

Creating a Requisition

Introduction

This job aid explains how to create a requisition. A requisition is used to initiate the process of creating a job posting. While not required, we recommend creating a requisition for all posting. The advantage of doing so allows tracking on a number of metrics including “Time to Fill”.

Navigation Path: Open New Requisition – Create New

Step	Action	Comments
1.	Log into the Online Hiring Center	
2.	Click “Open New Requisition”	

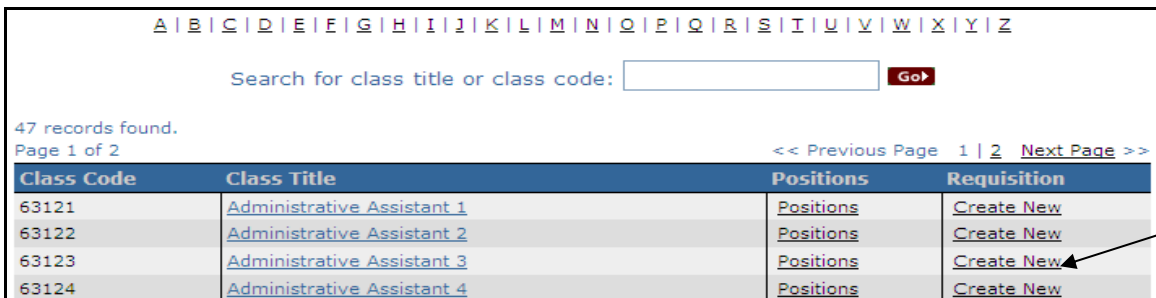


[Open New Requisition](#) |
 [Show All Regs. in My Dept.](#) |
 [Show Approval Detail](#) |
 [View Department Users](#) |
 [Show Filled Regs.](#) |
 [Show Cancelled Regs.](#)

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 #:

3.	Search for the “Class Spec”.	You can search by entering the Class Title or Class Code or search alphabetically by class title.
4.	Click “Create New”.	



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 class title or class code:

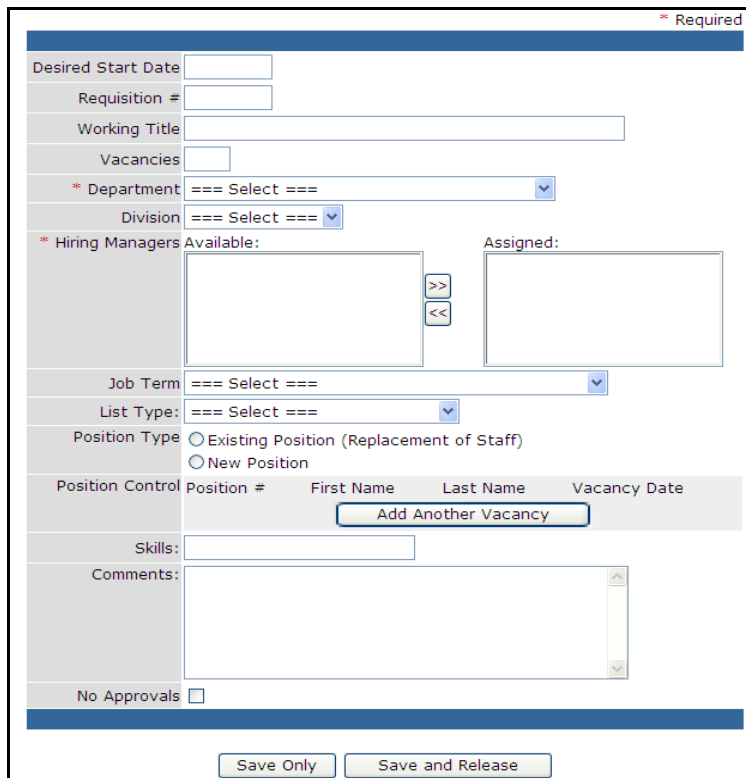
47 records found.
Page 1 of 2

<< Previous Page 1 | 2 Next Page >>

Class Code	Class Title	Positions	Requisition
63121	Administrative Assistant 1	Positions	Create New
63122	Administrative Assistant 2	Positions	Create New
63123	Administrative Assistant 3	Positions	Create New
63124	Administrative Assistant 4	Positions	Create New

Step	Action	Comments
5.	Enter "Desired Start Date", "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.)
6.	Enter "Working Title" and "Vacancies"	<ul style="list-style-type: none"> ▪ These fields are not required, but are important for reporting purposes. ▪ We recommend creating a requisition with a unique number for each vacancy <ul style="list-style-type: none"> ○ See the Copying a Requisition job aid for instructions on copying a requisition
7.	Select your "Department"	The "Division" field is not available. *
8.	Select yourself as the "Hiring Manager" *	
9.	Select "Job Term", "List Type" and "Position Type"	These fields are also not required but are important for reporting
10.	Click the "Add Another Vacancy" button to populate the "Position Control" fields.	<ul style="list-style-type: none"> ▪ For new positions, enter N/A for any unknown fields, except "Vacancy Date" which must contain a date <ul style="list-style-type: none"> ○ Information must be entered in each field ▪ If it's an existing position, you do not have to enter the employee who is vacating the position
11.	Enter any "Skills" or "Comments"	
12.	Click the checkbox next to "No Approvals" *	Approvals should be done outside of the system; follow current process for approving positions

Step	Action	Comments
13.	Click “Save” or “Save and Release” *	<ul style="list-style-type: none"> ▪ “Save” will save the requisition as a draft <ul style="list-style-type: none"> ○ You will need to log into the OHC, edit the requisition and “Save and Release” when you are ready to continue the posting process ▪ “Save and Release” will allow you to continue immediately with the process of creating an exam plan and posting



