



Creating and Managing Requisitions

Prerequisites to creating a Requisition

Before creating a requisition on the Recruiting Centre, a Hiring Manager should ensure that they have considered the following prerequisites:

- There is funding available for this post.
- The post does not increase your FTE (unless pre-approved).
- The post hasn't been suppressed by redundancy within the past 5 years.
- You have a Job Description and Person Specification for the role.
- The role has been job evaluated as applicable. **All NJC posts must be evaluated through the EA Job Evaluation Scheme prior to being advertised.** Please note that should you submit a requisition for a post that has not been job evaluated, your Resourcing Team will be unable to progress your requisition until this has been completed. School based, non-teaching posts are generic and have previously been evaluated. These do not therefore require evaluation unless in exceptional circumstances where duties have changed significantly.
- You have checked if you have a reserve list.

If you have any queries, please contact your Recruiter prior to raising the requisition.

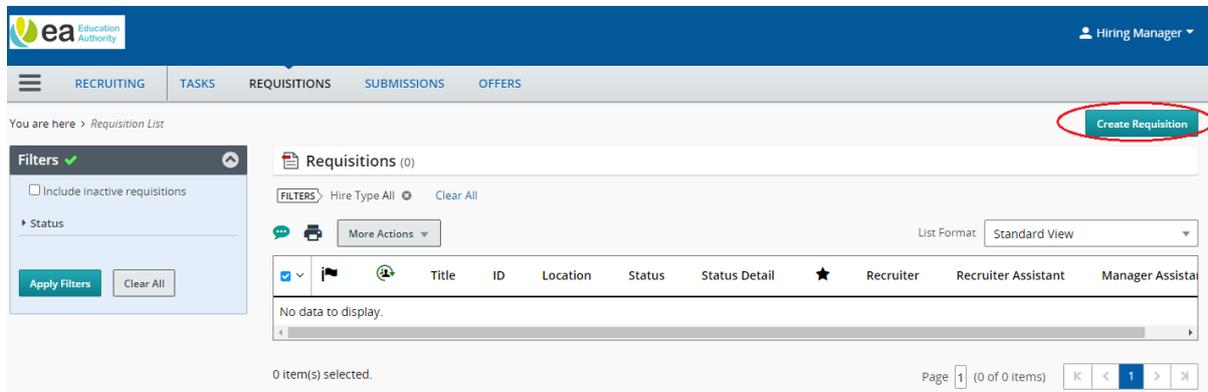
Creating a Requisition

To begin the requisition creation process, click on the Requisition link.

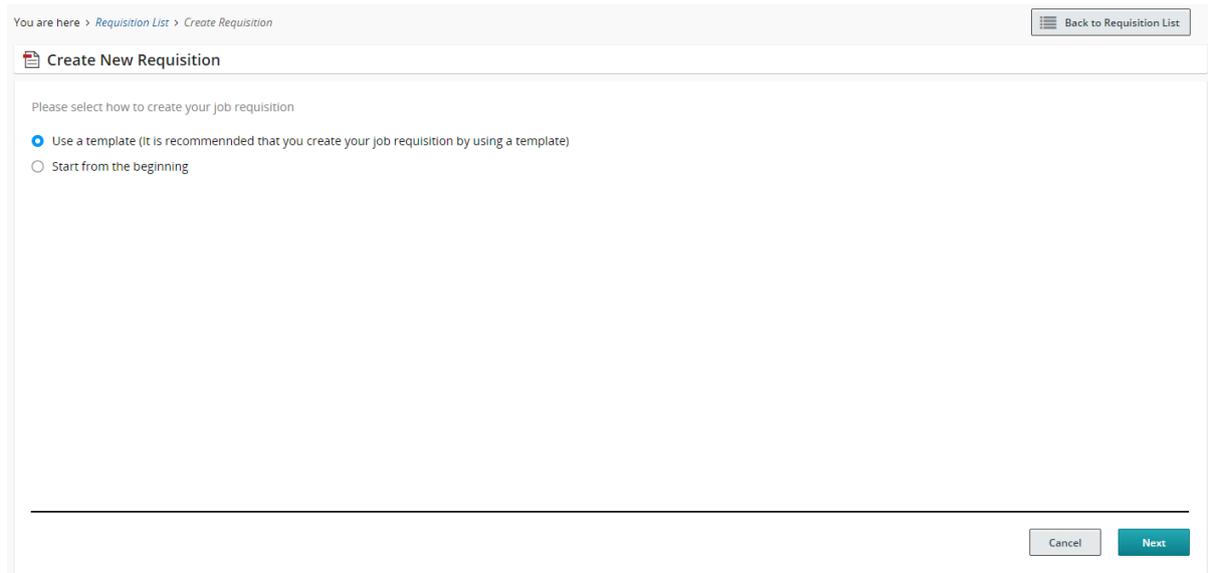


NB: Please disregard the American spelling of some words within the Online Recruiting Centre, E.g. Canceled as opposed to Cancelled.

From the Requisitions channel, click on the **Create Requisition** button shown below:



The following 'Create New Requisition' pop up will be displayed:



Select "Use a template", then click the "Next" button.

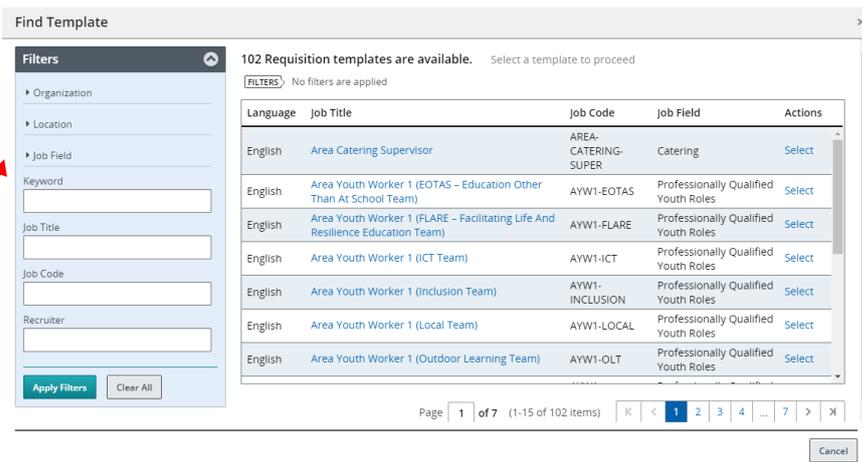
Using a Requisition Template will mean that certain fields will already be prepopulated for you. It is best practice to use a Requisition Template to make the process of raising a requisition quicker and to ensure consistency of information.

If there is not a specific Requisition Template for your post, please use the Requisition Template entitled "Blank Template – Advert Layout" as this will ensure that all adverts are consistently formatted across the EA.

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

If you use the selector, the following pop up will appear detailing all the requisition templates available in the library:

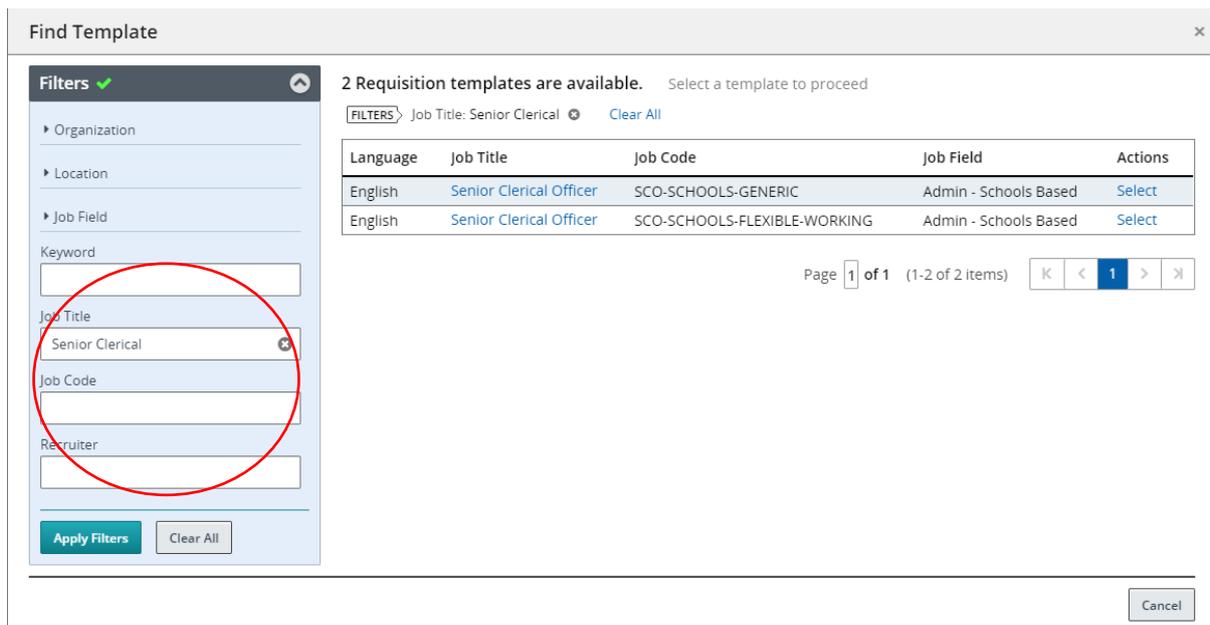
Tip: Use the Filters on the left hand side to search for relevant templates.



