# Instructions

**Screenshot**

Create a requisition for a job posting

This quick guide describes the key steps in creating a requisition for a new job posting and creating teams. Other resources for hiring administrators are available at [www.uvic.ca/hr/home/services/hiring/](http://www.uvic.ca/hr/home/services/hiring/).

<table>
<thead>
<tr>
<th>#</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prep</strong></td>
<td>Supervisors: Send requests for access to <a href="mailto:uviccareers@uvic.ca">uviccareers@uvic.ca</a></td>
</tr>
</tbody>
</table>
| 1 | To create a requisition, you will need the following:  
(1) position number of the job you are posting  
(2) position number of the supervisor  
(3) funding source information, and  
(4) an approved job description that has been reviewed by your HR advisor.  
For new positions, access the “Create a requisition for a new position” quick guide available at [www.uvic.ca/hr/careers](http://www.uvic.ca/hr/careers). |
| 2 | Log in to UVic Careers with your NetLink ID and password. |
On the Main Dashboard, choose the Jobs tab, then Create Requisition.

TIP: You can return to the Main Dashboard at any time by selecting the HR icon.

**UVic Employees:** Click this button to login using your Netlink ID and password.

Do not use the user email and password fields.

Returning User

Sign in using your NetLink ID
If you are already a UVic community member, sign in using your NetLink ID.

Log in using your email address
If you don’t have a NetLink ID, but you have already created a UVic Careers account, log in using your email address.

**Email/Username and password are case sensitive.**

Forgot your password?
The progress bar at the top of the screen indicates where you are in the process of creating a requisition.

The first step is the **Select Associations** screen. Complete all required (red) fields. Choose **Employee Group** carefully as this choice determines the workflow to follow.

If you have an existing job that does not appear in the **Job Title** drop-down list, contact Employment Services.

If the job is new, view the **Create a requisition for a new position** guide.

**TIP:** Type the position number for the job into the **Job Title** field, and click on the job title to select it.

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### Create Requisition

![Create Requisition Diagram]

1. **Select Associations**
2. **Define Requisition**

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#### Select Associations

**Create a New Requisition from Job Library**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Unit *</td>
<td>University of Victoria</td>
</tr>
<tr>
<td></td>
<td>-- Select --</td>
</tr>
</tbody>
</table>

#### Select Workflow

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Group *</td>
<td>-- Select --</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>-- Select --</td>
<td></td>
</tr>
<tr>
<td>Job Title *</td>
<td>Type Keyword Here</td>
<td></td>
</tr>
<tr>
<td>Matching Workflow Found</td>
<td>Select Associations first</td>
<td></td>
</tr>
</tbody>
</table>

[Continue]
On the Define Requisition screen, complete all required fields. The Job Description and Job Requirements fields will already contain approved information and cannot be edited.

You can add specific information about the position in the About this Opportunity field. Alternatively, copy and paste the text provided above this field.

**TIP:** The Education Level must correspond to the requirement in the approved job description. Choose Next.

**Tip:** For Creation Options, if you wish to keep a copy of your requisition to use again in the future, choose Create Requisition and Personal Template. Otherwise, choose Create Requisition Only.
### Instructions

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On the **Select Approver(s)** screen, highlight the appropriate approval chain in the **Select Approval Chain(s)** field, then **Select**. Additional fields will appear. The Budget Office always appears as a mandatory approver.

For **Approval Chain Type**, choose **Serial**.

Select your Department Head and VP (for regular continuing positions). If desired, add additional approvers by using the **Select Approvers by Name** option. Choose **Next**.

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On the **Approval Order** screen, click and drag the **Budget Office** to the bottom (end) of the list of approvers.

Choose **Next**.
On the optional **Attachments** screen, you can attach additional documents to the job posting if desired. Enter the **Document Name** first, then **Browse** to upload files.

Check the boxes to indicate whether the attachment should be visible to job seekers (internal or external) and/or approvers. Choose **Next**.

**Tip:** Employment Services will include a link to the full job description in the job posting.

Carefully review your requisition on the **Preview** screen. Different views are available: **Approver View**, **Internal View** and **External View**. The **Internal** and **External** view tabs contain the same information, and show how the job posting will appear on the website.

Use the pencil icon to make changes. Choose **Finish** when you are satisfied that the requisition is ready for posting.

Your requisition will now move through the approval process. You and your approvers will receive email notifications.
from the UVic Careers system regarding its status.

Finally, a member of the Employment Services team will review the requisition to ensure it meets UVic collective agreement and other requirements.

To review the requisition and its status, select the Jobs tab, then the Manage Requisitions option. A Quick Stats bar will appear above the table. Your unapproved requisition will appear in the Pending Review/Rejected category. You can select this category to view information about all pending requisitions. The requisition status will change depending on the actions taken by your approvers.

Once approved, the job posting will be published on the UVic Careers website.

Create a team in UVic Careers so that your selection committee can view the requisition and participate in the application review process.

On the Main Dashboard, choose the Administration tab, then the Recruiting drop-down menu, then Teams.
13 Hover over the **Teams** title and choose **Create a New Team**.

14 In the **Team Name** field, use the following naming convention: Four-letter department code followed by the job requisition number (or job code), separated by a space – e.g. VPFO 997624

Add a description of the team if desired.

Choose your team members: highlight the name of each person and use the arrow to move their name into the right column. Choose **Submit**.
Your team name will now appear in the Teams list.