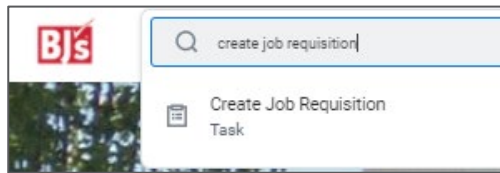


Use this job aid to create, close, and freeze job requisitions.

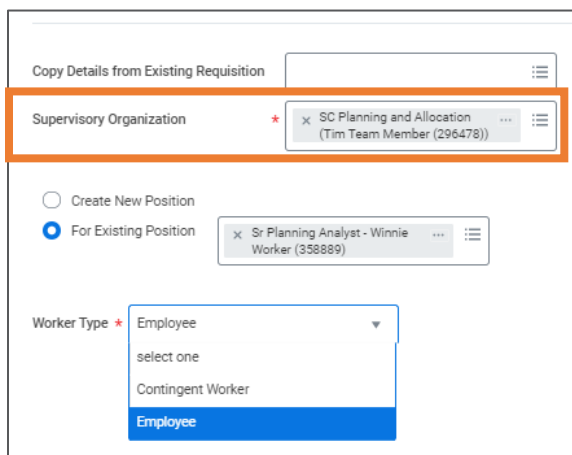
Create Job Requisition

From your home screen:

1. Navigate to the search bar > type **Create Job Requisition**. Select **Create Job Requisition** from the tasks and reports.





2. Your **Supervisory Organization** populates. If you are creating a job requisition for a manager's organization who reports to you, change the supervisory organization to that manager's supervisory organization.
3. If the position is already created, select **For Existing Position**, and select the unfilled position from the drop-down menu. If the position does not exist, select **Create New Position**. You will be routed to the Create Position task.
4. In the **Worker Type** field, select Employee.

A screenshot of a web form for creating a job requisition. At the top, there is a button labeled 'Copy Details from Existing Requisition'. Below it, the 'Supervisory Organization' field is highlighted with an orange box and contains a red asterisk, a dropdown menu with 'SC Planning and Allocation (Tim Team Member (296478))', and a menu icon. Underneath, there are two radio buttons: 'Create New Position' (unselected) and 'For Existing Position' (selected). The 'For Existing Position' option has a dropdown menu showing 'Sr Planning Analyst - Winnie Worker (358889)'. At the bottom, the 'Worker Type' field has a red asterisk and a dropdown menu with 'Employee' selected, and a list of options: 'select one', 'Contingent Worker', and 'Employee' (highlighted in blue).

5. Click **OK**.



NOTE: Click the pencil icon  to edit each section and the check mark icon  when complete. A red asterisk * indicates the field is required. If a section does not have a pencil icon, it cannot be edited.

6. **Recruiting Information**

- Select a **Reason** from the drop-down menu.
If the job requisition is due to a replacement, select Job Requisition > Replacement, and select the appropriate reason.
If the job requisition is due to an addition, select Create Job Requisition > Addition, and select the appropriate reason.
- Enter a **Recruiting Start Date** based on recruiting needs.
- Enter the **Target Hire Date**.
- Enter **Target End Date**, if applicable.
- Click **Next**.

7. **Job**

- Enter the **Job Posting Title**. This is visible to the applicant.
- Select the appropriate **Job Profile** for the job.



NOTE: If the requisition is for a replacement for Home Office or DCs, the job profile populates. If the requisition is for a new position, select the appropriate job profile. For Clubs, job profiles will need to be selected for replacements and new positions.

Create Job Requisition (continued)

- **Job Description Summary** and **Job Description** populate based on the job profile. Do not change.
 - Worker Sub-Type, Time Type, Primary Location, Primary Job Posting, Scheduled Weekly Hours, and Work Shift populate based on the selected job profile. Do not change.
 - Click **Next**.
8. **Organizations**
- **Company** and **Cost Center** will populate. Verify that the accurate cost center has populated and change if needed.
 - Click **Next**.
9. **Compensation**
- Compensation Plan, Bonus and Merit populate based on the selected job profile. This is a required field but does not dictate the pay rate for a potential candidate. It is not visible to the recruiter or an applicant.
- Enter the minimum pay within the provided guidelines in the Amount field. USD populates for currency. Annual or Hourly populates depending on if the position is salary or hourly.
 - Click **Next**.
10. Review each section for accuracy. Click Submit.

Job Requisition Review and Approvals

Home Office: Management chain approval (Manager's Manager) > Primary Recruiter reviews and assigns roles and recruiting instructions (optional – used if the job is not posted both internally and externally). *Approvals can vary depending on if the requisition is for a replacement or new position.*

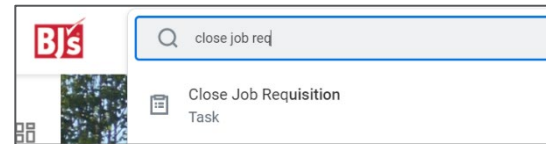
DC & Club Exempt: Primary Recruiter reviews and assigns roles and recruiting instructions. *Approvals can vary depending on if the requisition is for a replacement or new position.*

Hourly Positions: Higher level Manager approves > Recruiter reviews and assigns roles and recruiting instructions.

Close Job Requisition (Recruiters)

From your home screen:

1. Navigate to the search bar > type **Close Job Requisition**. Select **Close Job Requisition** from the tasks and reports.



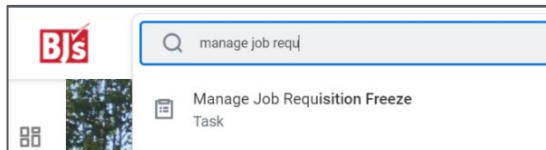
2. Select the **Job Requisition** from the drop-down menu. You can search by manager, supervisory organization, location or by the job requisition number.
3. Click **OK**.
4. In the **Reason** field, select the reason for the job requisition close.
 - For Close Job Requisition > Administrative, select Opened in Error or Position Closed
 - For Close Job Requisition > Recruiting, select No Longer Recruiting or Position No Longer Needed
5. In the **Close Date** field, enter the date the job requisition should close.

Close Job Requisition (continued)

6. Check the **Close Unfilled Positions** box if unfilled positions related to the job requisition need to be closed.
7. Click **Submit**.

Manage Job Requisition Freeze (Recruiters)

1. Navigate to the search bar > type **Manage Job Requisition Freeze**. Select **Manage Job Requisition Freeze** from the tasks and reports.



2. Select the **Job Requisition** from the drop-down menu. You can search by manager, supervisory organization, location, or by the job requisition number.
3. Click **OK**. Select a **Freeze/Unfreeze Reason** from the drop-down menu.
 - For **Freeze**, select Budget Freeze or Hold for Organization Structure Review
 - For **Unfreeze**, select Budget Unfrozen or Organization Structure Review Complete
4. In the **Freeze/Unfreeze Date** field, enter the date the job requisition should be frozen or unfrozen.
5. Check the **Frozen** box when freezing a job requisition and unchecked when unfreezing a job requisition.
6. Click **Submit**.



NOTE: The Hiring Manager is notified when the job requisition is frozen or unfrozen.