Create a requisition for a new position

The regular process for creating a requisition for a job posting relies on a library of approved job summaries that have been uploaded to the UVic Careers system by Human Resources. These job summaries have position numbers assigned by the Budget Office.

If you have a new position with an approved job description and classification but have not yet received a position number, follow the process below.

If you cannot find an existing job in the UVic Careers system, or the job profile for an existing job requires adjustment, contact Employment Services staff. The process below is for new jobs only.

Create a NEW requisition

1. Log in to UVic Careers.

2. Select the Jobs tab, then Create Requisition.

3. On the Select Associations screen, complete all required (red) fields. In the Employee Group choose A New Position from the drop-down list. In the Job Title field, choose New. Type “new” into the field to quickly locate it from the drop-down list.
4. On the **Define Requisition** screen, complete all required fields. Leave the **Job Title** as ‘New’. The **Job Summary** will contain the following note:

   ![Job Summary](image)

   The option to upload attachments occurs in step 6.

5. On the **Select Approver(s)** and **Approval Order** screens, the only mandatory approver is the Budget Office.

6. On the **Attachments** screen, upload the job description and classification documents provided by Employment Services. In the **Share document(s) with** area, check the **Approvers** box.

   ![Attachments](image)

7. Preview your requisition and, once satisfied, select **Finish**.

8. The Budget Office will automatically receive a system notification and review the attached documentation. They will assign a new position number to the requisition and mark it as approved.

9. Employment Services will receive a system notification and will upload the job summary into the UVic Careers system.

10. Once the job summary is available in the UVic Careers system you will receive a notification from Employment Services.

11. Proceed with the regular requisition process. On the Define Requisition screen, ensure that you choose the actual Employee Group rather than A NEW POSITION. Enter the position number in the Job Title field.

12. For additional details, see the **Create a Requisition** quick guide available at www.uvic.ca/hr/services/home/hiring/recruitment/index.php.