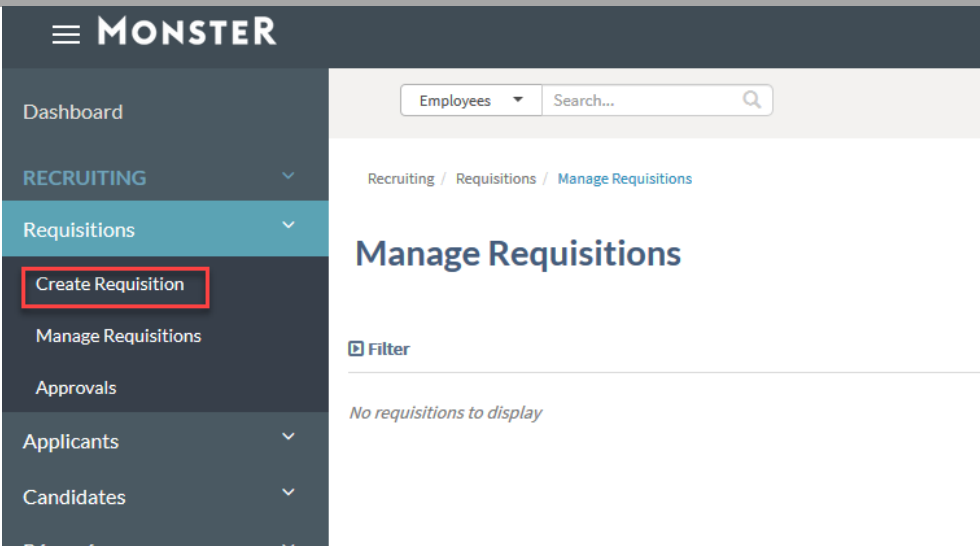
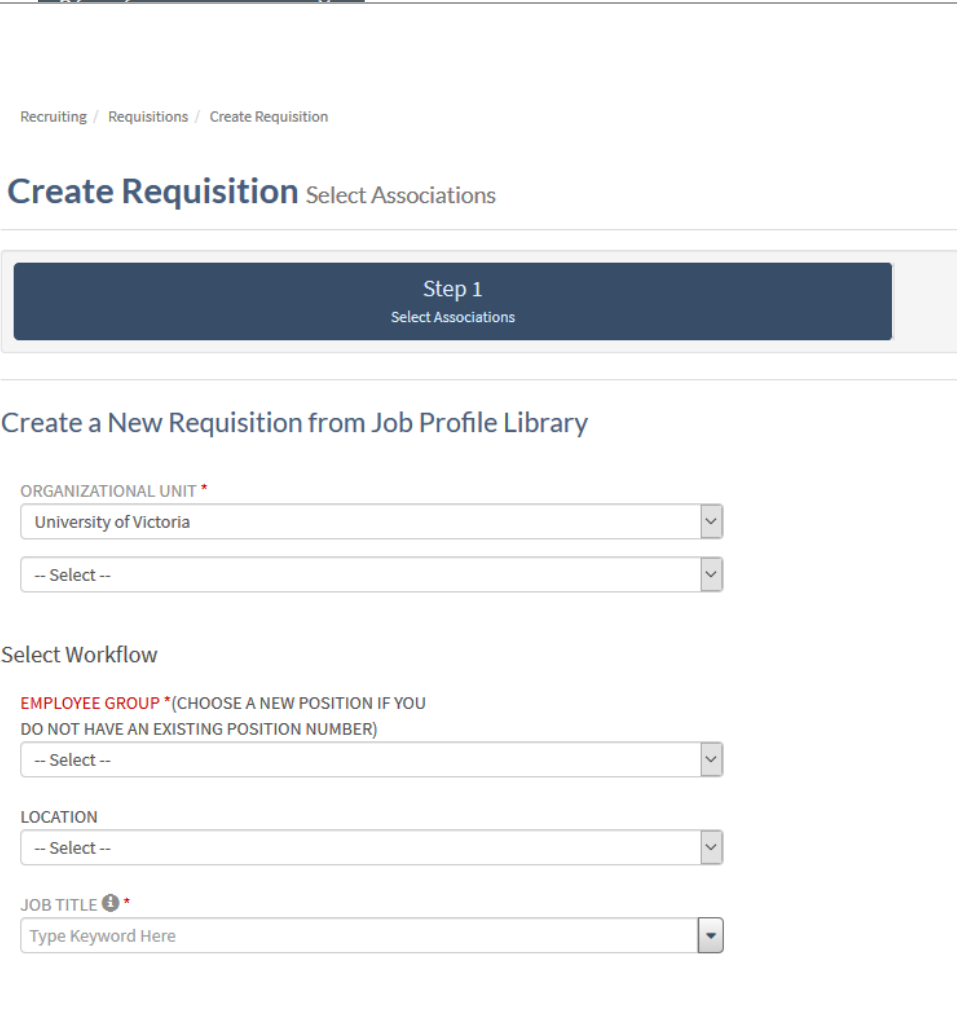


