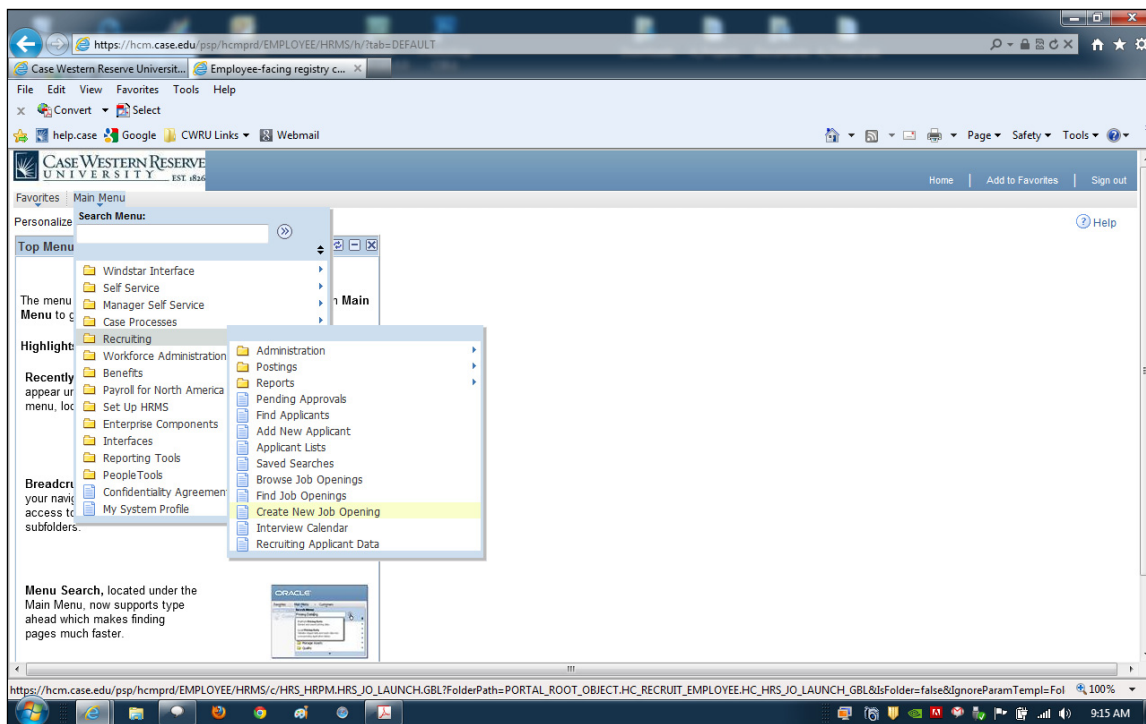


## Create a Job Requisition

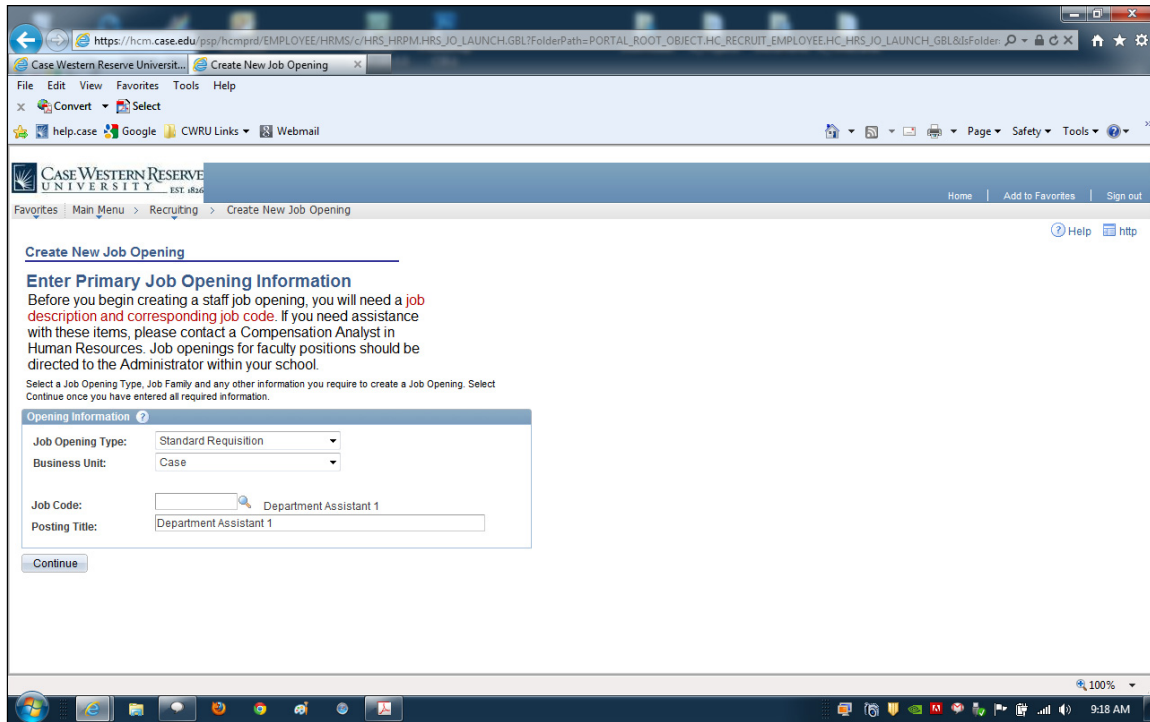
### Concept

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

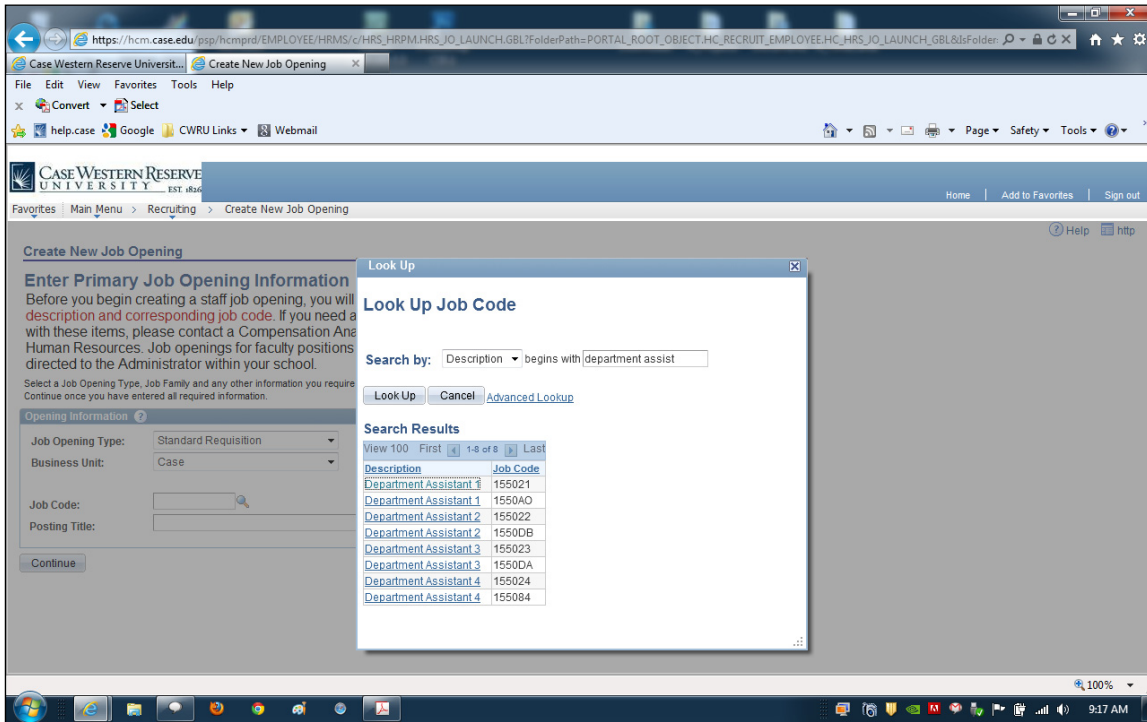
### Procedure



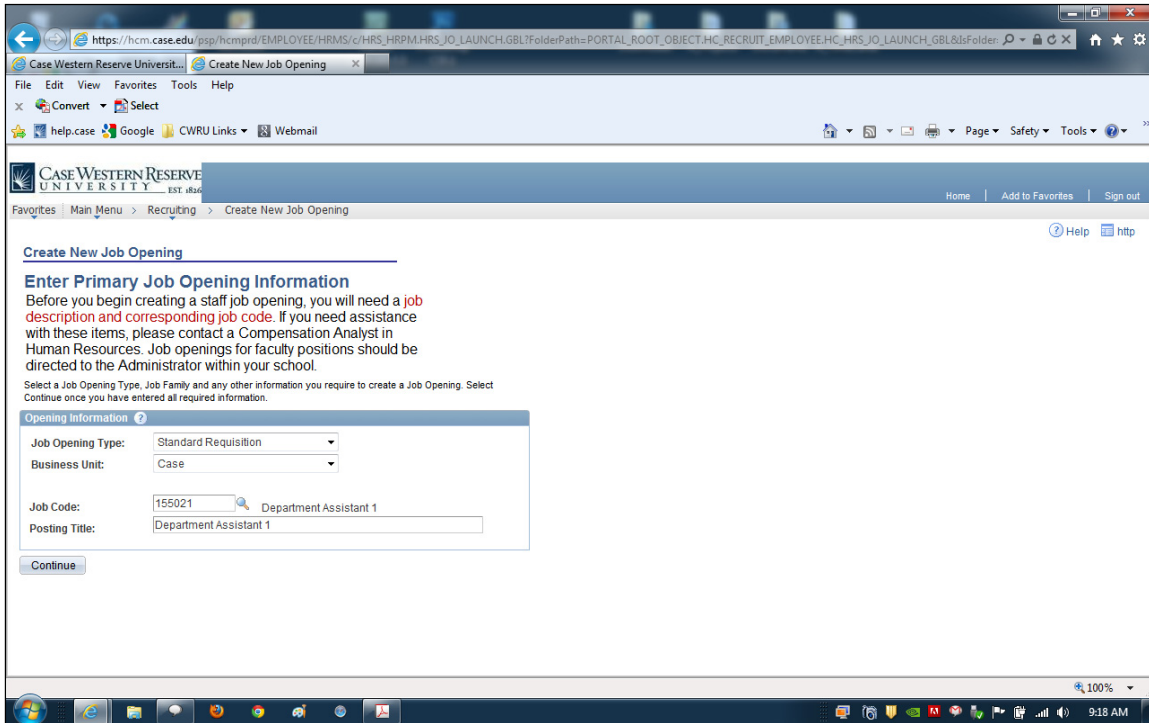
Step	Action
1.	From the HCM <b>Main Menu</b> , click the <b>Recruiting</b> link. 
2.	Click the <b>Create New Job Opening</b> link. 



Step	Action
3.	<p>The <b>Create New Job Opening</b> screen appears.</p> <p>The <b>Job Opening Type</b> defaults to <b>Standard Requisition</b> and the <b>Business Unit</b> defaults to <b>Case</b>.</p> <p>Accept the default settings and begin by entering a <b>Job Code</b> or using the <b>Lookup</b> function (magnifying glass) to locate the code.</p> <p><b>Note:</b> The job code and corresponding job description should be provided by a Human Resources Compensation Analyst.</p>

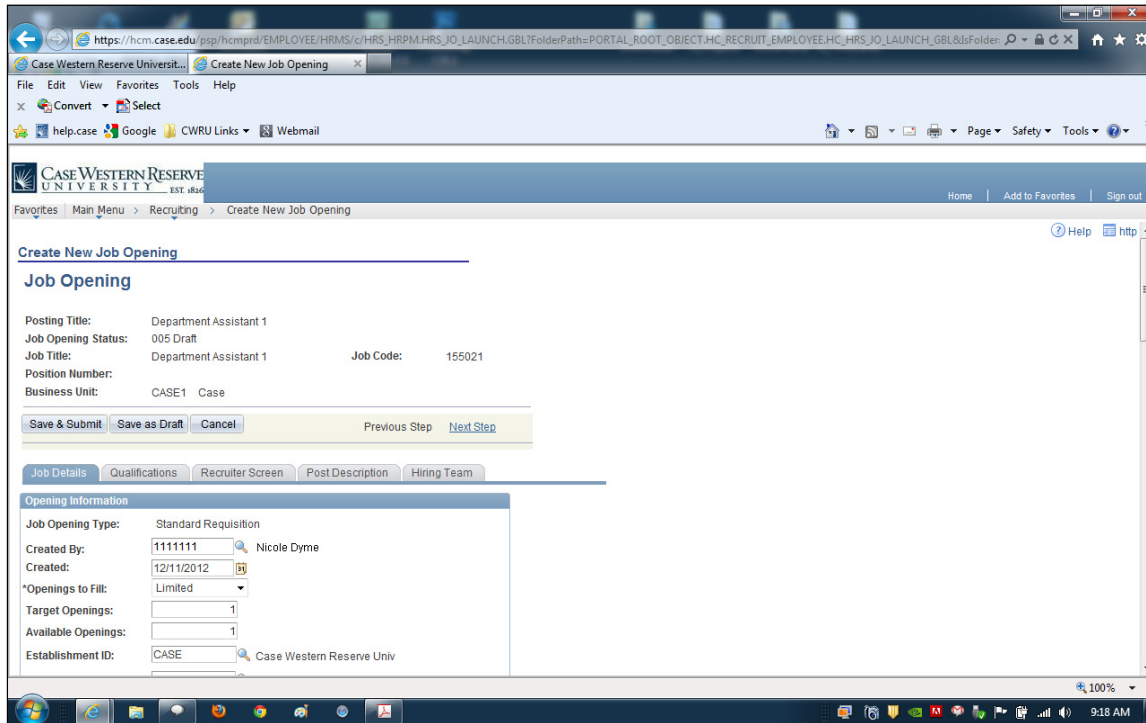



Step	Action
4.	<p>From the <b>Look Up Job Code</b> screen, you can search for a <b>Job Code</b> by entering text into the search field and clicking the <b>Look Up</b> button.</p> <p>Click on the desired <b>Description</b> from the <b>Search Results</b> list to populate the Job Code field.</p> <div data-bbox="375 1612 529 1671" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center;">Look Up</p> </div>

