

+ Add Requisition → Select Requisition Template

The screenshot shows the 'Requisitions' page with a modal window titled 'Select Requisition Template'. The modal contains a search bar and a table of templates. The background page shows a sidebar with filters and a main table of requisitions.

Name	Description	Add
Clinical_Other	Use for any other clinic-based role (not DT/RN/UC)	<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"/>

All fields are required:

- Number of Openings are required to **always** be 1.

Clinical_RN/DT/UC

Use for all RN/DT/UC requisitions only

Requisition Details

Posting Type*

Publishing Options

Requisition Details

Number of Openings*

1. Position Details

Title*

ADP Job Title*

Location*

Department*

FTE*

Job Specific Cost Center*

Job Type*

Shift* Days
 Evenings
 Nights
 Variable

Work Week* Sunday - Friday
 Monday - Saturday
 Monday - Friday
 Sunday - Saturday
 Variable

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.*

Recruiting will complete **Salary Range** and **Job Description**.

Shift Hours*	<input type="text"/>
Category*	<input type="text" value="Select Option"/>
Exempt or Non-Exempt*	<input type="text" value="Select Option"/>
Remote Type*	<input type="text" value="Select Option"/>
New or Replacement*	<input type="radio"/> NEW - New Position <input type="radio"/> CURR - Existing Position
If replacement, name of employee replacing:	<input type="text" value="Select Option"/>
If replacement, last day of incumbent's employment:	<input type="text" value=""/>
If replacement, reason for leaving:	<input type="text"/>
Salary Range	<input type="text" value="Select Option"/>
Job Description Grade Job Description	<div><p>File Edit View Insert Format Tools Table</p><p>← → Paragraph Open Sans,sa... 11pt</p><p>☰ ☰ ☰</p><div style="border: 1px solid #ccc; height: 150px;"></div></div> <div style="border: 1px dashed #ccc; padding: 5px; margin-top: 10px;"><input type="button" value="Upload File"/> Or drop files here from your desktop to upload. Files shall not exceed 10MB The file should be a PDF, Microsoft Word or Text File.</div>

BUDGET/SUPPORT required fields:

- Clinical template:
 - Budgeted?
 - Capacity?
 - Overtime Hours Percentage?
 - RN/Tech Ratio?
 - Why position is needed?
- General Template:
 - Budgeted?
 - 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*

HUMAN RESOURCES SECTION: Leave blank – Recruiting will complete this section.

3. HUMAN RESOURCES SECTION

Workflow

Hiring Manager

Recruiter

Form [Preview](#)

Application Form

Screening Form

ADP Location

Eligible for Referral Bonus

Submit For Approval:

1. Select your direct manager.
2. Select who your manager reports to.
3. Blank
4. Will always be TA & Dev Manager.

Click **Submit** at the bottom right and your requisition has now been submitted for approval to be reviewed through Position Control.

Submit For Approval : 1 (2215-2024)

Admitting | Date Created: 03/20/2024

The approvers need to approve the requisition in this order.

Select Approvers*

1.
2.
3.
- 4.* Jill Rogerson

Send Message

This message will be sent to all approvers.

Subject*

Job requisition approval - 1

Message*

Paragraph **B** *I*

Dear [recipient-first-name],

Please review the attached job requisition information and either approve or reject the requisition.

<https://app.jobvite.com/uniqueid>

Thank you.

Upload File Or drop files here from your desktop to upload. Files shall not exceed 10MB The file should be a PDF, RTF, Microsoft Word, Microsoft Excel or Text File.

Skip Approval Process

Cancel

Submit