Language	Job Title	Job Code	Job Field	Actions
English	Area Catering Supervisor	AREA-CATERING-SUPER	Catering	Select
English	Area Youth Worker 1 (EOTAS - Education Other Than At School Team)	AYW1-EOTAS	Professionally Qualified Youth Roles	Select
English	Area Youth Worker 1 (FLARE - Facilitating Life And Resilience Education Team)	AYW1-FLARE	Professionally Qualified Youth Roles	Select
English	Area Youth Worker 1 (ICT Team)	AYW1-ICT	Professionally Qualified Youth Roles	Select
English	Area Youth Worker 1 (Inclusion Team)	AYW1-INCLUSION	Professionally Qualified Youth Roles	Select
English	Area Youth Worker 1 (Local Team)	AYW1-LOCAL	Professionally Qualified Youth Roles	Select
English	Area Youth Worker 1 (Outdoor Learning Team)	AYW1-OLT	Professionally Qualified Youth Roles	Select

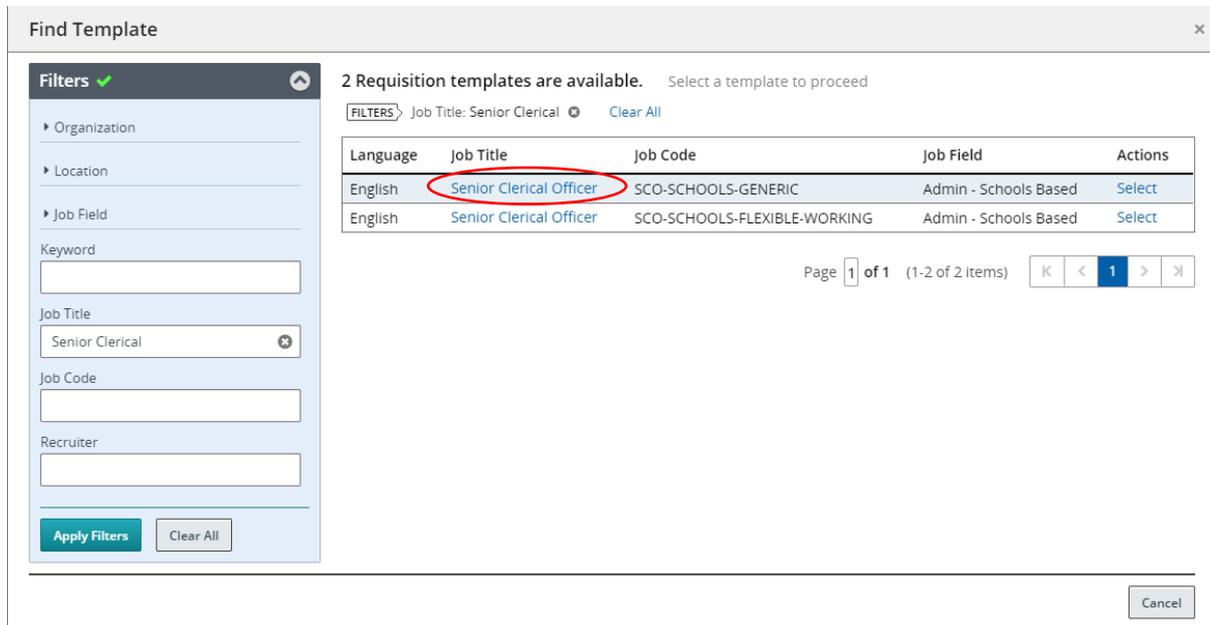
Filter Example

Typing 'Senior Clerical' into the Job Title field will display all templates that match this search criterion. You will notice that the previous screenshot illustrated 102 templates available, however, this has been reduced to 2 templates using the Filters functionality:



Language	Job Title	Job Code	Job Field	Actions
English	Senior Clerical Officer	SCO-SCHOOLS-GENERIC	Admin - Schools Based	Select
English	Senior Clerical Officer	SCO-SCHOOLS-FLEXIBLE-WORKING	Admin - Schools Based	Select

If you wish to view the template prior to selecting it, you can do so by clicking on the blue hyperlink in the job title column:



Find Template

2 Requisition templates are available. Select a template to proceed

FILTERS Job Title: Senior Clerical Clear All

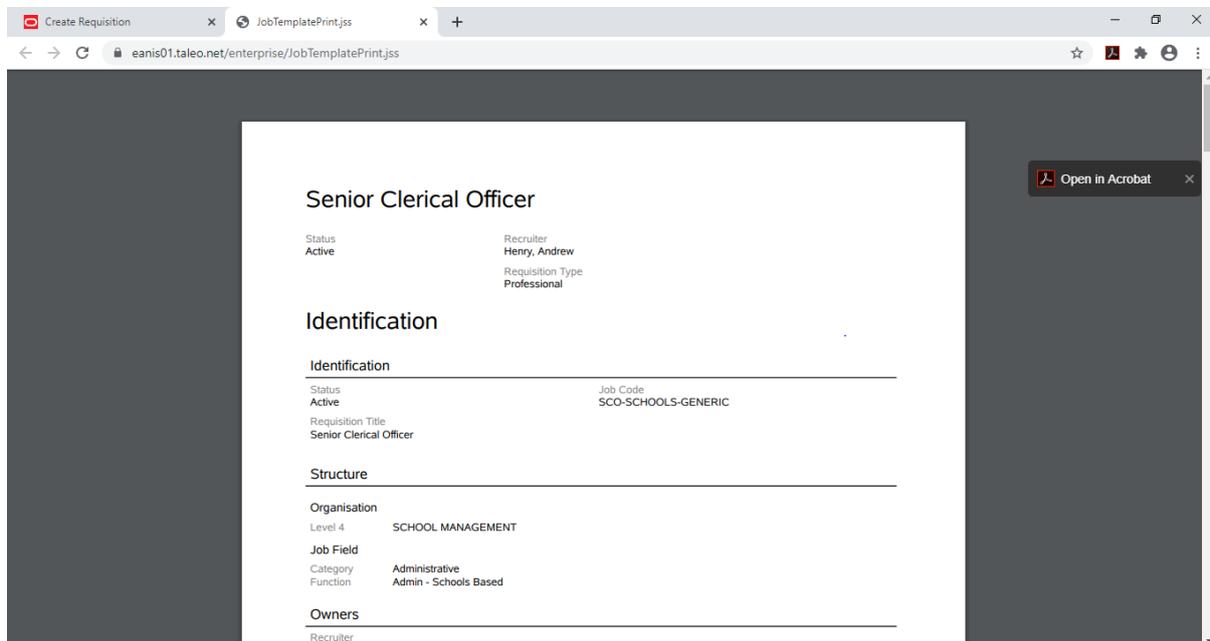
Language	Job Title	Job Code	Job Field	Actions
English	Senior Clerical Officer	SCO-SCHOOLS-GENERIC	Admin - Schools Based	Select
English	Senior Clerical Officer	SCO-SCHOOLS-FLEXIBLE-WORKING	Admin - Schools Based	Select

Page 1 of 1 (1-2 of 2 items)

Apply Filters Clear All

Cancel

This will display a preview of the job template in a separate browser:



Senior Clerical Officer

Status: Active
 Recruiter: Henry, Andrew
 Requisition Type: Professional

Identification

Identification

Status: Active
 Job Code: SCO-SCHOOLS-GENERIC
 Requisition Title: Senior Clerical Officer

Structure

Organisation

Level 4: SCHOOL MANAGEMENT

Job Field

Category: Administrative
 Function: Admin - Schools Based

Owners

Recruiter

Open in Acrobat

When you have finished reviewing the Job Description of the template, you can close this tab of the browser and you will return to the Requisition Template selector.

Click the **Select** button to use the relevant template:

Find Template
✕

Filters ✓

Organization

Location

Job Field

Keyword

Job Title

Job Code

Recruiter

Apply Filters
Clear All

2 Requisition templates are available. Select a template to proceed

FILTERS Job Title: Senior Clerical ✕ Clear All

Language	Job Title	Job Code	Job Field	Actions
English	Senior Clerical Officer	SCO-SCHOOLS-GENERIC	Admin - Schools Based	Select
English	Senior Clerical Officer	SCO-SCHOOLS-FLEXIBLE-WORKING	Admin - Schools Based	Select

Page 1 of 1 (1-2 of 2 items) ⏪ < 1 > ⏩

NB: Please ensure that you select the correct requisition template as job descriptions will be read only and can only be amended by a Recruiter. Amendments may impact the grading and salary of a post.

You will return to the previous screen and the requisition template field will now be populated with your chosen template:

Create New Requisition - Find a template

1
Find Template

2
Specify Details

3
Complete and Save

Select Template (If you are unable to find a template in the library, please select 'Blank Template - Advert Layout') *

SCO-SCHOOLS-GENERIC-Senior Clerical Officer ⏏

Cancel
Next

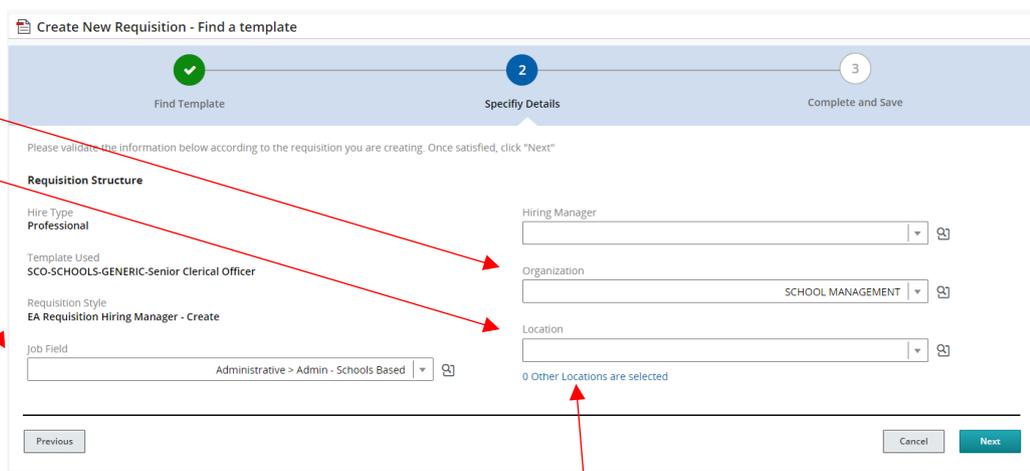
Click the **Next** button.

The next screen on the 'Create New Requisition' wizard is displayed. This screen will prompt you to enter the Hiring Manager, organisation, location and job field for the post you would like to advertise. This information is directly related to how the job will be displayed at the advertisement stage of the recruitment process, how the candidate will search for the job opportunity and it also links to candidate preferences whereby a candidate may have requested to receive an alert when a job they are interested in is advertised.

Use the selector buttons  to complete the blank fields or start typing and the system will provide you with selector suggestions:

Example

NB: These 3 fields are often referred to as the OLF.



If you are recruiting for multiple posts in various locations, you can add more locations to your requisition by clicking this link and selecting all the relevant additional locations.

