

Create Requisition by Existing Requisition - Staff

Steps

- 1 Log in as a Hiring Manager.
- 2 Navigate to 'My Team,' then to 'Hiring' under APPS.
- 3 Go to the bottom navigation bar and click on the 'Requisitions' tab.
- 4 Click the '+ Create' button.
- 5 **#1 How through #7 Offer Info Sections**
 1. Use - Select 'Existing Requisition' in the 'Use' drop down.
 2. Requisition - Select the requisition from the list that you want to replicate.
 3. Click 'Continue' until you reach Attachments section, making any updates as needed.
- 6 **#8 Attachments**
 1. Attachments - Drag and drop or upload any required attachments.
 2. Click 'Continue.'
- 7 **#9 Configuration and #10 Questionnaires Sections**
 1. Make any changes, if needed. Click 'Continue.'
 2. Scroll to the top of the page and click 'Submit.'
 3. A Warning will be displayed stating a background check is required, which the Recruiter will add. Click 'Continue.'