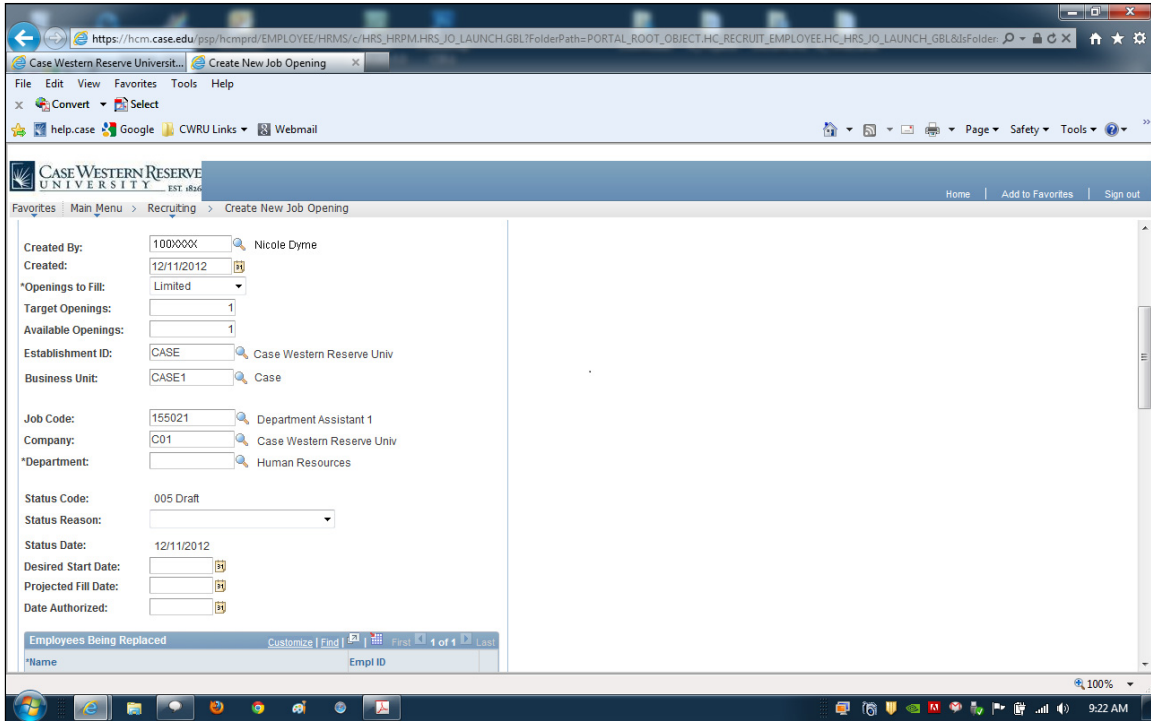



Step	Action
5.	<p>Once the <b>Job Code</b> is entered, the <b>Posting Title</b> field will be populated with the default title for the selected job code.</p> <p><b>Note:</b> The Posting Title can be changed to suit the needs of the current requisition.</p>
6.	<p>Click the <b>Continue</b> button.</p> <div data-bbox="375 1619 548 1682" style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;"> <p style="margin: 0;">Continue</p> </div>

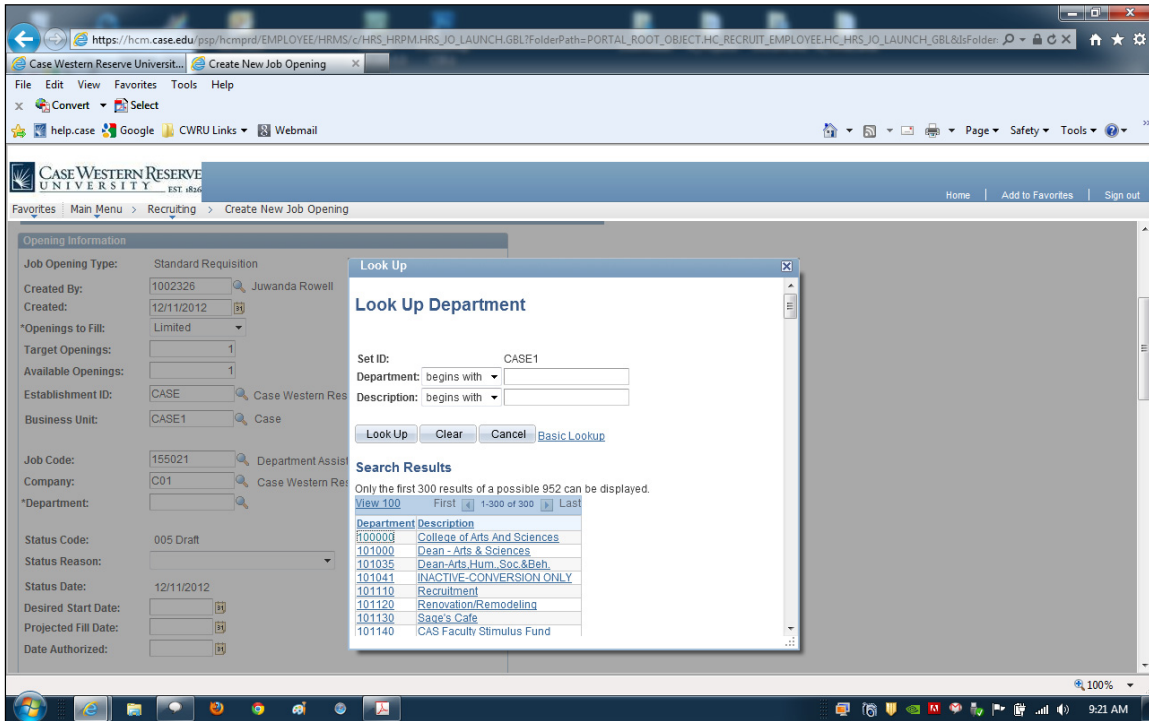





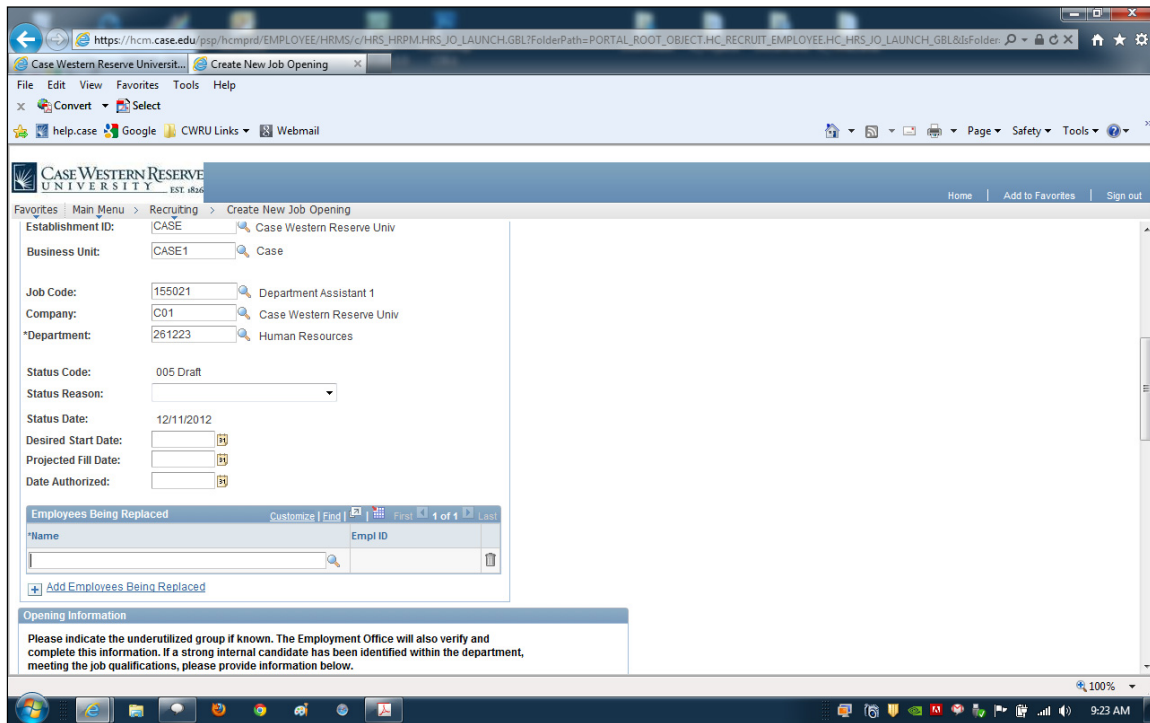
Step	Action
7.	<p>Under the <b>Opening Information</b> section, you can enter Job Details such as compensation and required weekly hours.</p> <p>The Employee ID and name of the person creating the requisition will appear in the <b>Created By</b> field.</p> <div data-bbox="370 1549 1057 1602" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Created By:</b> <input type="text" value="1111111"/>  Nicole Dyme</p> </div>






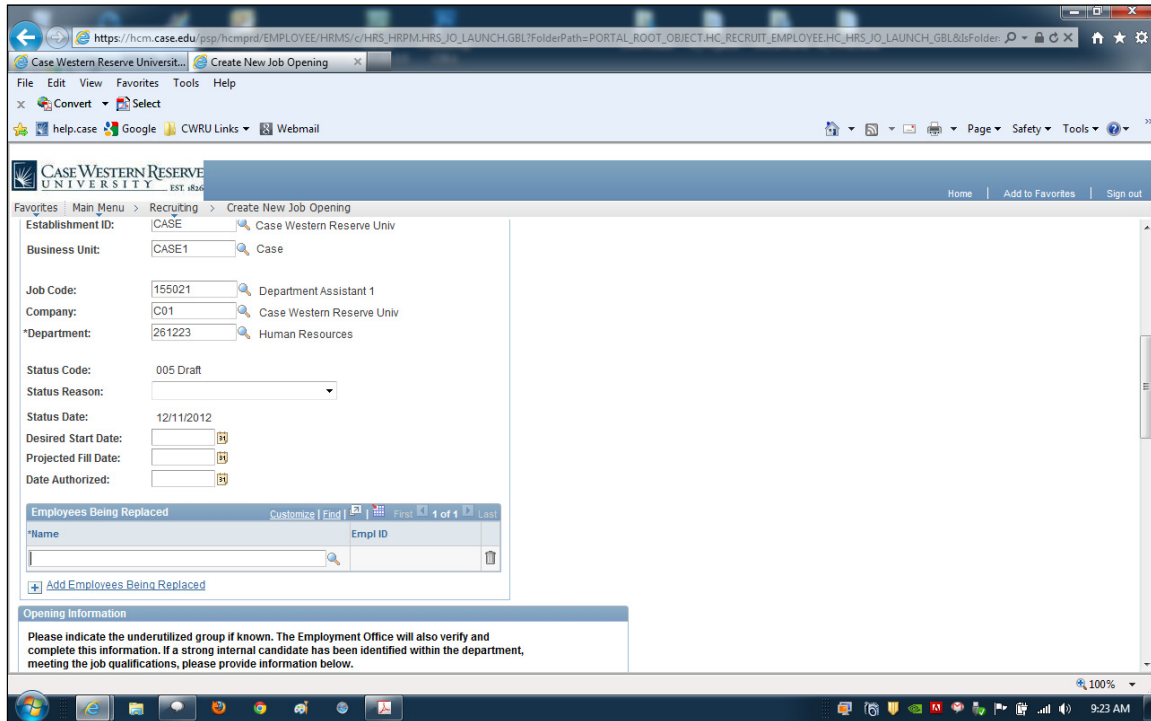
Step	Action
8.	Enter a department number in the <b>Department</b> field or use the <b>Lookup</b> function (magnifying glass) to locate the code.  

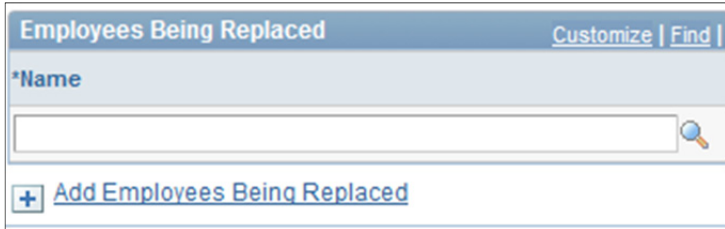


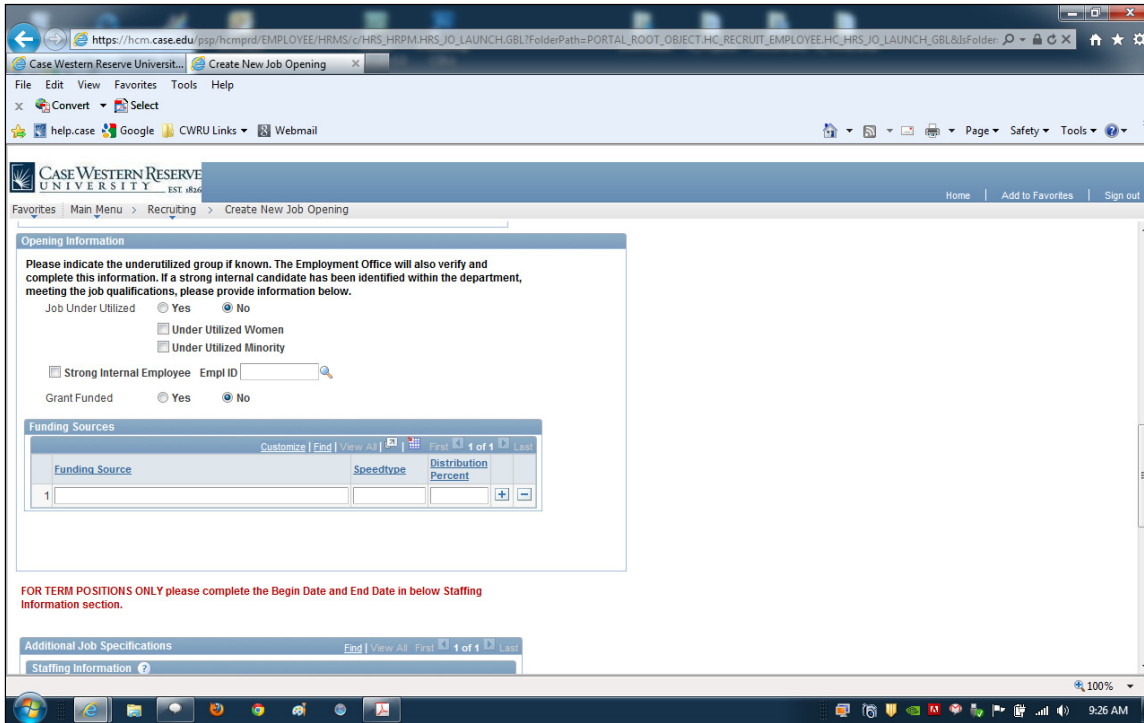
Step	Action
9.	<p>From the <b>Look Up Department</b> screen, you can search for a <b>Department</b> by entering text into the search field(s) and clicking the <b>Look Up</b> button.</p> <p>Click on the desired <b>Department</b> number from the <b>Search Results</b> list to populate the Department block.</p> <div style="text-align: center; border: 1px solid black; width: fit-content; margin: 10px auto; padding: 5px;">  </div>



