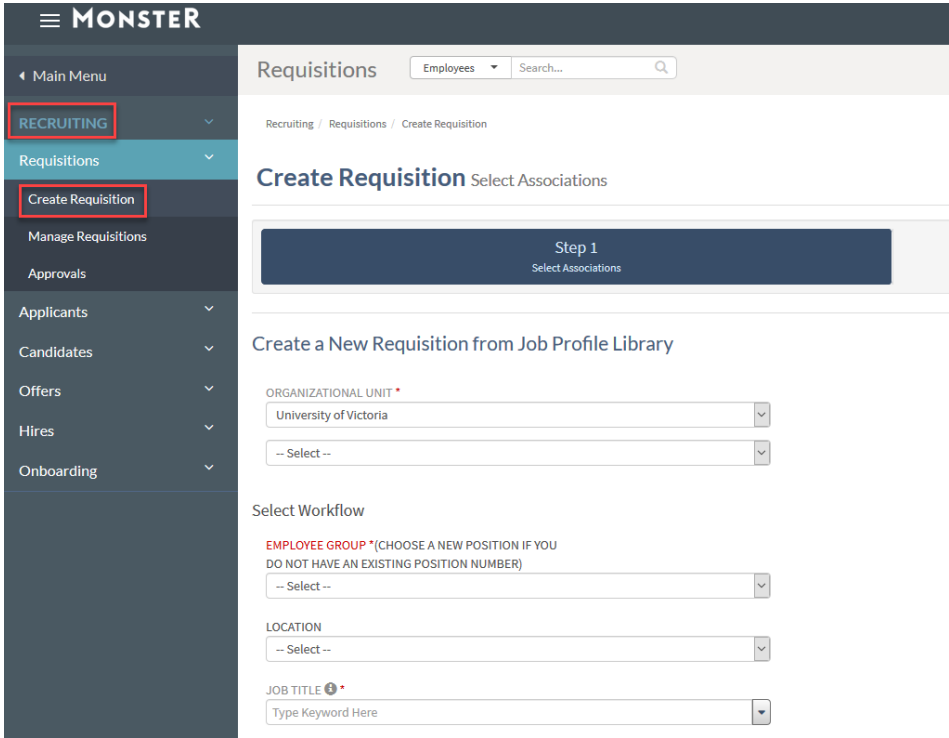


# CREATE A REQUISITION FOR A NEW POSITION

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 <a href="#">UVic Careers</a> .	<a href="https://uvic.mua.hrdepartment.com/index.php">https://uvic.mua.hrdepartment.com/index.php</a>
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>	<p>The screenshot shows the 'Create Requisition' interface. At the top, it says 'Create Requisition Select Associations' and 'Step 1 Select Associations'. Below this, there's a section 'Create a New Requisition from Job Profile Library'. It contains several dropdown menus: 'ORGANIZATIONAL UNIT' with 'University of Victoria' selected, an empty dropdown, 'EMPLOYEE GROUP' with 'A NEW POSITION' selected, 'LOCATION' with '-- Select --' selected, and 'JOB TITLE' with 'NEW' selected and 'New (New)' highlighted in blue. Red boxes highlight the 'A NEW POSITION' and 'JOB TITLE' dropdowns.</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>	<p>The screenshot shows the 'Define Requisition' interface. It includes a 'Category' dropdown menu with 'Human Resources/Recruiting' selected. Below it is a 'Job Summary' text area with the instruction: 'Please upload the position job description and classification in the 'Attachment' step of the requisition creation process. You will receive email notifications regarding the status of job profile creation request.' Below the text area are two 'Organizational Unit' dropdown menus, with 'University of Victoria' and 'VP Finance and Operations' selected. A red box highlights the 'Job Summary' text area.</p>

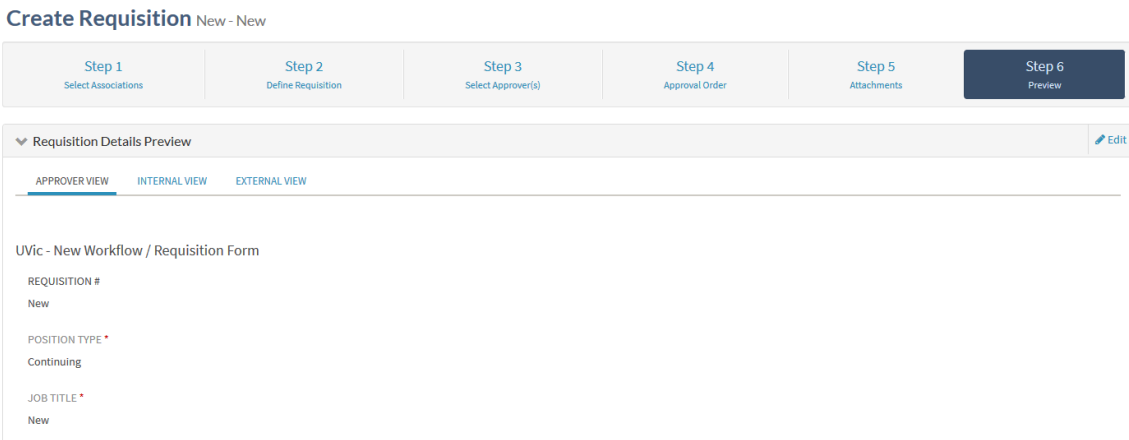
5

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

Click **Next**

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.

#	INSTRUCTIONS	SCREENSHOT
7	Preview your requisition and, once satisfied, select <i>Finish</i>	
8	The <a href="#">Budget Office</a> 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	<a href="#">Employment Services</a> 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 <a href="#">regular requisition process</a> . On the Define Requisition screen, ensure that you choose the actual Employee Group, <b>do not choose A NEW POSITION</b> . Enter the position number in the Job Title field.	
11	For additional details, see the <i>Create a Requisition</i> quick guide available at <a href="http://www.uvic.ca/hr/services/home.php">http://www.uvic.ca/hr/services/home.php</a> .	