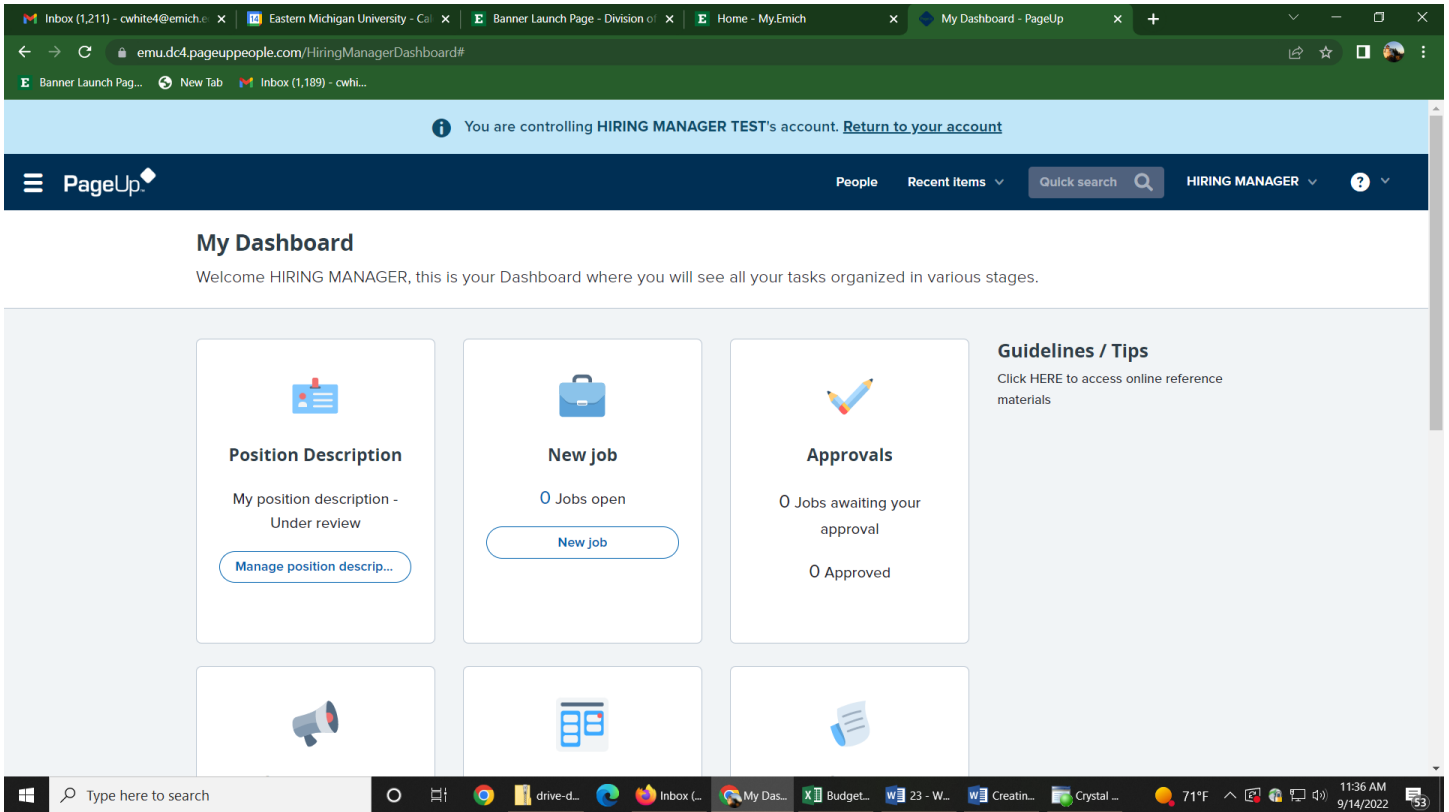


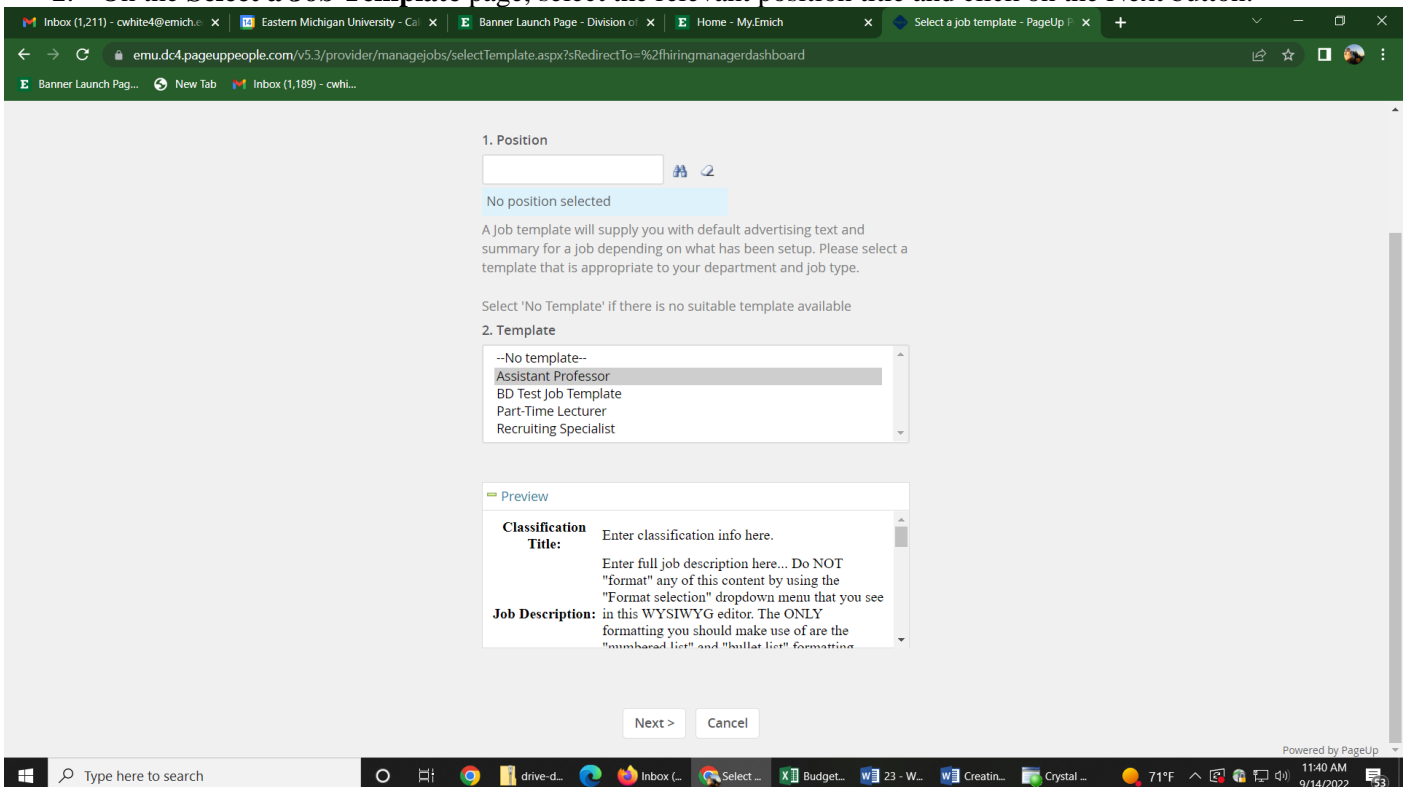
Creating & Viewing Requisitions

