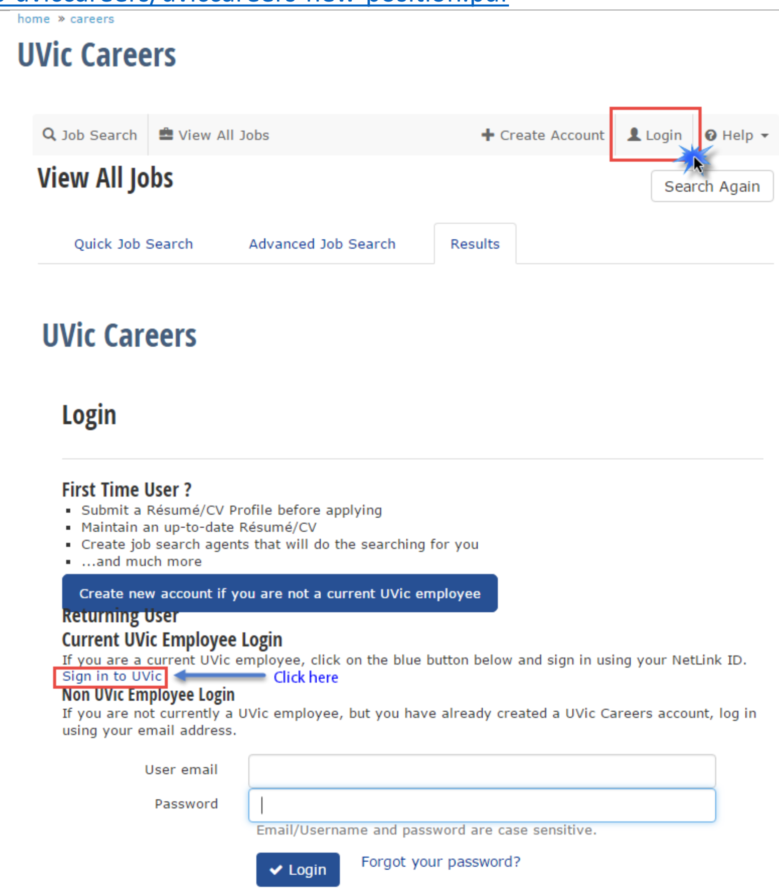
CREATE A REQUISITION FOR A JOB

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 uviccareers@uvic.ca	
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, review the *Create a requisition for a new position* quick guide available at https://www.uvic.ca/hr/assets/docs/ats-uviccareers/uviccareers-new-position.pdf	
2	Log in to UVic Careers with your NetLink ID and password: https://uvic.mua.hrdepartment.com/	

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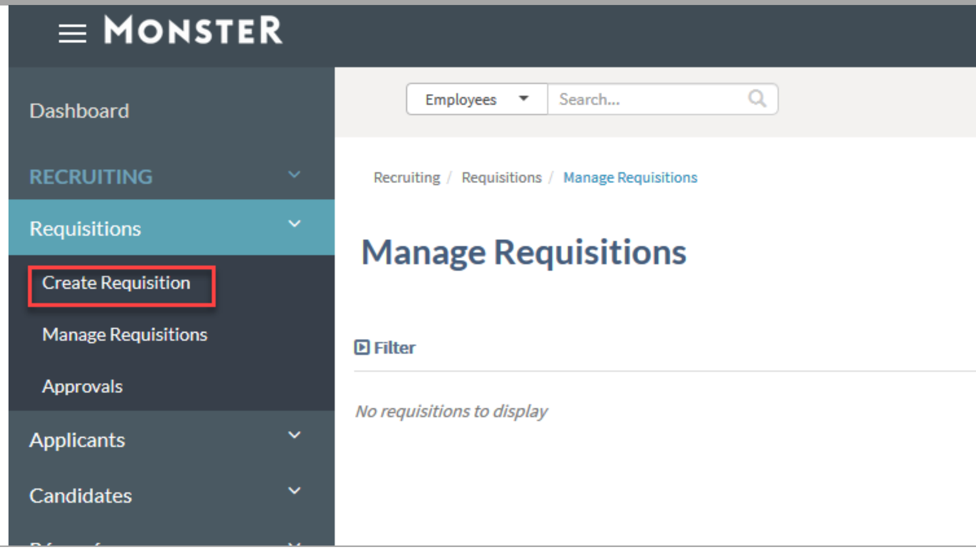
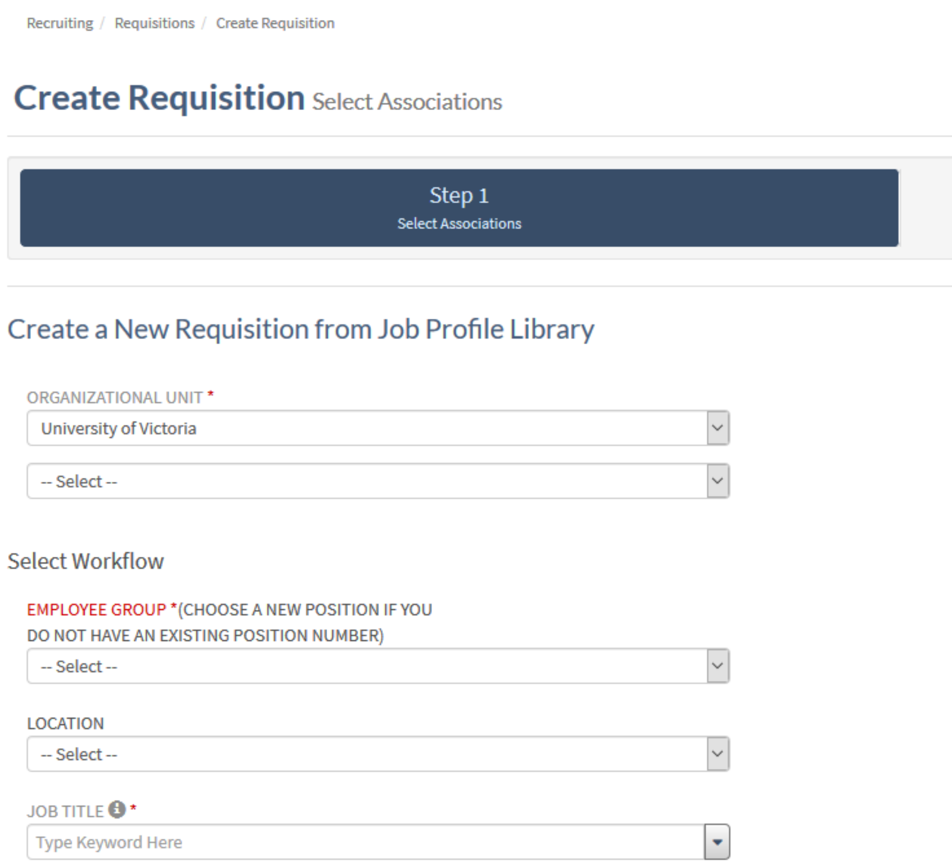
<tr><th>#</th><th>INSTRUCTIONS</th><th>SCREENSHOT</th></tr>
