Creating a Requisition

Log on to the online recruiting system.

Access the Recruiting Centre

Please disregard the American spelling of some words within the Online Recruiting Centre, E.g. Canceled as opposed to Cancelled.

Select Requisitions, then select '**Create Requisition**'.

When raising a requisition, you can use a Requisition Template. This will mean that certain information will already be prepopulated for you. Such as - the job description and draft person specification.

Where available, it is best practice to use a Requisition Template to make the process of raising a requisition quicker and to ensure consistency of information. Please note that all school based job description templates are available.

If you know the template title that you are looking for, you can start typing the title into this field and select from the suggested list of values.

To view the available Requisition Templates, use the selector to the right hand side of the field to access the 'Requisition Template Selector'.

You can use the filters to search for the template you require.

If you wish to view a template prior to selecting it, you can do so by clicking on the blue hyperlink in the **Job Title** column. The template will display in a separate browser.

Ensure that you select the correct template for the position that you are in the process of advertising. You will be unable to amend this when you are in the process of creating a requisition. When you have finished reviewing the template, you can close this tab.

If you cannot find a specific Requisition Template for the post you wish to advertise, please use the Requisition Template entitled **"Blank Template – Advert Layout".** This will ensure that all adverts are consistently formatted across the EA.

When you have found the relevant template, click the **Next** button. This will take you back to the previous screen and the **Requisition Template** field will now be populated with the requisition job title. Click **next** to continue.

In the breadcrumb trail along the top of the page, the **Find Templates** icon will now show with a tick as completed.

You will now be asked to complete further details in the **Specify details** tab.

This screen will prompt you to enter the organisation, location and job field for the post you would like to advertise.

It is **extremely important** that this information is completed accurately as it is directly linked to how the job will be displayed when advertised.

It is also linked to how candidates search for job opportunities and to ensure they receive job alerts for any opportunities they are interested in.

If you have select a template from the library, the job field will be automatically pre populated. In the event that you have selected the blank template, you will be required to select the correct job field from the selector list.

If the Hiring Manager field is blank, either start typing your name into this field and the system will display a suggested list for you to choose from or use the selector to choose your name.

The organisation field is a field built into the system which reflects the Education Authority's Structure and hierarchy.

If the organisation field is blank, use the selector to choose the organisation that this position falls under. Please note that all school-based positions will always fall within School Management. Corporate positions will be dependent on the directorate in which they are located.

To complete the location field, either start typing your work location into this field and the system will display a suggested list for you to choose from,

Or you can use the selector to choose your work OR school location. **Do not** stop at county or town level, instead always select the exact base or a range of bases that the successful candidate could potentially work from when appointed.

In the event that that your vacancy may be located across different sites you have the option to select more than one location by clicking the select button beside the work location name.

To remove a location click on the **Remove** button under the **actions** column

Click the **Done** button.

Click **Next** button.

This is the **New Staff Requisition** form. Complete this form with all necessary information. If you have used a Requisition Template, you will find that certain fields will already be populated for you.

You will note that some fields on the requisition form may differ slightly depending on the job field you have selected. This is because certain fields are only relevant for certain roles.

This will be the **Title** of the post you wish to advertise.

This is the number of posts you wish to recruit. Ensure that you select the definite number of vacancies that you have to be filled. You can duplicate requisitions thereafter for any additional posts as they arise.

If you have any queries about regulated activity please contact the EA's Pre employment checking service team.

Please enter your function code and cost centre code. For illustration purposes, we will use test data throughout this demo.

Select your method of recruitment. This field will vary for schools recruitment and Corporate recruitment.

Corporate posts are currently bound by the EA Vacancy Control Policy. If your chosen method is not on the list, please select **Other** and provide details in the box below the field. Please also note that in the event that you are calling upon a reserve candidate from a previous recruitment campaign, select this option from the list.

