

Copying a Requisition

Introduction

This job aid explains how to copy a previously created requisition and includes instructions on how to associate the requisition with an existing exam plan. You can then proceed with creating or copying a job posting.

Step	Action	Comments
1.	Log into the Online Hiring Center and search for the Requisition	<ul style="list-style-type: none"> You can search by entering “Req. #”, “Req. Title” or “Position #” You can also search under “Approved Requisitions” or “Open Requisitions”

[Open New Requisition](#) | [Show All Regs. in My Dept.](#) | [Show Approval Detail](#) | [View Department Users](#) | [Show Filled Regs.](#) | [Show Cancelled Regs.](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. #, req. title or position #: Go

2.	Click “Copy Req” next to the Requisition Title	A pop-up message appears, click “OK”.
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[Open New Requisition](#) | [Show All Regs. in My Dept.](#) | [Show Approval Detail](#) | [View Department Users](#) | [Show Filled Regs.](#) | [Show Cancelled Regs.](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. #, req. title or position #: Go

Approved Requisitions
2 records found.
Page 1 of 1

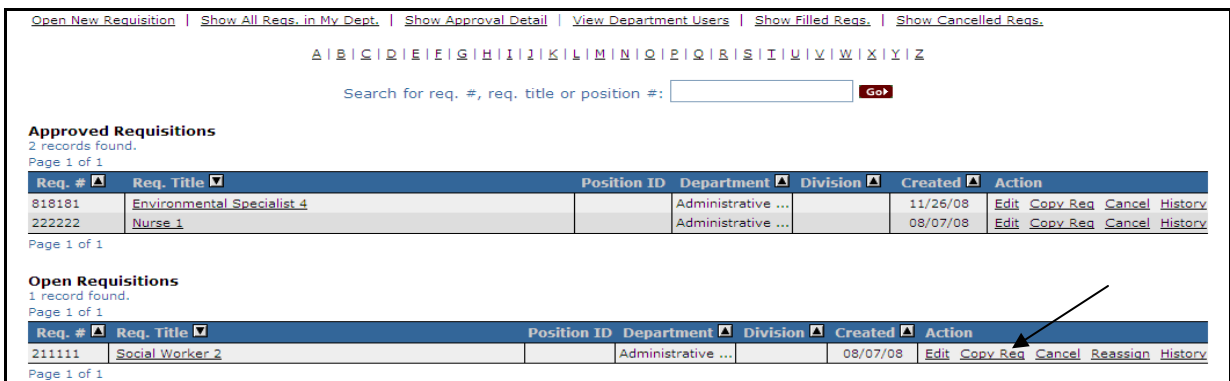
Req. #	Req. Title	Position ID	Department	Division	Created	Action
818181	Environmental Specialist 4		Administrative ...		11/26/08	Edit Copy Req Cancel History
222222	Nurse_1		Administrative ...		08/07/08	Edit Copy Req Cancel History

Page 1 of 1

Open Requisitions
1 record found.
Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
211111	Social Worker_2		Administrative ...		08/07/08	Edit Copy Req Cancel Reassign History

Page 1 of 1



Step	Action	Comments
3.	Complete the "Requisition #".	<ul style="list-style-type: none"> ▪ 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.)
4.	Make any other edits as necessary.	<ul style="list-style-type: none"> ▪ All fields, with the exception of "Requisition Number", copy from original requisition ▪ (e.g. "Working Title", "Job Term", "Position Type", etc.) ▪ Make sure to edit the "Position Control" information <ul style="list-style-type: none"> ○ If you copied a requisition with no vacancy information, click "Add Another Vacancy" to enter the applicable information. ○ 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 a date ▪ "No Approvals" box should be checked
5.	Click "Save Only" or "Save and Release".	<ul style="list-style-type: none"> ▪ "Save Only" will save the requisition as a draft ▪ "Save and Release" will allow you to move on in the process and create the exam plan and posting ▪ NOTE: Attachment(s) will not copy with the requisition

* Required

Desired Start Date: 08/14/08

Requisition #:

