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.”
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**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.

**STEP 5**
Click “Submit” once complete.

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