<tr><td>3</td><td>On the Dashboard, click on the Recruiting tab, then under the Requisition heading: Create Requisition.</td><td>
</td></tr>
<tr><td>4</td><td>The progress bar at the top of the screen indicates where you are in the process of 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.</td><td>
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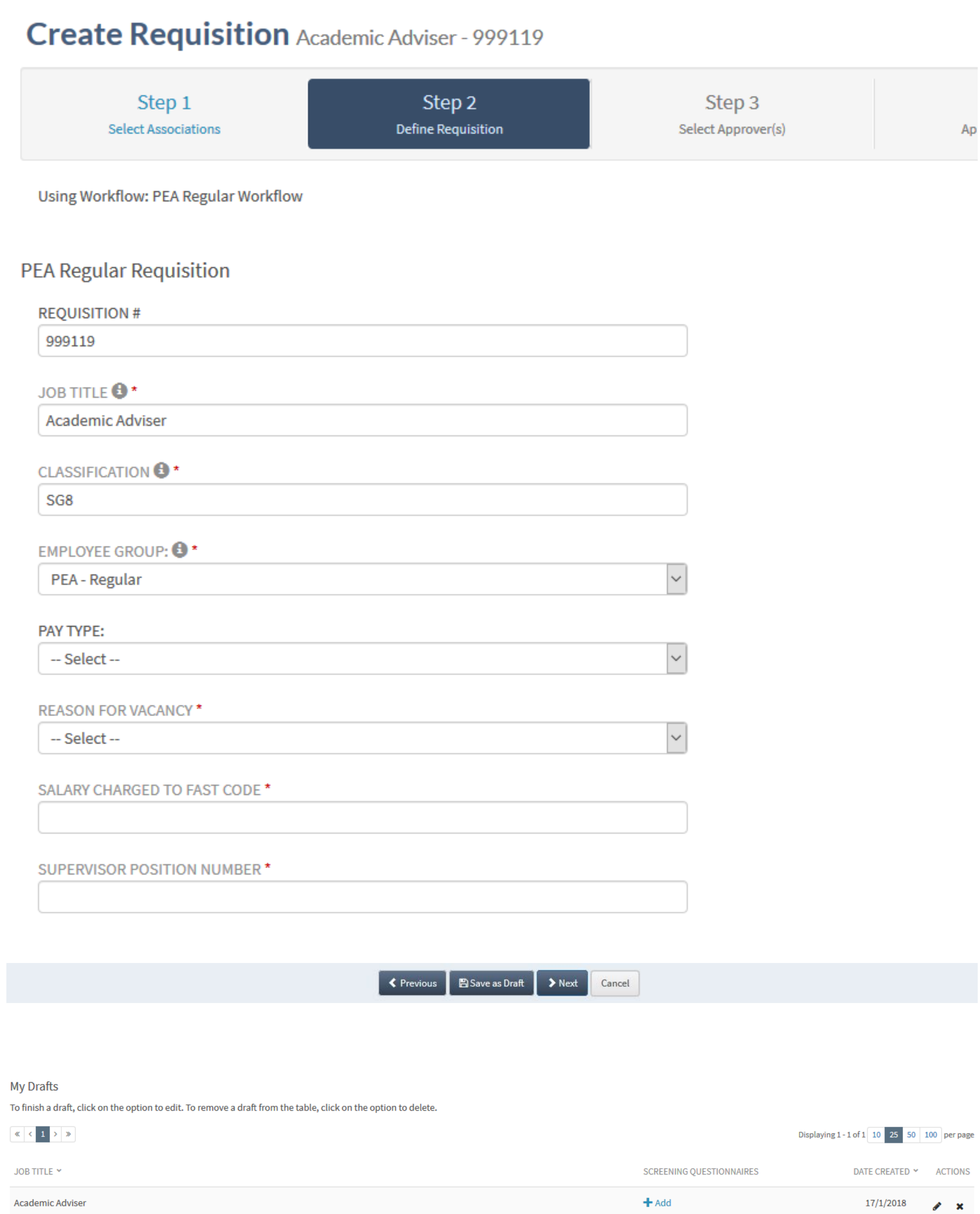
5	On the Step 2 ***Define Requisition*** screen, complete all required fields. The ***Job Summary*** and ***Job Requirements*** fields will already contain approved information and cannot be edited. You can add specific information about the position in the ***About this Opportunity*** field. Alternatively, 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.	