Creating the Requisition

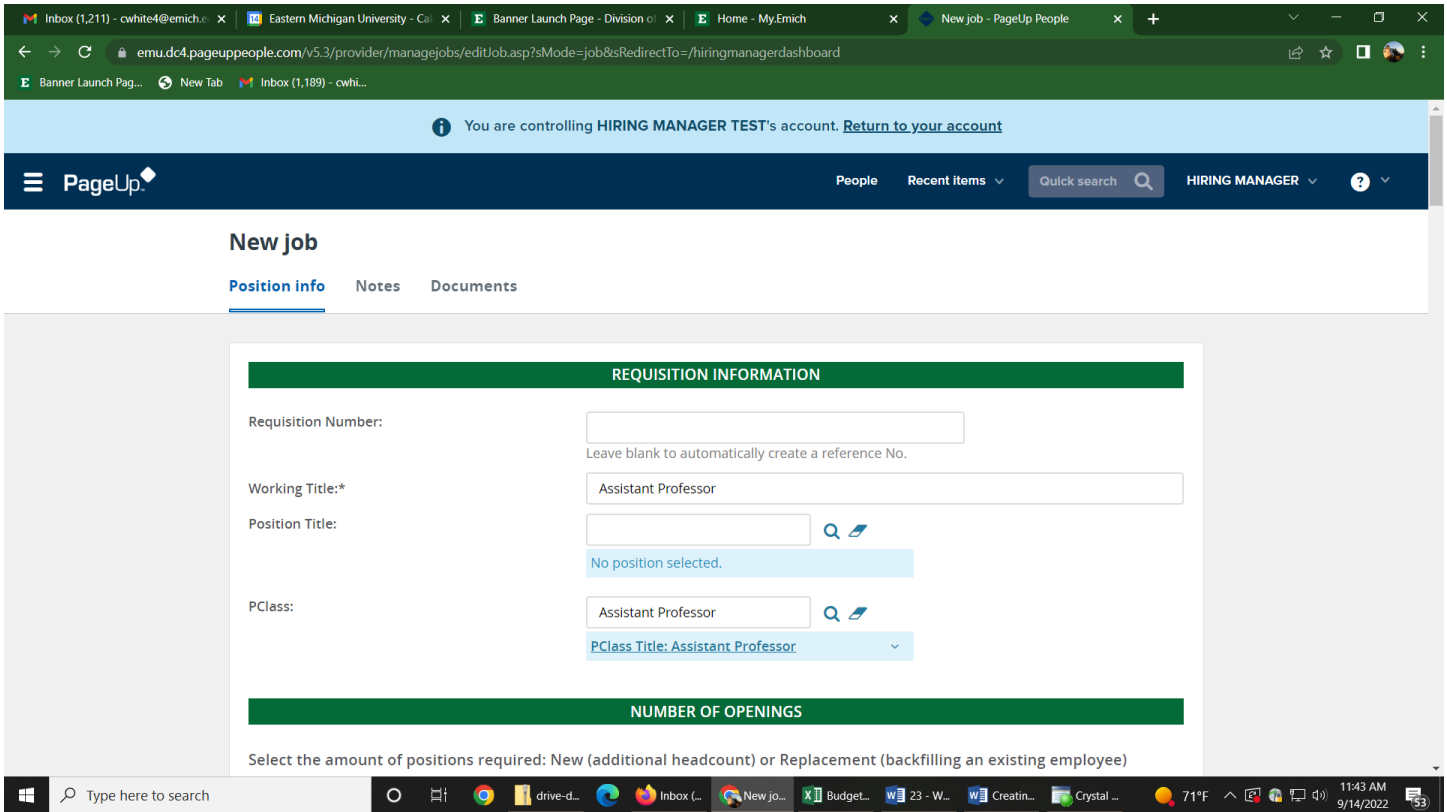
1. From the Hiring Manager dashboard, under **New Job**, click **New Job**. Alternatively, from the Hamburger Menu, click **New Job**.