# CREATE A REQUISITION FOR A JOB

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 <http://www.uvic.ca/hr/services/home/hiring/index.php>

#	INSTRUCTIONS	SCREENSHOT
Prep	Supervisors: Send requests for access to <a href="mailto:uviccareers@uvic.ca">uviccareers@uvic.ca</a>	
1	<p>To create a requisition, you will need the following:</p> <ol style="list-style-type: none"> <li>(1) position number of the job you are posting</li> <li>(2) position number of the supervisor</li> <li>(3) funding source information, and</li> <li>(4) an approved job description that has been reviewed by your HR advisor.</li> </ol> <p>For new positions, review the <i>Create a requisition for a new position</i> quick guide available at <a href="https://www.uvic.ca/hr/assets/docs/ats-uviccareers/uviccareers-new-position.pdf">https://www.uvic.ca/hr/assets/docs/ats-uviccareers/uviccareers-new-position.pdf</a></p>	
2	<p>Log in to UVic Careers with your NetLink ID and password:</p> <p><a href="https://uvic.mua.hrdepartment.com/">https://uvic.mua.hrdepartment.com/</a></p>	<p>The screenshot shows the UVic Careers website interface. At the top, there is a navigation bar with 'Job Search', 'View All Jobs', 'Create Account', 'Login', and 'Help'. The 'Login' button is highlighted with a red box. Below the navigation bar, there is a 'View All Jobs' section with search filters. The main content area is titled 'UVic Careers' and 'Login'. Under 'Login', there are instructions for 'First Time User?' and 'Returning User'. The 'Returning User' section is further divided into 'Current UVic Employee Login' and 'Non UVic Employee Login'. The 'Current UVic Employee Login' section has a 'Sign in to UVic' button highlighted with a red box. Below this, there is a login form with 'User email' and 'Password' fields, and a 'Login' button.</p>

#	INSTRUCTIONS	SCREENSHOT
3	<p>On the <i>Dashboard</i>, click on the Recruiting tab, then under the Requisition heading: <i>Create Requisition</i>.</p>	 <p>The screenshot shows the Monster dashboard with a dark sidebar. The 'RECRUITING' menu is expanded, and the 'Create Requisition' option is highlighted with a red rectangular box. Other menu items include 'Manage Requisitions', 'Approvals', 'Applicants', and 'Candidates'. The main content area shows the 'Manage Requisitions' page with a search bar and a filter button.</p>
4	<p>The progress bar at the top of the screen indicates where you are in the process of creating a requisition.</p> <p>The first step is the <i>Select Associations</i> screen. Complete all required (red) fields. Choose <i>Employee Group</i> carefully as this choice determines the workflow to follow.</p> <p>If you have an existing job that does not appear in the <i>Job Title</i> drop-down list, contact Employment Services.</p> <p>If the job is new, view the <a href="#">Create a requisition for a new position</a> guide.</p> <p><b>TIP:</b> Type the position number for the job into the <i>Job Title</i> field, and click on the job title to select it.</p>	 <p>The screenshot shows the 'Create Requisition' form. At the top, a progress bar indicates 'Step 1: Select Associations'. Below the progress bar, the form is titled 'Create a New Requisition from Job Profile Library'. It contains several required fields marked with a red asterisk: 'ORGANIZATIONAL UNIT' (with 'University of Victoria' selected), 'EMPLOYEE GROUP' (with a '-- Select --' dropdown), 'LOCATION' (with a '-- Select --' dropdown), and 'JOB TITLE' (with a search input field containing 'Type Keyword Here').</p>