Working Title: Social Worker

Vacancies: 1

* Department: Administrative Services

Division: === Select ===

* Hiring Managers Available:

Audet, John	>>	Assigned:
Beaty, Cheryl	<<	Sutherland, Laura
Bell, Myron		
Benson, Karen		

Job Term: Full-Time, Permanent, Bargaining Unit

List Type: Regular

Position Type: Existing Position (Replacement of Staff) New Position

Position #	First Name	Last Name	Vacancy Date
Add Another Vacancy			

Skills:

Comments:

No Approvals

Step	Action	Comments
6.	To add an attachment to your requisition, find your requisition and click on the title	Your requisition will be listed under the "Approved Requisitions" section if you clicked "Save and Release" in the previous step; it will be listed under "Draft Requisitions" if you clicked "Save Only".

Approved Requisitions
6 records found.
Page 1 of 1

Req. # ▲	Req. Title ▼	Position ID	Department ▲	Division ▲	Created ▲	Action
	Administrative Assistant 3		Administrative Services		07/16/09	Edit Copy Req Cancel History
20002000	Administrative Assistant 3		Administrative Services		07/16/09	Edit Copy Req Cancel History
818181	Environmental Specialist 4		Administrative Services		11/26/08	Edit Copy Req Cancel History
20071234mrd	HR Assistant	NA	Ohio Housing Finance Agen...		02/02/09	Edit Copy Req Cancel History
222222	Nurse 1		Administrative Services		08/07/08	Edit Copy Req Cancel History
211111	Social Worker 2		Administrative Services		08/07/08	Edit Copy Req Cancel History

Page 1 of 1

7.	Enter a "File Description" and then click "Browse" to locate your file	
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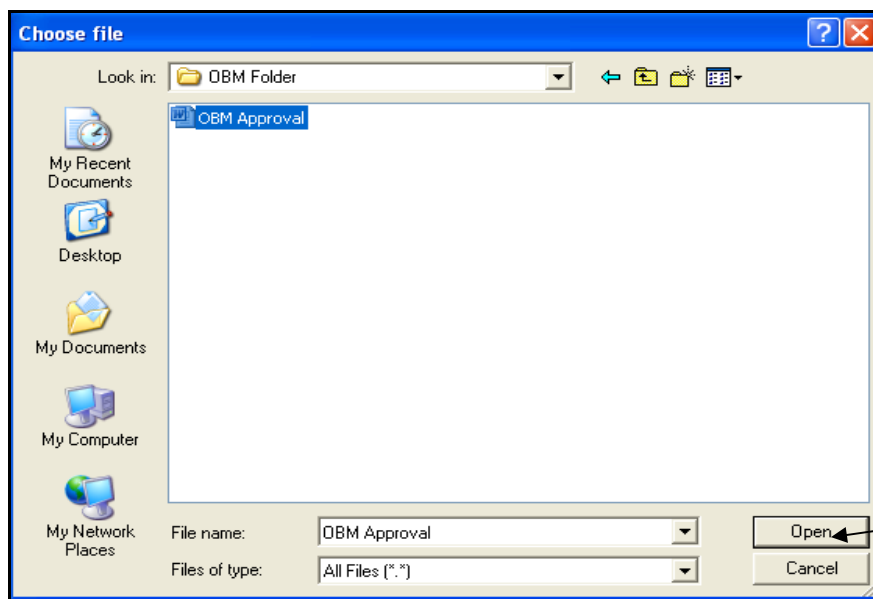
View Requisition * Required

* File Description

* File

[Attach another file](#)

Step	Action	Comments
8.	Locate your file, select the file name and click "Open"	



9.	Click "Upload" to attach the file to your requisition or click "Attach another file" to add another file	
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View Requisition * Required

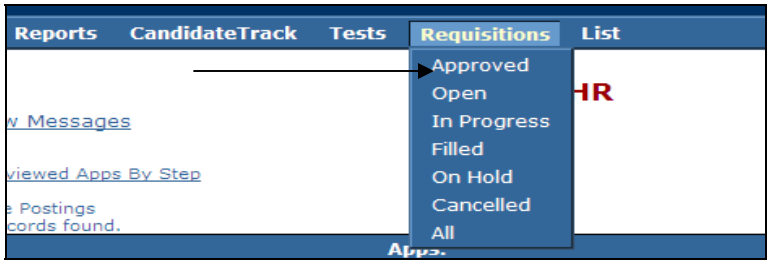
* File Description: OBM Approval

* File: C:\Documents and Settings\LSutherland [Browse...]