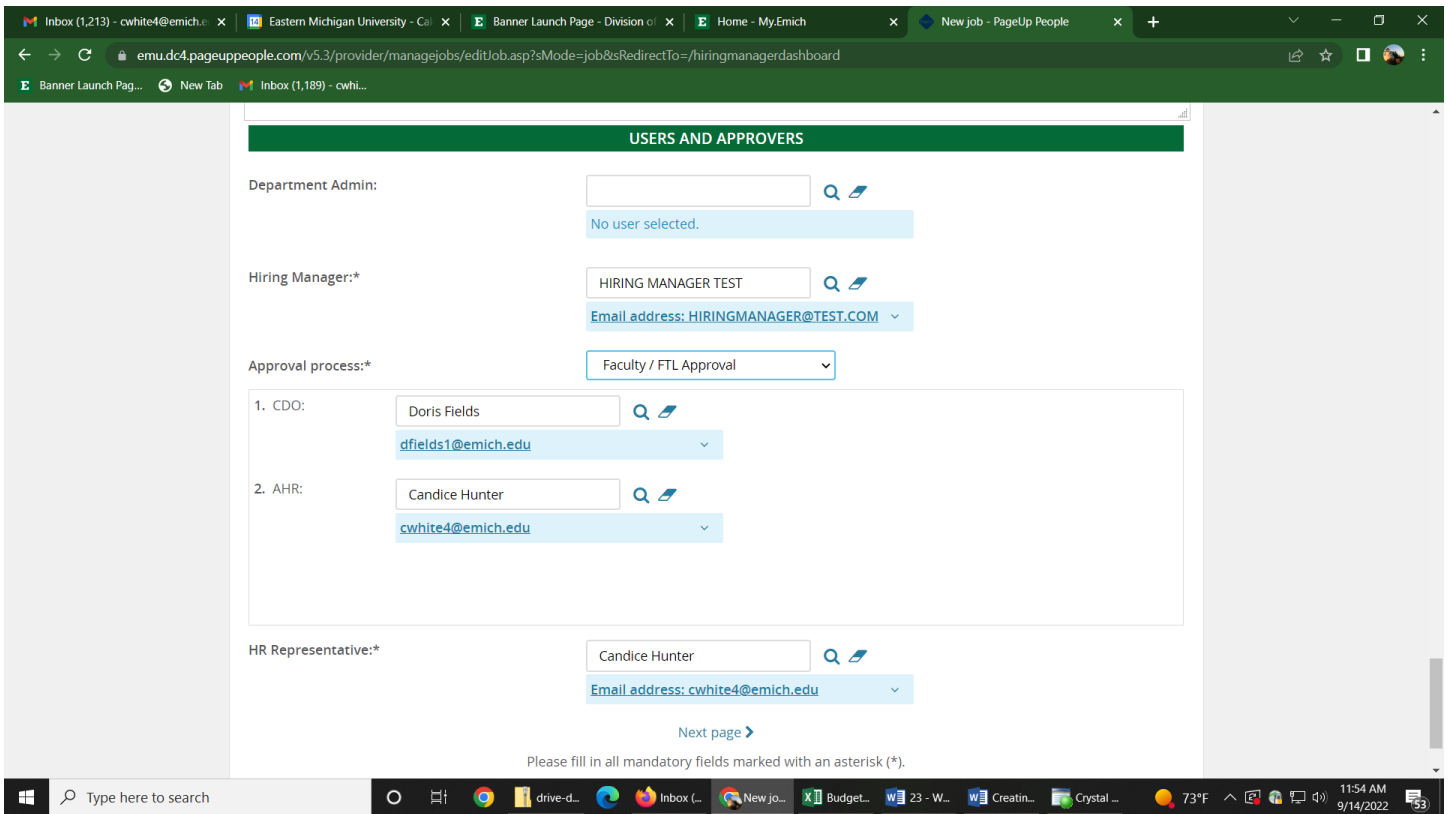
2. On the **Select a Job Template** page, select the relevant position title and click on the **Next** button.



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.

