

In the search bar type a few letters of your hiring managers first and last name and select "Supervisory Organization" from the list.

1. Click the Staffing Tab and look to see if you have an open position to hire into.
 - a. If there are no available positions, click the Members tab and terminate the appropriate employee. **Contact your HRBP for assistance.**
 - b. If the employee is not listed and you do not have an open position, you can ask to have one created.
2. Type Cre Job Req in Search Bar
 - a. Select Supervisory Organization = hiring manager name
 - b. Click in the box "For Existing Position" and select the position you are hiring into
 - i. Make sure it says UNFILLED by the title
 - c. Click ok
3. Verify existing detail is accurate and fill in the required fields Always use today's date as Target Hire Date
4. On the Job Tab verify all detail is correct and fill in any required fields=Both location fields should reflect the location "NAME" and **not** city, state
5. Skip to the Compensation Tab and update Required Compensation Fields
6. On the Assign Roles tab select the top box and choose Primary Recruiter
 - a. Type your name first and press enter
7. Without clicking type Rebecca Bates in the search field and press enter.
 - a. This should add both you and Rebecca as the primary recruiter
8. Verify all is correct and click Submit

Post A Job - Please only select the Internal and the appropriate external job site and do not select all of them.

1. After submitting the job requisition click Open in the pop-up box OR click your "To Do Inbox" in the upper right-hand corner of your screen
2. Click the Post Job to-do item and follow the instructions.