5

On the Step 2 *Define Requisition* screen, complete all required fields. The *Job Summary* 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 job description.

**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*.

Choose *Next*.

**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.

## Create Requisition Academic Adviser - 999119

Step 1 Select Associations | **Step 2 Define Requisition** | Step 3 Select Approver(s) | Ap

Using Workflow: PEA Regular Workflow

### PEA Regular Requisition

REQUISITION #  
999119

JOB TITLE ⓘ \*  
Academic Adviser

CLASSIFICATION ⓘ \*  
SG8

EMPLOYEE GROUP: ⓘ \*  
PEA - Regular

PAY TYPE:  
-- Select --

REASON FOR VACANCY \*  
-- Select --

SALARY CHARGED TO FAST CODE \*  
[Empty Field]

SUPERVISOR POSITION NUMBER \*  
[Empty Field]

Previous Save as Draft Next Cancel

#### My Drafts

To finish a draft, click on the option to edit. To remove a draft from the table, click on the option to delete.

1

Displaying 1 - 1 of 1 | 10 25 50 100 per page

JOB TITLE	SCREENING QUESTIONNAIRES	DATE CREATED	ACTIONS
Academic Adviser	+ Add	17/1/2018	✎ ✕

On the *Select Approver(s)* screen, highlight the appropriate approval chain in the *Select Approval Chain(s)* field, then:



The screen will refresh and additional fields will appear.

The Budget Office always appears as a mandatory approver.

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

Select your Department Head and VP (for regular continuing positions).

Create Requisition Academic Adviser - 999119.1

Step 1 Select Associations | Step 2 Define Requisition | **Step 3 Select Approver(s)** | Step 4 Approval Order | Step 5 Attachments | Step 6 Previous

Select approvers from drop-down lists and add internal approver if required. Do not remove Budget Office as an approver or your requisition will be

Default Approvers

- APPROVERS
1. Budget Office

Select Approval Chain(s)

AVAILABLE REQUISITION APPROVAL CHAINS  
 IF YOU DO NOT REQUIRE APPROVERS FOR THE OFFER LETTER, CHOOSE SUBMIT/SEND OFFER BUTTON.  
 IF YOU REQUIRE APPROVAL, SELECT THE INTERNAL APPROVERS LINK BELOW.

Ancillary  
 Limited/Preferential hiring  
 Ocean Networks/PCIC  
**Regular continuing**  
 Term



Select Approver(s)

