

+ Add Requisition → Select Requisition Template

The screenshot shows the 'Requisitions' interface. On the left, there are filters for 'Refine By', 'Search', 'Status', 'Recruiter', and 'Hiring Manager'. A modal window titled 'Select Requisition Template' is open, displaying a table of templates. The table has columns for 'Name', 'Description', and 'Add'. The first row is 'Archive - DO NOT USE' with a red strikethrough. The other rows are 'Clinical_Other', 'Clinical_RN/DT/UC', and 'General'. The background shows a list of requisitions with columns for 'Status', 'Updated', and 'Candidates'.

Name	Description	Add
Archive - DO NOT USE	Archive - DO NOT USE	<input type="radio"/>
Clinical_Other	Use for all other Clinical Operations Roles (not DT/...	<input type="radio"/>
Clinical_RN/DT/UC	Use for all RN/DT/UC requisitions only	<input type="radio"/>
General	Use for all Non-Clinical Operations requisitions	<input type="radio"/>

Clinical RN/DT/UC: BUDGET/SUPPORT requirements –

1. Budgeted?
2. Capacity?
3. OT Percentage?
4. RN/Tech Ratio?
5. Why position is needed?

2. BUDGET/SUPPORT

Budgeted for current fiscal year?*

Yes

No

Capacity*

Overtime Hours Percentage*

RN/Tech Ratio*

Why position is needed*

Clinical Other: BUDGET/SUPPORT requirements –

1. Budgeted?
2. OT Percentage?
3. Why position is needed?

2. BUDGET/SUPPORT

Budgeted for current fiscal year?* Yes
 No

Overtime Hours Percentage*

Why position is needed*

General: BUDGET/SUPPORT –

1. Budgeted?
2. Why position is needed?

2. BUDGET/SUPPORT

Budgeted for current fiscal year?* Yes
 No

Why position is needed*

If CURR – Existing Position: Name of employee, last day of employment, and reason for leaving fields are required.

New or Replacement* NEW - New Position
 CURR - Existing Position


If replacement, name of employee replacing:

If replacement, last day of incumbent's employment:

If replacement, reason for leaving:

NEW fields added:

- *Exempt or Non-Exempt*
- *Remote Option*
- *Does this role require a laptop? (GENERAL ONLY)*

Exempt or Non-Exempt*	 Select Option
Remote Option*	Select Option
Does this role require a laptop?*	Select Option

Additional Notes:

- All necessary fields are **required** on these requisition templates; you will not be able to submit for approval until these fields are filled.
NOTE: If you are requesting a replacement **CURR-Existing**: name of employee, last day of employment, and reason for leaving are **required**. Requests that are submitted without this information will be rejected.
 - *If your requisition is replacing someone and the person has terminated, you will not see them in the drop down for a replacement name. Because of this, we are not making this field required. The information will **still need** to be added to the “**Why position is needed**” section.*
- Hover over the black question marks (?) for clarification on what to enter.
- Requests submitted using **Archive_Please Do Not Use** template will be rejected. Until we are able to convert to fully using these new templates, it will need to stay active to not disrupt current openings.