Create a Job Requisition

Concept
Hiring Managers can follow these procedures to create job requisitions in the HCM Careers system.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the HCM <strong>Main Menu</strong>, click the <strong>Recruiting</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Create New Job Opening</strong> link.</td>
</tr>
</tbody>
</table>
3. The Create New Job Opening screen appears.

The Job Opening Type defaults to Standard Requisition and the Business Unit defaults to Case.

Accept the default settings and begin by entering a Job Code or using the Lookup function (magnifying glass) to locate the code.

Note: The job code and corresponding job description should be provided by a Human Resources Compensation Analyst.
Step | Action
--- | ---
4. | From the **Look Up Job Code** screen, you can search for a **Job Code** by entering text into the search field and clicking the **Look Up** button.

Click on the desired **Description** from the **Search Results** list to populate the Job Code field.
### Create a Job Requisition

#### Step 5

Once the **Job Code** is entered, the **Posting Title** field will be populated with the default title for the selected job code.

**Note:** The Posting Title can be changed to suit the needs of the current requisition.

#### Step 6

Click the **Continue** button.
Step | Action
---|---
7. | Under the **Opening Information** section, you can enter Job Details such as compensation and required weekly hours.

The Employee ID and name of the person creating the requisition will appear in the **Created By** field.

![Created By: 1111111 Nicole Dyme](image)
### Step 8

Enter a department number in the **Department** field or use the **Lookup** function (magnifying glass) to locate the code.

| *Department: | 261223 | Human Resources |
Step 9. From the Look Up Department screen, you can search for a Department by entering text into the search field(s) and clicking the Look Up button.

Click on the desired Department number from the Search Results list to populate the Department block.
10. Enter the date the position will begin into the **Desired Start Date** field or use the **Calendar** icon to select the date from the calendar pop-up menu. (This entry is not required.)

If the department requesting the requisition wants the employee to be hired by a specific date, you can enter that date into the **Projected Fill Date** field. (This entry is not required.)

Enter a date into the **Date Authorized** field to represent the date the position is authorized to be posted on the Careers site.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
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| 10.  | Enter the date the position will begin into the **Desired Start Date** field or use the **Calendar** icon to select the date from the calendar pop-up menu. (This entry is not required.)

If the department requesting the requisition wants the employee to be hired by a specific date, you can enter that date into the **Projected Fill Date** field. (This entry is not required.)

Enter a date into the **Date Authorized** field to represent the date the position is authorized to be posted on the Careers site. |

**Note:** All three fields can contain the current date or a future date.
11. If applicable, enter the name of the employee being replaced into the **Name** field or use the **Lookup** function (magnifying glass) to select the employee from a list. This field is only required if the job requisition is the result of an employee leaving or being terminated.

You can create additional records for this field by clicking the **[+] Add Employees Being Replaced** link.
Create a Job Requisition

Step 12. Read the instructions listed under the **Opening Information** section and enter the required information if applicable.

The **Job Under Utilized** field defaults to **No**.

If you change this option to **Yes**, then click to place a checkmark in one or both of the following fields:

- **Under Utilized Women**
- **Under Utilized Minority**.
If an existing employee has been identified for the position, check the **Strong Internal Employee** block and then select the **Empl ID** using the **Lookup** function (magnifying glass).

**Note:** When the requisition is posted, the Job Description will note that a Strong Internal Candidate has been identified but will not list that person's name or Employee ID.
The Grant Funded field defaults to No. If you change this option to Yes, enter details into the Funding Source, Speedtype and Distribution Percent fields under the Funding Sources section.

Notes: Funding can be distributed across multiple speedtypes by using the plus sign [+\] at the end of the row to add lines as needed. Enter the corresponding Speedtype and Distribution Percent for each row. Use the minus sign [-\] to delete any rows not required.
Create a Job Requisition

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</tr>
</thead>
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<td>15.</td>
<td>Enter any required information under the <strong>Additional Job Specifications</strong> section. Most of this data should be pre-populated according to the <strong>Job Code</strong> previously selected.</td>
</tr>
</tbody>
</table>

**Additional Job Specifications**

FOR TERM POSITIONS ONLY, enter the **Begin** and **End** dates or select them from the calendar pop-up menu. Otherwise, leave these fields blank.

<table>
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<th>Begin Date:</th>
<th></th>
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<tbody>
<tr>
<td>End Date:</td>
<td></td>
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</table>
Step 16. If applicable to the position, click the **Travel Percentage** drop down list and select the appropriate description for the amount of travel the position will require. The default value is **None**.
Step | Action
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17. | The entries displayed in the **Salary Information** section should be pre-populated based on the **Job Code** previously selected.

Questions regarding the content of these fields should be directed to a Human Resources Compensation Analyst.

![Salary Information](https://example.com)

18. | Click the **Qualifications** link (below the **Salary Information** section) to proceed.

![Qualifications](https://example.com)
### Step 19.

Read the instructions at the top of the **Qualifications** page before completing the **Work Experience & Education** section. This section is used to indicate the education level and years of work experience required to be a qualified applicant for the position.

Select an entry from the **Highest Education Level** drop down list and enter the **Years of Work Experience** required into the field provided.

Click the **[+] Add Work Experience and Education** link to create additional line entries.
Step 20. Click the [+] Add Degrees link to specify a degree requirement for the position. You may add as many degree requirements as needed by using this link to create additional lines.
The **Add Degrees** screen will appear. You can use the **Lookup** function (magnifying glass) to select the degree from a list.

