

Before You Start!

- Are your **Job Description** and **Salary Range** up to date? If not, please contact your recruiter to initiate a review. Outdated JDs and compensation will delay posting. Requisitions submitted and approved with outdated information will be Opened and placed on Hold until a review is completed.

+ Add Requisition - Select Requisition Template

The screenshot shows the 'Requisitions' page with a modal titled 'Select Requisition Template'. The modal prompts the user to 'Select which requisition template to be used with the form.' It contains a search bar and a table with three templates:

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"/>

Buttons for 'Cancel' and 'Next' are at the bottom right of the modal. The background shows the 'Requisitions' list with columns for Status, Updated, and Candidates.

All fields are required:

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

The screenshot shows the 'Clinical_RN/DT/UC' requisition form. It includes the following fields and options:

- Posting Type***: Limited Access
- Publishing Options***: All Employees (Internal), Everyone (External), Limited Access
- Number of Openings***: 1
- 1. Position Details**
 - Title***: [Text Field]
 - ADP Job Title***: [Select Option]
 - Location***: [Select Option]
 - Department***: [Select Option]
 - FTE***: [Text Field]
 - Job Specific Cost Center***: [Select Option]
 - Job Type***: [Select Option]
 - 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"/>
If replacement, reason for leaving:	<input type="text"/>
Salary Range	<input type="text" value="Select Option"/>
Job Description Grade Job Description	<div><div>FileEditViewInsertFormatToolsTable</div><div><div>↶↷</div><div>Paragraph</div><div>Open Sans,sa...</div><div>11pt</div><div>≡</div><div>≡</div><div>...</div></div><div></div><div><div>Upload File</div><div>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></div></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?*	<input type="radio"/> Yes
	<input type="radio"/> No
Capacity*	<input type="text"/>
Overtime Hours Percentage*	<input type="text"/>
RN/Tech Ratio*	<input type="text"/>
Why position is needed*	<input type="text"/>

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

3. HUMAN RESOURCES SECTION

Workflow	<input type="text" value="General"/>
Hiring Manager	<input type="text" value="Select Option"/>
Recruiter	<input type="text" value="Select Option"/>
Form Preview	<input type="text" value="Default Form"/>
Application Form	<input type="text" value="Select Option"/>
Screening Form	<input type="text"/>
ADP Location	<input type="text" value="Select Option"/>
Eligible for Referral Bonus	<input type="text" value="Select Option"/>

Cancel

Save

Submit For Approval

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.	<input type="text" value="Select Approver"/>	▼
2.	<input type="text" value="Select Approver"/>	▼
3.	<input type="text" value="Select Approver"/>	▼
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

Wrap up:

- Let your recruiter know you've submitted a requisition for approval. Your recruiter will be in touch to review your role/updates during an **Intake Meeting** and set your **Recruitment Plan**.