NB: For posts recruited by schools, please select "School Management" as the Organisation:

SCHOOL MANAGEMENT [Select](#)

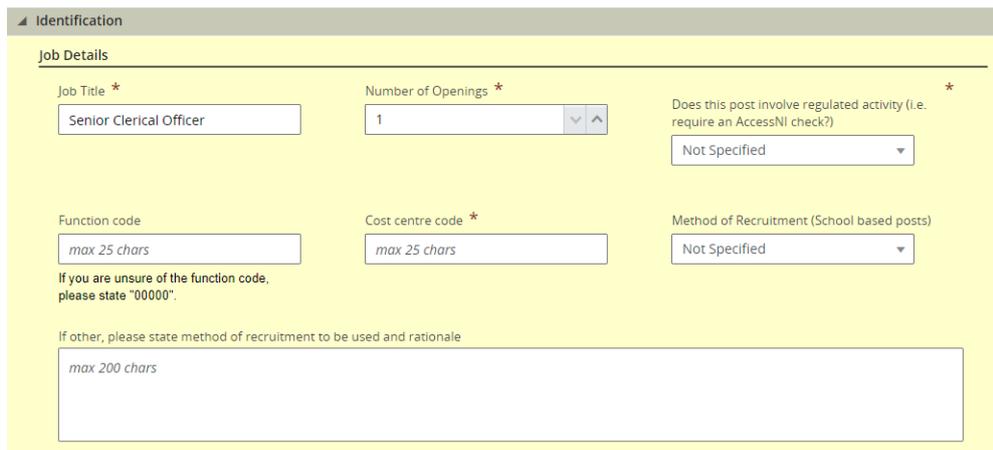
Tip: Please ensure that you always select the lowest level available as this will be used by candidates when searching for a post. For example, in the job field, do not use Teaching but instead select the most relevant lowest level, which would be Primary, Post Primary, Special Educational Needs or Nursery. This is also related to candidate preferences and alerts which are issued from the system e.g. a candidate may not want to receive an alert about Primary posts as they are only interested in Post Primary posts. The full list of job fields can be viewed in the following guide: [Job Fields](#). For location, do not stop at County or Town level, instead always select the exact base or a range of bases that the candidate could potentially work from if appointed as these will have an associated postcode to enable candidates to complete a radius search.

Click the **Next** button.

The next page displayed 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 have been populated for you.

NB: Some fields on the requisition form may differ slightly per job field selected. This is because certain fields are only relevant for certain roles. E.g. the 'Contract Options' field will only display for relevant school-based support roles.

Below you will find a breakdown of the Requisition form. Fields marked * are mandatory.



Identification

Job Details

Job Title * Senior Clerical Officer

Number of Openings * 1

Does this post involve regulated activity (i.e. require an AccessNI check?) * Not Specified

Function code max 25 chars

Cost centre code * max 25 chars

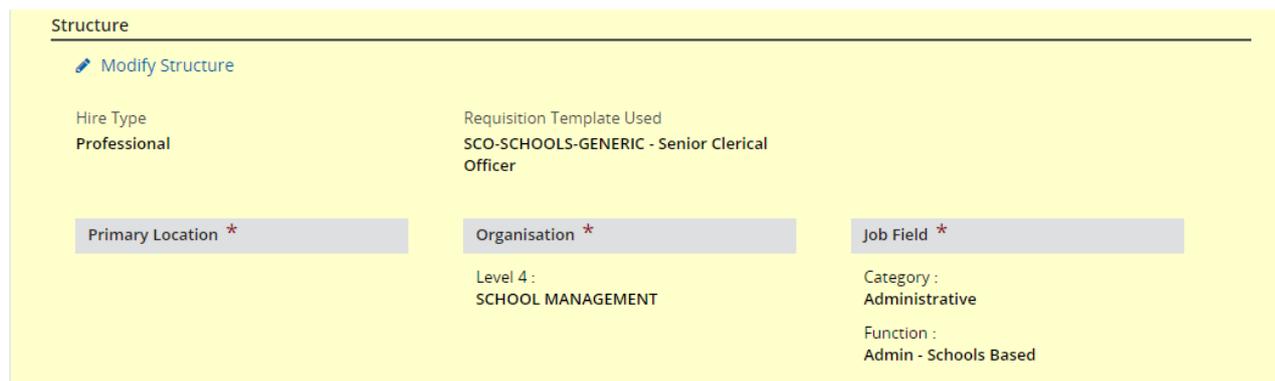
Method of Recruitment (School based posts) Not Specified

If you are unsure of the function code, please state "00000".

If other, please state method of recruitment to be used and rationale max 200 chars

Tip: 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.

More information on regulated activity can be found at: www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups or alternatively contact the EA Access NI unit on (028) 25661193.



Structure

[Modify Structure](#)

Hire Type Professional

Requisition Template Used SCO-SCHOOLS-GENERIC - Senior Clerical Officer

Primary Location *

Organisation * Level 4 : SCHOOL MANAGEMENT

Job Field * Category : Administrative
Function : Admin - Schools Based

If you used the previous pop ups to enter the OLF information, this will be displayed on the requisition form as shown above. If you have entered incorrect information, this can be edited by clicking on the **Modify Structure** link.

Your Requisition Template title will be displayed here. This field should never be blank. If there were no templates matching your job, you should have selected the "Blank Template – Advert Layout"

The next element of the Requisition Form is the User Group. This should be populated as the **Education Authority** as shown below. This field will only ever differ for HR roles being advertised whereby you will need to contact a system administrator for access to the HR private user group and when access is granted, you should select this option instead.

User Group

Instructions : Please contact the System Administrator if you are advertising HR roles and require access to the HR Private user group.

User Group *

Education Authority

The next subdivision of the requisition form is the Candidate Selection Workflow. This refers to the journey the candidate will take from application to hire.

The Education Authority has two Candidate Selection Workflow's (CSW's) to choose from:

- **EA Basic Candidate Selection Workflow** (has the option for two interviews/assessments to form part of the selection process)
- **EA Detailed Candidate Selection Workflow** (has the option for three interviews/assessments to form part of the selection process)

Candidate Selection Workflow

Instructions : Please select the 'EA Basic Candidate Selection Workflow' if you plan to have either one or two interviews or assessments as part of your selection process. Please select the 'EA Detailed Candidate Selection Workflow' if you plan to have three interviews/assessments as part of your selection process. If you are unsure how many interviews/assessments your post will require, it is best practice to choose the 'EA Detailed Candidate Selection Workflow'.

Candidate Selection Workflow *

EA Basic Candidate Selection Workflow

NB: If your post will only have one interview/assessment, you should use the Basic Candidate Selection Workflow. If you are unsure how many interviews/assessments your post will require, it is best practice to choose the Detailed Candidate Selection Workflow and additional steps can be bypassed as necessary. A full outline of the steps and statuses held within the CSW's can be found in the following workbooks [Basic Candidate Selection Workflow](#) and [Detailed Candidate Selection Workflow](#).

The next section of the requisition allows you to add additional staff users to your requisition form. By adding additional staff users to your requisition, you are providing them with access to the content of your requisition form and they can view candidates who have applied after the requisition has been posted. To complete these fields you can start typing the value into the fields and select from the suggested list of values or use the selector  to the right of the field to search for the relevant name.

Recruitment Planning

Recruiter *

Please use the below guidelines to assist you with selecting the correct Resourcing Team.

Locality 1 Resourcing Team
(For schools recruitment only)

District Council Coverage Areas:
Fermanagh and Omagh
Mid Ulster
Armagh Banbridge Craigavon

Locality 3 Resourcing Team
(For schools recruitment only)

District Council Coverage Areas:
Newry Mourne and Down
Ards and North Down
Lisburn and Castlereagh
Belfast

Locality 2 Resourcing Team
(For schools recruitment only)

District Council Coverage Areas:
Derry and Strabane
Causeway Coast and Glens
Mid and East Antrim
Antrim and Newtownabbey

Corporate Resourcing Team
Responsible for all corporate recruitment.

On receipt of your requisition, you will be allocated a specific Recruiter as the Recruiter Assistant who you can liaise with directly in regards to your recruitment campaign.

Hiring Manager *

Hiring Manager Assistant

If you completed the previous pop ups, your name will be displayed in the Hiring Manager field. If you bypassed the pop ups, you will need to enter your name into this field.

Tip: 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. 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 which 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 **Add Panel Members**:

Panel Members		
+ Add Panel Members		
First Name	Last Name	Email
No Panel Members have been selected. Please click 'Add Panel Members' to add panel members.		

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

The 'Add Panel Members' pop up will appear as shown below. Choose panel members by clicking on the checkbox beside the panel member's name and clicking the '**Add Panel Members**' button.

Add Panel Members
All (1) Selected (1)

Filters ✓

Frequent Panel Members

Keyword
test Manager

User Group
All

Department

Name

Job Title

Email Address

Employee ID

Apply Filters Clear All

Please select the panel members for this requisition (30 max).

1 Potential Panel Members are available

FILTERS Keyword: test Manager User Group All Clear All

First Name	Last Name	Email
<input checked="" type="checkbox"/> Test	Manager	8D45425A7C8CDE63E053A67D600ABAE1@invalidemail.com

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NB: You can use the filters panel to assist you with your search.

Cancel
Add Panel Members

The panel member you have selected will now appear in the Panel Members section of the requisition.

