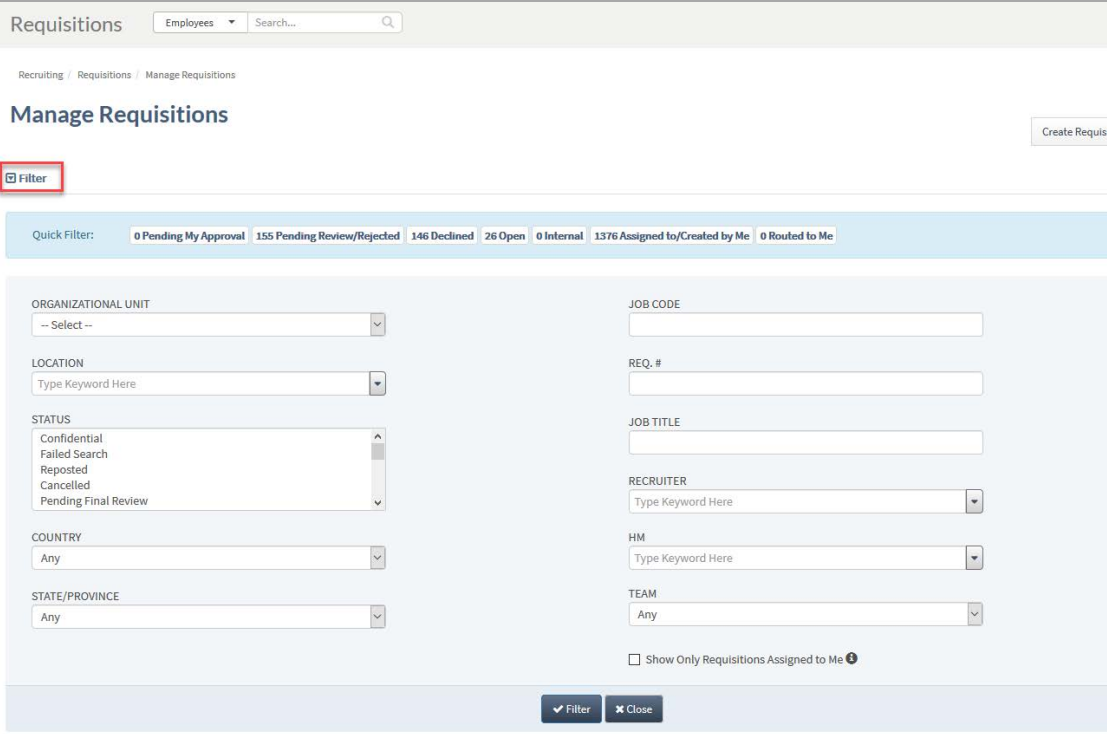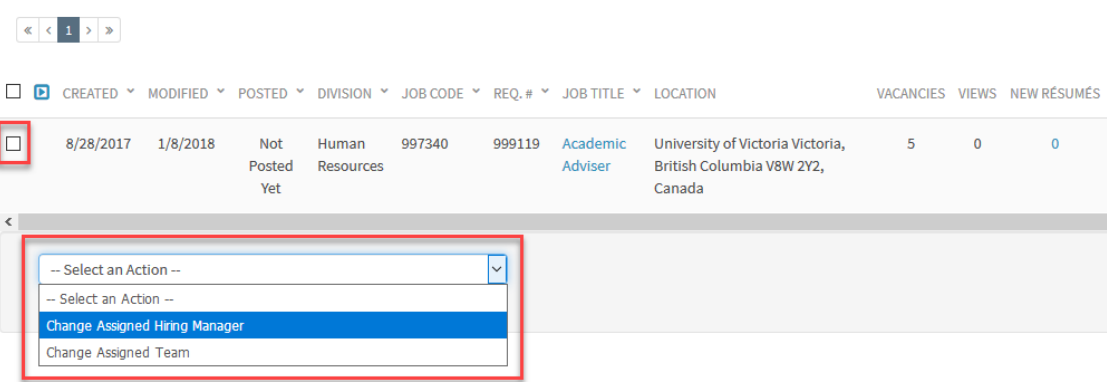# CHANGE HIRING ADMINISTRATOR

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.

#	INSTRUCTIONS	SCREENSHOT
1	To review the requisition click on the *Recruiting* tab, then under the Requisition heading: *Manage Requisition* Use the Filter option ▶ Filter to select the posting you wish to view or use the Quick Filter.	
2	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*.	

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#	INSTRUCTIONS	SCREENSHOT
3	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*	
4	A *Success* message will appear at the top of the screen to indicate the change was successful.	
5	TIP: 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 *Create and manage teams* guide for details.	

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