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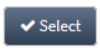
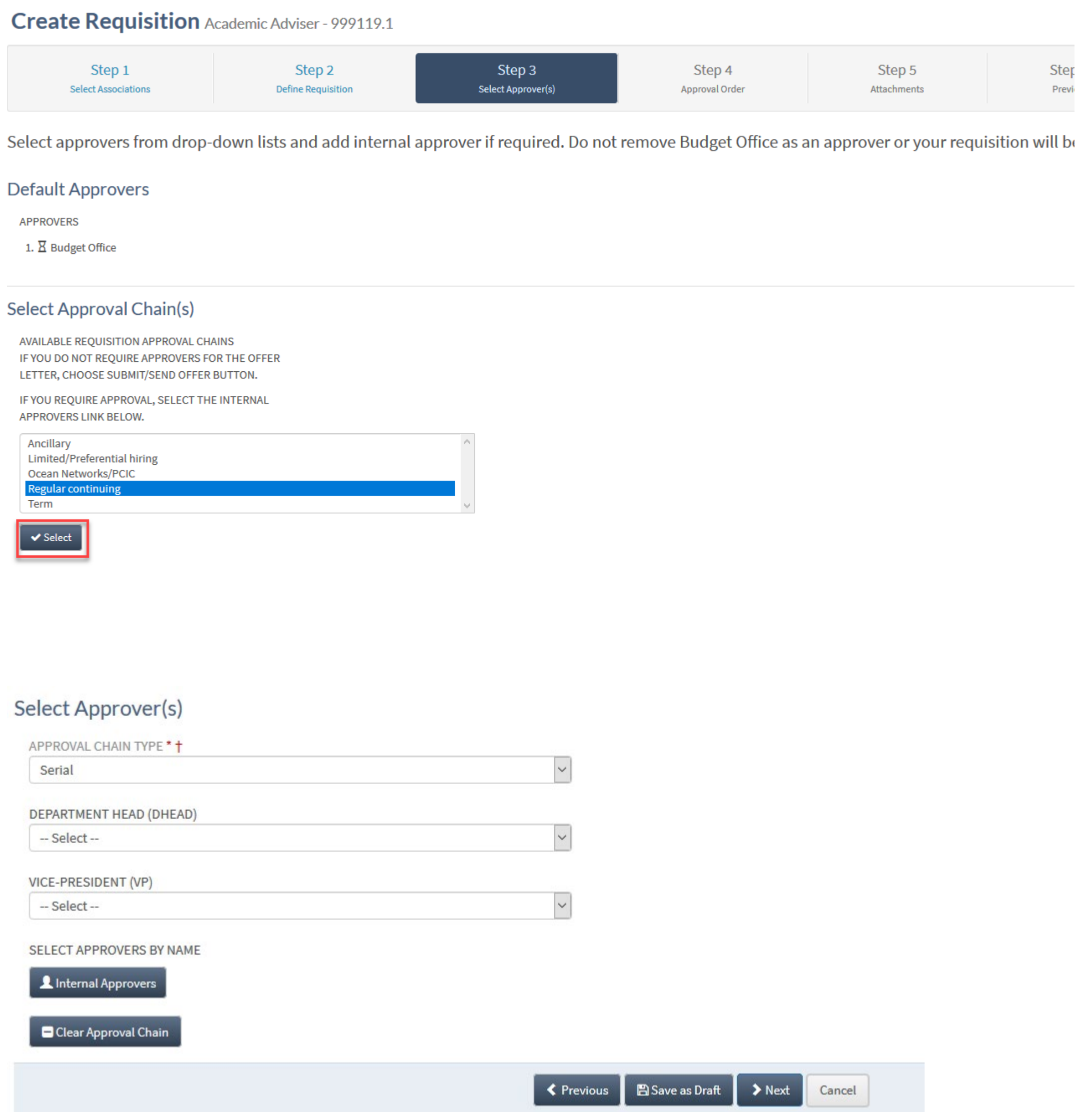
6	On the ***Select Approver(s)*** screen, highlight the appropriate approval chain in the ***Select Approval Chain(s)*** field, then:  The screen will refresh and additional fields will appear. The Budget Office always appears as a mandatory approver. For ***Approval Chain Type***, choose ***Serial***. Select your Department Head and VP (for regular continuing positions).	

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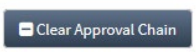
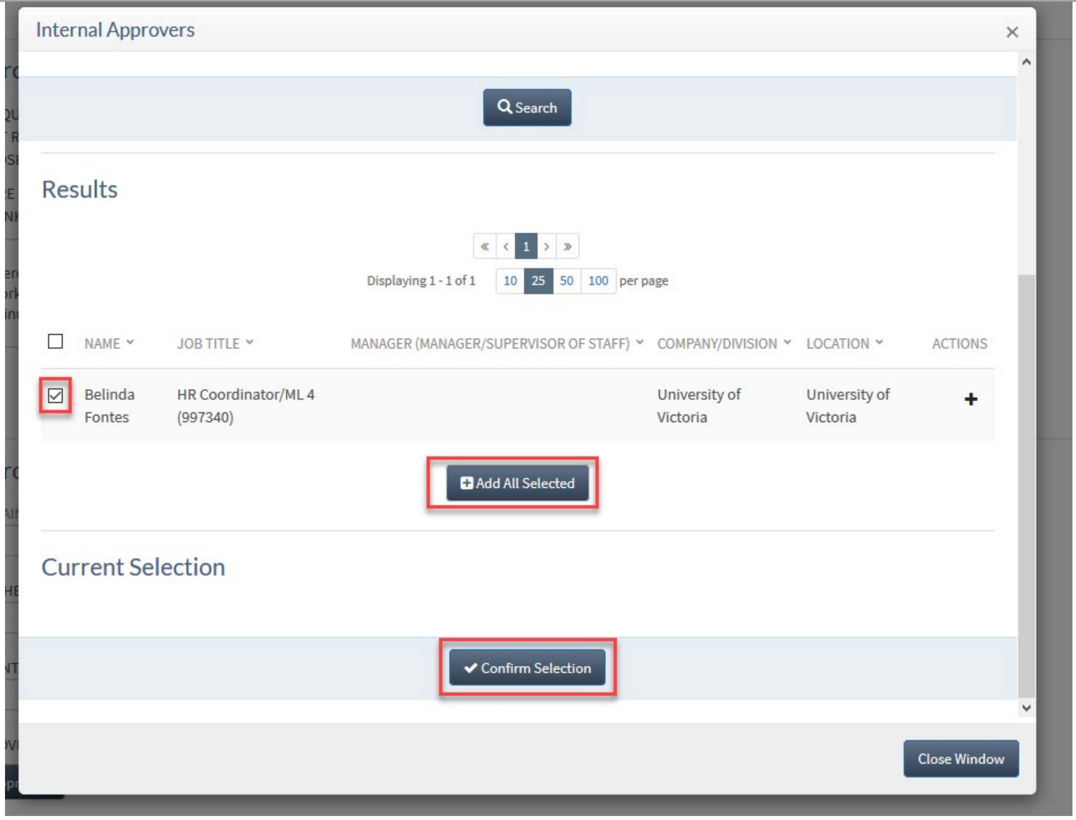