APPROVAL CHAIN TYPE \* †  
 Serial

DEPARTMENT HEAD (DHEAD)  
 -- Select --

VICE-PRESIDENT (VP)  
 -- Select --

SELECT APPROVERS BY NAME

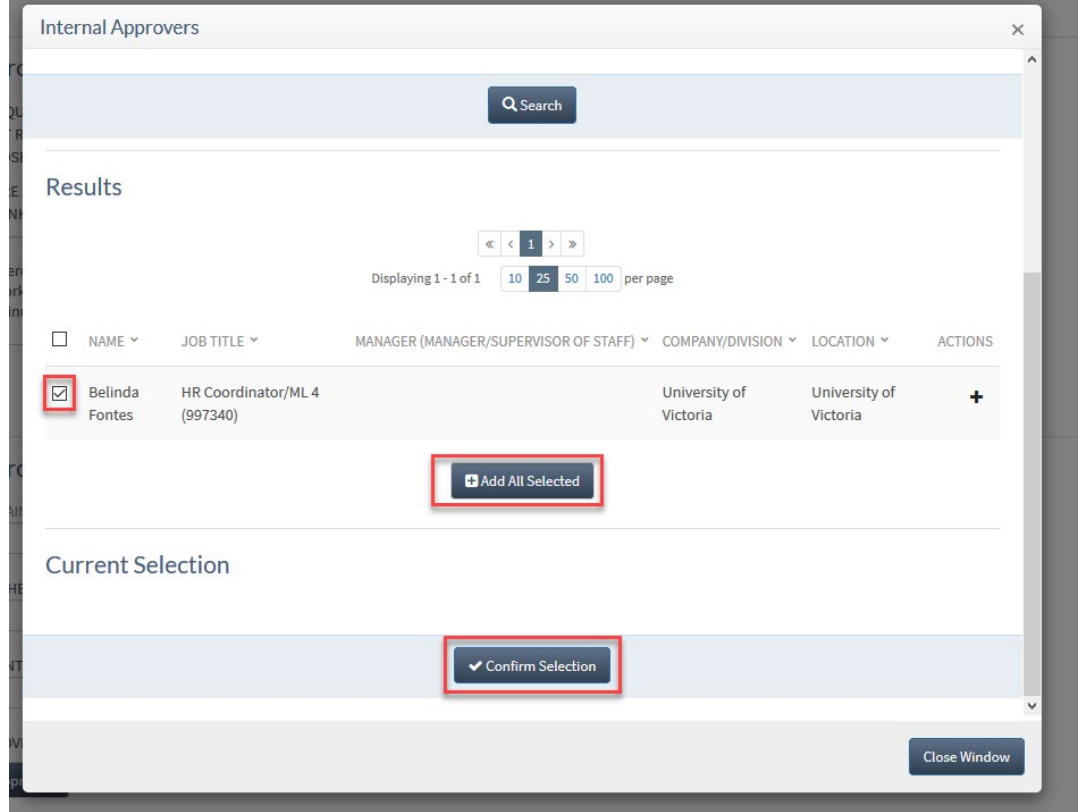
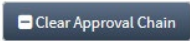


Previous Save as Draft Next Cancel

If desired, add additional approvers by using the *Internal Approvers* option.

Remember to confirm selection.

Tip: at any time you can clear approval chain to start over:



Internal Approvers

Search

Results

Displaying 1 - 1 of 1 10 25 50 100 per page

<input type="checkbox"/>	NAME	JOB TITLE	MANAGER (MANAGER/SUPERVISOR OF STAFF)	COMPANY/DIVISION	LOCATION	ACTIONS
<input checked="" type="checkbox"/>	Belinda Fontes	HR Coordinator/ML 4 (997340)		University of Victoria	University of Victoria	+

Add All Selected

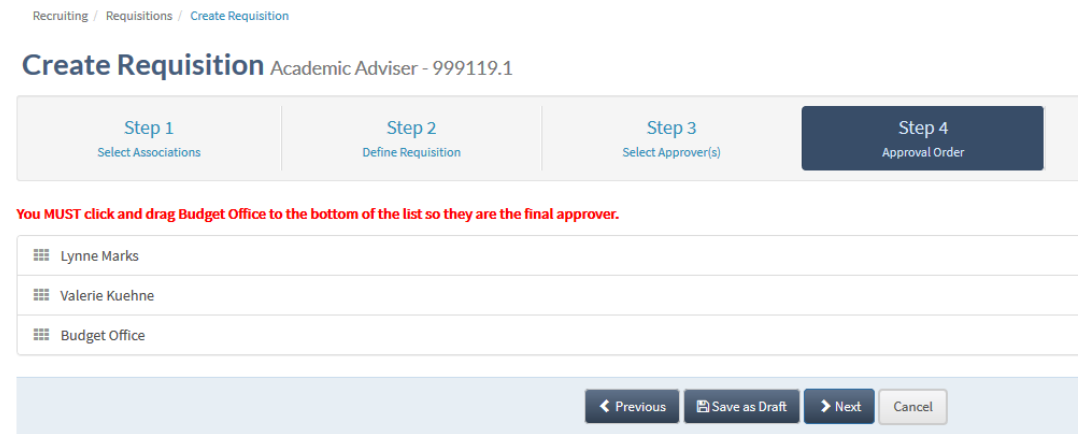
Current Selection

Confirm Selection

Close Window

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

Choose *Next*.



