CREATE A REQUISITION FOR A NEW CUPE 917 POSITION

This quick guide describes the key steps in **requesting CUPE 917 position numbers only.**

Do not submit a "A NEW POSITION" requisition. Please follow the steps below to create a requisition.

#	INSTRUCTIONS	SCREENSHOT
1	Log in to [UVic Careers.](https://uvic.mua.hrdepartment.com/index.php)	https://uvic.mua.hrdepartment.com/index.php
2	On the *Dashboard*, click on the Recruiting tab, then under the Requisition heading: *Create Requisition*.	
3	On the *Select Associations* screen, complete all required (red) fields. In the *Employee Group* field choose *CUPE 917* from the drop-down list. In the *Job Title* field, type in the position number in the field to quickly locate it from the drop-down list.	
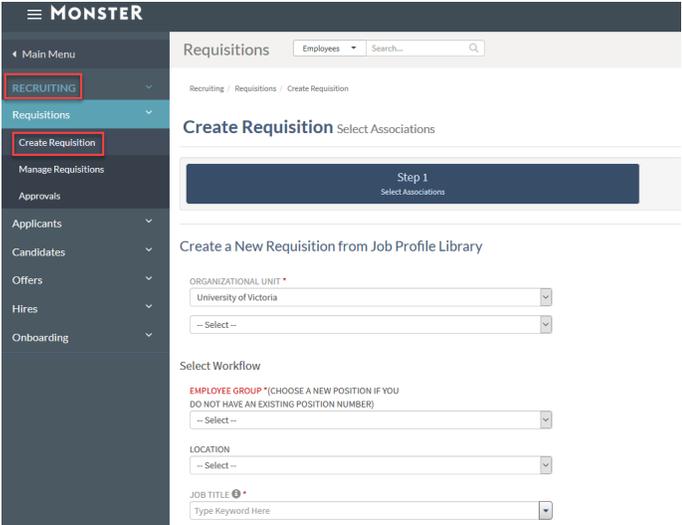
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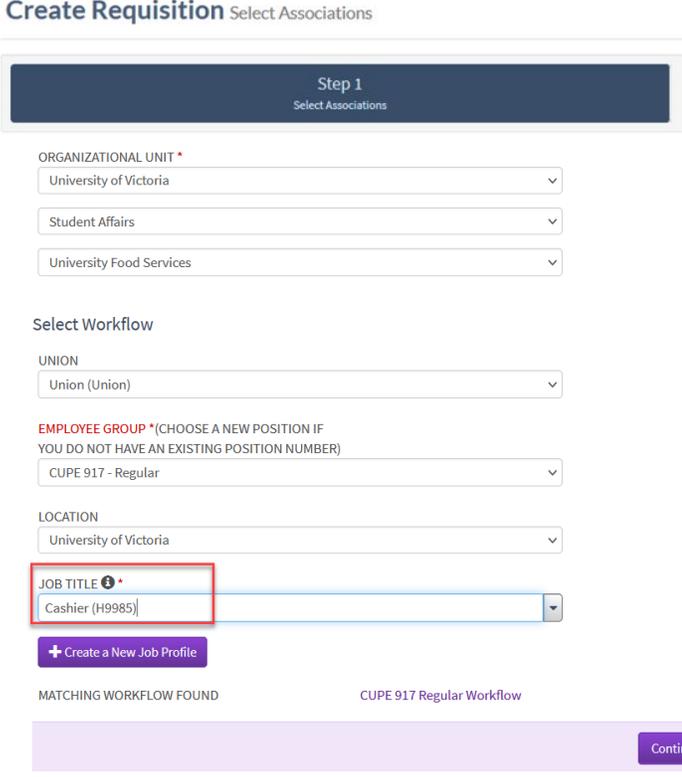
4	On the *Define Requisition* screen, complete all required fields. Leave the position number field blank. In the **additional information box** specify how many positions you require.	
5	On the *Select Approver(s)* screen, highlight the appropriate approval chain in the *Select Approval Chain(s)* field, then: ✔ Select The screen will refresh, and 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).	

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6	On the *Attachments* screen, do not upload any documents. JE Memo or Job Description are not required for new CUPE 917 positions.	
7	Preview your requisition and once satisfied, select *Finish* TIP: You can save a draft at any time. To find your draft, scroll to the bottom of the STEP 1 Select Associations screen. Your draft will appear under the *My Drafts* heading.	
8	The Budget Office will create the necessary position number(s) for the posting.	

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