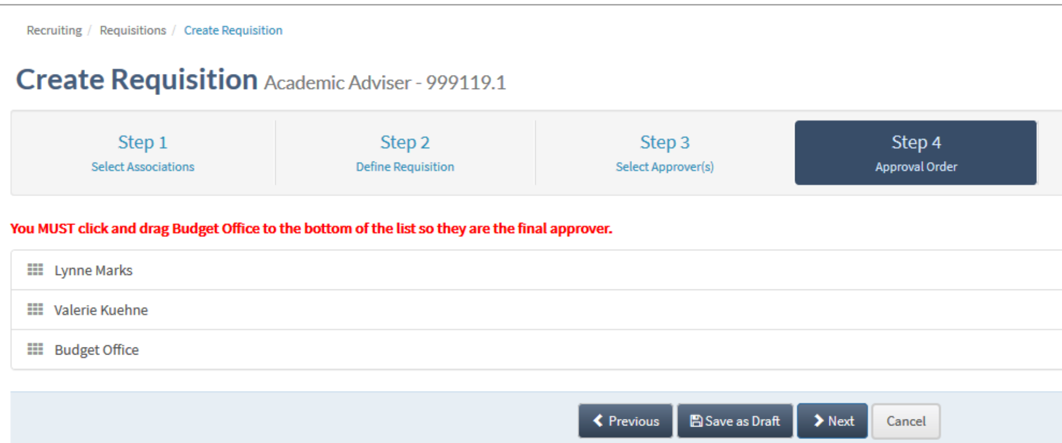
	If desired, add additional approvers by using the *Internal Approvers* option. Remember to confirm selection. Tip: at any time you can clear approval chain to start over: 	
7	On the *Approval Order* screen, click and drag the *Budget Office* to the bottom (end) of the list of approvers. Choose *Next*.	

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<tr><td>8</td><td>
On the optional Attachments screen, you can attach additional documents. First enter the Document Name, 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: You do not need to attach the job description to the posting, Employment Services will do this as part of their final review.