The **Organisation, Location and Job Field** you previously selected will be populated in the structure section. If you need to amend this section, click the **Modify structure** link

If you previously selected a template it will be displayed here.   If there were no templates matching your job, you should have selected the "**Blank Template – Advert Layout".**

The **User Group** field should be populated as the **Education Authority.** This field will only ever differ for HR roles being advertised. You will need to contact a system administrator for access to the **HR private user group**. When access is granted, you should select this option instead.

The **Candidate Selection Workflow** refers to the journey the candidate will take from application to hire.

The Education Authority has two **Candidate Selection Workflow's (or CSW's)**:

The EA Basic Candidate Selection Workflow - this provides the option for up to two interviews or assessments.

The EA Detailed Candidate Selection Workflow- this provides the option for up to three interviews or assessments.

If your post will only have one interview or assessment, you should use the Basic CSW.

If you are unsure how many interviews or assessments your post will require, it is best practice to choose the **Detailed Candidate Selection Workflow** and any additional steps can be bypassed if necessary.

The **recruitment planning section** of the requisition allows you to add additional staff users. These staff users will then have access to this requisition. It is important to ensure that you select the correct user. **Please note that adding users to the requisition will give them full visibility of personal candidate data.**

It is here that you will select your **EA recruiter** for this requisition. This will be the Corporate Resourcing Team or your relevant schools Resourcing Team.

Your name will be displayed in the **Hiring Manager** field, if you completed this previously. If this field is blank, you will need to enter your name in this field.

Hiring Managers may add one **Hiring Manager Assistant** to their requisition. For example, a PA or a secretary.

This **Hiring Manager Assistant** can then access the requisition and assist with the recruitment campaign or the administration of the recruitment campaign. **Be mindful not to add an assistant who may be a potential candidate for the role you are advertising**.

The **Hiring Manager Assistant** field is not mandatory.

Should you have more than one member of staff who will be involved with the recruitment campaign, **(for example a Vice Principal or Bursar),** you can add them to the **panel members** section. This will provide them with full visibility of all aspects of your recruitment process.

For EA Corporate posts, add panel members to your requisition by clicking the **Add Panel Members** button.

Please note that Boards of Governors will not have access to the recruitment system and will not be selectable as panel members. Schools can bypass this section.

When you click the **Add Panel Members** button the **'Add Panel Members'** pop up will appear.

Choose panel members by clicking on the **check box** beside the panel member's name. When you have selected your panel members, click the **Add panel member** button.

The panel members you have selected will then be added to the list within this section.

If you have added a panel member in error, click on the **X** button beside their name to remove them from your list of panel members.

The next section is titled **Vacancy Information**. This section will form part of your job advert. Please read the help text below each of the fields for guidance and complete all relevant fields.

Note that temporary positions should now be referred to as **Fixed Term**. The duration of these contracts and/or a contract end date should be specified.

If you are advertising for a part-time position, please ensure you select the **"pro rata"** option from the **Grade/Scale** selector.

Should you wish to inform your candidates of other key information regarding your post, for example, information regarding reserve lists or anticipated start dates, you can enter this information in the **Additional Information** box.

This will then appear on the advert.

The Requisition form now asks for some key recruitment dates. Planning for these dates prior to advertising can help to speed up the recruitment process. It is also good practice to provide candidates with anticipated interview dates so that they can plan their availability.

If you are unsure at the creating requisition stage, you can enter the week that you anticipate to hold your interviews or you can enter **'to be confirmed'** and update later.

Select a realistic start date for your appointee, be mindful to take account of pre-employment checks and notice periods.

The next section is the Job Description and Person Specification. This information will be visible to candidates.

The main benefit of using a **Requisition Template** is that these fields should now be populated for you. **Please note that the job description section is read only but you may amend the person specification to add in your specific requirements.**

When making amendments to the person specification, you may wish to maximise the size of your screen. This can be done by clicking on this button.