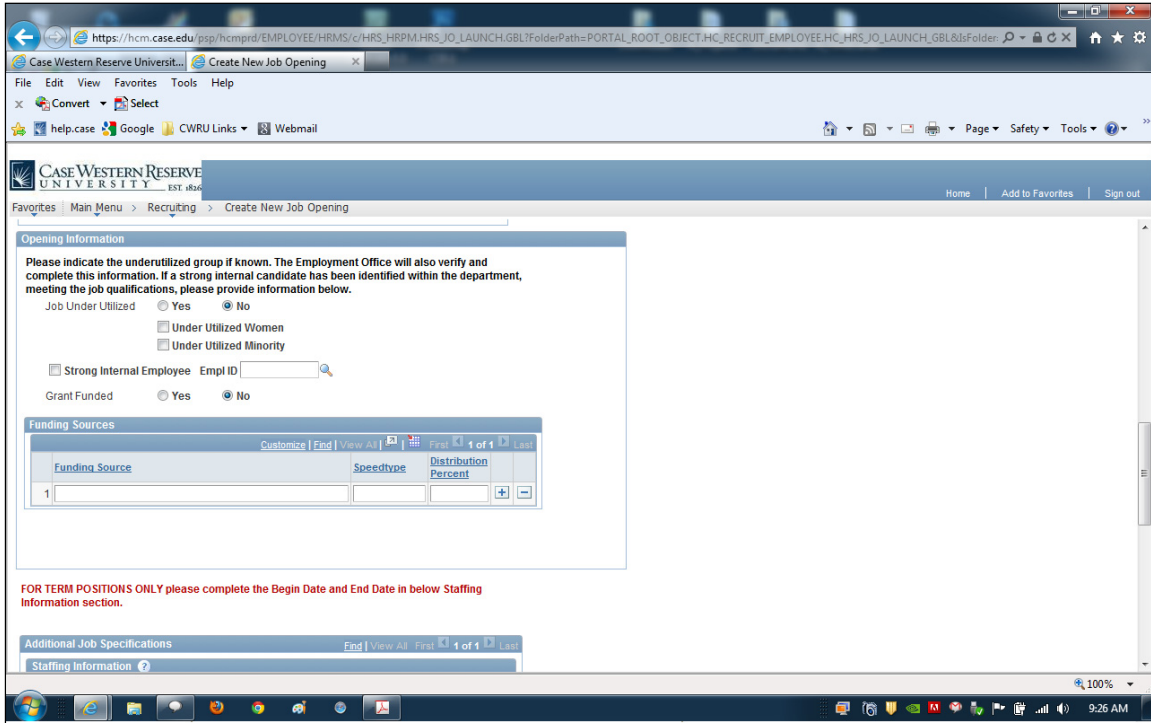
Step	Action
10.	<p>Enter the date the position will begin into the <b>Desired Start Date</b> field or use the <b>Calendar</b> icon to select the date from the calendar pop-up menu. (This entry is not required.)</p> <p>If the department requesting the requisition wants the employee to be hired by a specific date, you can enter that date into the <b>Projected Fill Date</b> field. (This entry is not required.)</p> <p>Enter a date into the <b>Date Authorized</b> field to represent the date the position is authorized to be posted on the Careers site.</p> <div data-bbox="375 1619 865 1780" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Desired Start Date:</b> <input type="text"/> </p> <p><b>Projected Fill Date:</b> <input type="text"/> </p> <p><b>Date Authorized:</b> <input type="text"/> </p> </div> <p><b>Note:</b> All three fields can contain the current date or a future date.</p>




Step	Action
11.	<p>If applicable, enter the name of the employee being replaced into the <b>Name</b> field or use the <b>Lookup</b> 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.</p> <p>You can create additional records for this field by clicking the <b>[+] Add Employees Being Replaced</b> link.</p> 

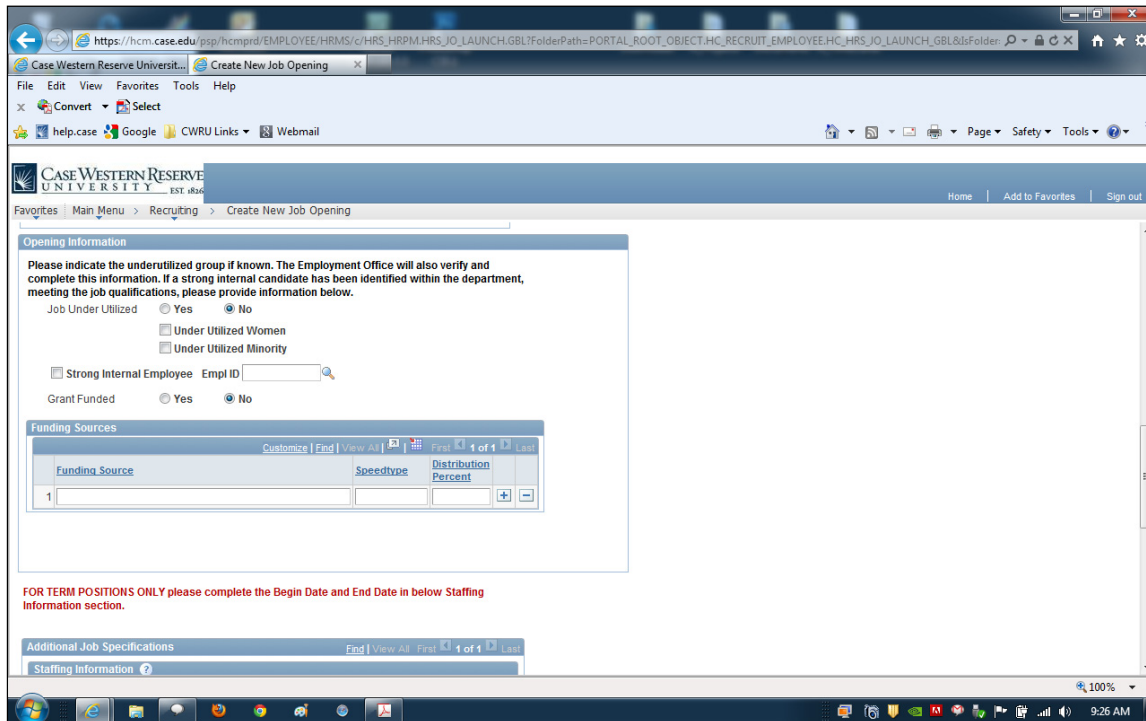


Step	Action
12.	<p>Read the instructions listed under the <b>Opening Information</b> section and enter the required information if applicable.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Opening Information</b></p> </div> <p>The <b>Job Under Utilized</b> field defaults to <b>No</b>.</p> <p>If you change this option to <b>Yes</b>, then click to place a checkmark in one or both of the following fields:</p> <ul style="list-style-type: none"> <li>- <b>Under Utilized Women</b></li> <li>- <b>Under Utilized Minority</b>.</li> </ul>

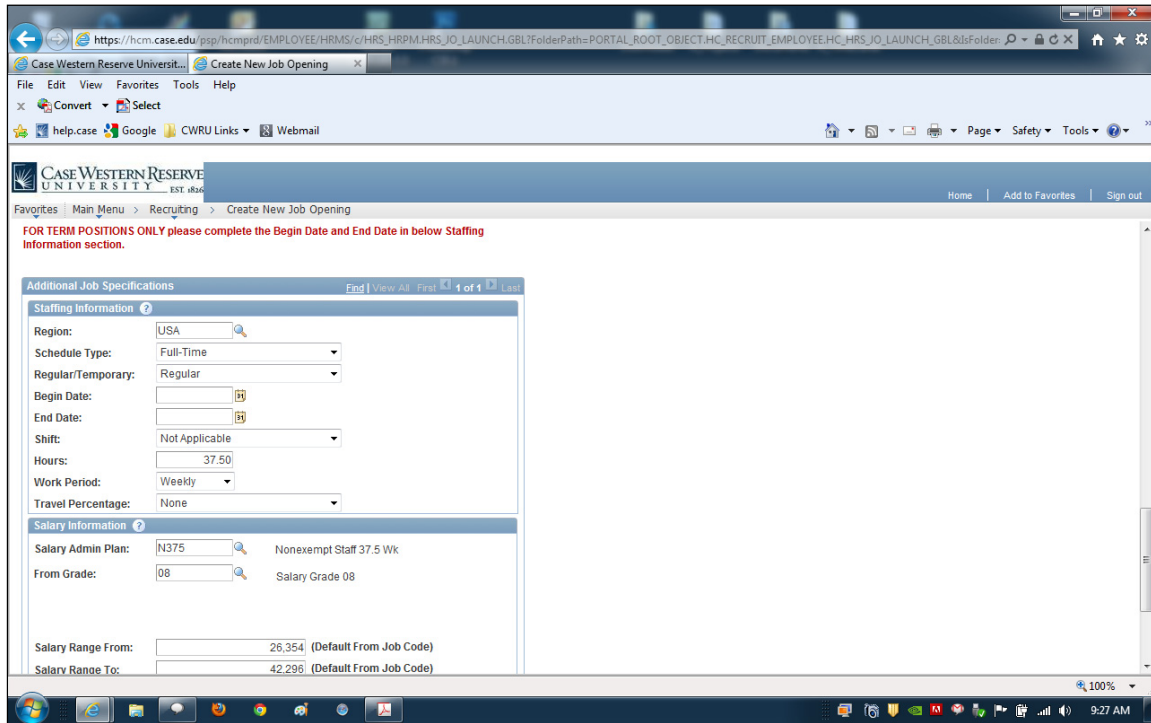


Step	Action
13.	<p>If an existing employee has been identified for the position, check the <b>Strong Internal Employee</b> block and then select the <b>Empl ID</b> using the <b>Lookup</b> function (magnifying glass).</p> <div data-bbox="381 1449 1047 1512" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <input type="checkbox"/> <b>Strong Internal Employee</b> Empl ID <input type="text"/>  </div> <p><b>Note:</b> 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.</p>

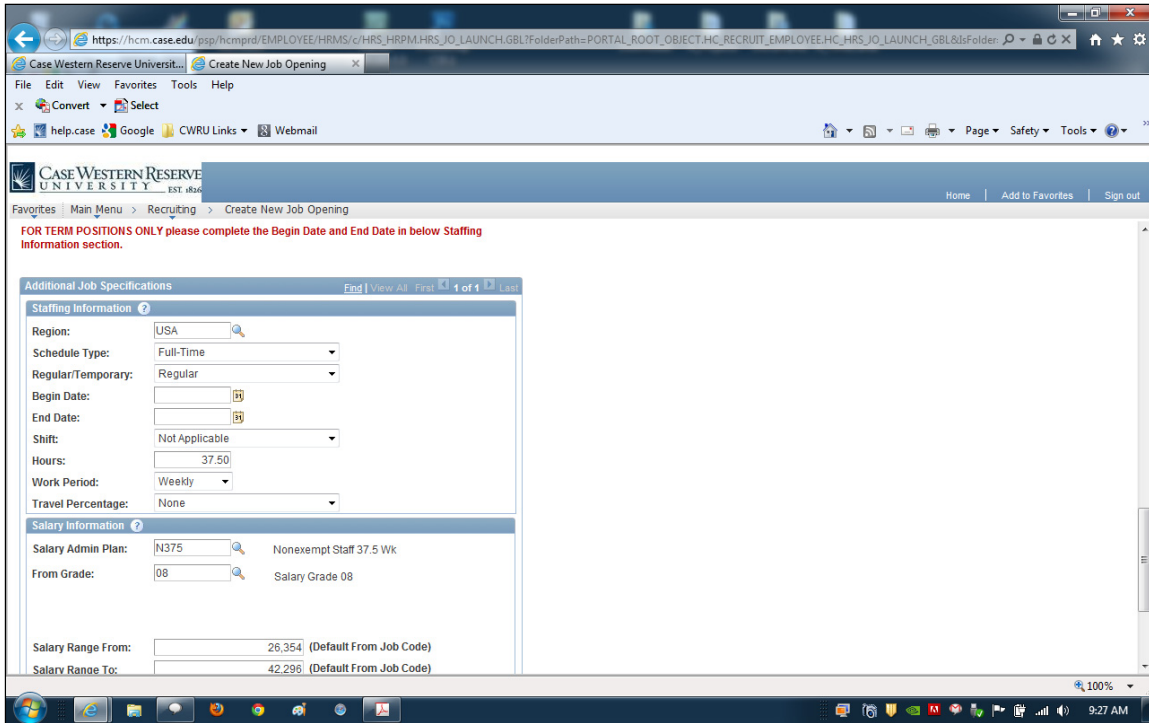




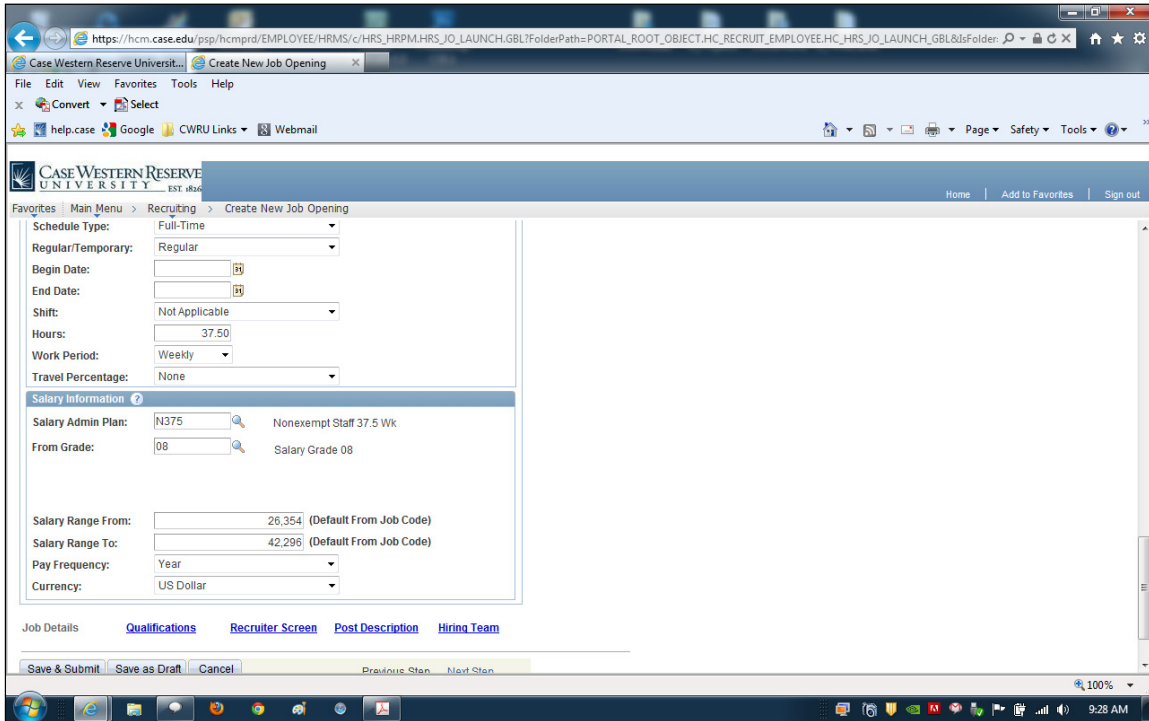
Step	Action										
14.	<p>The <b>Grant Funded</b> field defaults to <b>No</b>. If you change this option to <b>Yes</b>, enter details into the <b>Funding Source</b>, <b>Speedtype</b> and <b>Distribution Percent</b> fields under the <b>Funding Sources</b> section.</p> <p><b>Notes:</b> Funding can be distributed across multiple speedtypes by using the plus sign <b>[+]</b> at the end of the row to add lines as needed. Enter the corresponding <b>Speedtype</b> and <b>Distribution Percent</b> for each row. Use the minus sign <b>[-]</b> to delete any rows not required.</p> <div data-bbox="370 1654 1360 1843" style="border: 1px solid black; padding: 5px;"> <p><b>Funding Sources</b></p> <p style="text-align: right;">Customize   Find   View All   First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 50%;">Funding Source</th> <th style="width: 20%;">Speedtype</th> <th style="width: 20%;">Distribution Percent</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="text-align: center;">+ -</td> </tr> </tbody> </table> </div>		Funding Source	Speedtype	Distribution Percent		1	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -
	Funding Source	Speedtype	Distribution Percent								
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -							



