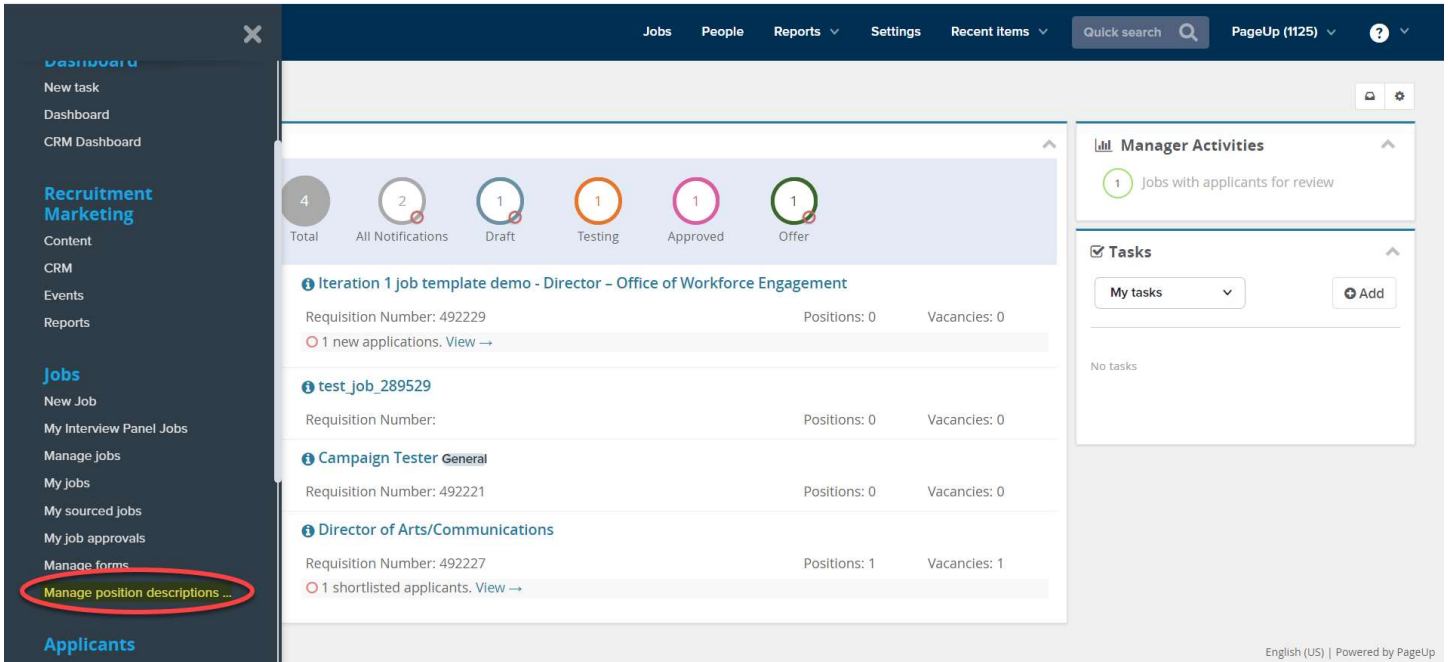
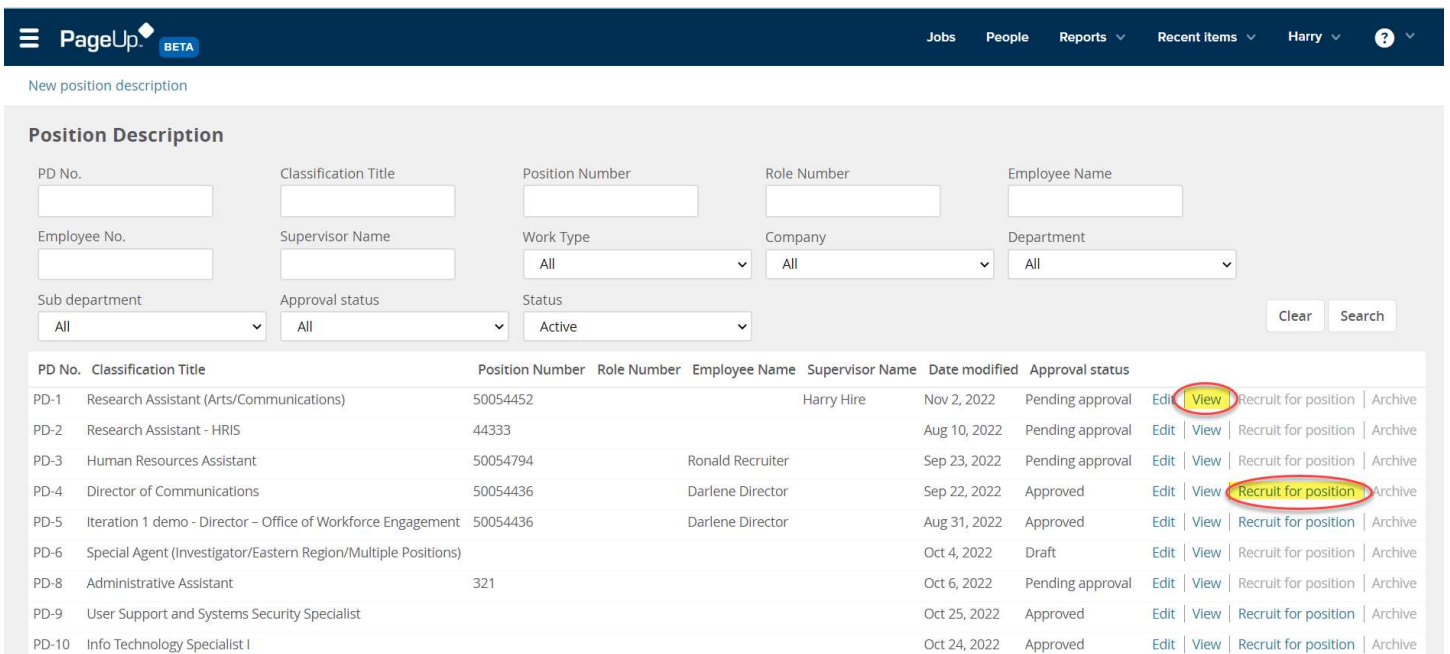


