

Create Student Requisition by Existing Requisition

Steps

1 Log in as a Hiring Manager.

2 Navigate to 'My Team,' then 'Hiring' under Apps.

3 Scroll down to the bottom navigation bar and click on 'Requisitions.'

4 Click the '+ Create' button.

5 #1 How

1. Use - Select 'Existing Requisition.'
2. Requisition - Select an existing requisition.
3. Click 'Continue.'

6 #2 Basic Info through #7 Offer Info

1. Update any relevant information.
2. Click 'Continue' until you reach the Attachments section.

7 #8 Attachments

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

8 #9 Configuration

1. Update any relevant information.
2. Click 'Continue.'

9 #10 Questionnaires

1. Internal Prescreening Questionnaire - Skip
2. External Prescreening Questionnaire - Skip
3. Interview Questionnaire - Skip
4. Scroll to the top of the page
5. Click 'Submit.'