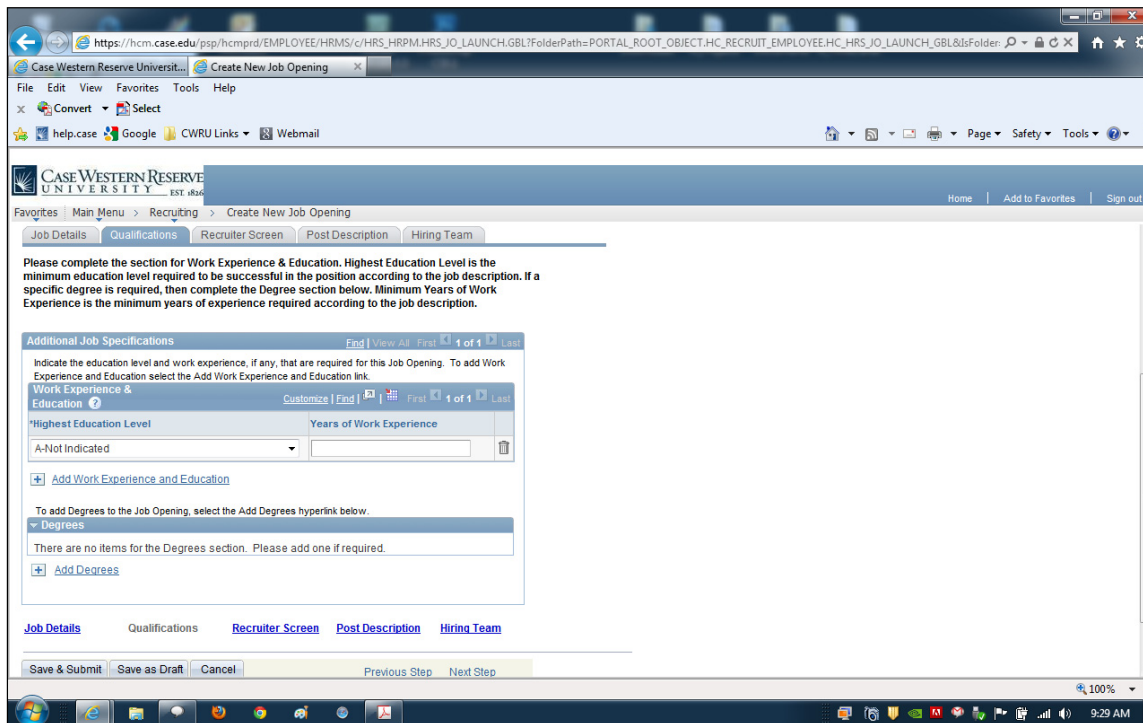
Step	Action
15.	<p>Enter any required information under the <b>Additional Job Specifications</b> section. Most of this data should be pre-populated according to the <b>Job Code</b> previously selected.</p> <div data-bbox="375 1472 732 1520" style="border: 1px solid black; padding: 2px; margin: 10px 0;"> <p style="text-align: center; background-color: #e0e0e0;">Additional Job Specifications</p> </div> <p>FOR TERM POSITIONS ONLY, enter the <b>Begin</b> and <b>End</b> dates or select them from the calendar pop-up menu. Otherwise, leave these fields blank.</p> <div data-bbox="375 1717 867 1818" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Begin Date:</b> <input type="text"/> [Calendar icon]</p> <p><b>End Date:</b> <input type="text"/> [Calendar icon]</p> </div>




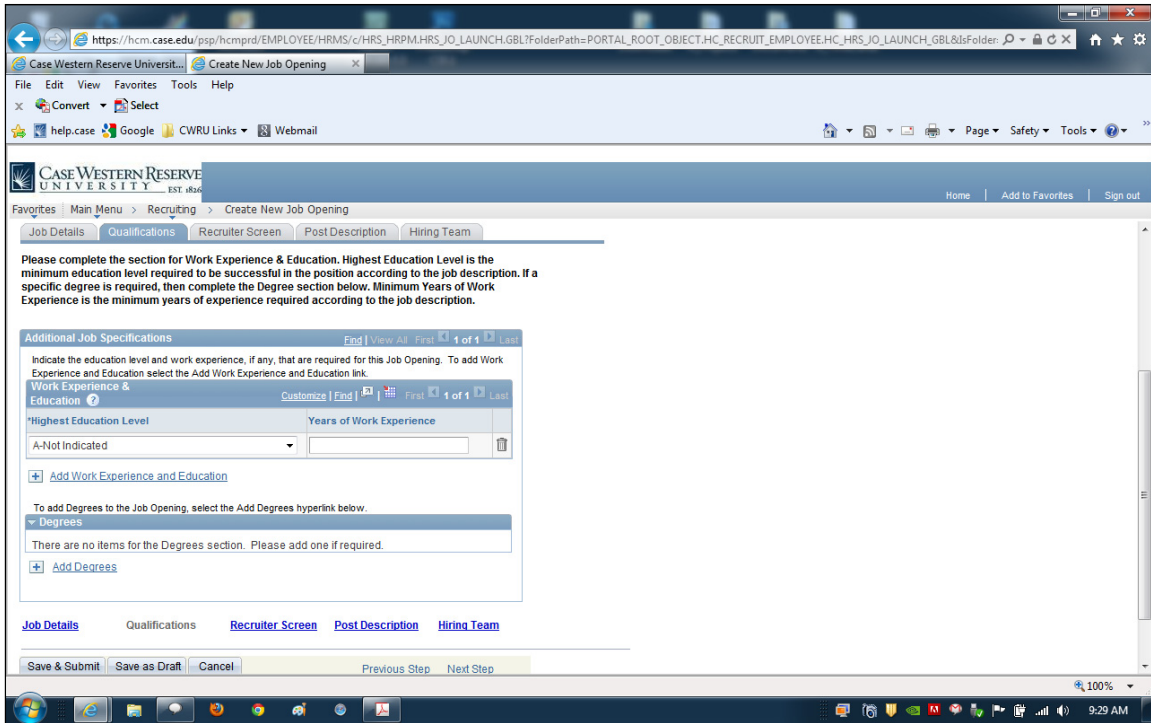
Step	Action
16.	<p>If applicable to the position, click the <b>Travel Percentage</b> drop down list and select the appropriate description for the amount of travel the position will require. The default value is <b>None</b>.</p> <div data-bbox="375 1472 816 1524" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Travel Percentage: <span style="border: 1px solid black; padding: 2px 10px;">None</span></p> </div>




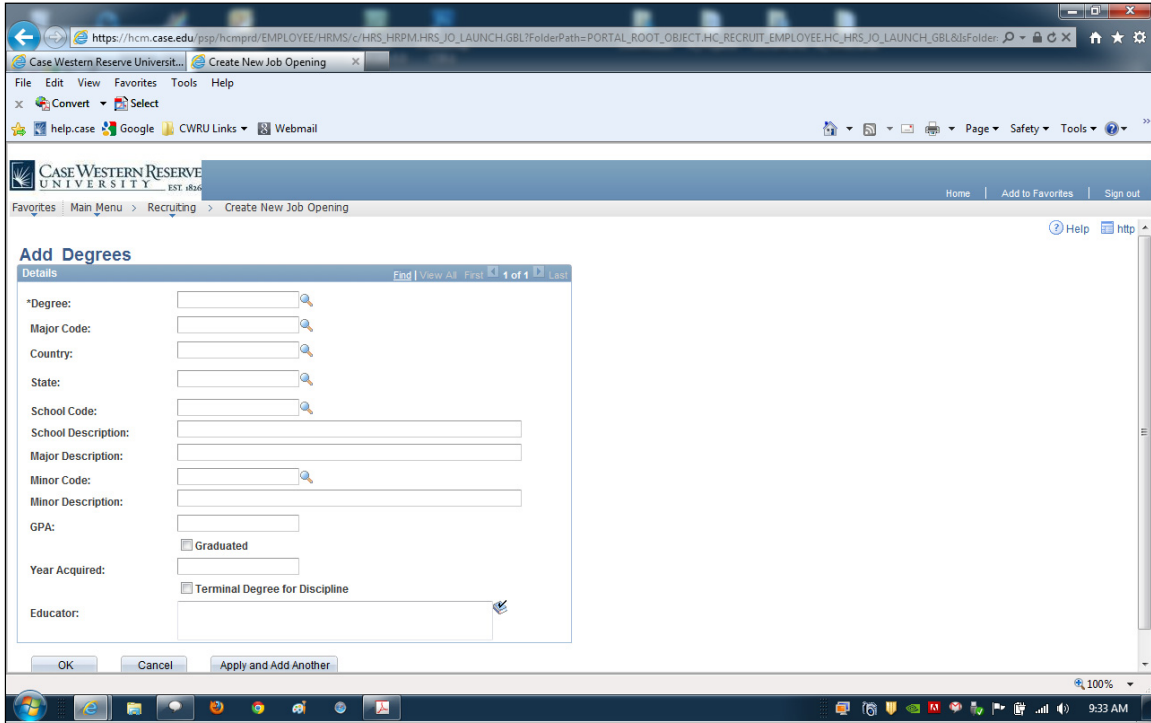
Step	Action
17.	<p>The entries displayed in the <b>Salary Information</b> section should be pre-populated based on the <b>Job Code</b> previously selected.</p> <p>Questions regarding the content of these fields should be directed to a Human Resources Compensation Analyst.</p> <div data-bbox="375 1535 610 1591" style="border: 1px solid black; padding: 2px; text-align: center;">Salary Information</div>
18.	<p>Click the <b>Qualifications</b> link (below the <b>Salary Information</b> section) to proceed.</p> <div data-bbox="375 1730 570 1787" style="border: 1px solid black; padding: 2px; text-align: center;">Qualifications</div>



Step	Action
19.	<p>Read the instructions at the top of the <b>Qualifications</b> page before completing the <b>Work Experience &amp; Education</b> section. This section is used to indicate the education level and years of work experience required to be a qualified applicant for the position.</p> <p>Select an entry from the <b>Highest Education Level</b> drop down list and enter the <b>Years of Work Experience</b> required into the field provided.</p> <p>Click the <b>[+] Add Work Experience and Education</b> link to create additional line entries.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;">  </div>

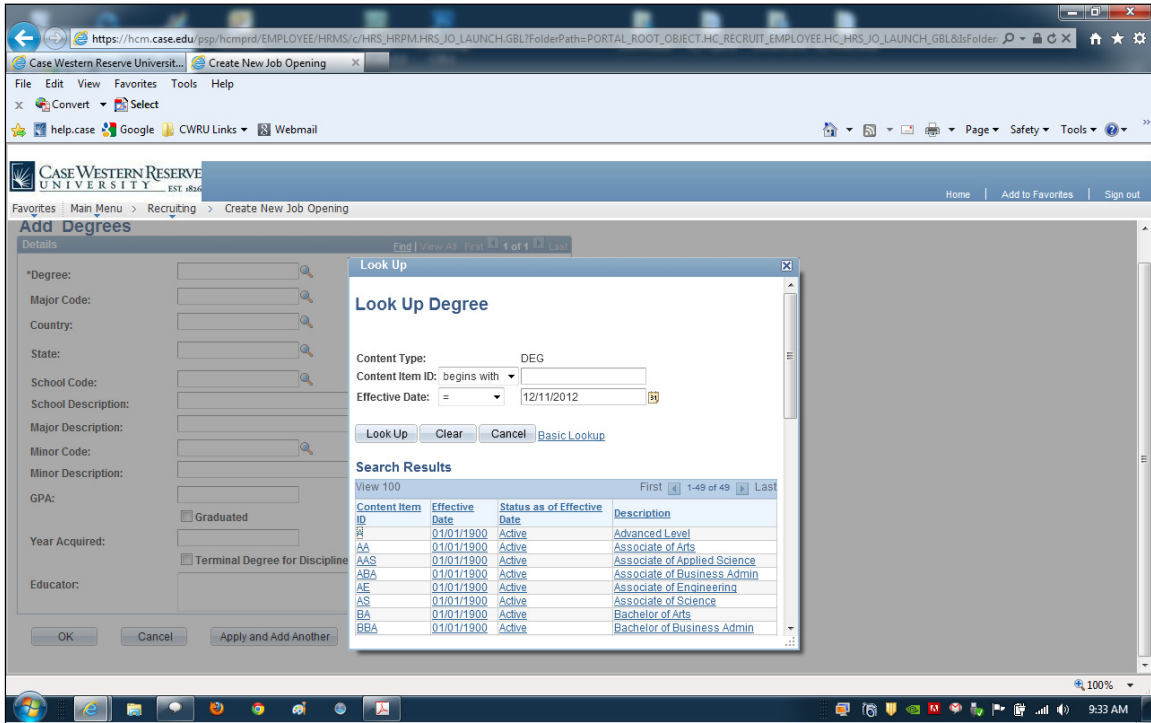



Step	Action
20.	<p>Click the <b>[+] Add Degrees</b> link to specify a degree requirement for the position. You may add as many degree requirements as needed by using this link to create additional lines.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">  </div>