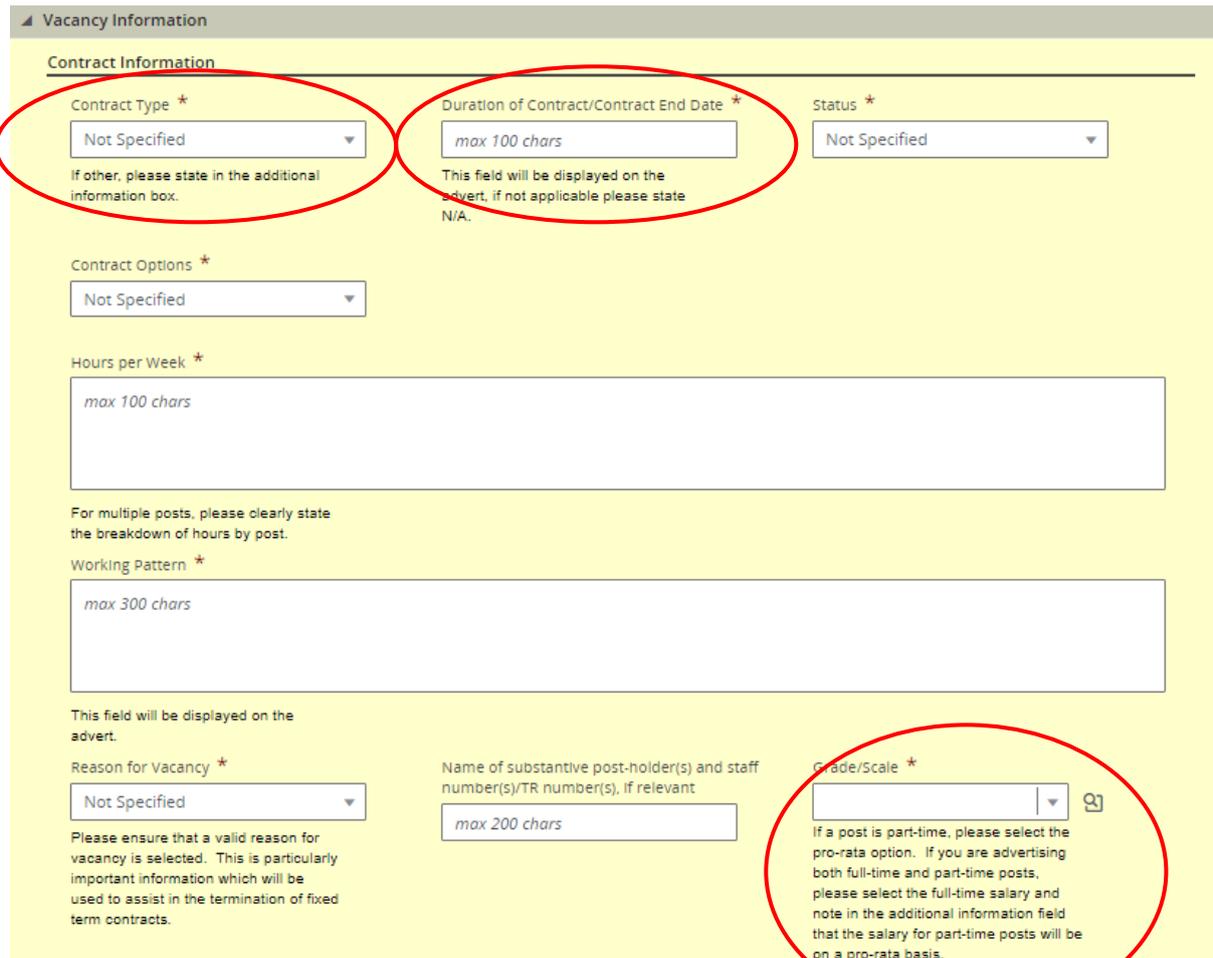
Panel Members			
+ Add Panel Members			
First Name	Last Name	Email	Title
Test	Manager	8D45425A7C8CDE63E053A67D600ABAE1@invalidemail.com	✕

If you have added a panel member in error, click on the **X** button beside their name to remove the panel member.

The next section is titled Vacancy Information. This section will form part of your job advert. Please complete all relevant fields:

Tip: Use the help text under each field to assist you.

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



The screenshot shows a form titled "Vacancy Information" with a sub-section "Contract Information". Several fields are circled in red:

- Contract Type ***: A dropdown menu with "Not Specified" selected.
- Duration of Contract/Contract End Date ***: A text input field with "max 100 chars" placeholder text.
- Status ***: A dropdown menu with "Not Specified" selected.
- Contract Options ***: A dropdown menu with "Not Specified" selected.
- Hours per Week ***: A large text input field with "max 100 chars" placeholder text.
- Working Pattern ***: A large text input field with "max 300 chars" placeholder text.
- Reason for Vacancy ***: A dropdown menu with "Not Specified" selected.
- Name of substantive post-holder(s) and staff number(s)/TR number(s), if relevant**: A text input field with "max 200 chars" placeholder text.
- Grade/Scale ***: A dropdown menu with a "pro rata" option selected.

Help text for the circled fields:

- Contract Type ***: "If other, please state in the additional information box."
- Duration of Contract/Contract End Date ***: "This field will be displayed on the advert, if not applicable please state N/A."
- Grade/Scale ***: "If a post is part-time, please select the pro-rata option. If you are advertising both full-time and part-time posts, please select the full-time salary and note in the additional information field that the salary for part-time posts will be on a pro-rata basis."

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

Additional Allowance(s) *

Not Applicable

A retainer fee is paid during school holidays

Above Scale Allowance

Essential Car User Allowance

Other, please see additional information

If other, please state in the additional information field.

Anticipated Shortlisting Date(s) *

Type of funding, if applicable *

If other, please state

Anticipated Interview Date(s) *

Anticipated Start Date of Appointee *

This field will be displayed on the advert.

Additional Information *

This field will be displayed on the advert, please state N/A if there is no additional information. Examples of additional information could include the date when the post is available from, whether the base is to be determined upon appointment, details about a reserve list etc.

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 stage of completing your requisition, you can enter 'tbc' or the week that you anticipate to hold your interviews.

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 adding in your requirements.

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

Person Specification - External



PERSON SPECIFICATION

NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.

2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise

To add additional criterion, identify the area of the person specification to which the additional text is to be added. Click return and enter the additional text. It is recommended that you highlight any amendments that you make to the template person specification so that these are easily visible to your recruiter. You can do this by highlighting the amendments that you have made and clicking on this button.

Factor	Essential Criteria	Method Of Assessment
Qualifications/Professional Membership	Test Criterion	Shortlisting

It also is recommended that you review the contents of these sections 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 which will appear on the advert (i.e. information about your school or the link to your school website), but 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.

▲ Job Description

External Description

 Copy From

The information contained within Section 3. Job Description will be visible to candidates.

School based positions are advertised on the external career section, therefore Hiring Managers in schools should only complete the External Person Specification. Any changes to the person specification template should be highlighted.

Internal Description

 Copy From

This section should be completed by Corporate Hiring Managers only. Any changes to the person specification template should be highlighted.

3. Job Description

External Description Copy From

Description - External

JOB PURPOSE:
Under the direction of the class teacher/outreach teacher/education authority officer, assist with the educational support and the care of the pupil(s) with special educational needs who is/are in the teacher's care in or outside the classroom.

MAIN DUTIES AND RESPONSIBILITIES:
The precise duties of the post will be determined by the principal/outreach teacher/Education Authority officer.

1. ADDITIONAL SPECIAL CLASSROOM SUPPORT
(at least one of the three duties below should be carried out as a requirement of the post)

1.1 Undertake more comprehensive or invasive medical/clinical procedures.
1.2 Help pupils with specialist communication skills and/or sensory difficulties access the curriculum.
1.3 Deal with pupils with very challenging behaviour as identified by the Educational Psychology Service as requiring additional provision.

QUALIFICATIONS

Essential
The following criterion will be applied at shortlisting.
Applicants must have the following by the closing date:
1) A minimum of a Level 2 child care qualification as approved by EA*.
*A list of approved child care qualifications is available to download from the EA website www.eanl.org.uk

Desirable
Preference may be given to those applicants who have:
• A GCSE (Grades A* - C) for accredited or higher in English and/or Mathematics

Internal Description Copy From

Description - Internal

JOB PURPOSE:
Under the direction of the class teacher/outreach teacher/education authority officer, assist with the educational support and the care of the pupil(s) with special educational needs who is/are in the teacher's care in or outside the classroom.

MAIN DUTIES AND RESPONSIBILITIES:
The precise duties of the post will be determined by the principal/outreach teacher/Education Authority officer.

1. ADDITIONAL SPECIAL CLASSROOM SUPPORT
(at least one of the three duties below should be carried out as a requirement of the post)

1.1 Undertake more comprehensive or invasive medical/clinical procedures.
1.2 Help pupils with specialist communication skills and/or sensory difficulties access the curriculum.
1.3 Deal with pupils with very challenging behaviour as identified by the Educational Psychology Service as requiring additional provision.

Person Specification - Internal

QUALIFICATIONS

Essential
The following criterion will be applied at shortlisting.
Applicants must have the following by the closing date:
1) A minimum of a Level 2 child care qualification as approved by EA*.
*A list of approved child care qualifications is available to download from the EA website www.eanl.org.uk

You will note that there is both an **External Description** box, which comprises of an external job description and an external person specification. There is also an **Internal Description** box, which comprises of an internal job description and an internal person specification.

The reason for this is that the EA will host three websites where jobs have the potential to be advertised:

- Internal Website
- Internal Private Website
- External Website

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 whether the post is 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 to which the job will be posted.

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

Eligibility to Work / Introductory Questions are standard questions which will be asked for every job advertised by the EA. These questions can 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 in and take up employment in the UK, they will be “Disqualified” and will receive an automatic rejection.

▲ Pre-screening Questions/Shortlisting Criteria

Instructions : This section will be completed by your Recruiter.

Eligibility to Work / Introductory Questions

Instructions : These questions are pre-set and will be asked to all applicants

Order	Question	Answer	Result
1	Are you eligible to remain in and take up employment in the UK? Please note that should you be offered this position, the Education Authority will request evidence of your right to work in the UK as outlined here: https://www.gov.uk/check-job-applicant-right-to-work	Yes	✔ The Candidate Passes
		No	✘ The Candidate Is Disqualified
2	Do you have any gaps in your employment history?	Yes Explanation : Please provide dates and information below to explain any gaps in your employment history:	✔ The Candidate Passes
		No	✔ The Candidate Passes
3	The Authority, as part of its Equal Opportunities Policy, welcomes applications from people with disabilities. In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out their normal day-to-day activities". Do you have a disability that requires reasonable adjustments to be made throughout the Recruitment and Selection process?	Yes Explanation : If you require any form of reasonable adjustment to be considered throughout the Recruitment and Selection process, please provide details in the box below:	⌚ To Be Verified
		No	✔ The Candidate Passes

Shortlisting Criteria should be reflective of the person specification for the post you are advertising. Your Recruiter will complete this section of the form when they receive the requisition. They will 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 which promotes effective shortlisting.

Shortlisting Criteria

This requisition uses 0 of the 0 questions from the corresponding prescreening model.

 Add
  Create
  Duplicate
  Copy from Library
  Remove
  Reorder
 Visibility ▾

Order	Question	Answer	Essential	Desi...	N/A
No questions have been added. Click "Add" to add questions.					

Your Recruiter can create questions to have a range of answer formats, i.e. 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 candidate(s) to answer as part of the application process.

