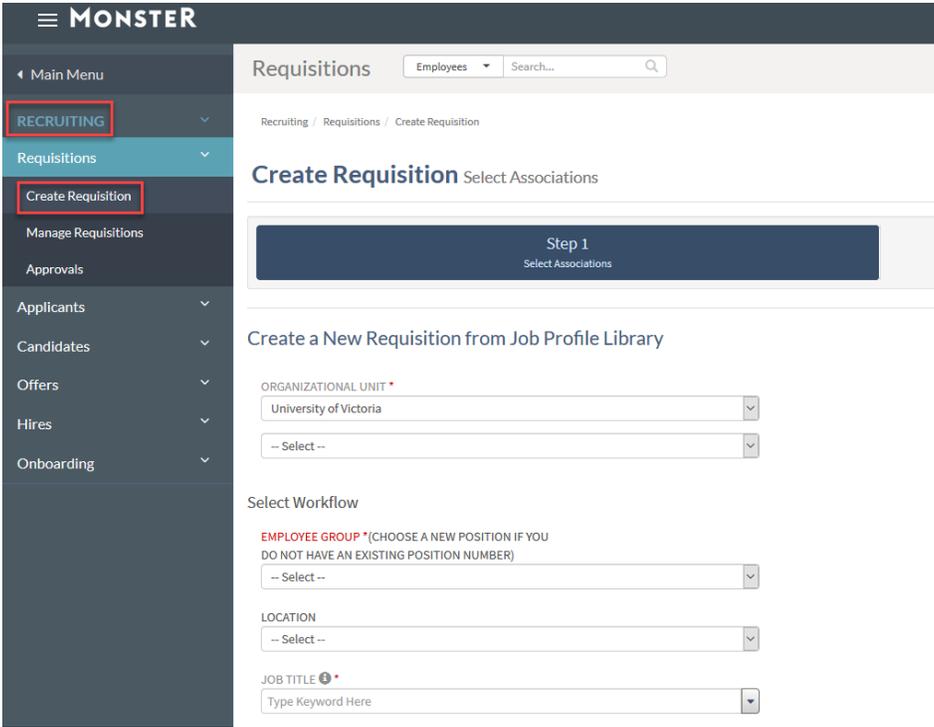


CREATE A REQUISITION FOR A NEW POSITION

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. This process will provide you with a position number and job profile, not a job posting. You will need to follow the [create a requisition](#) steps to have your position posted to the UVic Careers website.

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](#). The process below is for new jobs only.

#	INSTRUCTIONS	SCREENSHOT
1	Log in to UVic Careers .	https://uvic.mua.hrdepartment.com/index.php
2	On the <i>Dashboard</i> , click on the Recruiting tab, then under the Requisition heading: <i>Create Requisition</i> .	

#	INSTRUCTIONS	SCREENSHOT
3	<p>On the <i>Select Associations</i> screen, complete all required (red) fields. In the <i>Employee Group</i> field choose <i>A New Position</i> from the drop-down list.</p> <p>In the <i>Job Title</i> field, choose <i>New</i>. Type “new” into the field to quickly locate it from the drop-down list.</p>	
4	<p>On the <i>Define Requisition</i> screen, complete all required fields. Leave the Job Title as ‘New’. The Job Summary contains information on what should be attached to this requisition.</p> <p>The option to upload attachments occurs in step 6</p>	

5

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

Click *Next*

Recruiting / Requisitions / Create Requisition

Create Requisition New - New

Step 1
Select Associations

Step 2
Define Requisition

Step 3
Select Approver(s)

Step 4
Approval Order

Select approvers from drop-down lists and add internal approver if required. Do not remove Budget Office as a

Default Approvers

APPROVERS

- 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

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.

Step 1
Select Associations

Step 2
Define Requisition

Step 3
Select Approver(s)

Step 4
Approval Order

Step 5
Attachments

Step 6
Preview

UPLOAD SELECT FROM DOCUMENT LIBRARY

DOCUMENT NAME *

DOCUMENT DESCRIPTION

UPLOAD DOCUMENT *

Browse...

SHARE DOCUMENT(S) WITH

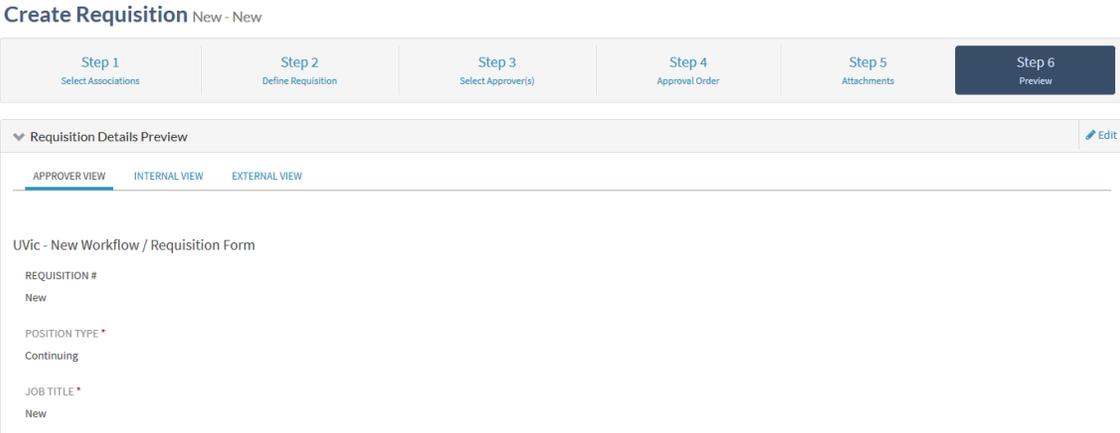
Internal Job Seekers

External Job Seekers

Approvers

Current Attachments

DOCUMENT NAME	DOCUMENT DESCRIPTION	FILE NAME	ADDED BY	SHARED WITH	ACTIONS
NEW-DEPT-YEAR-FOR-JD-TITLE-SGX		NEW-DEPT-YEAR-FOR-JD-TITLE-SGX.DOC	Kam Cheema	Approvers	✕
NEW-DEPT-JE-MEMO		NEW-DEPT-JE-MEMO.DOC	Kam Cheema	Approvers	✕

#	INSTRUCTIONS	SCREENSHOT
7	Preview your requisition and, once satisfied, select <i>Finish</i>	
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. Once the job profile is available in the UVic Careers system you will receive a notification from Employment Services.	
10	Proceed with the regular requisition process . On the Define Requisition screen, ensure that you choose the actual Employee Group, do not choose A NEW POSITION. Enter the position number in the Job Title field.	
11	For additional details, see the <i>Create a Requisition</i> quick guide available at http://www.uvic.ca/hr/services/home.php .	