Recruiting / Requisitions / Create Requisition

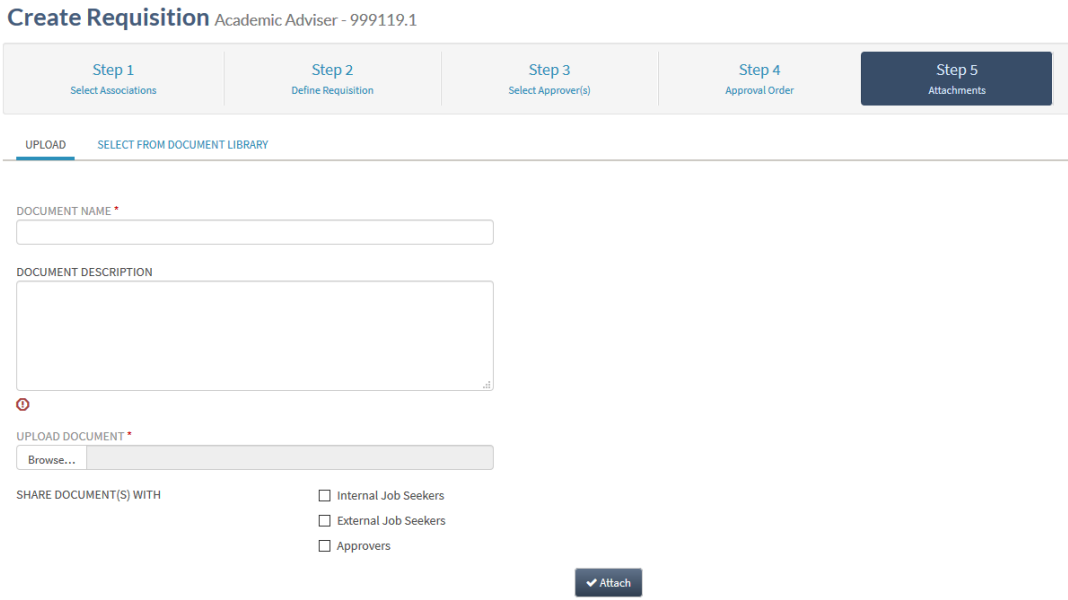
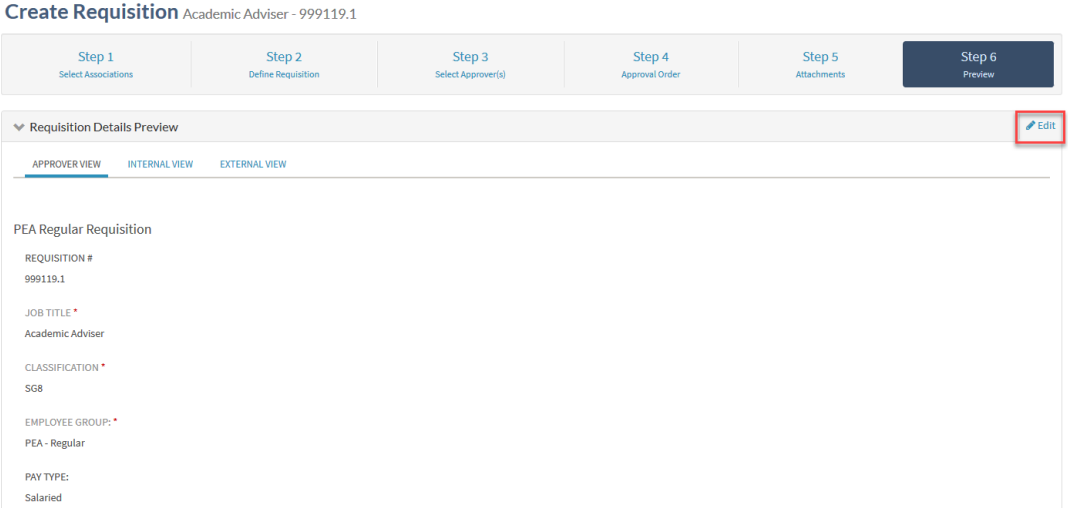
### Create Requisition Academic Adviser - 999119.1