# Recruiter - Creating Requisitions

- From the Recruiter Dashboard, click Hamburger under the Job section, click **Manage position descriptions**.



- On the **Position Description** page, search and locate the relevant position description. Click **View** (to review the PD) or **Recruit for position**.
  - Notes:**
    - Only Approved position descriptions will have the **Recruit for position** option available.
    - After viewing the position description, the option to click **Recruit for position** will be available from the position description.



PageUp BETA Jobs People Reports Settings Recent Items Quick search PageUp (1125) ?

## Assistant Store Manager (ATF)

Recruit for position

Position Info Notes Documents

Team Link:

### POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

Requisition Number: 492263  
System will automatically create a Requisition Number.

Position Title and Number:\* 03201  
Details

Agency - Parent:\* Virginia Alcoholic Beverage Control Authority  
Agency:\* Virginia Alcoholic Beverage Control Authority  
Agency Number:\* 999  
Please enter the Agency Number above

Department: Wholesale/Retail Operations  
Team: ITECH  
Work Location:\* Prince William 033

3. The Job Card will populate with most relevant fields from the position description.

PageUp BETA Jobs People Reports Recent Items Harry ?

## New Job

Position Info Notes Documents

### REQUISITION INFORMATION

Reason:

Position Title and Number:\* DMV02720  
Details

Working Title:\* User Support and Systems Security Specialist

Requisition Number: System will automatically create a Requisition Number.

Role Title & Code:\* Info Technology Specialist II  
Role Title: Info Technology Specialist II

### NUMBER OF OPENINGS

Select the number of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

4. Begin to scroll through the Job Card. Required fields will be notated with an "\*" for reference.
- Note:** Only fields with editing capabilities will be available for completion that have not been populated from the position description.

5. Completed the Contact Information Section. This area is to provide important posting details for the applicant to reference related to the contact and special instructions on the job posting.