* Required

Desired Start Date

Requisition #

Working Title

Vacancies

* Department

Division

* Hiring Managers Available: Assigned:

>> <<

Job Term

List Type:

Position Type Existing Position (Replacement of Staff)
 New Position

Position Control	Position #	First Name	Last Name	Vacancy Date
<input type="button" value="Add Another Vacancy"/>				

Skills:

Comments:

No Approvals

14.	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”.
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Approved Requisitions
 5 records found.
 Page 1 of 1

Req. # ▲	Req. Title ▼	Position ID	Department ▲	Division ▲	Created ▲	Action
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

Step	Action	Comments
15.	Enter a "File Description" and then click "Browse" to locate your file	

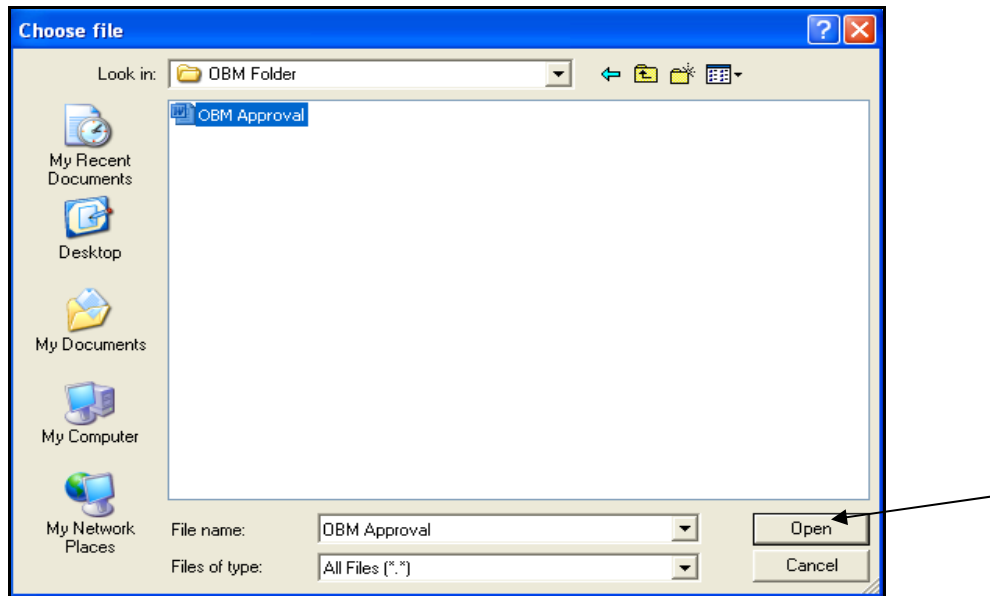
[View Requisition](#) * Required

* File Description

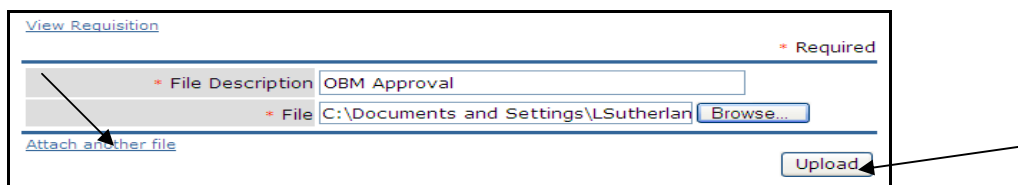
* File ←

[Attach another file](#)

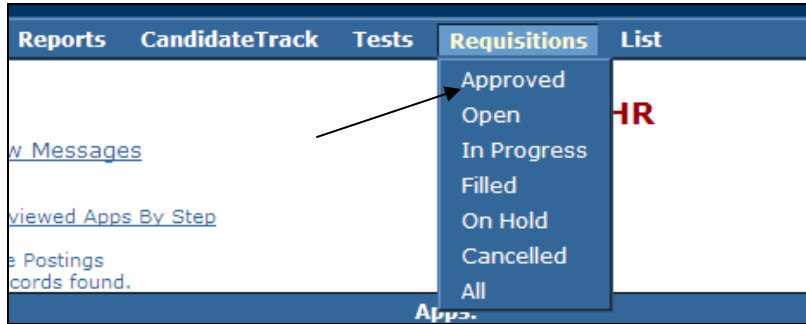
16.	Locate your file, select the file name and click "Open"	
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Step	Action	Comments
17.	Click "Upload" to attach the file to your requisition or click "Attach another file" to add another file	



18.	Log out of the OHC and log into Insight	You will notice your requisition under "Approved Requisitions" before you log out of the OHC
19.	Go to Requisitions – Approved	



Step	Action	Comments
20.	Find your requisition and click "Authorize"	You can search either by "Requisition Title" or "Position #"

1 record found.
Page 1 of 1

Req #	Title	Position ID	Department	Assigned	Received	Creator	Status	Action
10000	Administrative Assistant 3		Taxation		12/11/08 10:37 AM	Sutherland, L	Approved	Authorize History

Page 1 of 1

21.	Change the "Status" to "Open" and choose yourself as the "Analyst"	<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 posting follow steps outlined in the Creating a Posting with Exam Plan Only (No Requisition) job aid then go back and select that "Existing Exam Plan"
22.	Enter any "Comments" if applicable and click the "Save" button	

* Required

* Status: Approved

* Analyst: Sutherland, Laura

Existing Exam Plan: ==Select==

Sort by Job Title

Comments:

Save

* These steps may change when the Online Hiring Center (OHC) is fully implemented.