Step 1 Select Associations | Step 2 Define Requisition | Step 3 Select Approver(s) | Step 4 Approval Order


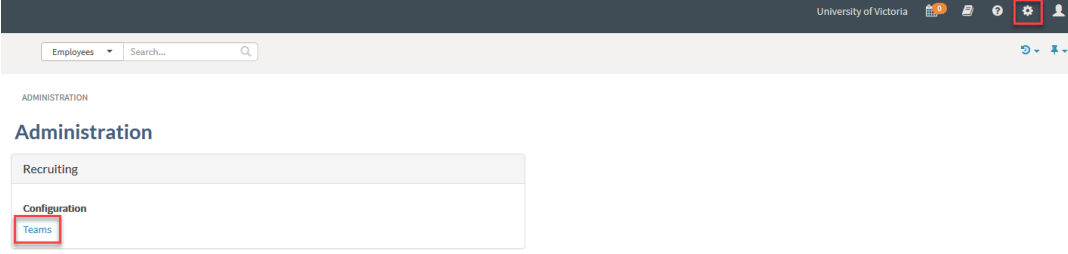
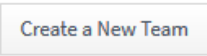
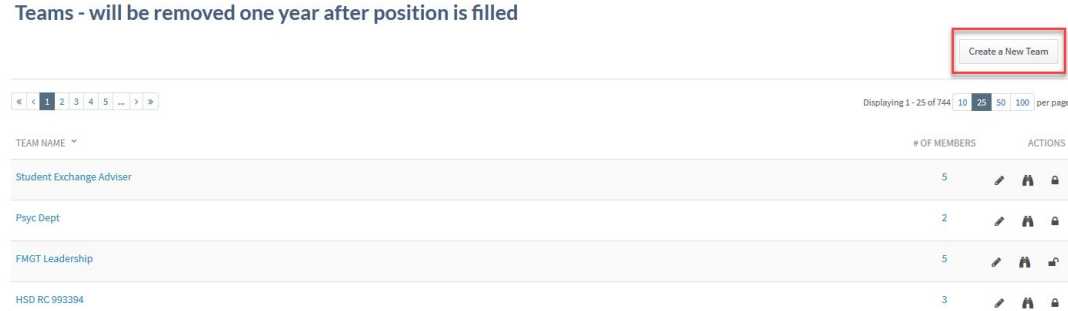
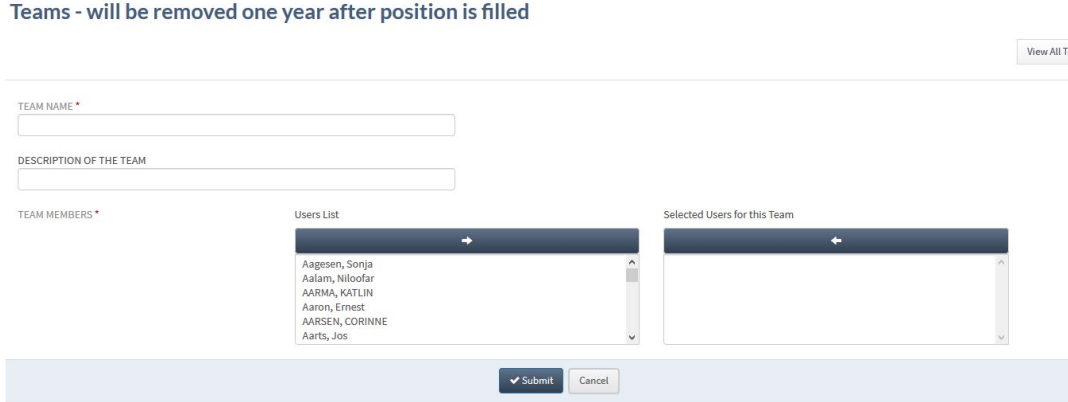
You MUST click and drag Budget Office to the bottom of the list so they are the final approver.