When your Recruiter receives your requisition form and adds bespoke questions, these will display on the requisition as illustrated below:

Shortlisting Criteria

Question	Answer	Essential/Desirable
1. Essential: Do you have experience of working in an office environment Single Answer, Visible to all candidates	Yes, I have experience of working in an office environment	Essential
	No, I do not have experience of working in an office environment	-
2. Desirable: It is desirable that applicants hold a relevant word processing qualification. Please provide details below how and to what extent you meet this criterion. If you do not meet this criterion, please mark your response as N/A Text Answer, Visible to all candidates		

If you have opted to use either single select or multiple select responses, you and your Recruiter may wish to update the **Essential/Desirable** column. This will allow the system to score your candidates answers based on the selection(s) they make on their application form. In turn, this can then provide you with a quick overview of how many essential and desirable criteria each candidate has met prior to shortlisting. Please refer to the [A Hiring Manager's Guide to Shortlisting](#) for further information on how this will display after applications have been received.

Please note that you do not have to use this functionality. You can leave the Essential/Desirable column in the pre-set of **Not Applicable** and no count will be made.

To use this functionality, use the drop down beside each answer to mark it as either Essential, Desirable or Not Applicable. Marking an answer as **Essential** will add a count of 1 when a candidate selects this response during their application. Similarly, if you mark an answer as **Desirable** it will add a count of 1 to the Desirable count. Marking an answer as **Not Applicable** will mean that the answer is not counted.

Shortlisting Criteria

This requisition uses 0 of the 0 questions from the corresponding prescreening model.

➕ Add
📄 Create
📄 Duplicate
📄 Copy from Library
🗑 Remove
↕ Reorder
Visibility ▾

<input type="checkbox"/>	Order	Question	Answer	Essential	Desi...	N/A
<input type="checkbox"/>	1	Essential: Do you have experience of working in an office environment Single Answer, Visible to all candidates	Yes, I have experience of working in an office environment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
			No, I do not have experience of working in an office environment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

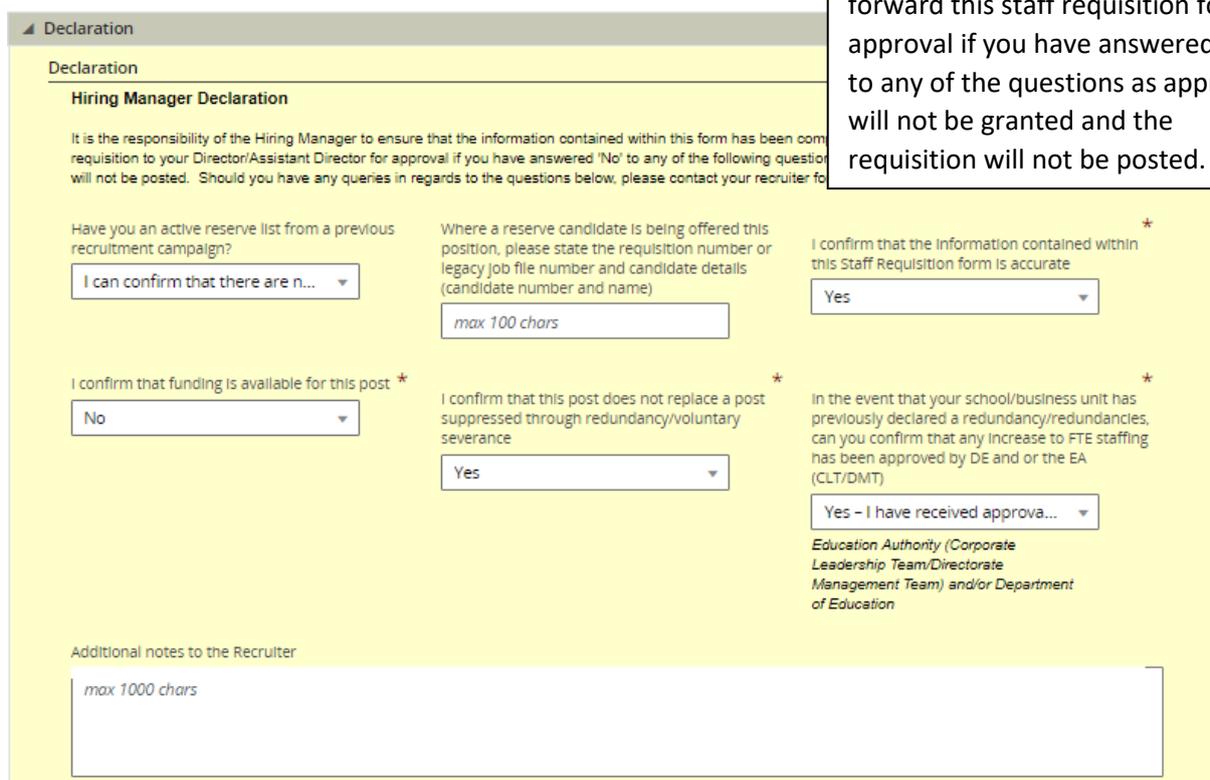
*E.g. If Question 1 in the screenshot above was your essential criteria for the job role you are advertising, you would mark the answer 'Yes, I have experience of working in an office environment' as **Essential** and the answer 'No, I do not have experience of working in an office environment' as **Not Applicable**. Candidates who answer this question as 'Yes, I have experience of working in an office environment' will score 1/1 for this response and candidates who answer this question 'No, I do not have experience of working in an office environment' will score 0/1 for this response.*

If Question 1 in the screen shot above were desirable criteria, you would mark the answer 'Yes, I have experience of working in an office environment' as **Desirable** and the answer 'No, I do not have experience of working in an office environment' as **Not Applicable**. Candidates who answer this question as 'I have experience of working in an office environment' will score 1/1 for this response and candidates who answer this question 'I do not have experience of working in an office environment' will score 0/1 for this response.

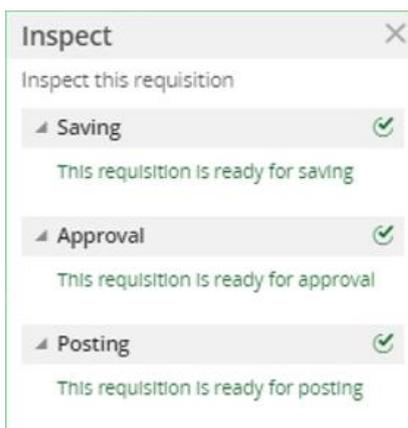
Please note that this is not a substitution for shortlisting. When using selection based questions, it is recommended that you are also using free text questions so that candidates can demonstrate how they meet the criteria.

The final section of the requisition form is the Declaration section:

NB: If applicable, please do not forward this staff requisition for approval if you have answered 'No' to any of the questions as approval will not be granted and the requisition will not be posted.

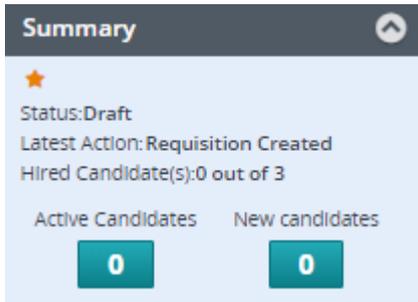



When you have finished the Requisition you can click the **Inspect Tool** on the right of the screen to ensure you have completed all mandatory fields.



If you have missed completing any mandatory fields the Inspect Tool will display the fields which are required to be completed. These are hyperlinks which means you can click directly on the missing items to be taken to the specific field on the Requisition form.

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



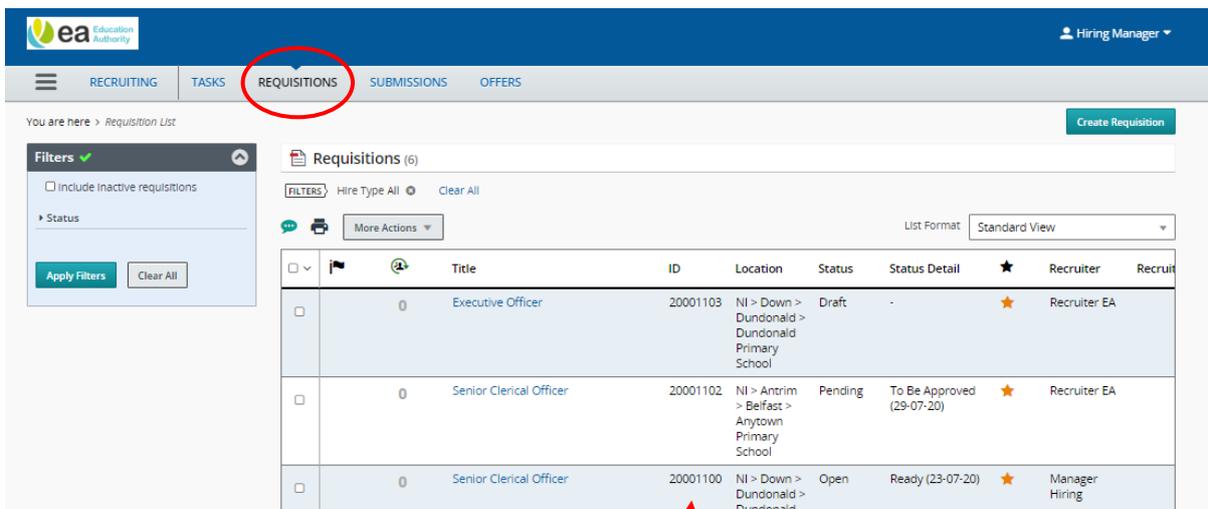
The status of the requisition form will be displayed on the summary card on the left hand side. At this stage the status is **Draft**.

