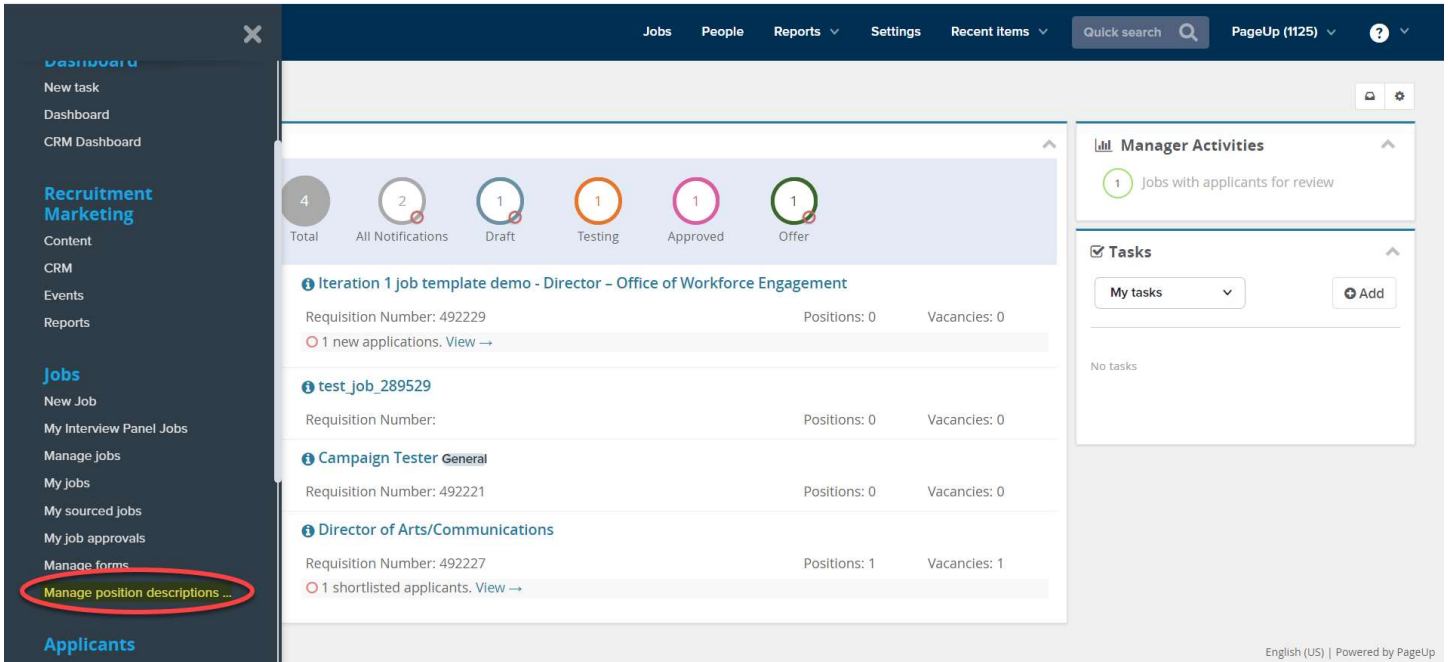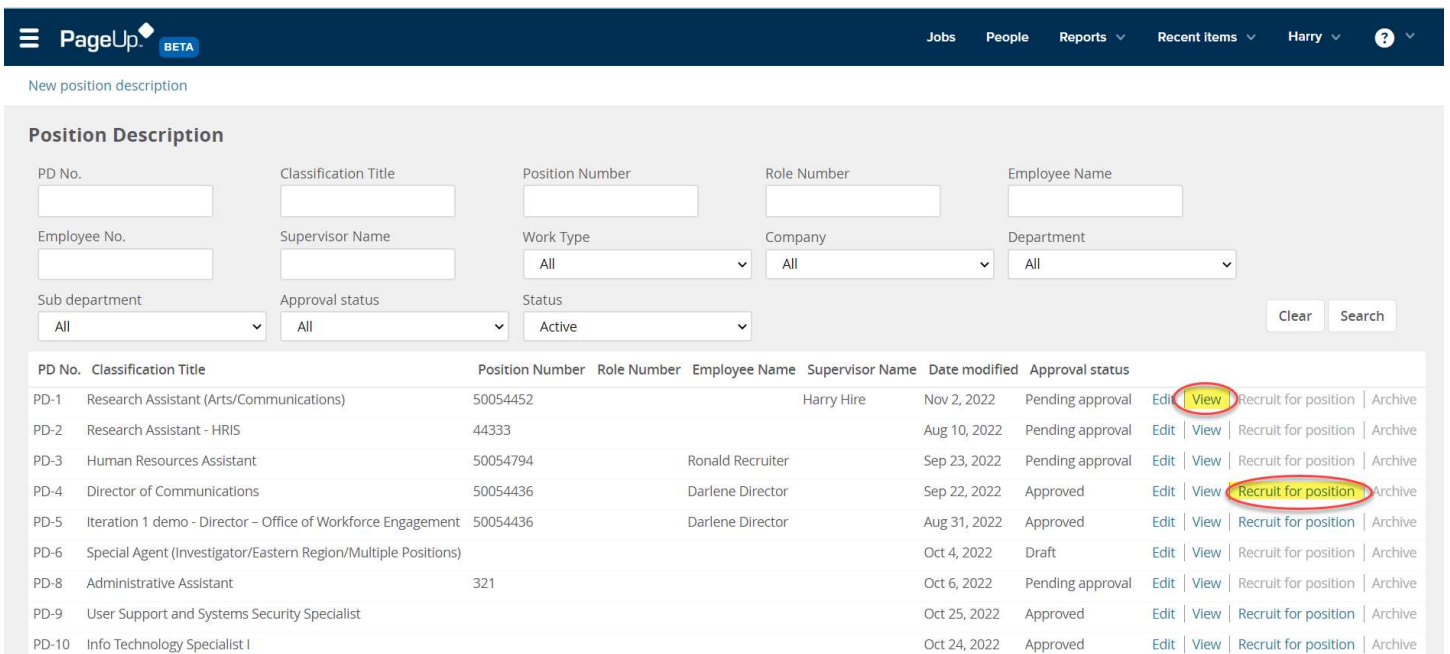# Recruiter - Creating Requisitions