- Lynne Marks
- Valerie Kuehne
- Budget Office

Previous Save as Draft Next Cancel

#	INSTRUCTIONS	SCREENSHOT
8	<p>On the optional <b>Attachments</b> screen, you can attach additional documents. First enter the <b>Document Name</b>, then <b>Browse</b> to upload files.</p> <p>Check the boxes to indicate whether the attachment should be visible to job seekers (internal or external) and/or approvers. Choose <i>Next</i>.</p> <p><b>TIP:</b> You do not need to attach the job description to the posting, Employment Services will do this as part of their final review.</p> <p><b>TIP:</b> If the classification for the position has changed, please attach the memo from your HR Advisor.</p>	
9	<p>Carefully review your requisition on the <b>Preview</b> screen. Different views are available: <b>Approver View</b>, <b>Internal View</b> and <b>External View</b>. The <b>Internal</b> and <b>External</b> view tabs contain the same information, and show how the job posting will appear on the website.</p> <p>Use the edit icon to make changes.</p> <p>Choose <i>Finish</i> when you are satisfied that the requisition is ready for posting.</p>	

#	INSTRUCTIONS	SCREENSHOT
10	<p>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.</p> <p>Finally, a member of the Employment Services team will review the requisition to ensure it meets the appropriate <a href="#">UVic Collective Agreement</a> and other requirements.</p>	
11	<p>To review the requisition and its status, click on the Recruiting tab, then under the Requisition heading: <b>Manage Requisition</b></p> <p>Use the Filter option <b>Filter</b> to select the posting you wish to view or use the Quick Filter.</p> <p>Your unapproved requisition will appear in the <b>Pending Review/Rejected</b> 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.</p> <p>Once approved, the job posting will be published on the <a href="#">UVic Careers website</a>.</p>	
12	<p>If your requisition is rejected by an approver (e.g. budget office), you will need to resubmit it. From the <b>Manage Requisitions</b> screen, click on the  icon for <b>More Options</b>. Choose <b>Edit and Resubmit Requisition</b>.</p>	

#	INSTRUCTIONS	SCREENSHOT
13	<p>Create a team in UVic Careers so that your selection committee can view the requisition and participate in the application review process.</p> <p>On the <i>Dashboard</i>, click on the  icon found in the top right corner, then the <i>Teams</i> under the Recruiting heading.</p>	
14	<p>Select <i>Teams</i> and choose then <i>Create a New Team</i></p> <p></p>	
15	<p>In the <i>Team Name</i> 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</p> <p>Add a description of the team if desired.</p> <p>Choose your team members: highlight the name of each person and use the arrow to move their name into the right column.</p> <p><i>Submit.</i></p>	



#	INSTRUCTIONS	SCREENSHOT
16	<p>Your team name will now appear in the Teams list.</p> <p><b>TIP:</b> This is where you will edit your team.</p>	
17	<p>Link your team with your requisition: From the <b>Manage Requisitions</b> screen, check the box next to the applicable requisition and choose <b>Change Assigned Team</b> from the drop-down menu at the bottom.</p>	
18	<p>Select the desired team from the list, check the box to notify team members, and click <b>Change</b>.</p> <p>The <b>Manage Requisitions</b> screen will refresh showing the updated team name in the <b>Teams</b> column.</p>	
19	<p>Remember to reference our other <a href="#">resources</a> and <a href="#">Recruitment Road Map</a> to assist you through the hiring process. As the hiring manager you are required to hire and onboard your new hire through UVic Careers. <a href="#">Benefits</a> forms and important training are a part of onboarding.</p>	