Requisition Management

Viewing all Requisitions

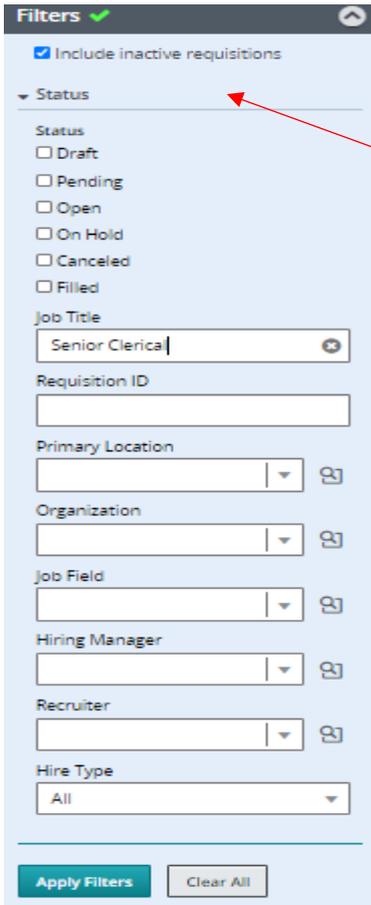
You can view all requisitions you are named on. To do this click on the Requisitions channel heading within the Recruiting Centre:

A list of all requisitions will be displayed:



	Title	ID	Location	Status	Status Detail	Recruiter	Recruit
<input type="checkbox"/>	Executive Officer	20001103	NI > Down > Dundonald > Dundonald Primary School	Draft	-	Recruiter EA	
<input type="checkbox"/>	Senior Clerical Officer	20001102	NI > Antrim > Belfast > Anytown Primary School	Pending	To Be Approved (29-07-20)	Recruiter EA	
<input type="checkbox"/>	Senior Clerical Officer	20001100	NI > Down > Dundonald > Dundonald	Open	Ready (23-07-20)	Manager Hiring	

Tip: Each requisition has a unique ID. Requisition IDs are prefixed with the year (i.e. 20) and follow a numerical sequence thereafter. If you need assistance with any requisition, it is beneficial to know the requisition ID for the post you wish to discuss.

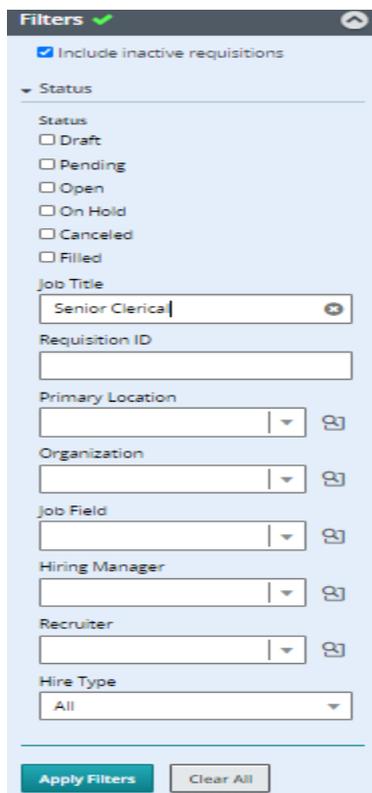


The screenshot shows a 'Filters' sidebar on the left side of a page. At the top, there is a checkmark and the text 'Include inactive requisitions'. Below this, the 'Status' section is expanded, showing a list of status options: Draft, Pending, Open, On Hold, Canceled, and Filled, each with an unchecked checkbox. Below the status list are several input fields: 'Job Title' (containing 'Senior Clerical'), 'Requisition ID', 'Primary Location', 'Organization', 'Job Field', 'Hiring Manager', 'Recruiter', and 'Hire Type' (set to 'All'). At the bottom of the sidebar are two buttons: 'Apply Filters' and 'Clear All'.

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 which has been filled, click the checkbox to include inactive requisitions.

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



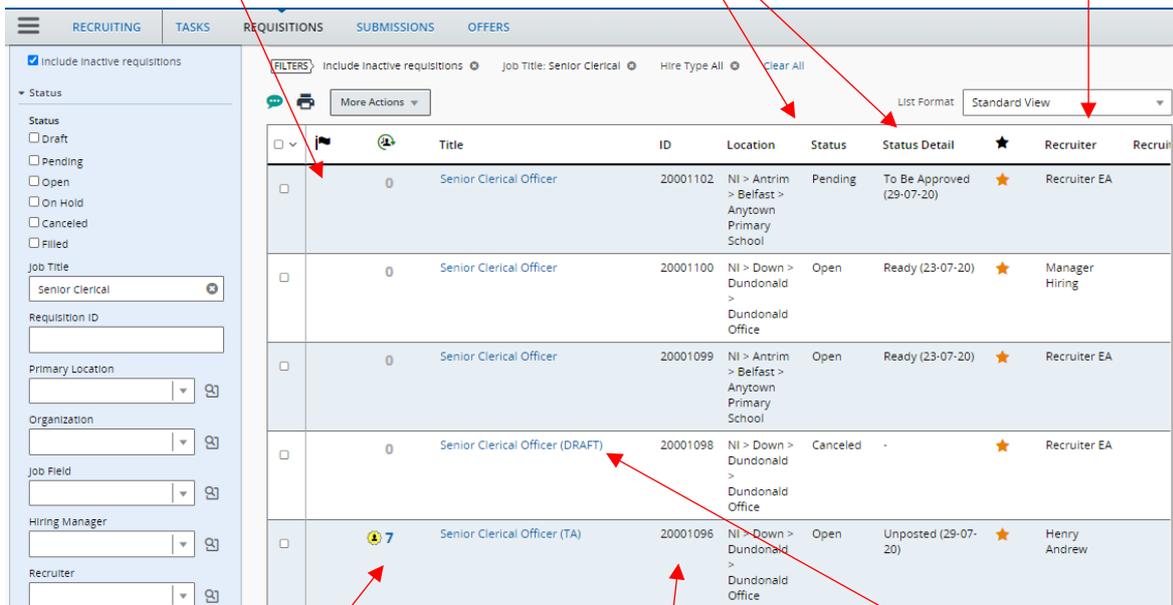
This screenshot is identical to the one above, but the 'Job Title' field now contains the text 'Senior Clerical'. The 'Apply Filters' button is highlighted in a darker teal color, indicating it has been clicked.

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

The flag column is used to flag items requiring attention.

The Status and Status Detail columns can show you at a glance what stage of the process your requisition is at.

These columns display key people named on the requisition



	Applicants	Title	ID	Location	Status	Status Detail	Recruiter	Recruiter
<input type="checkbox"/>	0	Senior Clerical Officer	20001102	NI > Antrim > Belfast > Anytown Primary School	Pending	To Be Approved (29-07-20)	★	Recruiter EA
<input type="checkbox"/>	0	Senior Clerical Officer	20001100	NI > Down > Dundonald > Dundonald Office	Open	Ready (23-07-20)	★	Manager Hiring
<input type="checkbox"/>	0	Senior Clerical Officer	20001099	NI > Antrim > Belfast > Anytown Primary School	Open	Ready (23-07-20)	★	Recruiter EA
<input type="checkbox"/>	0	Senior Clerical Officer (DRAFT)	20001098	NI > Down > Dundonald > Dundonald Office	Canceled	-	★	Recruiter EA
<input type="checkbox"/>	7	Senior Clerical Officer (TA)	20001096	NI > Down > Dundonald > Dundonald Office	Open	Unposted (29-07-20)	★	Henry Andrew

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

This column tells you the unique requisition ID.

To open a requisition, click on the blue hyperlink in the Title column.

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.

Tip: 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.

Requisition Statuses

Requisitions may have the following statuses:

Status	Status Details	Description
Draft	(none)	Requisition creation in progress, but not complete or not yet sent for approval.
Pending	To Be Approved	The requisition is in an approval cycle awaiting approval with one or more approvers.
	Rejected	The rejection has been rejected by an approver.
Open	Approved	The requisition has been approved.
	Posted	The requisition is live on one or more of the EA career sections.
	Unposted	The requisition has been unposted from the EA career section(s).
	Expired	The requisition has reached the posting end date.
On Hold	(none)	The requisition has been unposted and is on hold. Reactivating the requisition at this point returns the status to Draft.
Filled	(none)	All open positions on the requisition have been filled and requisition is no longer active.
Cancelled	(none)	The requisition is no longer valid or active.

Duplicating Requisitions

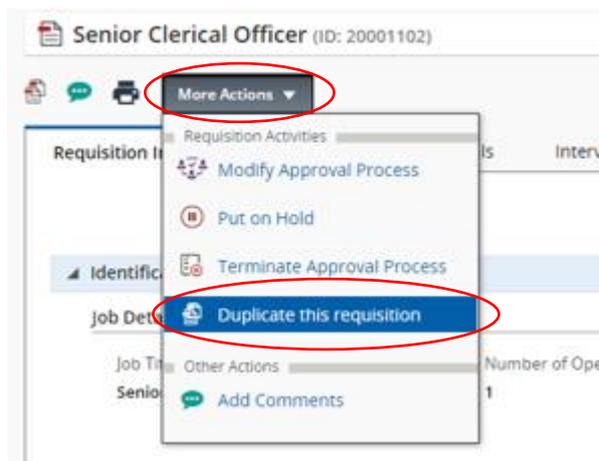
Should you wish to raise a similar requisition to any requisitions that you have already created, simply open the Requisition Form you wish to copy by clicking on the requisition title.

There are 2 ways of doing this:

- 1) By clicking on the **duplicate pages** icon along the top of the requisition



- 2) From the drop down in the **More Actions** menu and select **Duplicate this requisition**.



This will then copy the previous requisition and open it in an editable format saving you time as you do not have to start completing a requisition from scratch.

It is advisable to review the content of this duplicated requisition and make amendments as appropriate. You will be required to update the anticipated start date field for this new requisition, although it may be the same as your previous requisition this is expected behaviour.

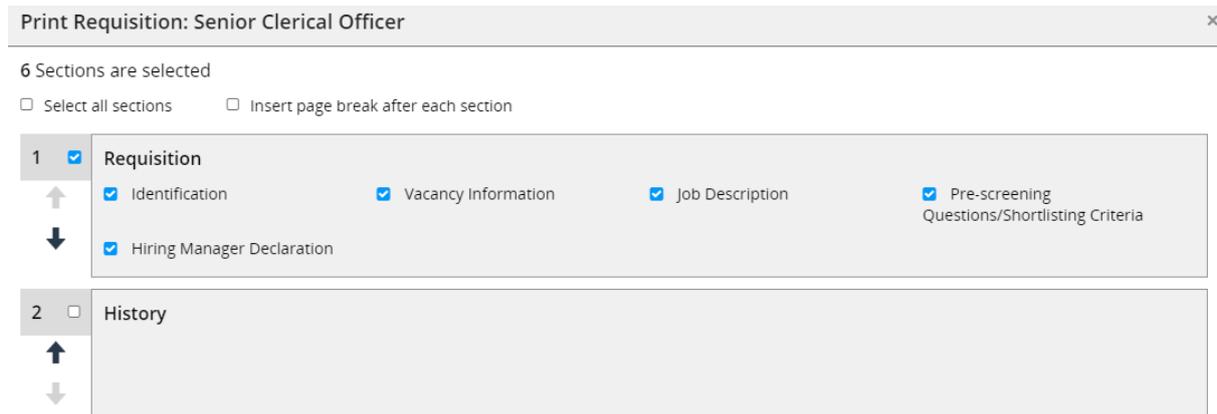
When you are satisfied that all information has been completed, Click **Done** at the top of the Requisition.