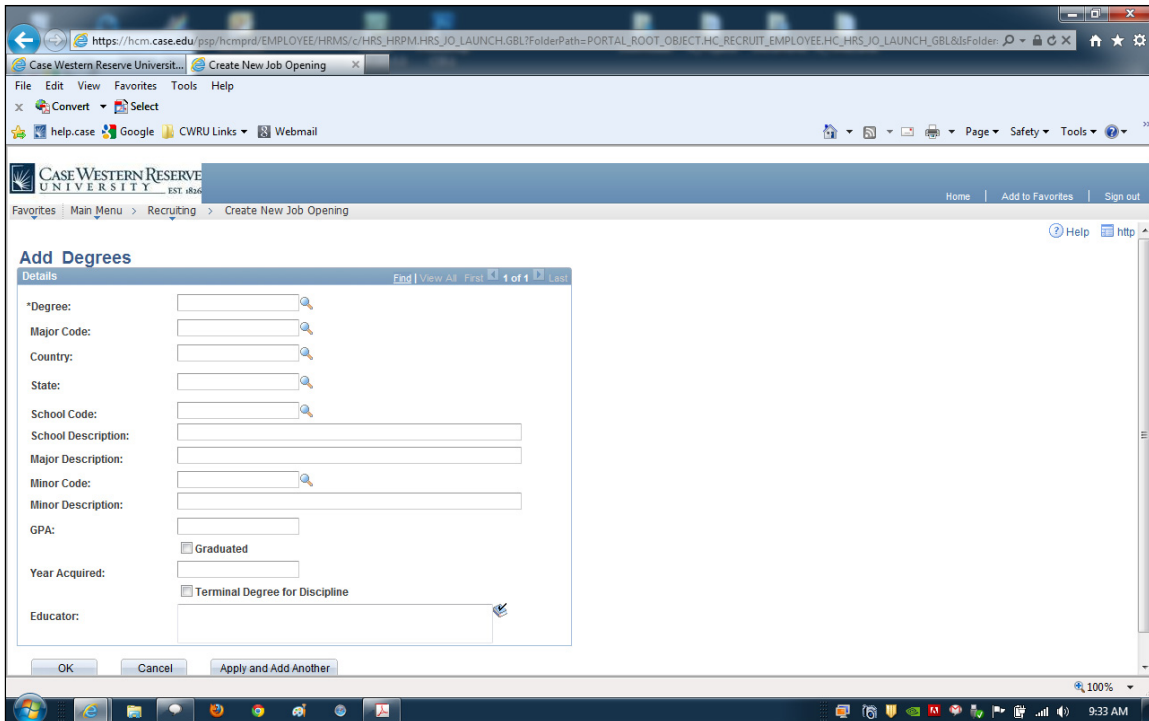


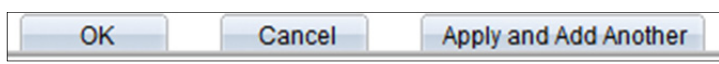
Step	Action
21.	<p>The <b>Add Degrees</b> screen will appear. You can use the <b>Lookup</b> function (magnifying glass) to select the degree from a list.</p> <div data-bbox="375 1409 1040 1472" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>*Degree: <input style="width: 150px;" type="text"/> </p> </div> <p><b>Note:</b> Only the <b>Degree</b> field requires an entry to complete this page. The remaining fields are optional.</p>

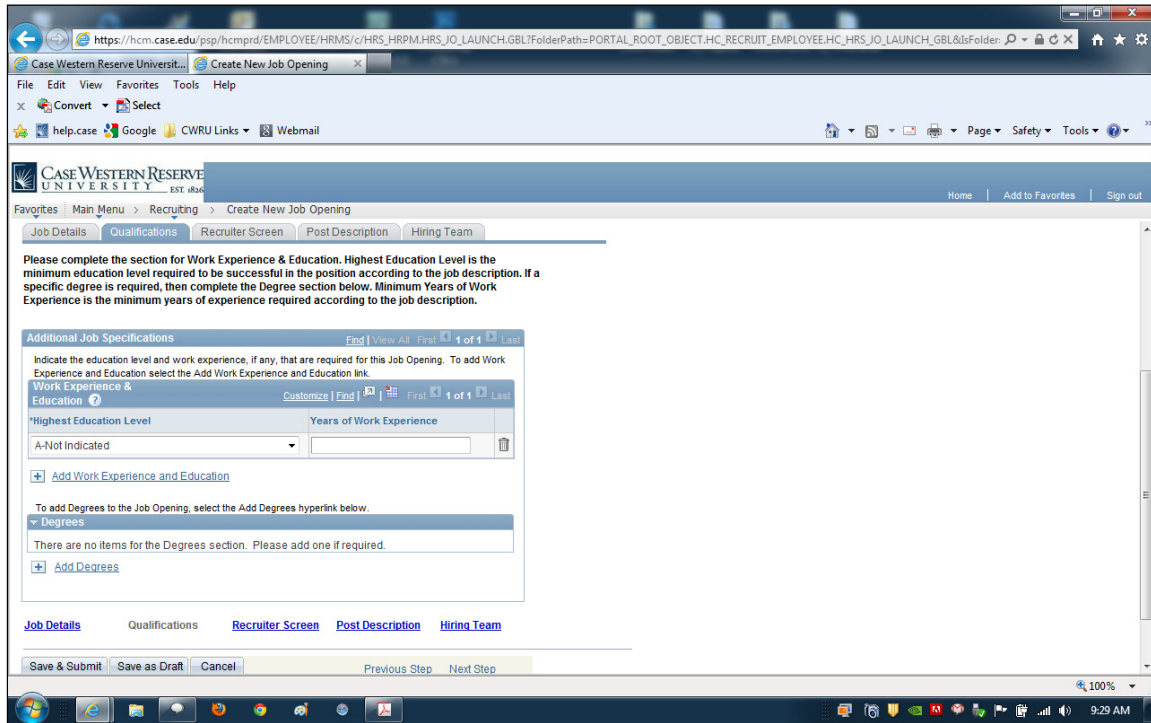




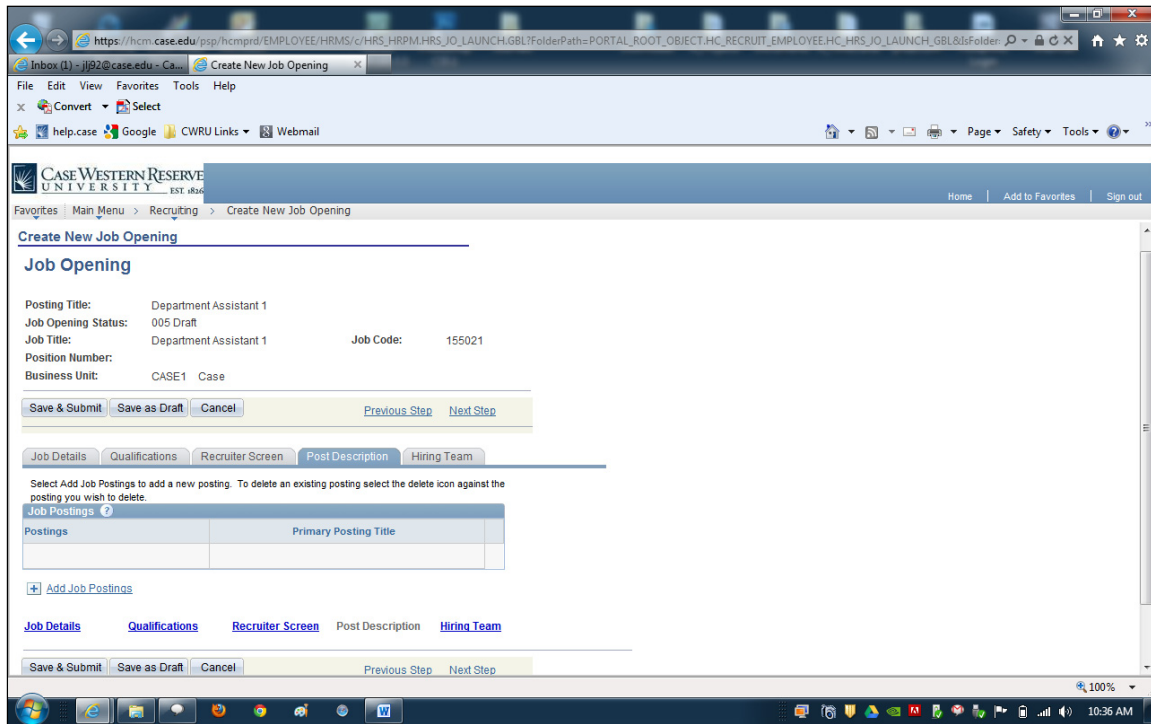
Step	Action
22.	<p>From the <b>Look Up Degree</b> screen, you can search for a <b>Degree</b> by entering text into the search field(s) and clicking the <b>Look Up</b> button.</p> <p></p> <p>Click on the <b>Degree Description</b> from the <b>Search Results</b> list to populate the Degree block.</p>



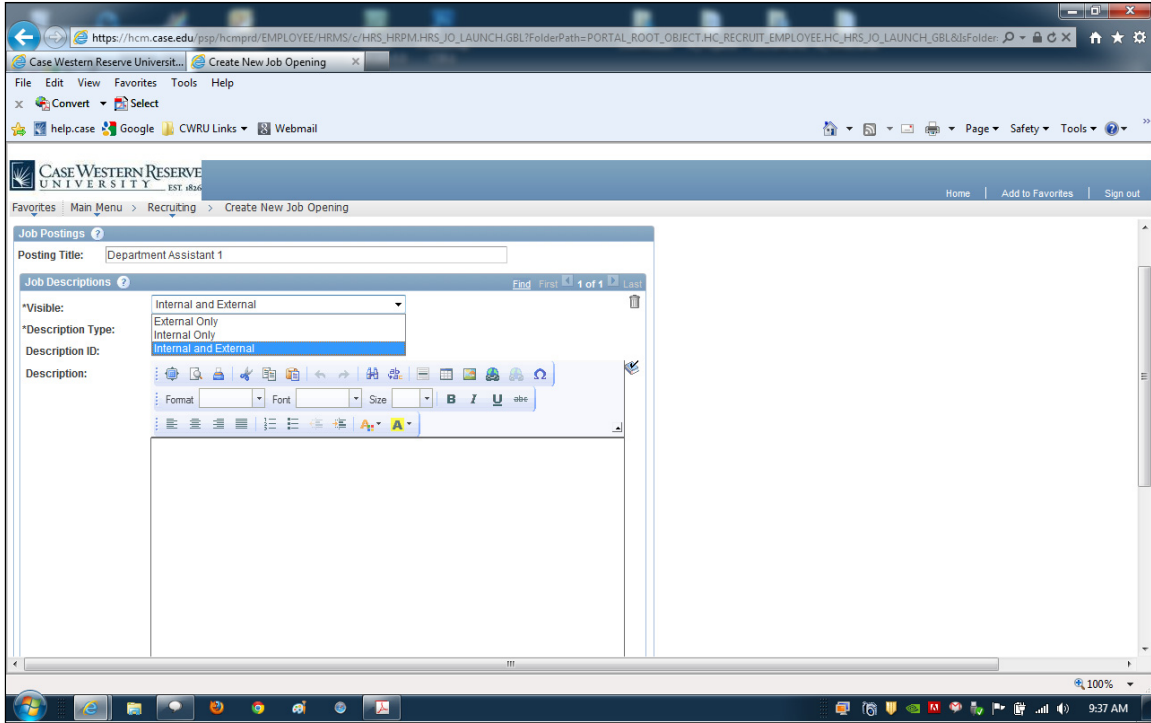
Step	Action
23.	<p>After adding the <b>Degree</b> requirement information, you can choose one of three options:</p> <p><b>OK</b> button: Saves the information and returns you to the main <b>Qualifications</b> screen.</p> <p><b>Cancel</b> button: Deletes the information and returns you to the main <b>Qualifications</b> screen.</p> <p><b>Apply and Add Another</b> button: Saves the information and opens a new <b>Add Degrees</b> screen to create another degree requirement.</p> <div data-bbox="373 1774 1088 1837" style="text-align: center;">  </div>



Step	Action
24.	Click the <b>Post Description</b> link (at the bottom of the <b>Qualifications</b> screen) to continue.  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <a href="#">Post Description</a> </div>

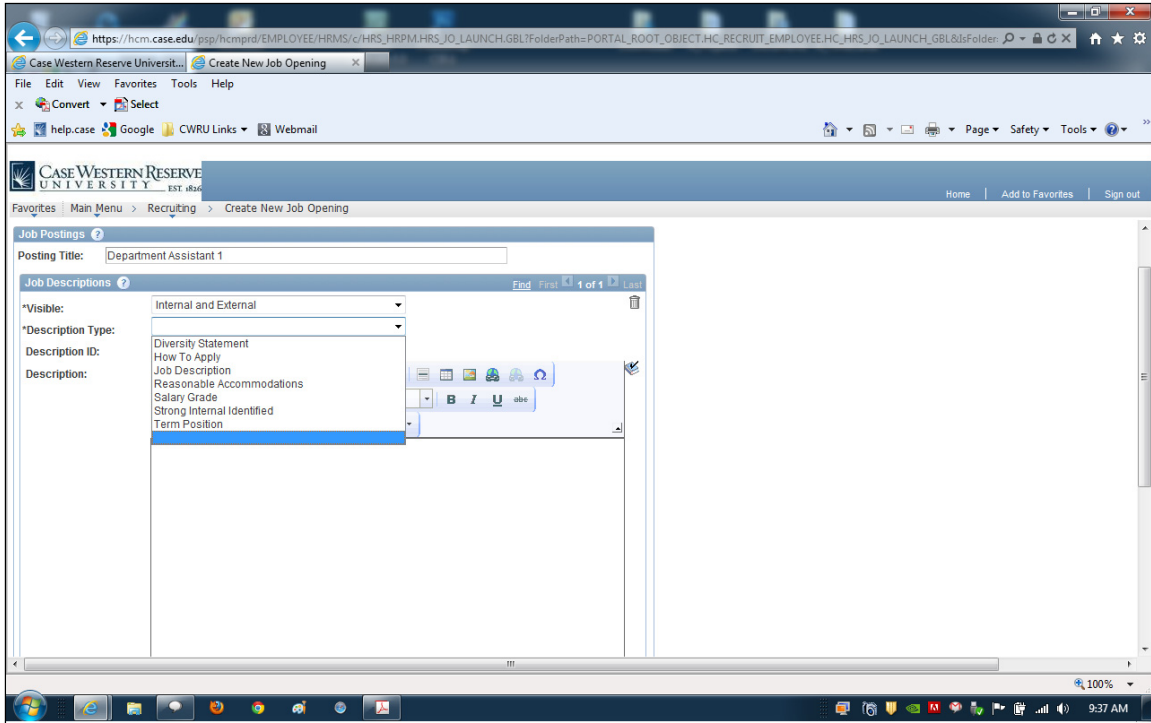


Step	Action
25.	Click the <b>[+] Add Job Postings</b> link. <div style="border: 1px solid black; padding: 5px; margin: 10px 0; width: fit-content;">  </div>