*Degree:*

**Note:** Only the **Degree** field requires an entry to complete this page. The remaining fields are optional.
Step 22. From the Look Up Degree screen, you can search for a Degree by entering text into the search field(s) and clicking the Look Up button.

Click on the Degree Description from the Search Results list to populate the Degree block.
After adding the Degree requirement information, you can choose one of three options:

**OK** button: Saves the information and returns you to the main Qualifications screen.

**Cancel** button: Deletes the information and returns you to the main Qualifications screen.

**Apply and Add Another** button: Saves the information and opens a new Add Degrees screen to create another degree requirement.
24. Click the **Post Description** link (at the bottom of the **Qualifications** screen) to continue.
Step | Action
--- | ---
25. | Click the **[+] Add Job Postings** link.

**Add Job Postings**
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<tr>
<td>26.</td>
<td>From the <strong>Job Descriptions</strong> section, select an entry from the <strong>Visible</strong> drop down list to determine whether this position will be available to candidates that are <strong>Internal Only</strong>, <strong>External Only</strong> or both <strong>Internal and External</strong>.</td>
</tr>
</tbody>
</table>

*Visible:*
27. Select the **Job Description** item from the **Description Type** drop down list.

*Description Type:
Step 28. Either cut and paste the **Job Description** information into the **Description** field or type the information manually.
### Step 29

After entering the **Job Description** information, you can choose one of three options:

- **OK** button: Saves the Job Description information and returns you to the main **Post Description** screen.
- **Cancel** button: Deletes the information and returns you to the main **Post Description** screen.
- **Preview** button: Allows you to preview the information entered in another window.
Create a Job Requisition

Step | Action
---|---
30. | Click the **Hiring Team** link.
Step | Action
---|---
31. | The **Assignments** screen appears. This section will contain the recruiter(s), hiring manager(s), interviewer(s) and any interested parties to be involved in the hiring process for the new position. For each of these categories, you can choose to enter either an individual or a team by choosing the desired link.

To assign an individual Hiring Manager to the Job Description, click the **[+] Add Hiring Manager** link.

32. | Click the **Look Up** button (magnifying glass) next to the **Name** field to search for a specific manager.
Step | Action
--- | ---
33. | From the **Look Up Manager** screen, you can search for a **Hiring Manager** by entering text into the search field(s) and clicking the **Look Up** button.

![Look Up Manager](https://example.com)

34. | Click on the **Empl ID** or the **Display Name** from the **Search Results** list to populate the Hiring Manager fields.

![Search Results](https://example.com)

Follow the preceding steps to add recruiters, interviewers and interested parties by selecting the appropriate link:

- [+] Add Recruiters | [+] Add Recruiter Team
- [+] Add Interviewers | [+] Add Interviewer Team
- [+] Add Interested Parties | [+] Add Interested Parties Team.

35. | Click the **Save** button from the main **Hiring Team** screen.
### Step 36

The **Job Approvals** screen appears. This screen depicts the Job Requisition approval workflow at the **Department** and **Central Admin Stages**.

Each person shown in the workflow display will automatically receive an email from the Careers system when the Job Description is ready for their review and approval. The workflow tree will update the approval status as the Job Description moves through each member of the workflow. Approvers have the option to **Approve**, **Pushback** or **Deny** the Job Requisition.
Click the **Staff Working Conditions** button (at the bottom of the **Job Approvals** screen) to continue.
### Step 38

The **Staff Working Conditions** screen appears. To view the items under each category, either click the **Expand/Collapse All** check box or the **Expand Section** arrow to the left of each section name.
Step | Action
--- | ---
39. | Click to place a check mark next to any **Job Hazard** in the work environment to which the employee will be directly exposed.

Use the **Other** field to enter comments or indicate additional Job Hazards not listed.
Step | Action
--- | ---
40. | Click to place a check mark next to any **Job Tasks** the employee will be required to perform.

Use the **Other** field to enter comments and indicate additional Job Tasks not listed.

If the **employee is responsible for individuals under the age of 18 years** provide an explanation in the field provided.
Create a Job Requisition

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<td>41.</td>
<td>Click to place a check mark next to any <strong>Personal Protective Equipment</strong> the employee will require to safely perform the assigned job duties. Use the <strong>Other</strong> field to enter comments and indicate additional Personal Protective Equipment not listed.</td>
</tr>
</tbody>
</table>

Personal protective equipment required

Employees will need the following equipment:
Step | Action
---|---
42. | Click to place a check mark next to any items under the **Ergonomic Concerns** category to indicate activities the employee will be required to perform.

Use the **Explain** field to enter comments and indicate additional Ergonomic Concerns not listed.

```
Employee will need to perform the following activity(ies):
```
### Step 43

Click to place a check mark next to any **Travel Requirements** to indicate activities the employee will be required to perform.

Use the **Other** fields to enter comments and indicate additional Travel Requirements not listed.
Step | Action
--- | ---
44. | Click the **Save** button to complete the **Staff Working Conditions** section.
<table>
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<tr>
<td>45.</td>
<td>After completing the required Job Requisition entries, you can choose one of three options:</td>
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<tr>
<td></td>
<td><strong>Save &amp; Submit</strong> button: Saves the Job Description information and submits it to the workflow approvers.</td>
</tr>
<tr>
<td></td>
<td><strong>Save as Draft</strong> button: Saves the information in a draft state so you can return and finish the requisition at a later time.</td>
</tr>
<tr>
<td></td>
<td><strong>Cancel</strong> button: Cancels the current operation.</td>
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<tr>
<td>46.</td>
<td><strong>End of Procedure.</strong></td>
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