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**  at the top of a Requisition Form allows you to generate a PDF version of your Requisition Form which you can then print.

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



Print Requisition: Senior Clerical Officer

6 Sections are selected

Select all sections Insert page break after each section

1 Requisition

- Identification
- Vacancy Information
- Job Description
- Pre-screening Questions/Shortlisting Criteria
- Hiring Manager Declaration

2 History

⚠ Warning

This action will store information locally on your computer. This can be a security hazard if sensitive information is contained. If you want to proceed, click Print PDF. Then, if applicable, delete the resulting temporary file from your computer, or delete your browser history.



Reset Cancel **Print PDF**

Select the relevant fields and click **Print (PDF)**. A PDF document will be displayed. From this screen you can Print the PDF or save the PDF.

Example of PDF:



Senior Clerical Officer (20001102)

Status: Pending Recruiter: EA
Status Details: To Be Approved Hiring Manager: Manager, Hiring
Primary Location: Northern Ireland > Antrim > Belfast > Anytown Primary School

Requisition Type: Professional
Hired Candidates: 0 out of 1

Identification

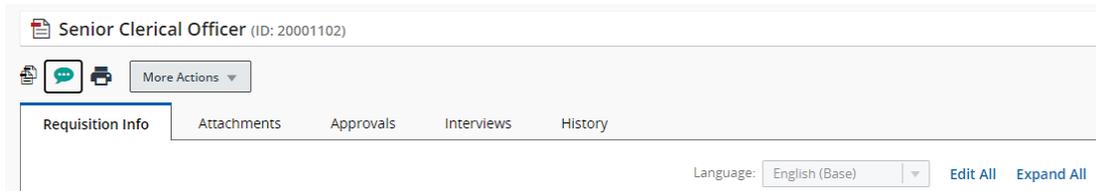
Job Details

Job Title	Number of Vacancies
Senior Clerical Officer	1

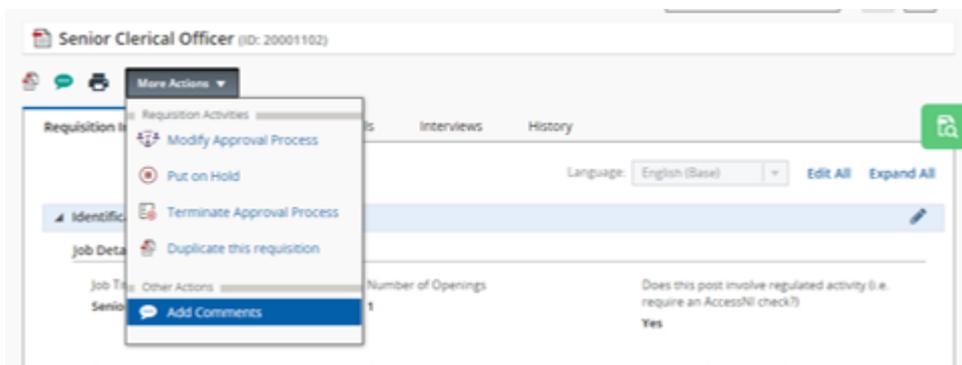
Adding comments to a Requisition

On occasion, you may wish to add comments to your requisition. There are 2 ways of doing this.

- 1) By clicking on the **speech bubble** icon along the top of the requisition



- 2) From the drop down in the **More Actions** menu and select **Add Comment**.



Comments can be added to the requisition and are visible to Hiring Managers and recruiters only.

Add Comments ✕

Requisition Title Senior Clerical Officer (20001102)	Hiring Manager Manager, Hiring
Comments *	
Test comment	

Cancel
Apply

NB: Comments cannot exceed 1000 characters but you can add multiple comments to a requisition.

They are stored on the Requisition **History** tab and can be used to track any off system activity which relates to your requisition (for example reason for change to a panel member).

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

Comments are stored on the Requisition **History** tab as shown below:

Senior Clerical Officer (ID: 20001102)

More Actions

Requisition Info Attachments Approvals Interviews **History**

Date	Events	Details/Comments	By
04-Aug-2020, 4:43:07 PM	Comments Added	Comments have been added to the requisition. <i>Test comment</i>	Manager, Hiring (Hiring Manager)
30-Jul-2020, 9:20:42 AM	Requisition Approved	The requisition has been approved.	Manager02, Hiring (HMANAGER02)
29-Jul-2020, 11:43:24 AM	Requisition Approved	The requisition has been approved.	Manager01, Hiring (HMANAGER01)

Adding an attachment to a Requisition

To add an attachment to a Requisition Form select the **Attachments** tab. The following screen will be displayed:

Click the **Upload Attachments** link.

Senior Clerical Officer (ID: 20001102)

More Actions

Requisition Info **Attachments** Approvals Interviews History

Attachment(s) for this requisition | [Upload Attachment](#)

There are no files attached to this requisition

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.

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 now 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.

Upload Attachment x

File Name

Job Description and Person Specification.docx
Browse

Note: Files type supported: Any File Format. Files must not exceed 1024 kilobytes size.
The attachment(s) will be scanned to ensure it does not contain any viruses.

Cancel
Upload

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

Senior Clerical Officer (ID: 20001102)

More Actions

Requisition Info | **Attachments(1)** | Approvals | Interviews | History

Attachment(s) for this requisition | Upload Attachment

File Name	Attached by	Size
Job Description and Person Specification.docx	Hiring Manager (Hiring Manager)	11 KB

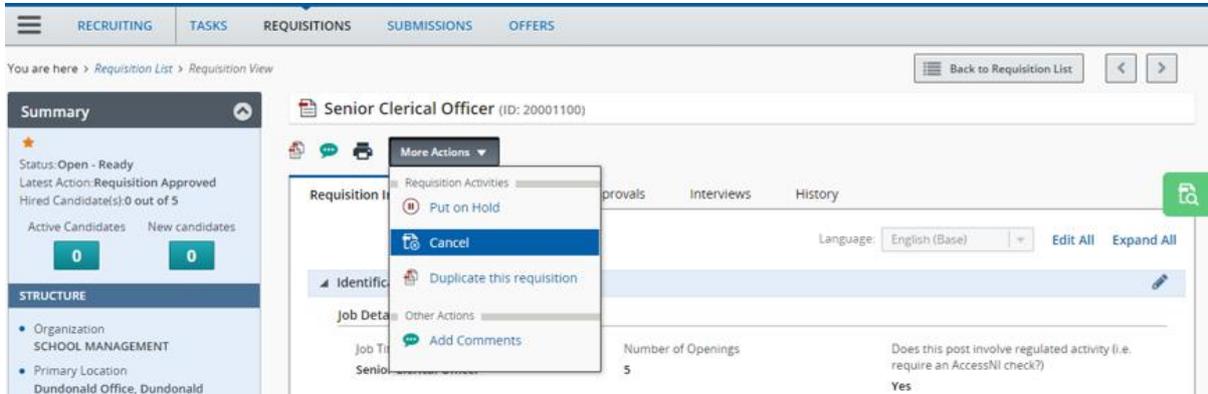
NB: To review the document you have uploaded, click on the document file name which should be displayed in blue.

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

Tip: If you are attaching a Job Description and/or Person Specification to your recruiter, please ensure that you are attaching an editable version of this, for example, a Word document as opposed to a PDF. Failure to do so could cause a delay in your advert being placed.

Canceling a requisition

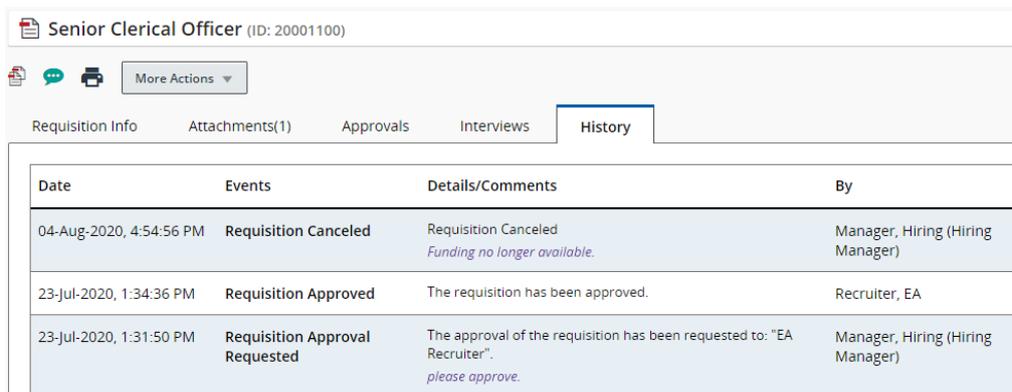
To cancel a requisition, you must first open the requisition form you wish to cancel. Next click **More Actions** and then select **Cancel** from the drop down.



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.



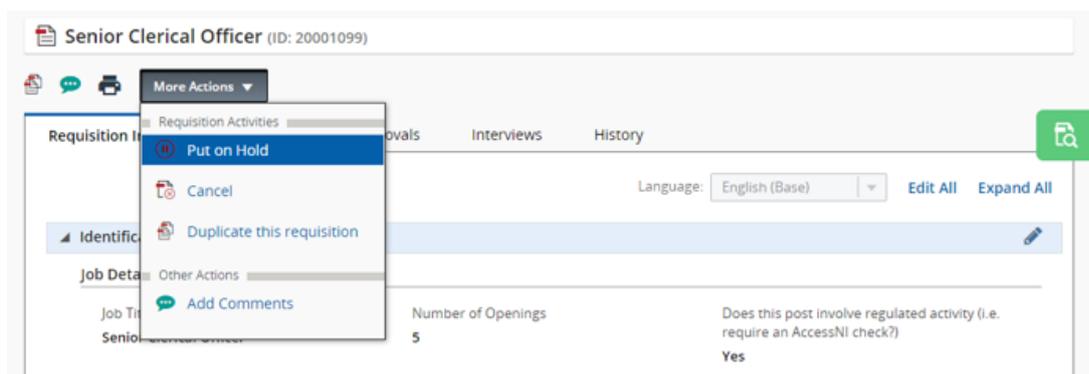
The summary card will now display the status of your requisition as cancelled, you will also be able to see that your requisition has been cancelled if you are viewing your requisitions from the requisition list.



