# Change Hiring Administrator

This quick guide describes how to change the assigned hiring administrator for a requisition. View other resources for hiring administrators at [http://www.uvic.ca/hr/services/home/hiring/index.php](http://www.uvic.ca/hr/services/home/hiring/index.php).

## Instructions

1. To review the requisition click on the **Recruiting** tab, then under the Requisition heading: **Manage Requisition**

   Use the Filter option to select the posting you wish to view or use the Quick Filter.

## Screenshot

![Manage Requisitions screenshot](image)
Check the box in the left column next to the requisition you wish to change. From the **Select an Action** drop-down menu below the table, choose **Change Assigned Hiring Manager**.

Type the last name of the new hiring administrator in the next field. Or use the drop-down arrow, scroll through the list and select the name of the new hiring administrator.

**TIP:** If the name of the new hiring administrator does not appear in the drop-down list, please contact Employment Services.

Check the box to send an automatic notification to the new hiring administrator.

Click **Change**
<table>
<thead>
<tr>
<th>#</th>
<th>INSTRUCTIONS</th>
<th>SCREENSHOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>A <em>Success</em> message will appear at the top of the screen to indicate the change was successful.</td>
<td><img src="image" alt="Success: Hiring Manager Updated." /></td>
</tr>
<tr>
<td>5</td>
<td><strong>TIP:</strong> If you would also like to be able to view the requisition, you can add yourself to a team associated with the competition before changing the hiring administrator. See the <em>Create and manage teams</em> guide for details.</td>
<td><img src="image" alt="image" /></td>
</tr>
</tbody>
</table>