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

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

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

4. Begin to scroll through the Job Card. Required fields will be notated with an **"*"** for reference.
   a. **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:*   Ronald Recruiter

Phone:*   321-456-7890

Email:*   ronaldrecruiter@pageuppeople.com

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*.

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

Page title:*   Additional Questions   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:

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.

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

7. At the **Users and Approvals** section, complete the following areas:
   a. Agency Director: Optional if Agency Director would like visibility into requisitions only.
   b. 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.
   c. Approval Process: Select *Job Card Approval* and enter HR Supervisor name.
      i. **Note:** HR Supervisor will be the agency HR Director or Supervisor (who needs to approve within the agency HR department).
   d. Recruiter: Agency Recruiter who will oversee the recruitment process.
   e. 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:*

[Harry Hire   ] 🔍 ✐

nicolet+hmlvl1@pageuppeople.com

C Approval process:*

[Job Card Approval ▾]

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

1. HR Supervisor:

[Darlene Director   ] 🔍 ✐

nicolet+hmlevel2@pageuppeople.com ▾

D Recruiter:*

[Ronald Recruiter   ] 🔍 ✐

nicolet+recruiter@pageuppeople.com ▾

E Status:*

[Pending approval ▾]

Next page ❯

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

8. Save the job using one of the below options:
   a. <u>Save as Draft</u>: Save and return to a later time.
   b. <u>Submit</u>: Kicks off the approval process.
   c. <u>Save and Exit</u>: Kicks off the approval process and returns you to the Manage Jobs search page.

Approval process:*

[Job Card Approval ▾]

1. HR Supervisor:

[Darlene Director   ] 🔍 ✐

nicolet+hmlevel2@pageuppeople.com ▾

Recruiter:*

[Ronald Recruiter   ] 🔍 ✐

nicolet+recruiter@pageuppeople.com ▾

Status:*

[Pending approval ▾]

Next page ❯

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

[Save a draft] [Save] [Save & exit]   Cancel