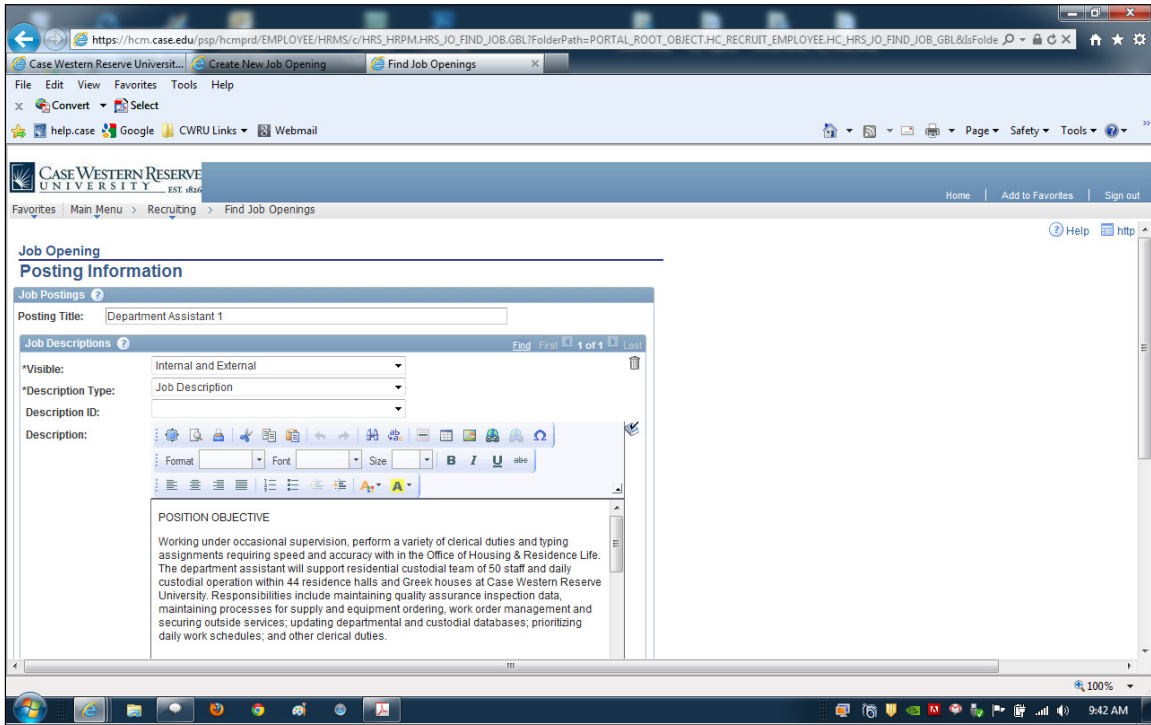


Step	Action
26.	From the <b>Job Descriptions</b> section, select an entry from the <b>Visible</b> drop down list to determine whether this position will be available to candidates that are <b>Internal Only</b> , <b>External Only</b> or both <b>Internal and External</b> .  <div style="border: 1px solid black; padding: 2px; display: inline-block;">*Visible:</div>

## Create a Job Requisition

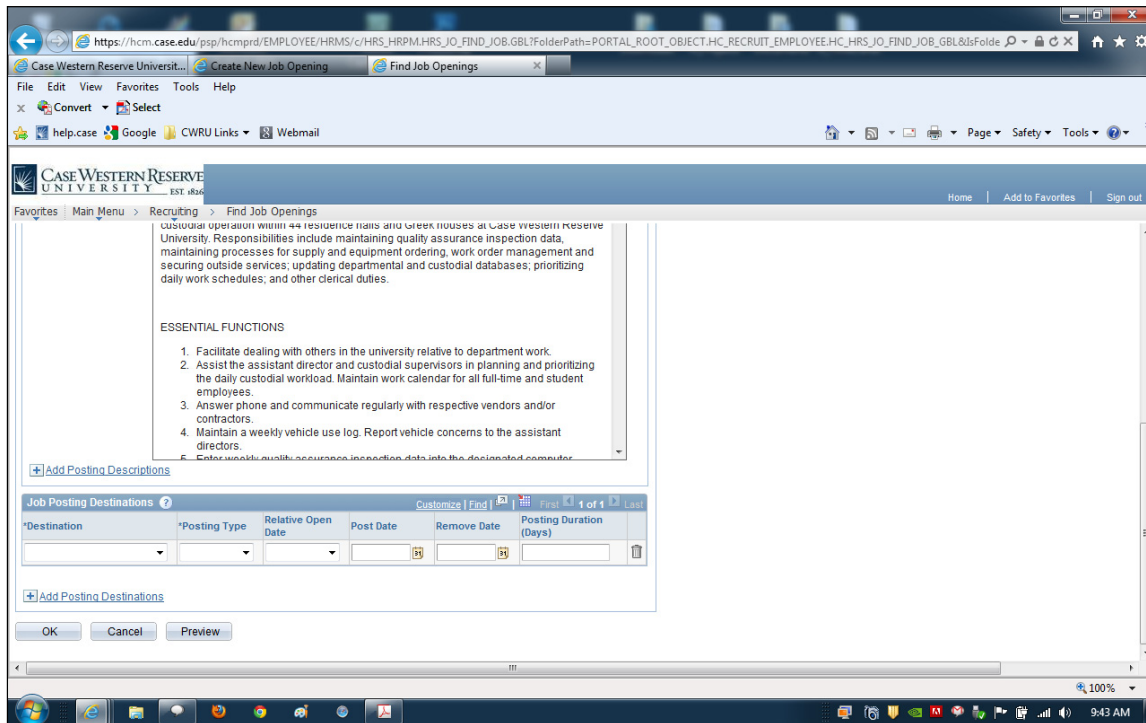


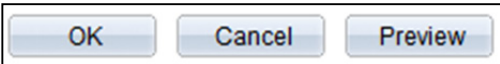
Step	Action
27.	Select the <b>Job Description</b> item from the <b>Description Type</b> drop down list. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             *Description Type:           </div>



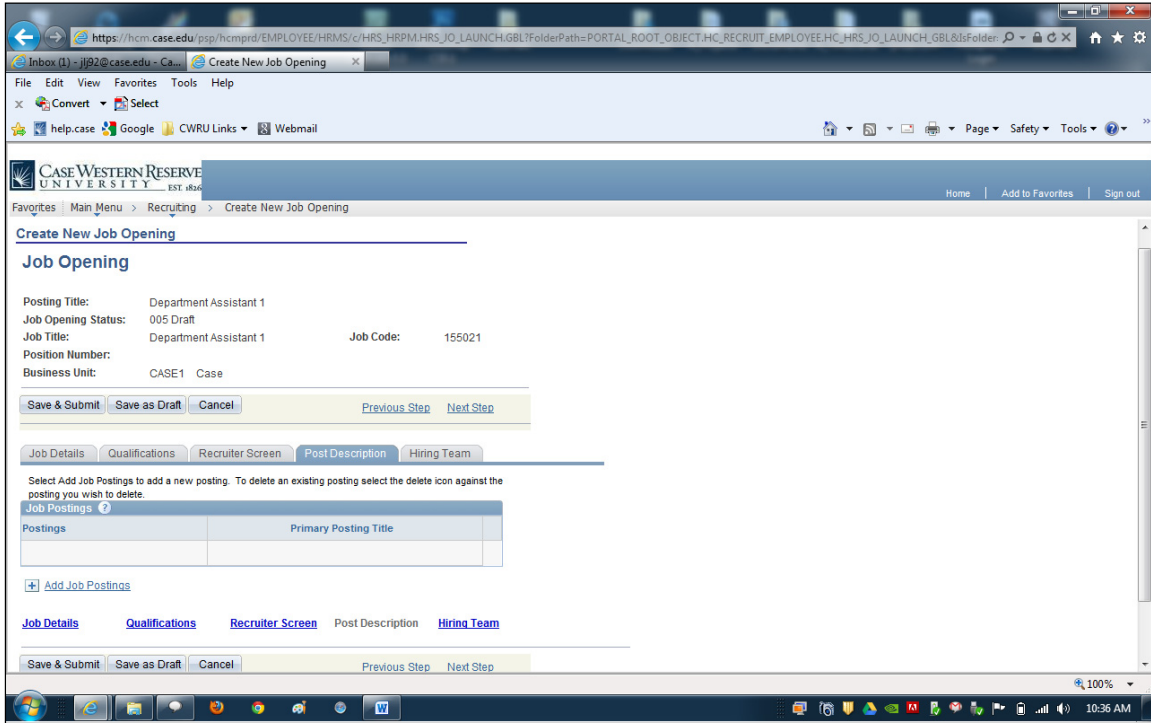
Step	Action
28.	Either cut and paste the <b>Job Description</b> information into the <b>Description</b> field or type the information manually. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>Description:</b> </div>




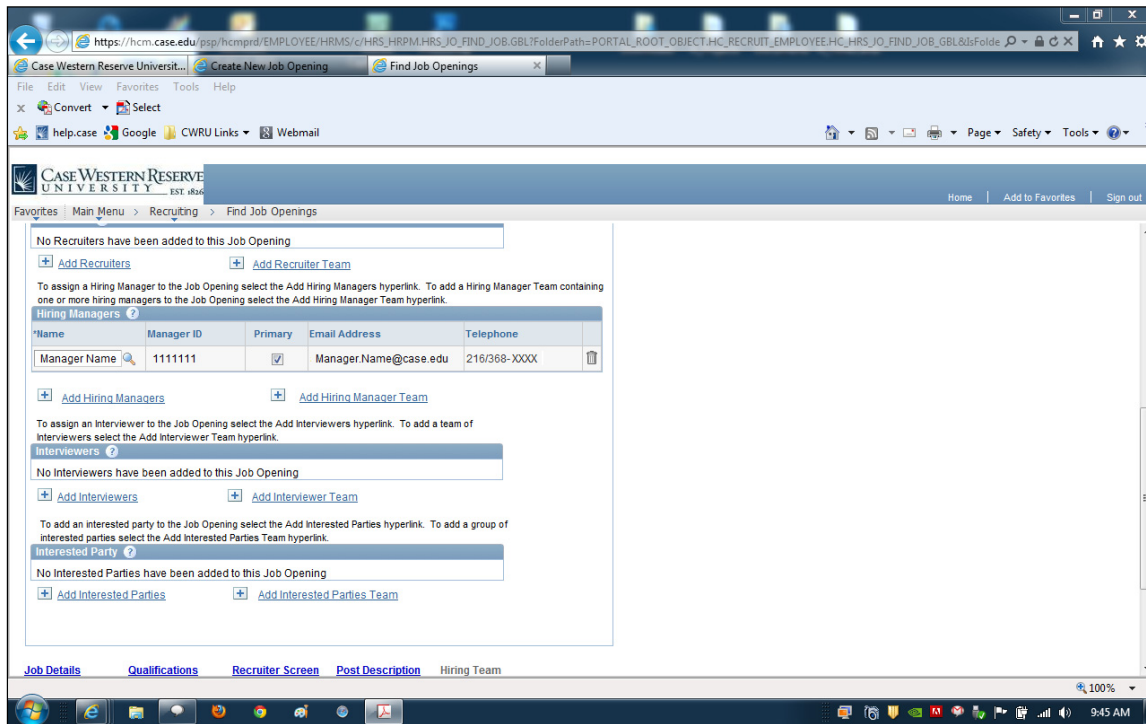



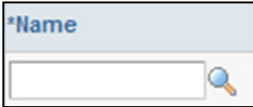
Step	Action
29.	<p>After entering the <b>Job Description</b> information, you can choose one of three options:</p> <p><b>OK</b> button: Saves the Job Description information and returns you to the main <b>Post Description</b> screen.</p> <p><b>Cancel</b> button: Deletes the information and returns you to the main <b>Post Description</b> screen.</p> <p><b>Preview</b> button: Allows you to preview the information entered in another window.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;">  </div>

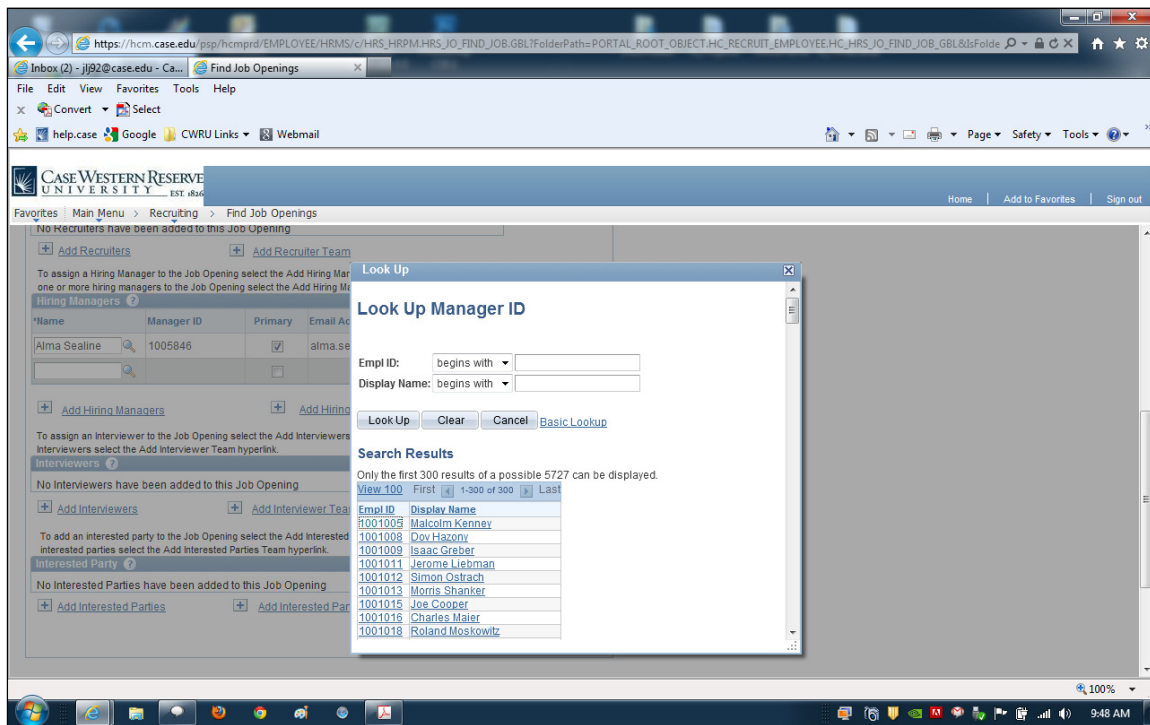
## Create a Job Requisition





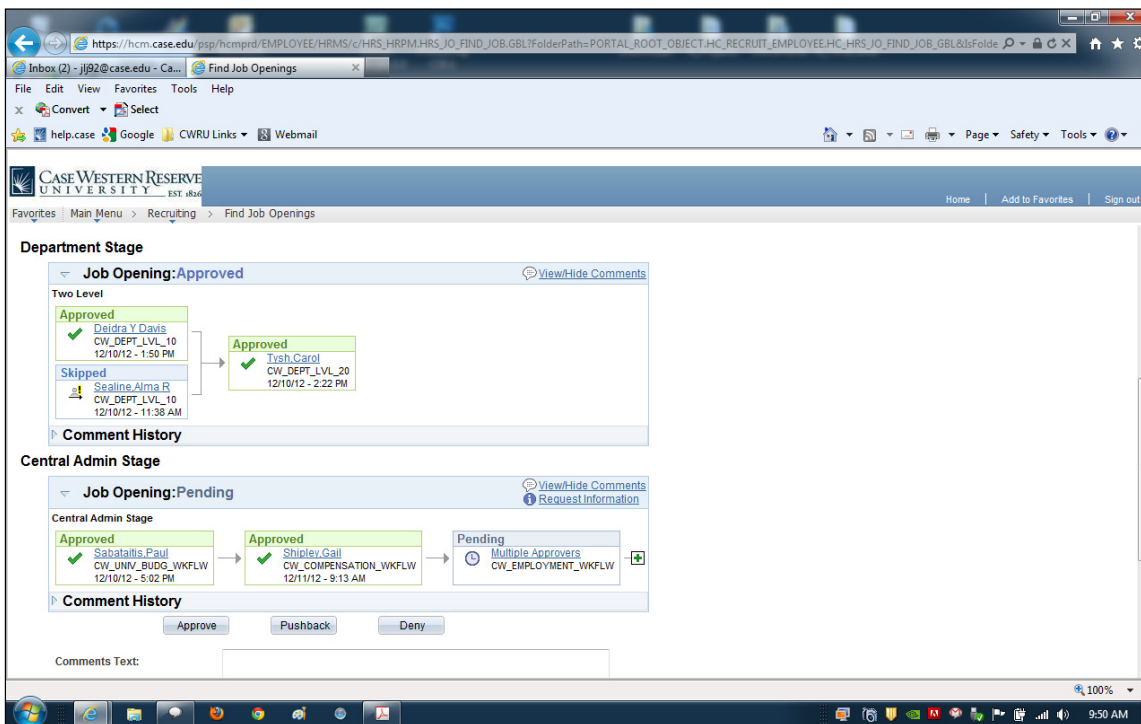
Step	Action
30.	Click the <b>Hiring Team</b> link.  



