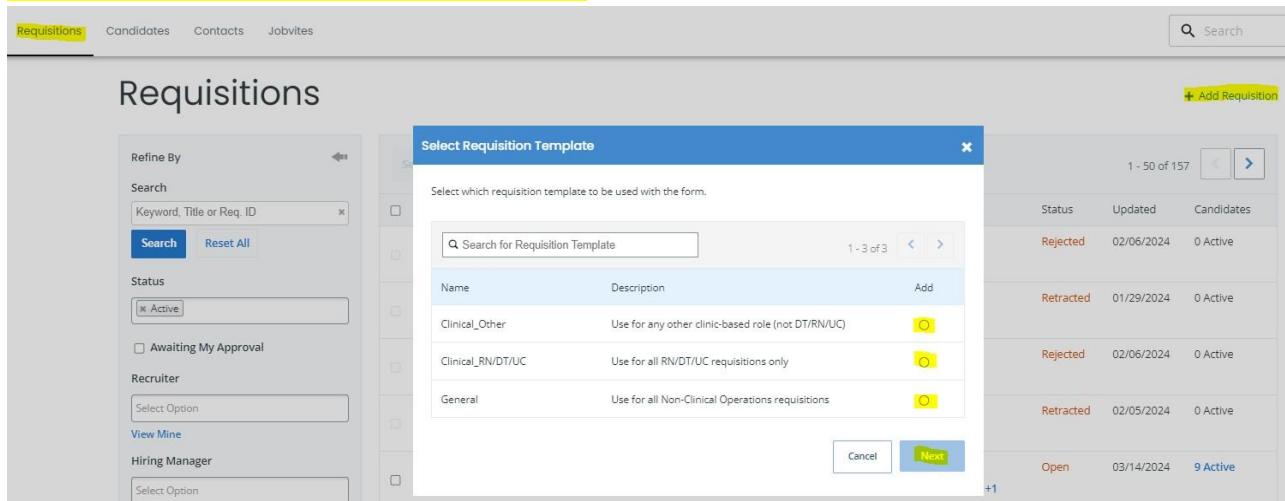


Before You Start!

- 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 Outdated JDs and compensation will delay posting. Requisitions submitted and approved with outdated information will be Opened and placed on Hold until a review is completed.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



Requisitions

Refine By

Search

Status

Recruiter

Hiring Manager

1 - 50 of 157

Status Updated Candidates

Rejected 02/06/2024 0 Active

Retracted 01/29/2024 0 Active

Rejected 02/06/2024 0 Active

Retracted 02/05/2024 0 Active

Open 03/14/2024 9 Active

+1

Select Requisition Template

Select which requisition template to be used with the form.

Search for Requisition Template

Name Description Add

Clinical_Other Use for any other clinic-based role (not DT/RN/UC)

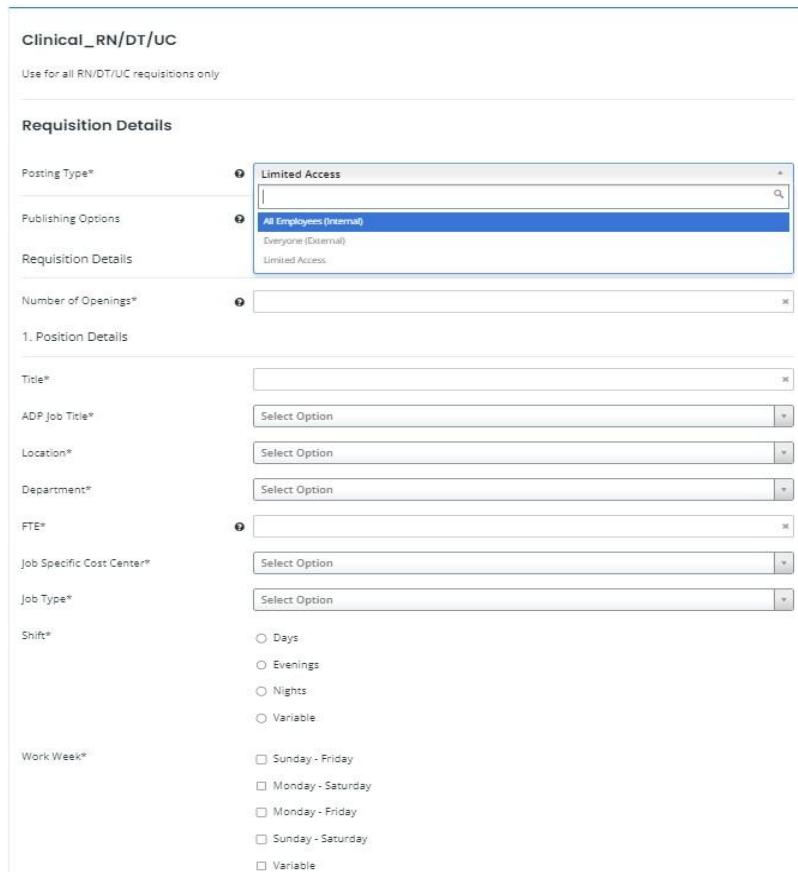
Clinical_RN/DT/UC Use for all RN/DT/UC requisitions only

General Use for all Non-Clinical Operations requisitions

Cancel Next

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* Limited Access

Publishing Options All Employees (Internal)

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="button" value="Select Option"/>																					
Exempt or Non-Exempt*	<input type="button" value="Select Option"/>																					
Remote Type*	<input type="button" 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="button" value="Select Option"/>																					
If replacement, last day of incumbent's employment:	<input type="button" value=""/>																					
If replacement, reason for leaving:	<input type="text"/>																					
Salary Range	<input type="button" value="Select Option"/>																					
Job Description Grade Job Description	<input type="button" value=""/> <table border="1"><tr><td>File</td><td>Edit</td><td>View</td><td>Insert</td><td>Format</td><td>Tools</td><td>Table</td></tr><tr><td></td><td></td><td>Paragraph</td><td></td><td>Open Sans,sa...</td><td>11pt</td><td></td></tr><tr><td colspan="7"></td></tr></table>	File	Edit	View	Insert	Format	Tools	Table			Paragraph		Open Sans,sa...	11pt								
File	Edit	View	Insert	Format	Tools	Table																
		Paragraph		Open Sans,sa...	11pt																	
<div style="border: 1px dashed #ccc; padding: 5px; display: flex; align-items: center;"><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?*	<input type="radio"/> Yes
	<input type="radio"/> No
Capacity*	<input type="text"/> <small>?</small>
Overtime Hours Percentage*	<input type="text"/> <small>?</small>
RN/Tech Ratio*	<input type="text"/> <small>?</small>
Why position is needed*	<input type="text"/> <small>?</small>

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

3. HUMAN RESOURCES SECTION

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

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. Select Approver
2. Select Approver
3. 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**.