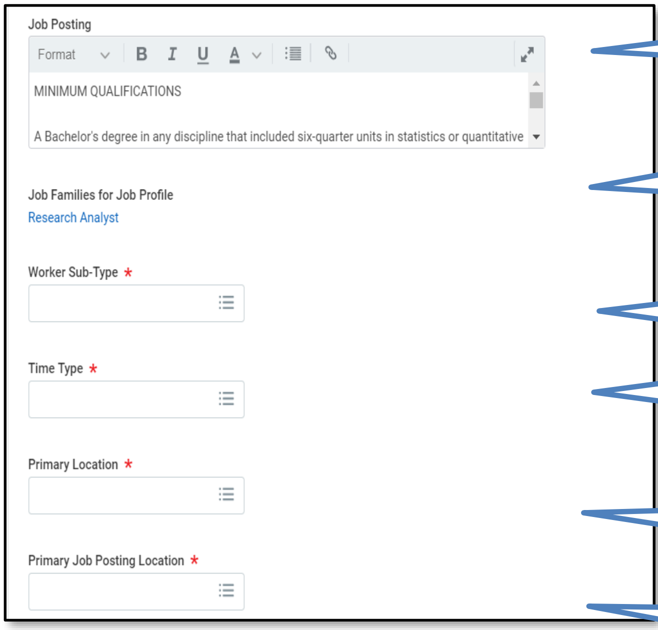
This is the title that will show on the job positing. Use the working title. If you want to add the job class, put it in parentheses behind the working title.

Allows you to add a reason for under or overfill, etc.

The job profile should default from the position. Please review and make any needed edits. If you are under filling or overfilling, you will need to update the job profile to the level you are filling the position at.

Leave as is, doesn't display on job posting

This job description defaults from the job position (position restrictions), unless the job description has not been completed. Leave as is, does not display.



Enter information you want displayed in the job posting here.

Pre-populates from position restrictions (if selected)
Classification and Compensation Information

Worker Sub-Type determines what kind of employee you are hiring. (LD, Perm, Temp, etc.). Defaults from the position

Time Type information determines how the salary will be calculated, full or part time. Defaults from position

This is the location of where the work is being done. Defaults from position.

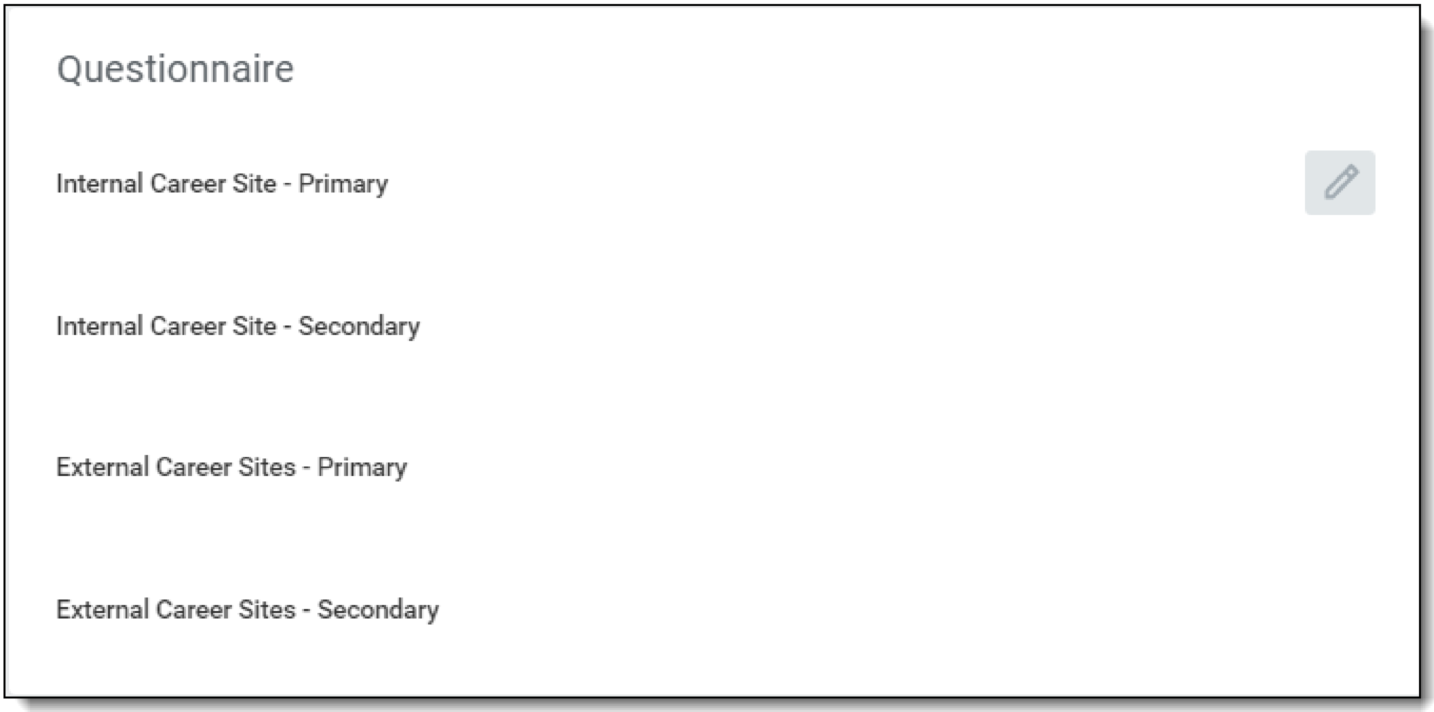
Sets the location category for job posting filter.