TIP: If the classification for the position has changed, please attach the memo from your HR Advisor.
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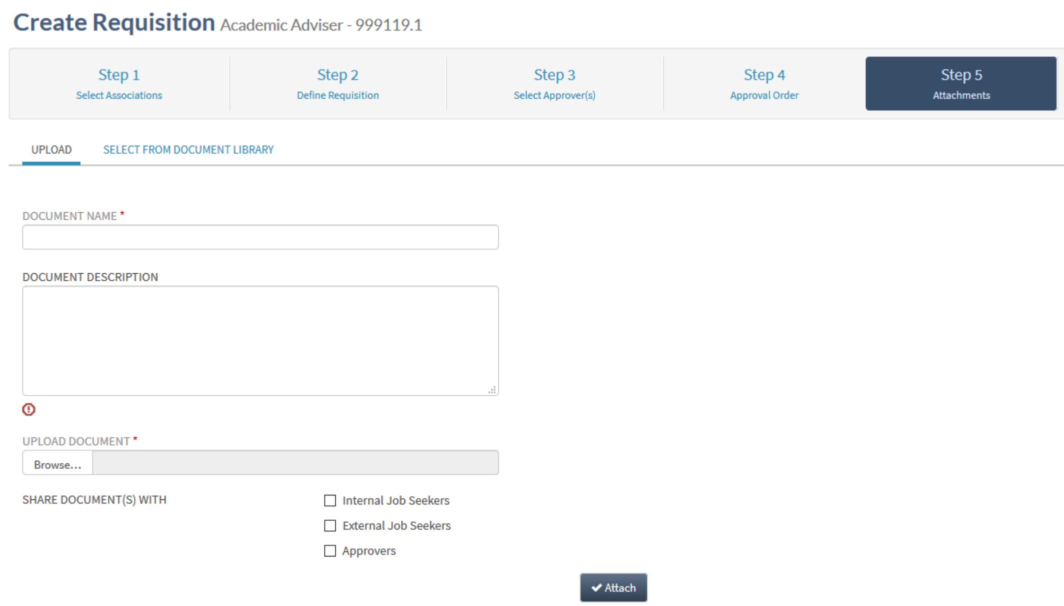

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<tr><td>9</td><td>
Carefully review your requisition on the Preview screen. Different views are available: Approver View, Internal View and External View. The Internal and External view tabs contain the same information, and show how the job posting will appear on the website.

Use the edit icon to make changes.

Choose Finish when you are satisfied that the requisition is ready for posting.
