Requisition Management:

Viewing all Requisitions

You can view all requisitions you are named on.

To do this click on the Requisitions channel heading within the Recruiting Centre.

A list of all requisitions will be displayed.

You can use the **'Filters'** on the left hand side of the page to assist you with your search. To do this click on **Status.** All available filter options will then be displayed. If you are searching for a requisition for a post that has been filled, click the check box to include inactive requisitions.

Enter the information that will find the requisition that you are searching for and click **apply filters.**

The requisition list will now be updated with the data that you have used in the filters tab.

To view the requisition that you are searching for, click on the requisition title.

If you want to refresh your search data, you may need to clear the data that you had previously entered in the filters. You can do this from either, the top of the requisition list or by clicking the **clear all** button in the filters pane.

The flag column is used to flag items requiring attention.

The status and detail columns can show you what stage of the requisition process your requisition is in.

These columns display key people named on the requisition.

This column tells you at a glance how many applicants there are for each requisition.

Click on a column title once to sort the contents of that column in ascending order. Click on the column title again to sort the column contents into descending order.

Duplicating Requisitions

Should you wish to raise a similar requisition to a previous one already created, open the Requisition Form you wish to copy by clicking on the requisition title.

You can either, click on the **duplicate pages** icon along the top of the requisition or click on More Actions to view the drop down and select **Duplicate this requisition.**

This will then copy the previous requisition and open it in an editable format, allowing you to make amendments if necessary, saving you time of creating another requisition from scratch.

Please review the content of this duplicated requisition carefully and make amendments as appropriate. You will be required to update the **anticipated start date** field for this new requisition. **The date may be the same as your previous requisition - this is expected behaviour.**

When you are satisfied that all information has been completed, 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.

Printing a Requisition

The **printer** icon  allows you to generate a PDF version of your Requisition Form that you can then print.

From this screen, you can customise the fields you wish to display as well as the order you want to display them in.

Select the relevant fields and click **Print (PDF)**. A **PDF** document will be displayed; you can **Print or Save** the **PDF.**

Adding comments to a Requisition

To add comments to a Requisition, there are two ways of doing this. You can either, click on the **speech bubble** along the top of the requisition or click on **More Actions** and select - **Add comments,** from the drop down menu.

The **add comments** pop up will be displayed.

Enter your comment and press the **apply** button.

Comments added to the requisition are visible to Hiring Managers and Recruiters only. They are stored under the Requisition **History** tab and can be used to track any off system activity that relates to your requisition, for example, a reason for a change of panel member.

Adding an attachment to a Requisition

To add an attachment to a Requisition Form select the **Attachments** tab.

Click the **Upload attachment** link. Click the **browse** button next to the file name to search for the document that you would like to upload.

Select the file that you wish to attach to your requisition and click **open**.

The **file name** field will be populated with the title of the document you have chosen.

Click the **upload** button to add the document as an attachment to your requisition.

If you have uploaded a document in error, click on the bin icon beside the file name to remove the document.

To review the document you have uploaded, click on the **preview** icon.

NB: You can have a maximum of 10 attachments to a requisition. An attachment may have more than one page however; an attachment must not exceed the allocated limit of 1,024 kilobytes.

Cancelling a requisition

To cancel a requisition, open the requisition form you wish to cancel. Next click **More Actions** and select **Cancel** from the drop down.

This pop up will be displayed. Enter the reason for cancelling the requisition in the comments box and click **Done**.

The **history** tab will also display when the requisition has been cancelled and by whom.

The **summary card** will now display the status of your requisition as **cancelled**; you will also be able to see that your requisition has been cancelled if you are viewing your requisitions from the requisition list.

Placing a requisition on Hold

If you are not in a position to progress your requisition, it is recommended that you place your requisition on hold as this will impact the resourcing teams key performance indicators. The length of time to process requisitions is now being monitored by the business as we are working towards reducing the time it takes to recruit. **This information will inform our statistics.**

If you need to place your requisition on hold for any reason, you can do this by locating the requisition that you wish to place on hold. Click on the **more actions drop tab** and select **put on hold** from the drop down.

You will be required to add a comment when you have completed this. Select done.

The summary card will now display the status of your requisition as **On Hold.** This will also show in the **history** tab of the requisition.

Re-activating a requisition

In the event that you are now in a position to progress with a requisition that you had previously placed **on hold**, it will need to be re-activated. To do this, locate the requisition, from the **More Actions tab,** select **Re-activate.**

Updating a requisition

It is recommended that requisitions are **only** updated prior to being posted. If you need to update a requisition after it has been posted, please contact your recruiter who can discuss this further with you. **Updates to the Requisition Form at this point may impact the advertisement causing the recruitment activity to be void.**

If you are updating a requisition after it has been sent for approval, you may need to resend the requisition for further approval.

To update a requisition that has not yet been approved or posted, open the requisition you wish to update. Click the **Edit All** button.

The requisition will now re-open in edit mode and the requisition will now appear in yellow. Make amendments as necessary and when you have finished, click **Done.**

The requisition has been updated.

Viewing the requisition history

All activity on your requisition is tracked and is visible in the history tab of your requisition.

Searching for a requisition

To search for a requisition, click the requisitions tab. You can use the filters tab on the left hand side of the pane to search for your requisition using the selection of filters available.

Enter the information that will find the requisition that you are searching for and click **apply filters.**

The requisition list will now be updated with the data that you have used in the filters tab.

To view the requisition that you are searching for, click on the requisition title.

If you want to refresh your search data, you may need to clear the data that you had previously entered in the filters. You can do this from either, the top of the requisition list or by clicking the **clear all** button in the filters pane.