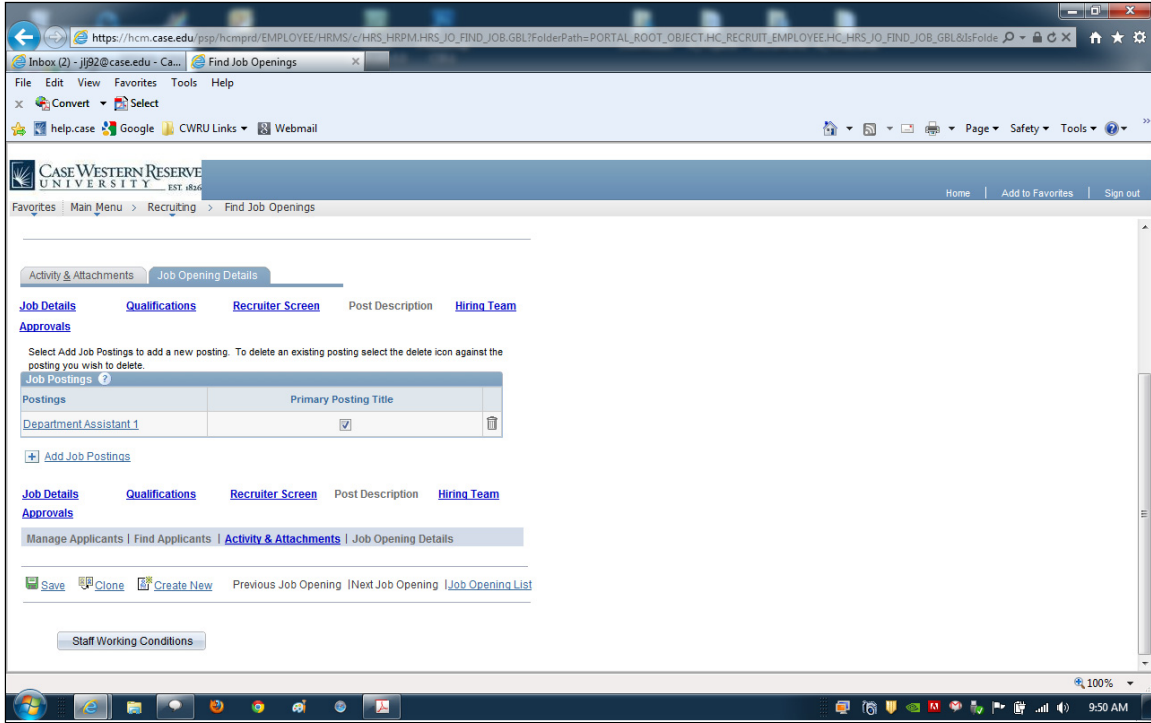
Step	Action
31.	<p>The <b>Assignments</b> screen appears. This section will contain the recruiter(s), hiring manager(s), interviewer(s) and any interested parties to be involved in the hiring process for the new position. For each of these categories, you can choose to enter either an individual or a team by choosing the desired link.</p> <p>To assign an individual Hiring Manager to the Job Description, click the <b>[+] Add Hiring Manager</b> link.</p> 
32.	<p>Click the <b>Look Up</b> button (magnifying glass) next to the <b>Name</b> field to search for a specific manager.</p> 




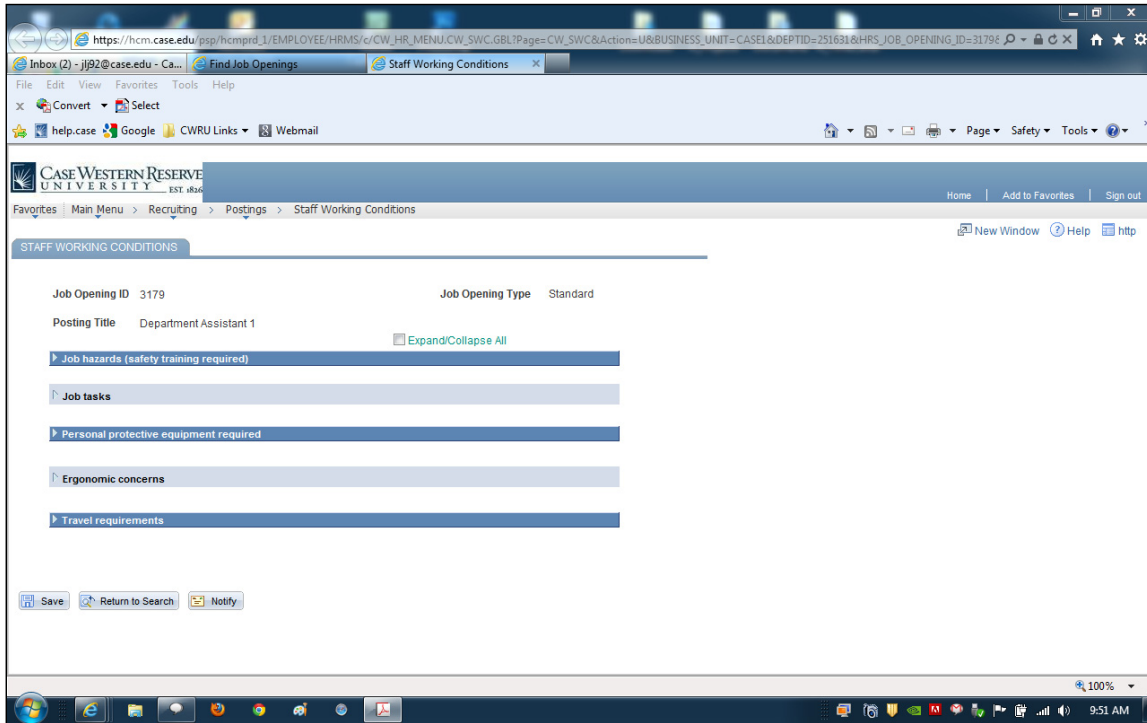
Step	Action
33.	<p>From the <b>Look Up Manager</b> screen, you can search for a <b>Hiring Manager</b> by entering text into the search field(s) and clicking the <b>Look Up</b> button.</p> 
34.	<p>Click on the <b>Empl ID</b> or the <b>Display Name</b> from the <b>Search Results</b> list to populate the Hiring Manager fields.</p>  <p>Follow the preceding steps to add recruiters, interviewers and interested parties by selecting the appropriate link:</p> <p><b>[+] Add Recruiters   [+] Add Recruiter Team</b>  <b>[+] Add Interviewers   [+] Add Interviewer Team</b>  <b>[+] Add Interested Parties   [+] Add Interested Parties Team.</b></p>
35.	<p>Click the <b>Save</b> button from the main <b>Hiring Team</b> screen.</p>



Step	Action
36.	<p>The <b>Job Approvals</b> screen appears. This screen depicts the Job Requisition approval workflow at the <b>Department</b> and <b>Central Admin Stages</b>.</p> <p>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 <b>Approve</b>, <b>Pushback</b> or <b>Deny</b> the Job Requisition.</p>

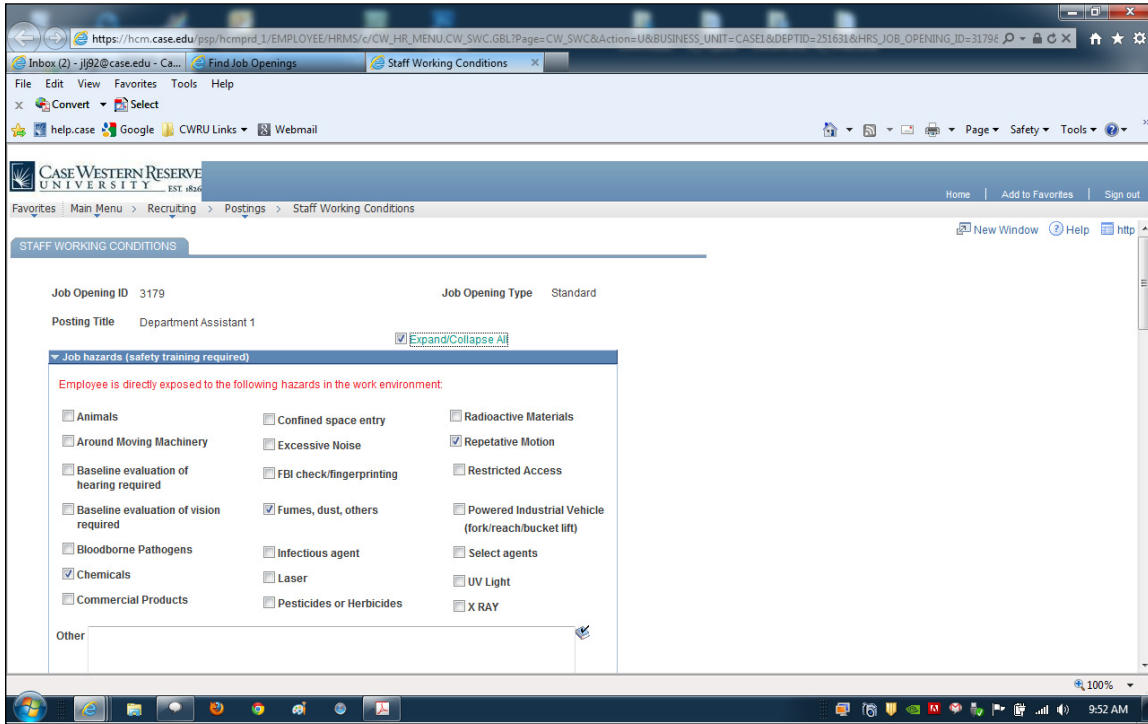


Step	Action
37.	Click the <b>Staff Working Conditions</b> button (at the bottom of the <b>Job Approvals</b> screen) to continue. <div style="text-align: center; margin-top: 10px;">  </div>

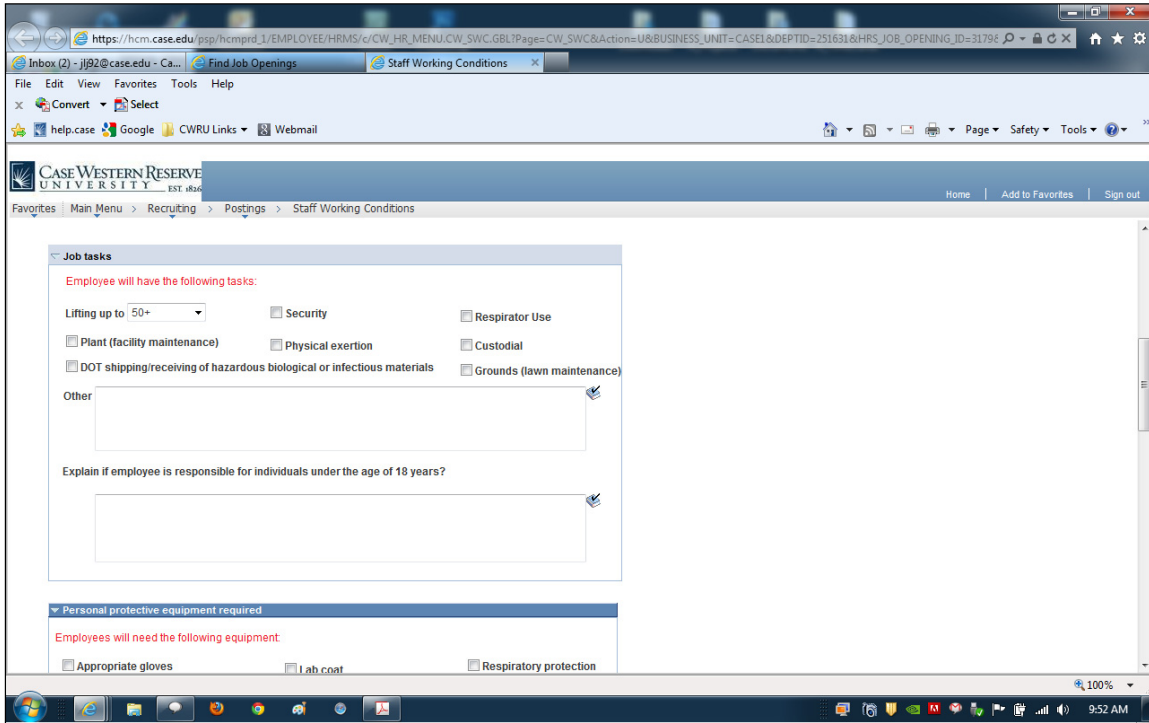


Step	Action
38.	<p>The <b>Staff Working Conditions</b> screen appears. To view the items under each category, either click the <b>Expand/Collapse All</b> check box or the <b>Expand Section</b> arrow to the left of each section name.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <input type="checkbox"/> <b>Expand/Collapse All</b> </div>