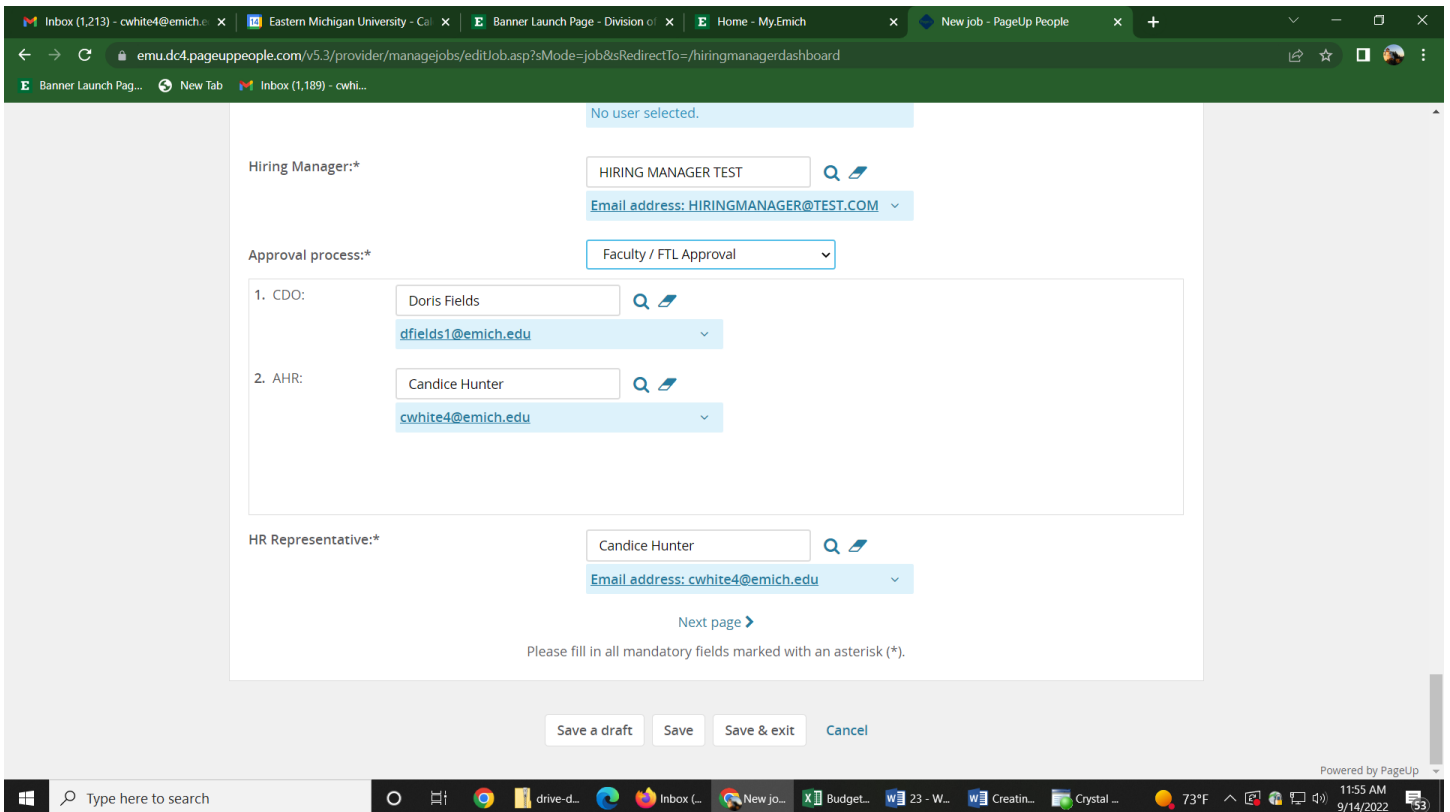


5. At the **Users and Approvals** section, complete the following areas:
 - a. Department Admin – Optional if applicable. *You could insert a Department Secretary if you want them to be involved in the process.*
 - b. Hiring Manager – Will default to the person completing the job card, update if different.
 - c. Approval Process – 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.



6. Save the job using one of the below options:

- a. Save as Draft - Save and return to a later time.
- b. Save - Kicks off the approval process.
- c. Save and Exit - Will show any required fields need to be completed yet, plus that it has moved to the first approver.



Reviewing current jobs

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

The screenshot shows the Hiring Manager dashboard. On the left is a dark sidebar menu with options like 'Search', 'Workflows', 'New job', 'Jobs open' (circled in red), 'Approvals', 'Applications', 'Applicants', and 'Advertisements'. The main content area has a header with a notification: 'You are controlling Harry Hire's account. Return to your account'. Below that is a yellow banner: '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.' The dashboard features several cards: 'New job' (26 Team jobs open, 4 Jobs open circled in red), 'Approvals' (2 Jobs awaiting your approval, 1 Approved), 'Applicant Progress Board' (A holistic view of the applications for each active job you are recruiting for), and 'Applications' (1 Jobs have applicants for review, 0 Applicants assigned to you for review). A 'Guidelines / Tips' section is also visible on the right.

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.

The screenshot shows the 'My jobs' table. At the top, there are filters for 'Visibility' (All jobs, My jobs, Team jobs) and 'Status' (All, Current, Non-current). Below the filters, it says '4 search results'. The table has columns: Job number, Title, College Title, Sub department, Date added, Status, Request Provider, Reporting to Manager, Team, and actions (Review applications, View job). The first row is highlighted, and the 'Offer' status is circled in red. There are also red letters 'A' and 'B' next to the 'Review applications' and 'View job' links respectively.

| Job number | Title | College Title | Sub department | Date added | Status | Request Provider | Reporting to Manager | Team | Actions |
|------------|--|--|----------------------------|--------------|------------------|------------------|----------------------|-----------------|---|
| 492349 | 550503:COMPUTER ANALYST | Computer Analyst | IT Application Programming | Jan 25, 2022 | Offer | Harry Hire | Harry Hire | Unassigned Team | Review applications View job |
| 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 | Recruitment Administrator | | 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 |

Records 1 to 4 of 4

Page 1 of 1 Jump to page: Go