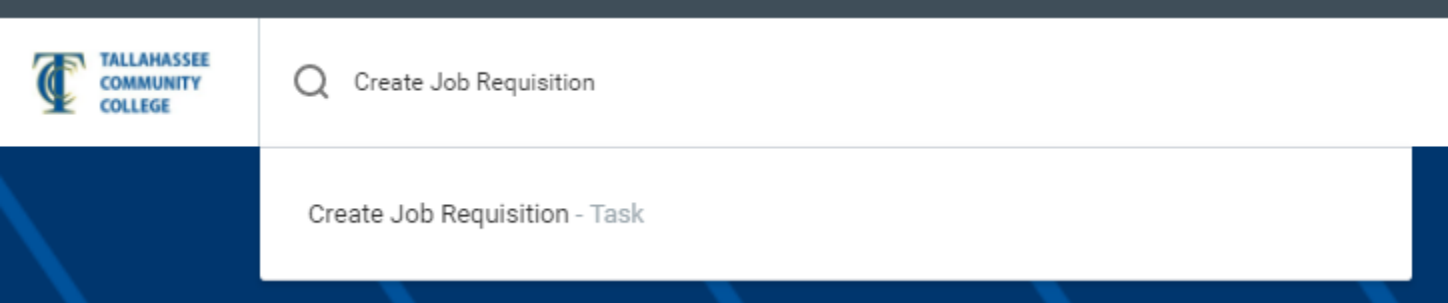


Create Job Requisitions

Type Create Job Requisitions in the Search Box.



Make sure the correct full-time supervisory organization is selected. Then select the position you would like to create a job requisitions on. Once completed click OK.

Create Job Requisition

Copy Details from Existing Job Requisition

Supervisory Organization *

← Make sure this is your full-time organization containing that position.

Create New Position

For Existing Position

← Make sure the correct position is selected.

None of the above

Worker Type *

Enter a Reason, Recruiting Start Date and Target Hire Date this screen. Click Next.

Create Job Requisition

Recruiting Information ▾



Recruiting Details

Reason *



Replacement For

Recruiting Instruction

Recruiting Start Date *

Target Hire Date *

Target End Date

Review the Job Details next and make any necessary changes. Then click Next.


Please note: If changes are made here they will also need to be updated on the TMS. Any changes to the Minimum Training and Experience will need approval from Horace Wright.

Create Job Requisition

Job ▾

< [Progress Bar] >

Job Details

Job Posting Title * 

Justification

Job Profile *

Job Description Summary

Job Description

FUNCTION:

MINIMUM TRAINING AND EXPERIENCE:

ESSENTIAL JOB FUNCTIONS:

Review the Qualifications screen. Ensure the Education, Work Experience, and Responsibilities are up to date and match the TMS for the position. Click Next.

Please note: If changes are made here they will also need to be updated on the TMS.

Create Job Requisition

Qualifications ▾

< >

Education

Add

Language

Add

Certifications

Add

You will need to enter your Smart Tag (budget number) into the Smart Tag Field and it will prepopulate the other fields. For grant funded positions the Smart Tag used on the Job Requisitions is 29903000.

Create Job Requisition

Organizations ▾



Cost Center

Cost Center *



Other

Function



Smart Tag



If you have made changes to the TMS, please attach it here.

Create Job Requisition

Attachments 



Documents

Add

Review the Summary screen to make sure everything is correct. Then click Submit.

Create Job Requisition

Start

Details


Supervisory Org

Position

Worker Type

Recruiting Information Guide Me

Recruiting Details

Reason * 

Replacement For

Recruiting Instruction

Submit Save for Later Cancel

Once submitted, the Job Requisition routes to the VP/Executive Team Member, HR Partner, Compensation Finance Partner, and then the Recruiter. Once it reaches the Recruiter, HR Recruitment will send a draft vacancy announcement for your approval.