

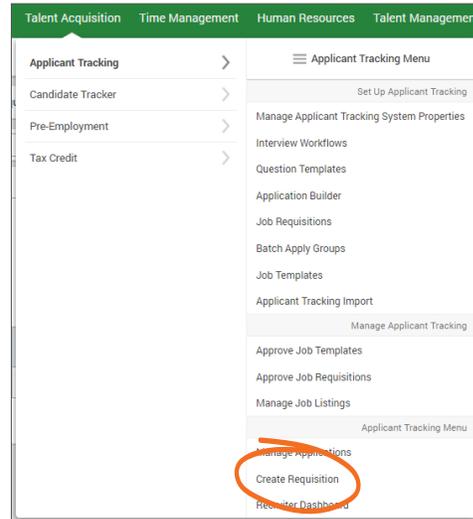
SHOW ME HOW

to Create a Job Requisition
Applicant Tracking



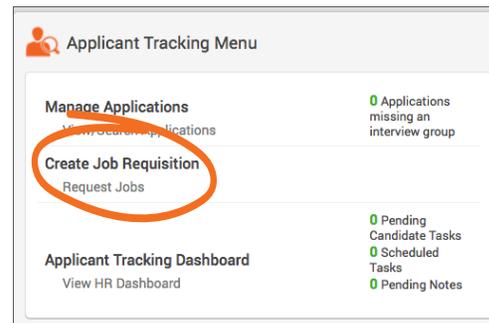
STEP 1

Navigate to Talent Acquisition > Applicant Tracking > Create Requisition.



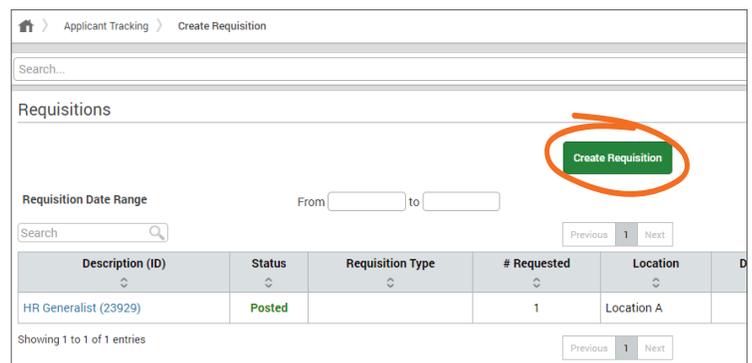
STEP 2

Click "Create Job Requisition."



STEP 3

From here, click "Create Requisition."



MANAGERS

SHOW ME HOW

to Create a Job Requisition Applicant Tracking



STEP 4

Select a Job Template and fill in the necessary fields. Required fields are marked with a red asterisk. If this is a new position, click "Job Template Does Not Exist" from the Job Template field.

Requisition Details

* Indicates Required Field

* Job Template

Reason for Requisition

* Request Type

* Number of Positions

Anticipated Start Date

Primary Recruiter

Hiring Manager



STEP 5

Click "Submit" once complete.

Requisition Details

* Indicates Required Field

* Job Template

Reason for Requisition

* Request Type

* Number of Positions

Anticipated Start Date

Primary Recruiter

Hiring Manager

Additional Comments



HELPFUL TIPS

- If you want to copy information from an existing requisition, use the Copy option from the Actions drop-down menu.

Requisitions

| Description (ID) | Status | Requisition Type | # Requested | Location | Dept. Code | Created By (Date) | Actions |
|-----------------------|--------|------------------|-------------|------------|------------|-----------------------------|--|
| HR Generalist (23929) | Posted | | 1 | Location A | 600 | Peters, Rachel (06/28/2017) | <input type="button" value="Edit"/> <input type="button" value="Preview"/> <input type="button" value="Copy"/> |

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