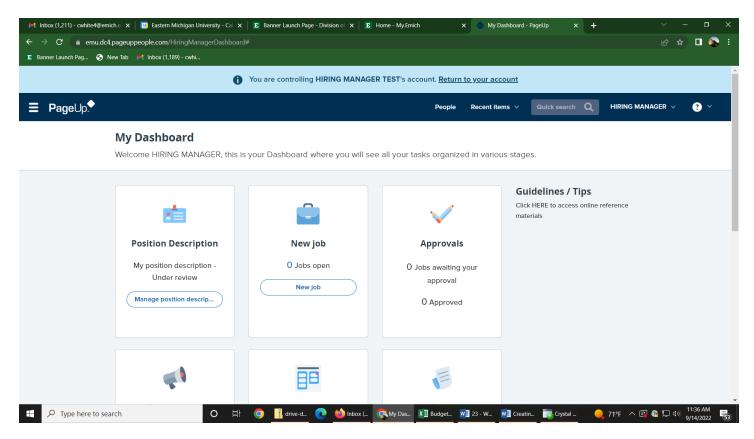
## Creating & Viewing Requisitions

## **Creating the Requisition**

1. From the Hiring Manager dashboard, under **New Job**, click *New Job*. Alternatively, from the Hamburger Menu, click *New Job*.



## 2. On the Select a Job Template page, select the relevant position title and click on the Next button.

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- 3. The requisition (job) card will populate with the relevant fields.
- 4. Complete the job card (scroll through the form), filling out all relevant fields. Required fields will be notated with an "\*" for reference.

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- 5. At the Users and Approvals section, complete the following areas:
  - a. <u>Department Admin</u> Optional if applicable. \*You could insert a Department Secretary if you want them to be involved in the process.\*
  - b. <u>Hiring Manager</u> Will default to the person completing the job card, update if different.
  - c. <u>Approval Process</u> Will be based on the role; select from drop down options. Please select Academic AP / Faculty / FTL Approval if you are posting for an Academic AP, Faculty or FTL position. Select PTL / VF Approval if you are posting for a PTL or Visiting Faculty position.

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- 6. Save the job using one of the below options:
  - a. <u>Save as Draft</u> Save and return to a later time.

  - <u>Save</u> Kicks off the approval process.
    <u>Save and Exit</u> Will show any required fields need to be completed yet, plus that it has moved to the first approver.

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## **Reviewing current jobs**

1. From the Hiring Manager dashboard, under **New job**, click *Jobs open*. Alternatively, from the Hamburger Menu, click *Jobs open*.

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- 2. Review the job status by the relevant job. Click *Review applications* or *View job* to review job information or applicant information.
  - a. Clicking *Review applications* will direct you to the Applicant Progress Board.
  - b. Clicking *View job*, will allow you to review job data or verify where in the approval process the job is.

You are controlling Harry Hire's account. <u>Return to your account</u>										
This is a training/testing environment. No e-mails are sent and any changes will not affect live data. Some services are unsupported - for more information, please see the Knowledge Portal.										
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492220	Assistant Professor of Arts/Communications	Associate Professor of Arts/Communications	Sub-department 3	Aug 29, 2019	Pending approval	Harry Hire		Unassigned Team	Review applications View job	
492218	Recuitment Adminstrator		Sub-department 1	Feb 24, 2018	Offer	Harry Hire		Unassigned Team	Review applications View job	
492217	Research Assistant - College of Medicine	Research Assistant - College of Medicine	Sub-department 1	Aug 16, 2017	Shortlisting	Harry Hire	Darlene Director	Unassigned Team	Review applications View job	
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