

Create Requisition by Existing Requisition - Faculty, Postdoc, Librarian

Steps

- 1 Log in as a Hiring Manager.
- 2 Navigate to 'My Team,' then to 'Hiring' under APPS.
- 3 Scroll to the bottom navigation bar and click on the 'Requisitions' tab.
- 4 Click the '+ Create' button.

5 #1 How through #6 Posting Description Sections

1. Use - Select 'Existing Requisition' in the 'Use' drop down.
2. Select a Requisition.
3. Click 'Continue.' The page will refresh. Click 'Continue.'
4. All details will prepopulate from the existing requisition. Update any information as needed.

6 #7 Offer

1. Select the Workplace.
2. Click 'Continue.'

7 #8 Attachments

1. Drag and drop any attachments required.
2. Click 'Continue.'

8

#9 Configuration

1. Review Configuration.
2. Click 'Continue.'

9

Questionnaires

1. Questionnaires - Review and edit if needed.
2. Click 'Continue.'
3. Scroll to the top of the page.
4. Click 'Submit.'