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 be monitored by the business as we are working towards reducing the time it takes to recruit and 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 and from the **More Actions tab**, select **Put on hold**.



You will be required to add a comment and when you have completed this, select done.

Put on Hold ✕

Requisition Title Senior Clerical Officer (20001099)	Hiring Manager Manager, Hiring	Recruiter Recruiter, EA
---	-----------------------------------	----------------------------

Comments

test comment

Characters remaining : 988

⚠ Warning
 Putting the Requisition on hold will temporarily suspend all the activities associated with this requisition. You will need to reactivate the requisition to continue later.

Cancel
Done

The summary card will now display the status of your requisition is now **On Hold**.

Summary ⬆

★
Status: On Hold
 Latest Action: Requisition Put on Hold
 Hired Candidate(s): 0 out of 5

Active Candidates

0

New candidates

0

STRUCTURE

- Organization
SCHOOL MANAGEMENT
- Primary Location
Anytown Primary School, Belfast
- Job Field
Admin - Schools Based

This will also show in the history tab of the requisition.

📄 Senior Clerical Officer (ID: 20001099)

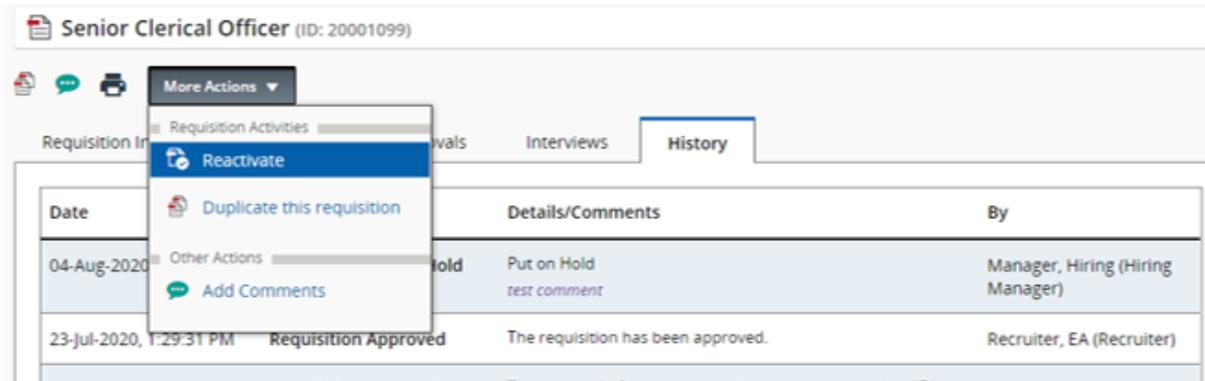
📄 🗨️ 🖨️ More Actions ▾

Requisition Info
Attachments
Approvals
Interviews
History

Date	Events	Details/Comments	By
04-Aug-2020, 4:58:18 PM	Requisition Put on Hold	Put on Hold <i>test comment</i>	Manager, Hiring (Hiring Manager)
23-Jul-2020, 1:29:31 PM	Requisition Approved	The requisition has been approved.	Recruiter, EA (Recruiter)

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 and from the **More Actions** tab, select **Re-activate**.

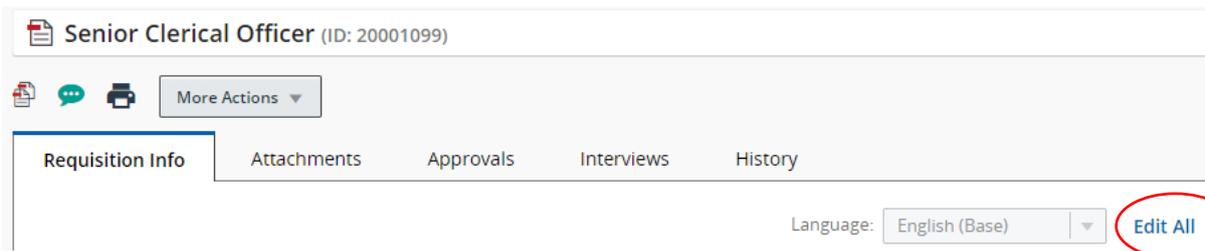


Updating a requisition

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 as 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

Any activity on your requisition will be tracked and is visible in the history tab of your requisition.

Senior Clerical Officer (ID: 20001099)

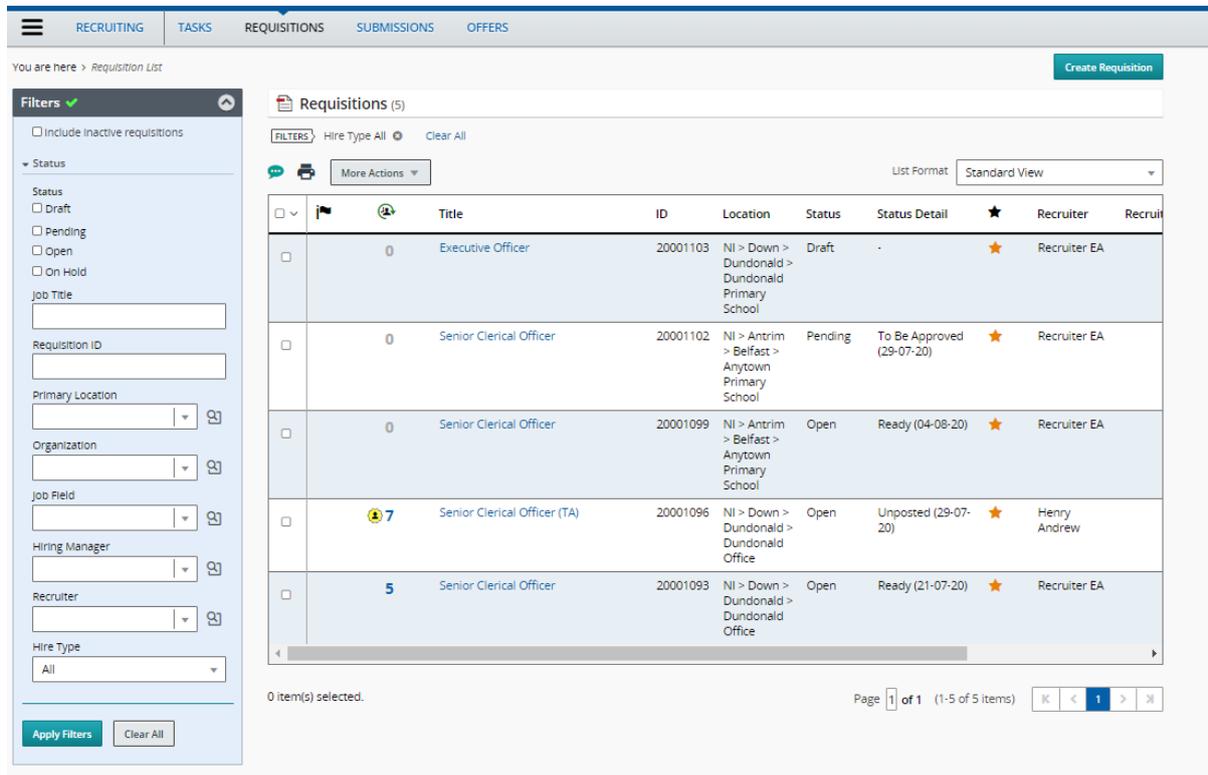
More Actions

Requisition Info Attachments Approvals Interviews **History**

Date	Events	Details/Comments	By
04-Aug-2020, 5:00:21 PM	Requisition Reactivated	Reactivated	Manager, Hiring (Hiring Manager)
04-Aug-2020, 4:58:18 PM	Requisition Put on Hold	Put on Hold <i>test comment</i>	Manager, Hiring (Hiring Manager)
23-Jul-2020, 1:29:31 PM	Requisition Approved	The requisition has been approved.	Recruiter, EA (Recruiter)
23-Jul-2020, 1:17:28 PM	Requisition Approval Requested	The approval of the requisition has been requested to: "EA Recruiter". <i>please approve</i>	Manager, Hiring (Hiring Manager)
23-Jul-2020, 1:16:41 PM	Approval Process Terminated	The approval process has been terminated.	Manager, Hiring (Hiring Manager)

Searching for a requisition

To search for a requisition, click the requisitions tab.



The screenshot shows the EA Requisitions interface. At the top, there are navigation tabs: RECRUITING, TASKS, REQUISITIONS (selected), SUBMISSIONS, and OFFERS. Below the tabs, there is a breadcrumb trail: "You are here > Requisition List" and a "Create Requisition" button. On the left, there is a "Filters" pane with various search criteria: Status (Draft, Pending, Open, On Hold), Job Title, Requisition ID, Primary Location, Organization, Job Field, Hiring Manager, Recruiter, and Hire Type. The main area displays a table of requisitions with columns for Title, ID, Location, Status, Status Detail, Recruiter, and Recruit. The table contains five rows of data. At the bottom, there is a pagination control showing "Page 1 of 1 (1-5 of 5 items)".

Title	ID	Location	Status	Status Detail	Recruiter
Executive Officer	20001103	NI > Down > Dundonald > Dundonald Primary School	Draft	-	Recruiter EA
Senior Clerical Officer	20001102	NI > Antrim > Belfast > Anytown Primary School	Pending	To Be Approved (29-07-20)	Recruiter EA
Senior Clerical Officer	20001099	NI > Antrim > Belfast > Anytown Primary School	Open	Ready (04-08-20)	Recruiter EA
Senior Clerical Officer (TA)	20001096	NI > Down > Dundonald > Dundonald Office	Open	Unposted (29-07-20)	Henry Andrew
Senior Clerical Officer	20001093	NI > Down > Dundonald > Dundonald Office	Open	Ready (21-07-20)	Recruiter EA

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 from the **clear all** button in the filters pane.