[Attach another file](#)

[Upload]

Step	Action	Comments
10.	Log out of the OHC and log into Insight	
11.	Go to Requisitions – Approved	



12.	Find your Requisition and click “Authorize”	You can search either by “Requisition Title” or “Position #”
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Show Approval Detail

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

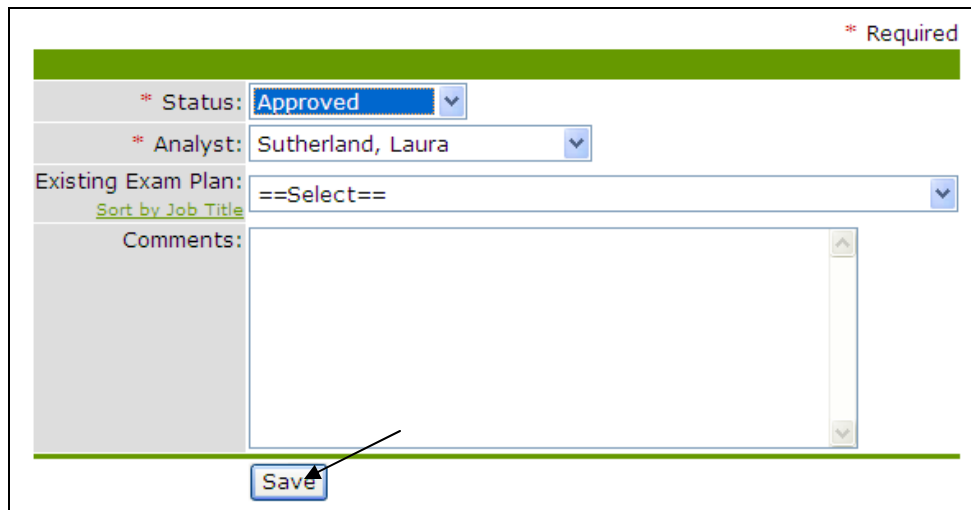
Search for requisition title or position #: [Go]

1 record found.
Page 1 of 1

Req #	Title	Position ID	Department	Assigned	Created	Received	Creator	Status	Action
211111	Social Worker 2		Administrative Servi...	Sutherland, L	08/07/08 10:39 AM	04/27/09 01:57 PM	Sutherland, L	Approved	Authorize History

Page 1 of 1

Step	Action	Comments
13.	Change the "Status" to "Open".	
14.	Make sure your name is listed as "Analyst".	If not, select your name.
15.	Do not select an "Existing Exam Plan" if creating a new Exam Plan and Posting.	<ul style="list-style-type: none"> ▪ Only select "Existing Exam Plan" to associate requisition with previously created Exam Plan <ul style="list-style-type: none"> ○ Only one Posting can be associated with each Exam Plan ▪ If creating a new Exam Plan and copying a Posting follow steps outlined in the Copying a Posting and Associating an Exam Plan job aid then go back and select that "Existing Exam Plan"
16.	Enter any "Comments" if applicable and click the "Save" button.	



The screenshot shows a web form with the following elements:

- A green header bar with the text "* Required" on the right.
- A field for "* Status:" with a dropdown menu set to "Approved".
- A field for "* Analyst:" with a dropdown menu set to "Sutherland, Laura".
- A field for "Existing Exam Plan:" with a dropdown menu set to "=="Select==" and a link "Sort by Job Title" below it.
- A large text area for "Comments:".
- A "Save" button at the bottom, which is highlighted with a blue border and an arrow pointing to it.