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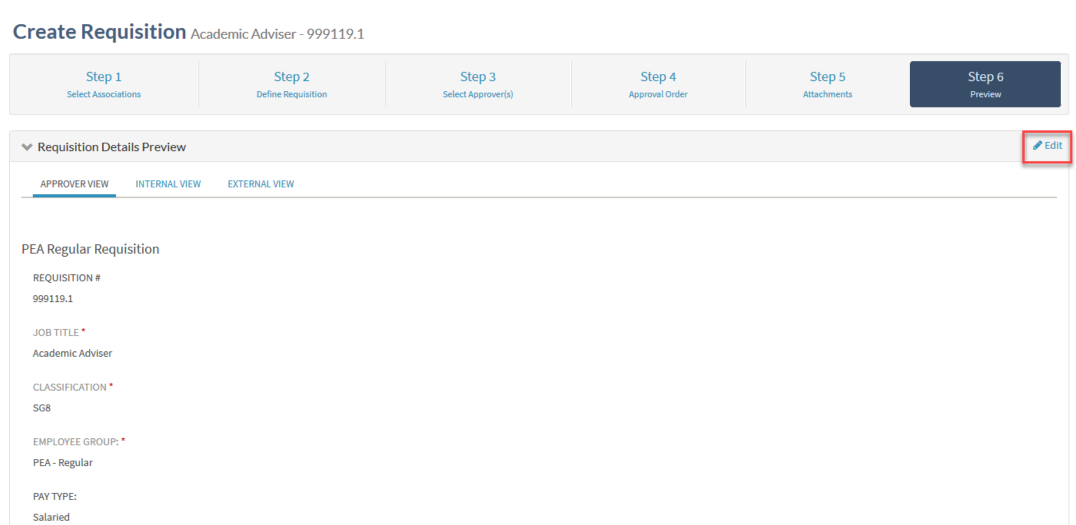

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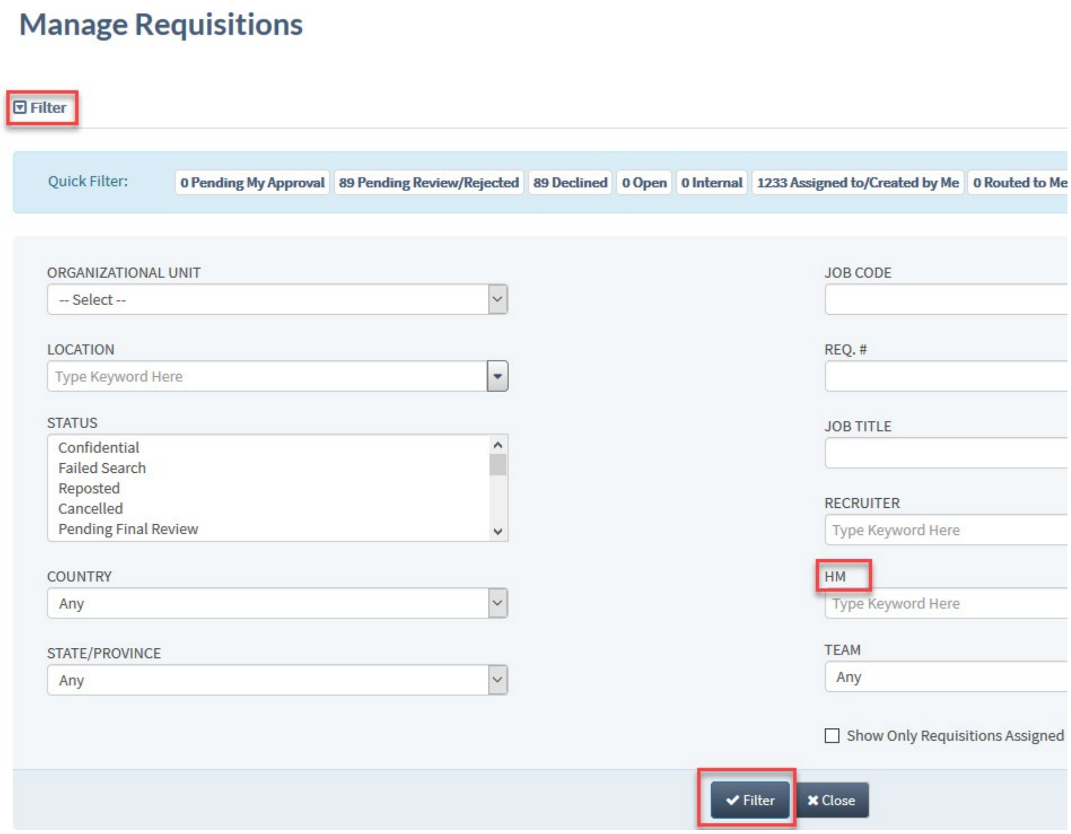
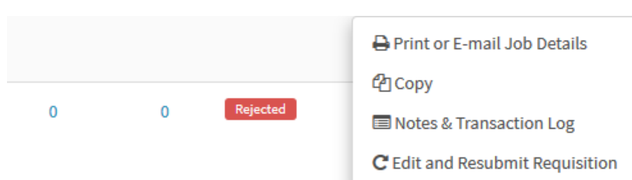
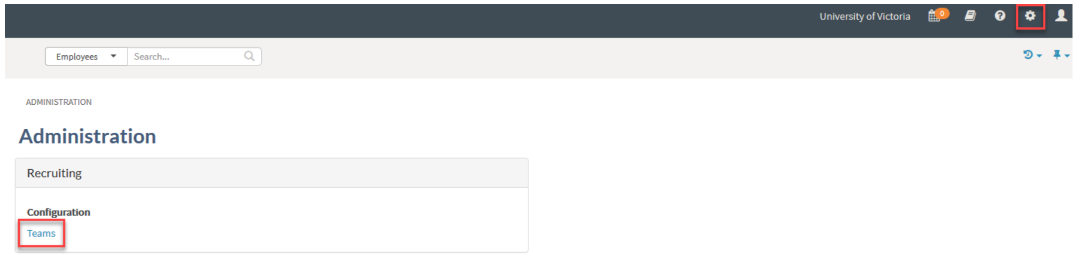
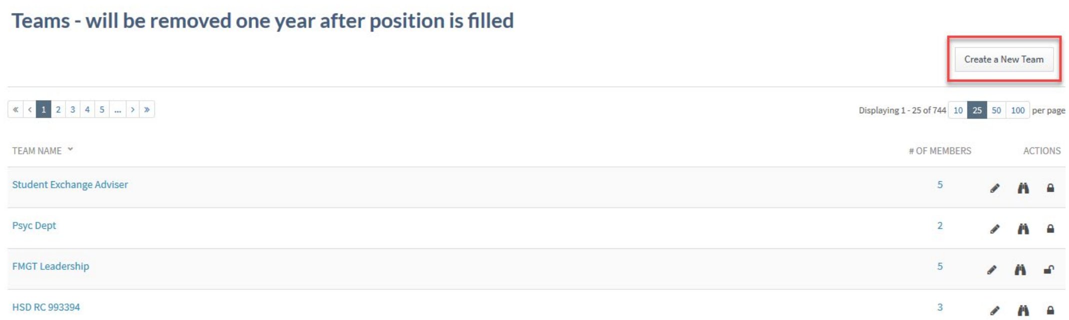
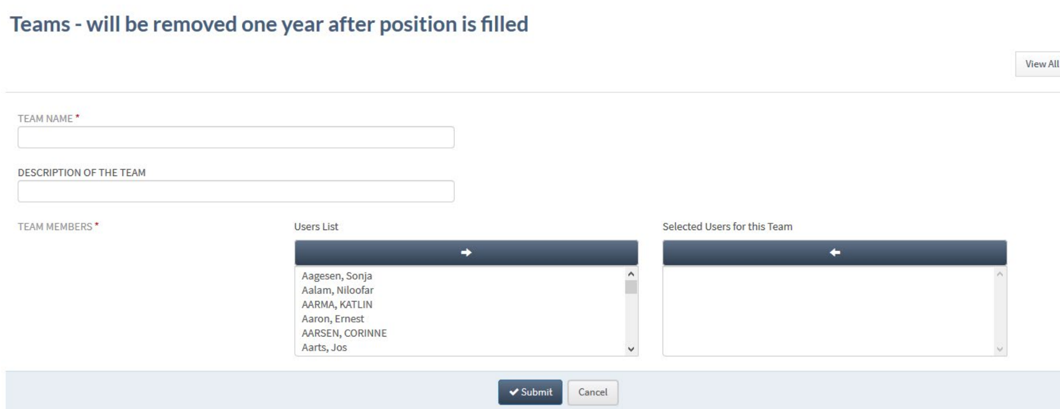
10	Your requisition will now move through the approval process. You and your approvers will receive email notifications from the UVic Careers system regarding its status. Finally, a member of the Employment Services team will review the requisition to ensure it meets the appropriate [UVic Collective Agreement]() and other requirements.	
11	To review the requisition and its status, 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. 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]().	
12	If your requisition is rejected by an approver (e.g. budget office), you will need to resubmit it. From the *Manage Requisitions* screen, click on the ⋮ icon for More Options. Choose Edit and Resubmit Requisition.	

#	INSTRUCTIONS	SCREENSHOT
13	Create a team in UVic Careers so that your selection committee can view the requisition and participate in the application review process. On the *Dashboard*, click on the icon found in the top right corner, then the *Teams* under the Recruiting heading.	
