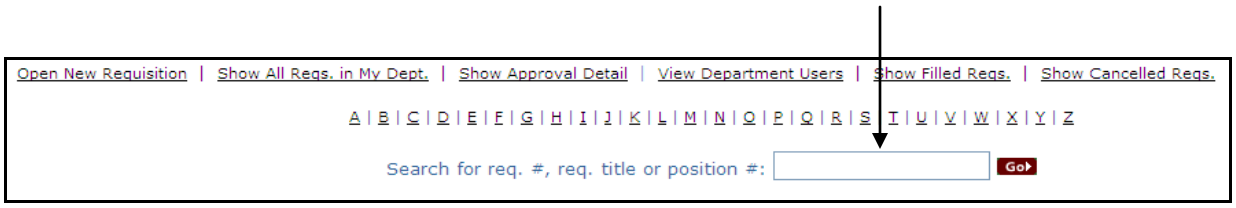
Copying a Requisition in the Online Hiring Center

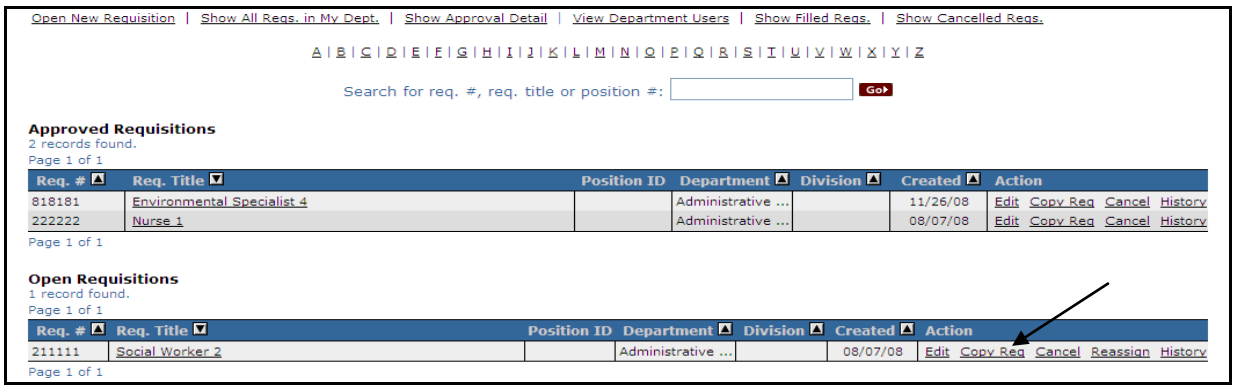
Introduction

This job aid explains how to copy a previously created requisition. This is not related to the Certification Module.

Step	Action	Comments
1.	Log into the Online Hiring Center (OHC) and search for the Requisition you want to copy	▪ You can search by entering "Req. #", "Req. Title" or "Position #" ▪ You can also search under "Approved Requisitions", "Open Requisitions" or "Draft Requisitions"



2.	Once you locate the Requisition you would like to copy, click "Copy Req" in the Action column	A pop-up message appears after you click "Copy Req.", click "OK".



Step	Action	Comments
3.	Edit “Desired Start Date” if necessary	
4.	Complete the “Requisition #”.	▪ We recommend creating your own numbering system that includes some combination of numbers, the date, division or job code (e.g. 09MIS001) ▪ If you are creating multiple requisitions, due to multiple vacancies, for the same exam plan we recommend using the same number but adding a letter to the end (e.g. 09MIS001a, 09MIS001b, etc.)
5.	Make any other edits as necessary.	▪ All fields, with the exception of “Requisition #”, copy from original requisition number (e.g. “Working Title”, “Job Term”, “Position Type”, etc.) ▪ Make sure to edit the “Position Control” information if applicable o If you copied a requisition with no vacancy information, click “Add Another Vacancy” to enter the applicable information. o You must enter data in **all fields**. If the position is new or data is unknown, you can enter N/A in all fields except “Vacancy Date” which must contain a date ▪ “No Approvals” box should be checked
6.	Click “Save and Release”.	▪ “Save and Release” will allow you to move on in the process and create the exam plan and posting ▪ “Save Only” will save the requisition as a draft ▪ **NOTE:** Attachment(s) will not copy with the requisition

Class Title: **Administrative Assistant 3**
Class Code: **63123**
Creator: **Sutherland, Laura**

* Required

Desired Start Date:	5/1/2011
Requisition #:	11ADMIN002
Working Title:	Administrative Assistant 3
Vacancies:	1
* Department:	Alcohol & Drug Addiction Services
Division:	=== Select ===
* Hiring Managers:	Available: Groves, Carolyn; Kamer, Stephanie; Marshall, Shanta; McFarlane, Darryl; Miller, Mary; Winland, Lisa — Assigned: Sutherland, Laura
Job Term:	Full-Time, Permanent, Exempt
List Type:	Regular
Position Type:	(•) Existing Position (Replacement of Staff) ( ) New Position
Position Control:	Position # / First Name / Last Name / Vacancy Date — Add Another Vacancy
Skills:	
Comments:	
* County of Position :	Franklin County
* Follow up Requested :	( ) Yes (•) No
No Approvals	☑

Save Only | Save and Release