**CONTACT INFORMATION**

Special Instructions to Applicants:

Submitting an incomplete state application/resume, or a state application/resume lacking in detail, may impact your interview eligibility. This website will provide a confirmation of receipt when the application is submitted successfully. Please refer to "Your Application" in your RMS Account to check the status of your application for this position.  
 SCHEV values honesty, quality, diversity, inclusion, growth orientation, personal well-being

Name:\*

Phone:\*

Email:\*

Fax:

Address:

Note: Required Fields

6. Completed the Advertising For Job Sourcing Section, which populates the application and posting text.
  - a. Form: Select **State Employment Application**, then choose to **Preview** or add additional questions from **Customize for Job**.

**ADVERTISING FOR JOB SOURCING**

Form: 1 State Employment Application 2 Preview Customize for job

Posting Pitch\*

- i. **Preview** will provide a preview of the application form.
- ii. **Customize for Job** will allow users to add custom job specific questions to the application. Create custom job questions, then click **Save**.

dhm.dc4.pageuppeople.com/beta/v5.3/provider/formbuilder/editpage.asp?TopGroupID=349&sCustomisedFormType=jobSpecificQuestionPage

Page title:\*  Re-order

Hide answers:\*  Yes  No

i If hide answers is set to Yes, then the applicant's responses on that page cannot be seen by users or the applicant once they leave the page.

Item library: Page:

Search

Select list

Text field

Text area

a. b.

Text field group

Abc Label

a.  b. Check boxes

Date

File upload

1.  2. Radio buttons

Question Library

Do you have a driver's license?

Yes  No

Item Library allows creation of custom questions or selection from Question Library.

Customize questions further here.

[Edit](#) [Copy](#) [Move](#) [Retire](#)

Save

- b. Posting Pitch: This is a 250-character pitch meant to gather applicant interest and entice them to click on the posting to review the posting text.

ADVERTISING FOR JOB SOURCING

Form: State Employment Application [v] Preview Question Library

Posting Pitch:\* Enter 250 characters for posting pitch here

- c. Advertisement Text: Click **Generate Description** to auto populate the posting description from the fields above.

Click GENERATE DESCRIPTION below to auto populate the posting description from the fields above.

Advertisement Text:\*

Generate Description

**Title:** ABC Store Manager  
**Hiring Range:** Commensurate with experience up to \$35,503  
**Agency:** Virginia Alcoholic Beverage Control Authority  
**Location:** Richmond  
**Agency Website:** DMVNow.virginia.gov  
**Recruitment Type:** General Public - G

Date Job Filled & Closed: [Calendar Icon]

The "Date" field will be automatically populated when the job is filled & closed.

7. At the **Users and Approvals** section, complete the following areas:
- Agency Director: Optional if Agency Director would like visibility into requisitions only.
  - Hiring Manager: Will default to the person completing the job card, update if different by clicking **"Eraser"** then **"Magnifying Glass"** to select the hiring manager.
  - Approval Process: Select **Job Card Approval** and enter HR Supervisor name.
    - Note**: HR Supervisor will be the agency HR Director or Supervisor (who needs to approve within the agency HR department).
  - Recruiter: Agency Recruiter who will oversee the recruitment process.
  - Status: Select Pending Approval.

The "Date" field will be automatically populated when the job is filled & closed.

## USERS AND APPROVALS

**A** Agency Director:   
No user selected.

**B** Hiring Manager:\*   
nicolet+hmlv11@pageuppeople.com

**C** Approval process:\* Job Card Approval

1. HR Supervisor:   
nicolet+hmlv12@pageuppeople.com

**D** Recruiter:\*   
nicolet+recruiter@pageuppeople.com

**E** Status:\* Pending approval

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Please fill in all mandatory fields marked with an asterisk (\*).

Use "Eraser" & "Magnifying Glass" to edit user fields as needed.

### 8. Save the job using one of the below options:

- Save as Draft: Save and return to a later time.
- Submit: Kicks off the approval process.
- Save and Exit: Kicks off the approval process and returns you to the Manage Jobs search page.

Approval process:\* Job Card Approval

1. HR Supervisor:   
nicolet+hmlv12@pageuppeople.com

Recruiter:\*   
nicolet+recruiter@pageuppeople.com

Status:\* Pending approval

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Please fill in all mandatory fields marked with an asterisk (\*).

[Save a draft](#) [Save](#) [Save & exit](#) [Cancel](#)