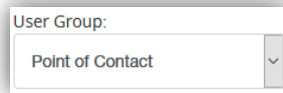


# How to Create a Requisition

Login here: <https://jobs.oakland.edu/hr/>

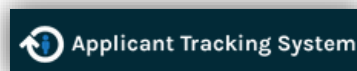
Look at the top right of screen. Be sure your user type is **Point of Contact** to begin



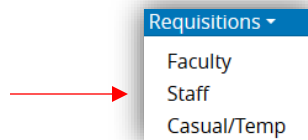
Click on the three blue dots in the left top corner



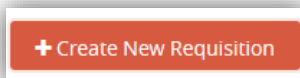
Select 'Applicant Tracking System'



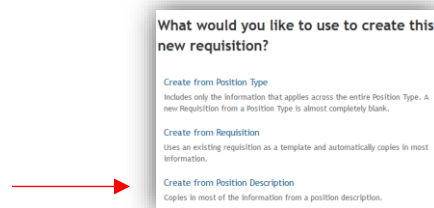
Click on 'requisition' and then 'staff'



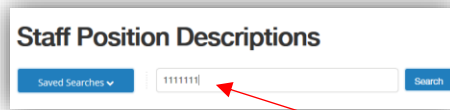
On the right side of the page click on 'Create New Requisition'



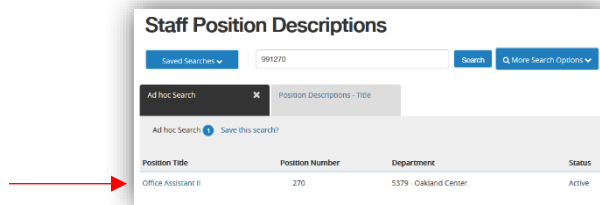
A box will appear, select 'Create from Position Description'



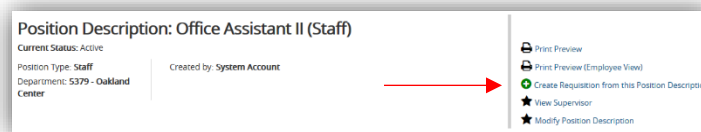
Next, type in the position number you would like to create the position for and hit 'search'



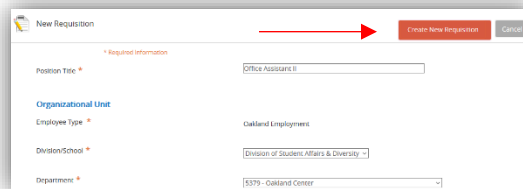
You should now see this screen, click on the position title



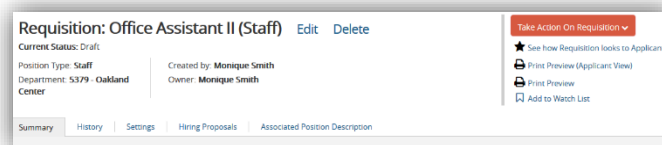
Next, look on the right side of that screen you will see a green circle that reads 'create from this position description'



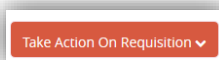
The next page you will click on the orange button that says 'Create New Requisition'



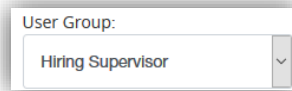
Now, complete the fields on the requisition and go through each page until you reach the end. You will know that you are at the end because it will take you to the summary page.



On the right side look for the orange button that reads select 'take action on requisition' there will be an option to 'submit to Hiring Supervisor', click on that.

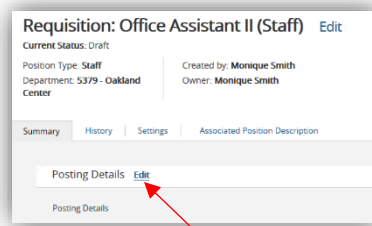


You are now switching hats at this point, change your user type to 'Hiring Supervisor'



User Group:  
Hiring Supervisor

Click 'edit' on the requisition and complete each section until you reach the end. As Hiring Supervisor this will include selection criteria, posting specific questions, etc.



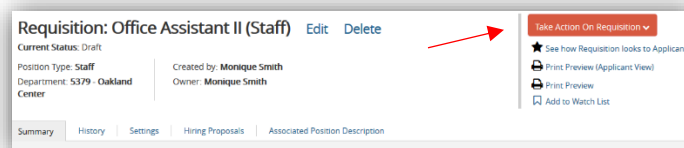
Requisition: Office Assistant II (Staff) Edit  
Current Status: Draft  
Position Type: Staff Created by: Monique Smith  
Department: 5379 - Oakland Center Owner: Monique Smith

Summary History Settings Associated Position Description

Posting Details **edit**

Posting Details

Complete all fields and hit next until you reach the end. You will know that you are at the end because it will provide the full summary. On the right side look for the orange button that reads 'take action on requisition' there will be an option to submit to 'Department Head' or 'Admin Head', click on whichever is applicable.



Requisition: Office Assistant II (Staff) Edit Delete  
Current Status: Draft  
Position Type: Staff Created by: Monique Smith  
Department: 5379 - Oakland Center Owner: Monique Smith

Summary History Settings Hiring Proposals Associated Position Description

Take Action On Requisition  
★ See how Requisition looks to Applicant  
Print Preview (Applicant View)  
Print Preview  
Add to Watch List

That's it! The requisition is on its way.