14	Select *Teams* and choose then *Create a New Team* Create a New Team	
15	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. *Submit*.	

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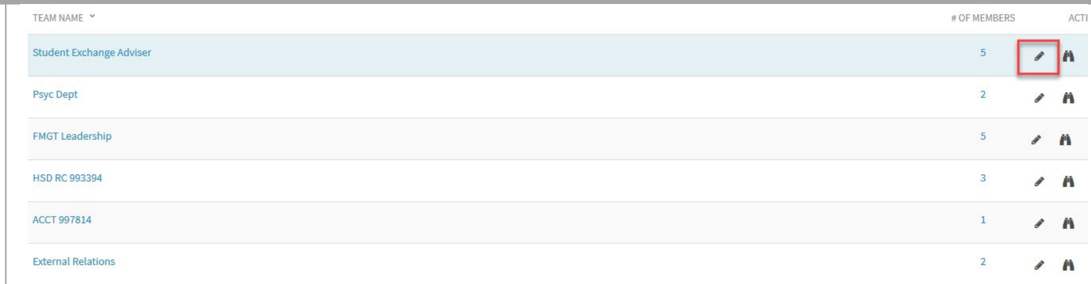
<tr><td>16</td><td>Your team name will now appear in the Teams list.

TIP: This is where you will edit your team.</td><td>
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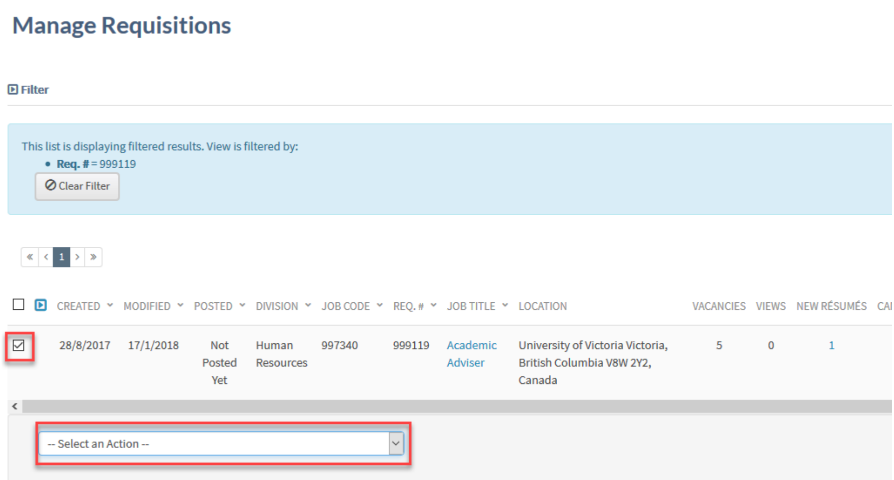
<tr><td>17</td><td>Link your team with your requisition: From the Manage Requisitions screen, check the box next to the applicable requisition and choose Change Assigned Team from the drop-down menu at the bottom.</td><td>
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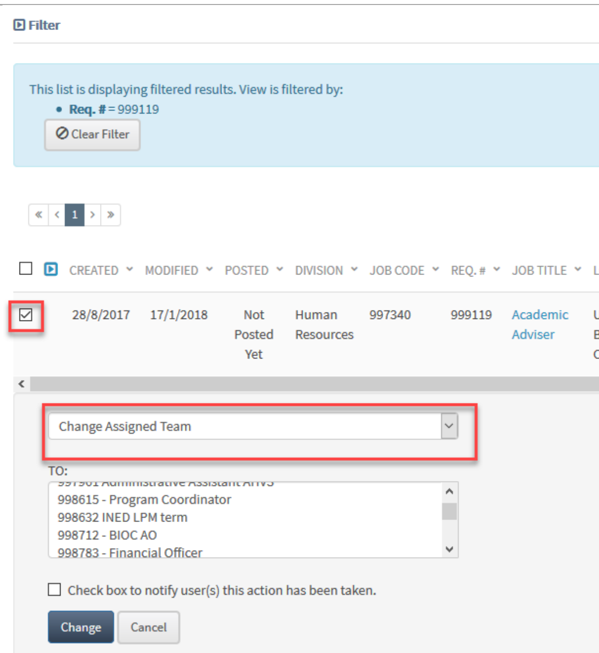
<tr><td>18</td><td>Select the desired team from the list, check the box to notify team members, and click Change.

The Manage Requisitions screen will refresh showing the updated team name in the Teams column.</td><td>
</td></tr>
<tr><td>19</td><td colspan="2">Remember to reference our other resources and Recruitment Road Map to assist you through the hiring process. As the hiring manager you are required to hire and onboard your new hire through UVic Careers. Benefits forms and important training are a part of onboarding.</td></tr>
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