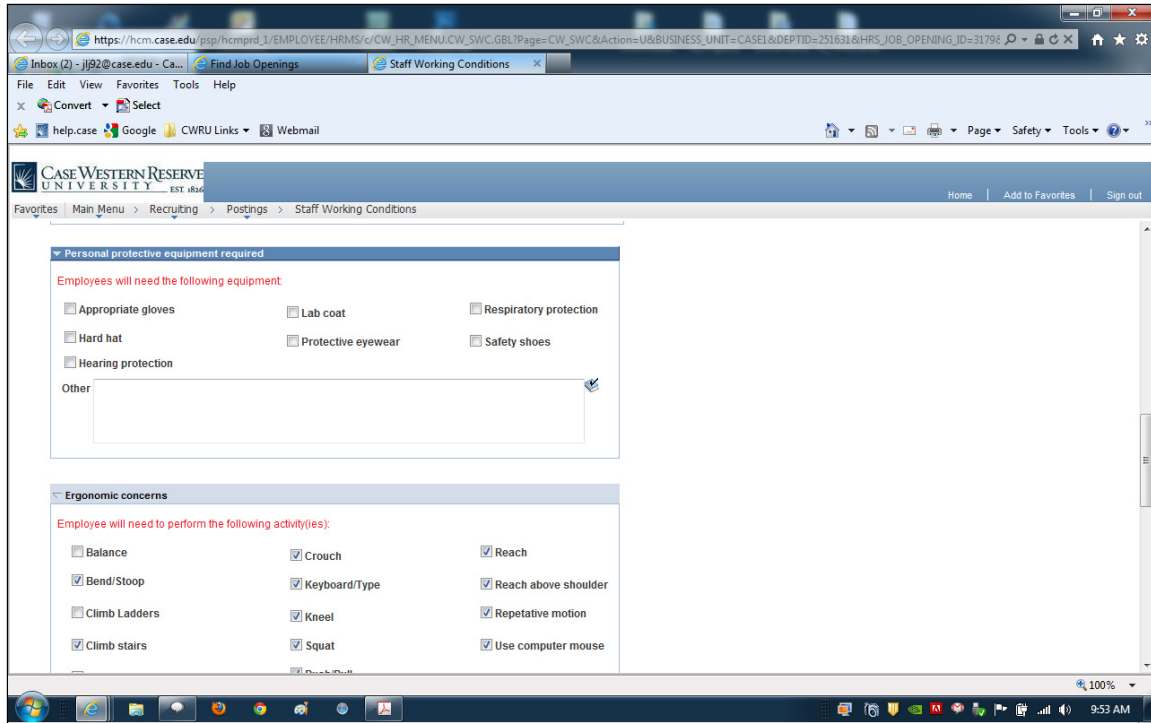





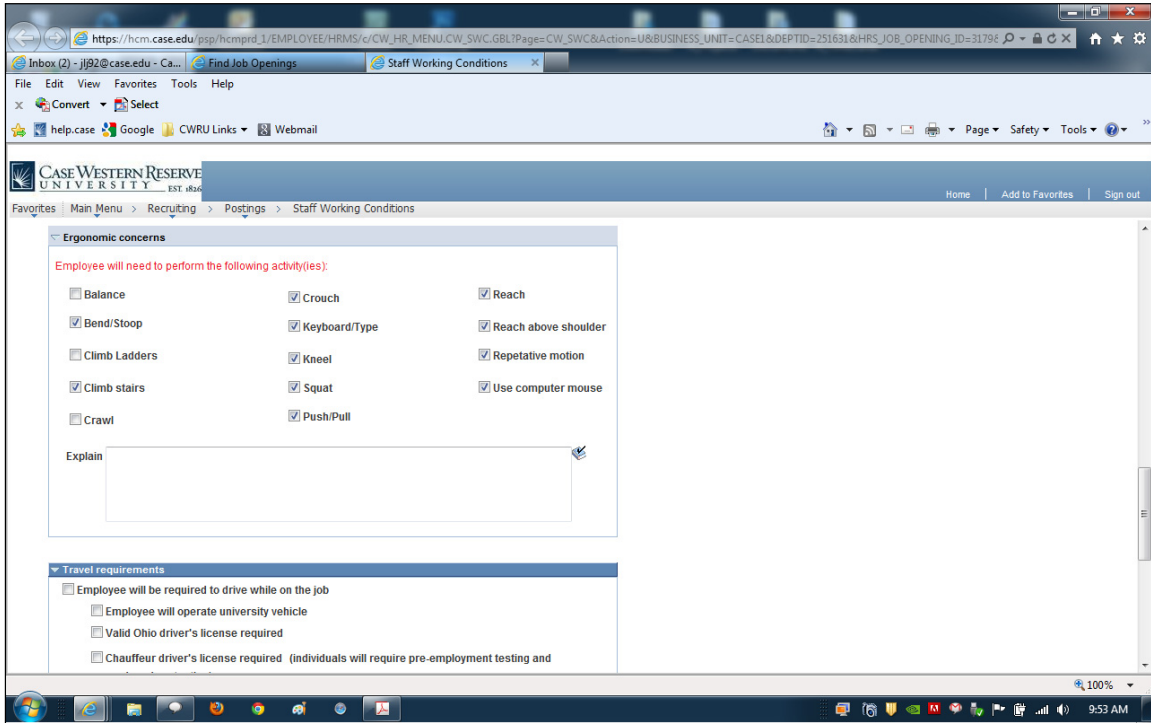
Step	Action
39.	<p>Click to place a check mark next to any <b>Job Hazard</b> in the work environment to which the employee will be directly exposed.</p> <p>Use the <b>Other</b> field to enter comments or indicate additional Job Hazards not listed.</p> <div data-bbox="375 1566 1268 1682" style="border: 1px solid black; padding: 5px;"> <p>▼ Job hazards (safety training required)</p> <p>Employee is directly exposed to the following hazards in the work environment:</p> </div>



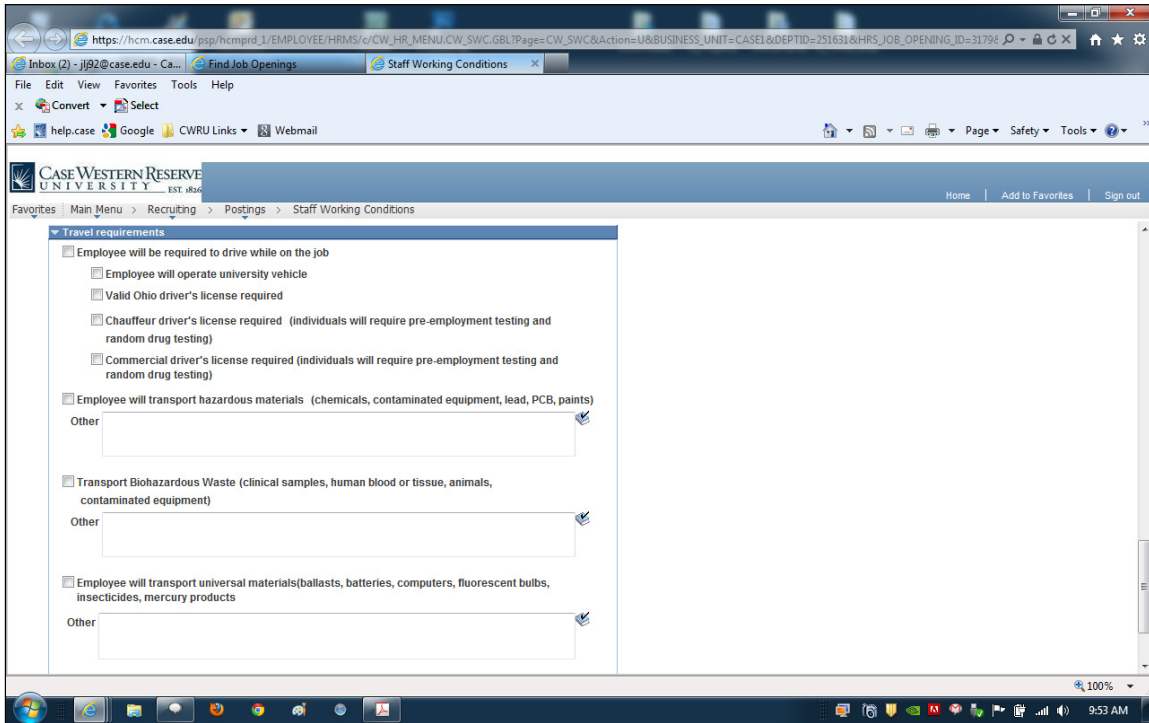
Step	Action
40.	<p>Click to place a check mark next to any <b>Job Tasks</b> the employee will be required to perform.</p> <p>Use the <b>Other</b> field to enter comments and indicate additional Job Tasks not listed.</p> <p>If the <b>employee is responsible for individuals under the age of 18 years</b> provide an explanation in the field provided.</p> <div data-bbox="375 1682 859 1787" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Job tasks</p> <p>Employee will have the following tasks:</p> </div>




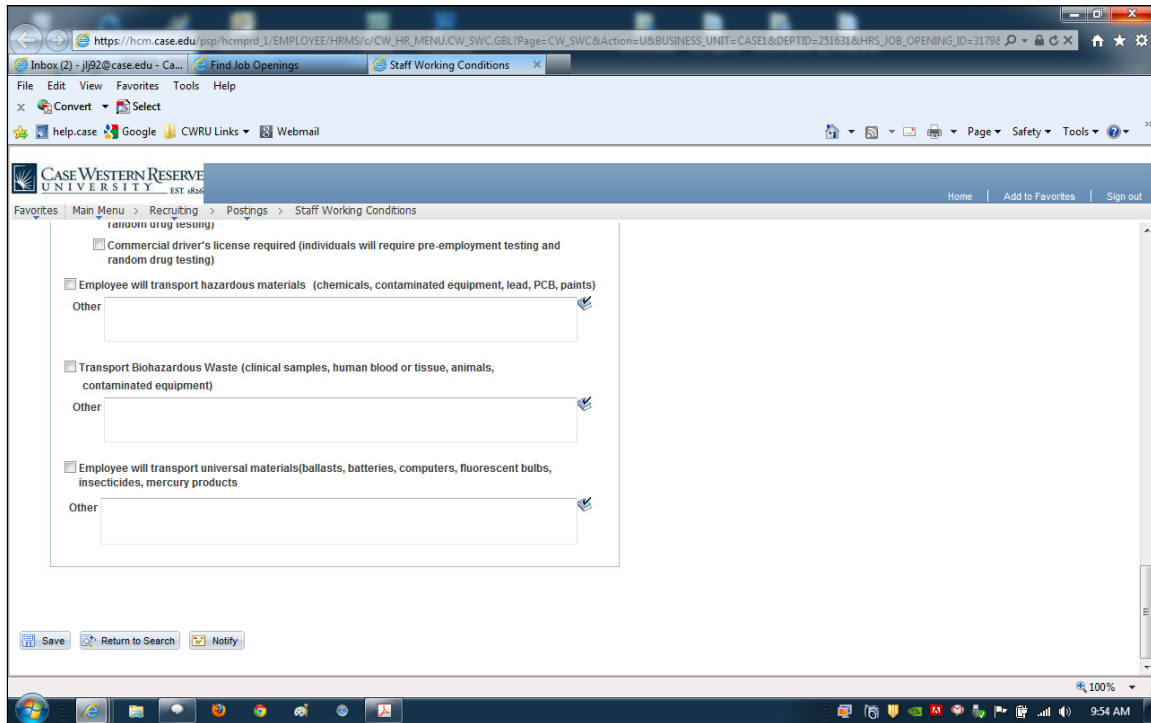
Step	Action
41.	<p>Click to place a check mark next to any <b>Personal Protective Equipment</b> the employee will require to safely perform the assigned job duties.</p> <p>Use the <b>Other</b> field to enter comments and indicate additional Personal Protective Equipment not listed.</p> <div data-bbox="375 1598 906 1703" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>  <b>Personal protective equipment required</b>            Employees will need the following equipment:         </p> </div>




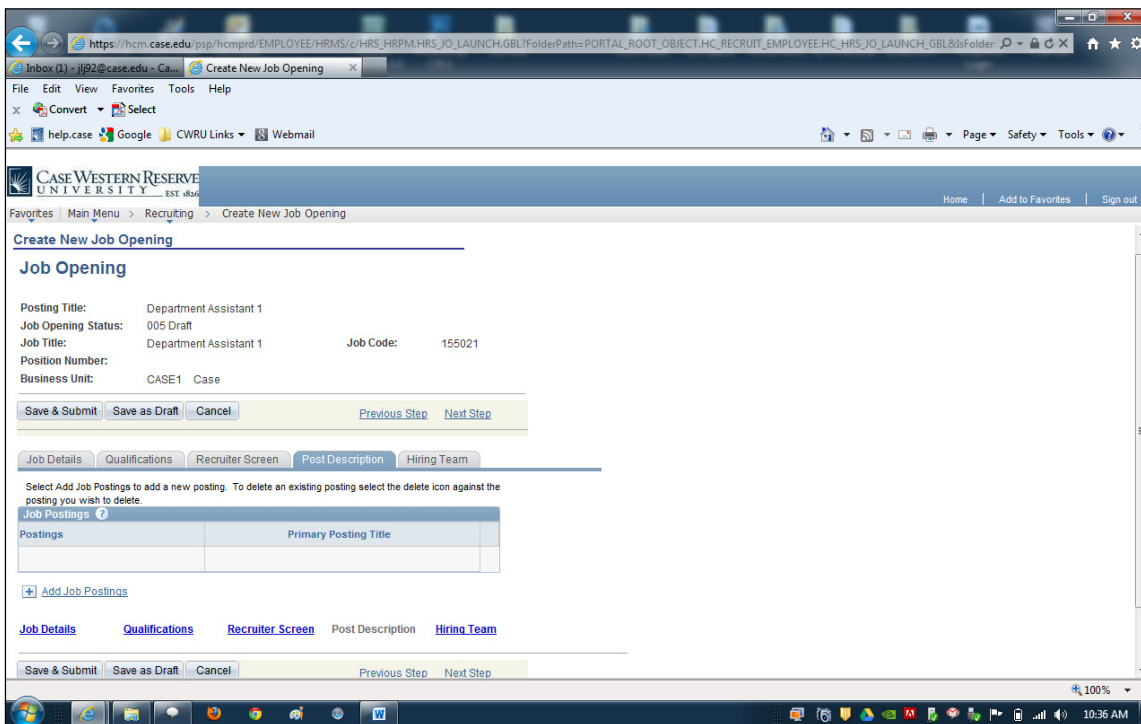
Step	Action
42.	<p>Click to place a check mark next to any items under the <b>Ergonomic Concerns</b> category to indicate activities the employee will be required to perform.</p> <p>Use the <b>Explain</b> field to enter comments and indicate additional Ergonomic Concerns not listed.</p> <div data-bbox="375 1587 1029 1705" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>← <b>Ergonomic concerns</b></p> <p>Employee will need to perform the following activity(ies):</p> </div>



Step	Action
43.	<p>Click to place a check mark next to any <b>Travel Requirements</b> to indicate activities the employee will be required to perform.</p> <p>Use the <b>Other</b> fields to enter comments and indicate additional Travel Requirements not listed.</p> <p></p>



Step	Action
44.	Click the <b>Save</b> button to complete the <b>Staff Working Conditions</b> section. <div style="text-align: center; margin-top: 10px;">  </div>



Step	Action
45.	<p>After completing the required Job Requisition entries, you can choose one of three options:</p> <p><b>Save &amp; Submit</b> button: Saves the Job Description information and submits it to the workflow approvers.</p> <p><b>Save as Draft</b> button: Saves the information in a draft state so you can return and finish the requisition at a later time.</p> <p><b>Cancel</b> button: Cancels the current operation.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <span>Save &amp; Submit</span> <span>Save as Draft</span> <span>Cancel</span> </div>
46.	<b>End of Procedure.</b>