To add additional criterion, identify the area of the person specification where the additional text is to be added. Click the return (or enter) button and input the additional text**.**

It is recommended that you highlight any amendments that you make so that these are easily visible to your recruiter. You can do this by highlighting your amendments and click on this button.

It also is recommended that you review the contents of these sections carefully and should you have any amendments or comments, please complete the **Additional Notes to the Recruiter** box at the end of the requisition form. You may wish to add additional information that will appear on the advert, for example, information about your school or the link to your school website.

Please note that amendments to job descriptions must be discussed with your recruiter in the 1ˢᵗ instance. If you have not used a **Requisition Template**, please leave this section as is, displaying only the advert layout.

You can upload the **Job Description and Person Specification** to the **Recruiter** as an editable attachment to your requisition form when you have completed it.
The process of adding attachments will be explained later.

You will note that there is both an **External Job Description** box and an **Internal Job Description** box on the **Requisition Form**. The reason for this is that the online recruitment system will host Internal and External Website's where these Job Descriptions will be displayed when advertised. This

functionality allows for variances in the Job Description and Person Specification for **Internal and External** adverts.

However, the Education Authority normally advertise posts using the same Job Description and Person Specification regardless of the post being internal or external**. These internal and external fields should therefore be a duplicate of one another.**

Please note that Hiring Managers in schools will only be required to complete the external person specification. Hiring Managers in corporate will be required to complete only the relevant section depending on the career site the job will be posted to.

The next section of the requisition is the **Pre-Screening Questions/Shortlisting Criteria** section. This section includes **Eligibility to Work questions, Introductory Questions** and **Shortlisting Criteria.** These questions will form part of the online application that candidates will be required to respond to.

Eligibility to Work and Introductory Questions are standard questions. **They only be amended by a system administrator.** You will note that certain responses will activate certain results, for example, if a candidate answers that they are not eligible to remain and take up employment in the UK, they will be immediately "Disqualified" and will receive an automatic rejection correspondence.

Shortlisting Criteria should be reflective of the person specification of the post you are advertising. Your Recruiter will complete this section when they receive the requisition. Your recruiter will also build bespoke questions in conjunction with you to meet your recruiting requirements. It is vital that questions are well thought out prior to advertising and that they are structured in a way that promotes effective shortlisting.

Your Recruiter can create questions to have a range of answer formats, for example; **single select, multiple select or free text**. When a question is added to your requisition, you are actually adding a question that you would like your candidates to answer as part of the application process. It is expected that Hiring Managers review the shortlisting criteria questions that are added to the requisition **before the post is advertised.**

If you have opted to use either **single select or multiple select** responses, you and your Recruiter may wish to update the **Essential and Desirable** column. This will allow the system to sort the candidates responses based on the selection they make on their application form. This can then provide you with a quick overview of how many of the **essential and desirable** criteria each candidate has met prior to shortlisting.

Please refer to the toolkit for further information on scoring or alternatively, contact your recruiter.

Please note that this functionality is not a substitution for shortlisting. When using selection-based questions, it is recommended that you are also using free text questions so that candidates can demonstrate how and to what extent they meet each criterion.

The final section of the requisition form is the **Declaration section**.

Please do not forward this staff requisition for approval if you have answered 'No' to any of the questions as approval may not be granted and the requisition will not be posted.

When you have finished the Requisition, you can click the **Inspect Tool** to ensure you have completed all mandatory fields

If you have not completed any mandatory fields, the **Inspect Tool** will display the fields that are still to be completed. These are hyperlinks - this means you can click on the missing items to be taken directly to the specific field on the Requisition form, if you are not already viewing it.

When you have completed all missing fields as suggested. The **Inspect Tool** will update and display that the form is ready for; **saving, requesting approval and posting.**

Click **Done** at the top of the Requisition.

The Status of the Requisition will be displayed on the left hand side. At this stage the status is **Draft.**

Your requisition will now have a **Requisition ID**. Please quote this ID to your recruiter should you require any assistance with your requisition.