Step 5: **Recruiters Only**: If you want your requisition tied to an Evergreen requisition, click on the pencil icon and search for or enter the Evergreen Requisition number (Req-####). The Evergreen requisition and regular requisition must have the same job profile.

⚠	**Managers** will not be able to link to an Evergreen Requisition. If you would like to link your requisition to an Evergreen, you can enter a comment for the Recruiter in the comments box at the bottom of the summary page (Step 11) indicating you want it linked to an Evergreen.

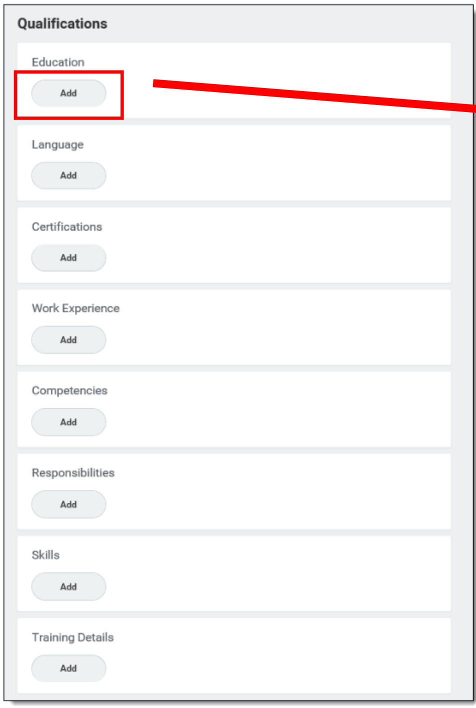
Next, select the questionnaires you want associated with the job posting. These questions will be asked during the application process. Click **Next**.

⚠	**Managers** will not be able to add a questionnaire to a requisition. Only a recruiter can complete this task. See the job aid Questionnaires, create.



Step 6: Click **Add** to insert position *Qualifications*. Click **Next**.

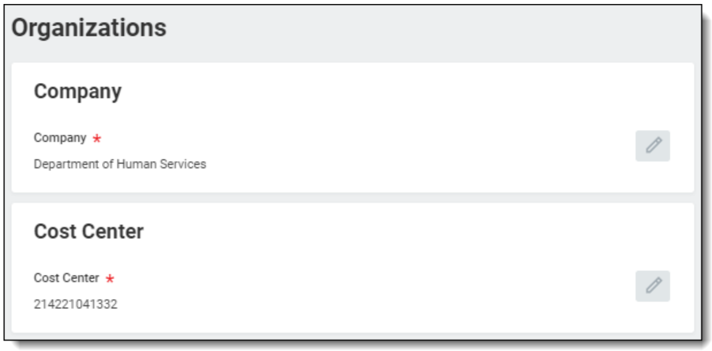
	These are optional and are qualifications beyond the minimum qualifications. If a candidate is required to have certain qualifications for the position under recruitment, click the **Required** checkbox. (These would be considered special qualifications).



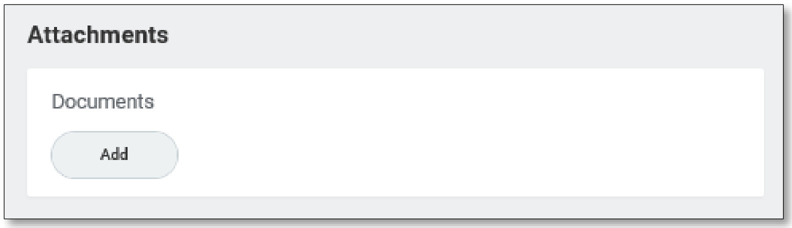
These areas can be used by the hiring manager to communicate with the recruiter the desired attributes they would like added (if any), but they won't be visible in the job positing.

Step 7: Verify the *Organizations* including: Company and Cost Center. Click **Next**.

	This information will default from the job position and can be found in the organization assignments on the position restrictions screen. Updating these fields on the requisition will not update the underlying base position.

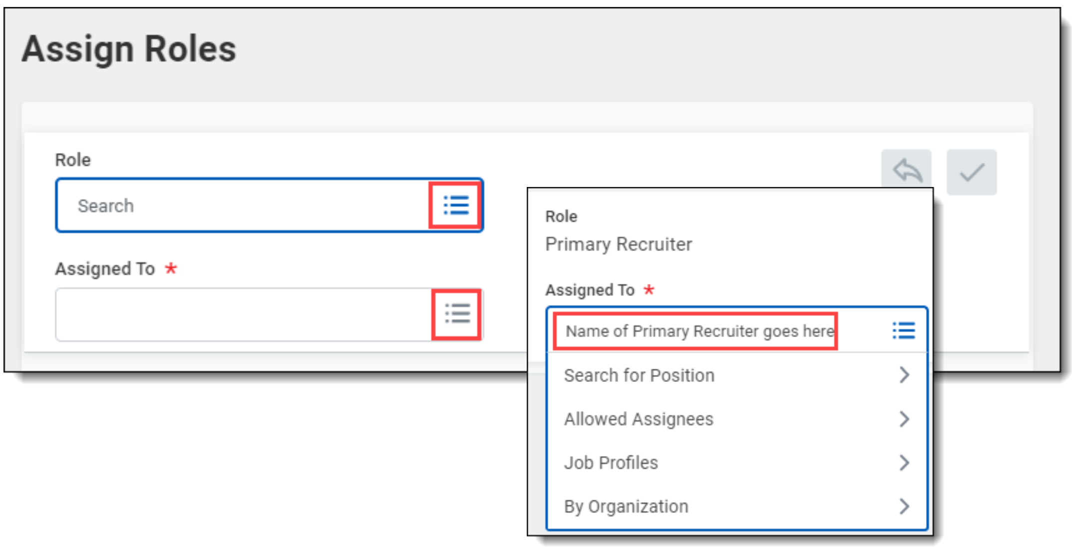


Step 8: Insert *Attachments* to job requisition. This may include questions you want in the recruitment, interview questions, or panel members. Click **Next**.



Step 9: Click **Add** to *Assign Roles.*

Step 10: Click on the menu prompts to select the **Primary Recruiter Role** and **Assigned To**. Click **Next**.



- If a Recruiter assigns the Primary Recruiter role, there is no approval step.
- If a hiring Manager assigns the role, it routes to a Recruiter for approval.
- If the Manager doesn't assign the role, it doesn't go to anyone to assign. The first recruiter to work the requisition would need to go in and assign it.
- If no primary recruiter is assigned, the disposition notifications would come from the first Recruiter alphabetically. Note: the primary recruiter or recruiter name is still only on dispositions for internal applicants. We are unable to add this to external candidate dispositions at this time.)

	Even if there is Primary Recruiter assigned, all Recruiters will continue to get tasks in their inboxes; however, only the Primary Recruiter will display on the job posting.

Step 11: Verify requisition information. Any comments can be added at the bottom of the requisition summary in the “enter your comment” section.

⚠	If this requisition is for a non-budgeted position, please make sure to include in the *Comments* how you plan to resolve the budget for the position. It is the agency’s responsibility to monitor the use of positions, including those that are non-budgeted.

Click **Submit**.

Step 12: The Job Requisition is now submitted. **Up next** displays the next step and who is responsible for it. If there are multiple people up next, the up next will default to the Recruiter. You may want to make note of the requisition number for future reference. Click on **View Details** to see the *Requisition number*, *Details* and *Process*.