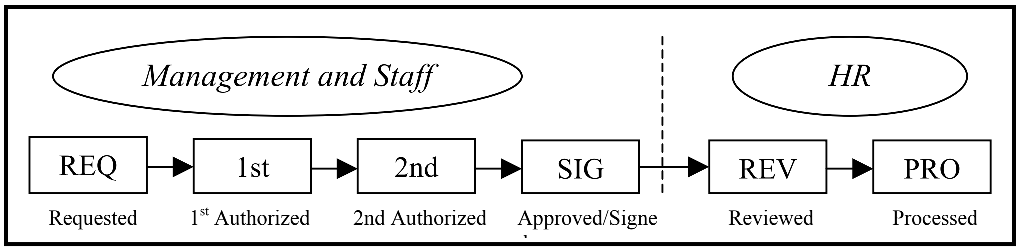
Requesting Job Requisitions

Chapter 5 Section 3

Introduction

As discussed in the Recruit Processing Overview section of this chapter, actions move through EHRP via workflow, a process that is driven by users' roles in the system. While the full path of a Recruit request in workflow moves through six standard steps, several different processes are available for management and supervisor staff use as well. Samples of each variation of the six-step workflow path can be found in the Section 1 of the Recruit Processing chapter in this guide.



Data field access

Requesters have the capability of modifying all available fields on the pages of the Recruit page group.

Job Requisition page group

There are three pages available for creating Recruit requests (requisitions): Job Requisition 1, Job Requisition 2, and Job Requisition 3. Each of the six Recruit menu paths leads to these pages. Requesters have access to modify all fields on every page.

By following the steps in the procedure below, a Recruit action will be initiated in the system, as well as routed to the appropriate staff for processing by HR.

Navigation Path

Home ➔ Develop Workforce ➔ Recruit Workforce (USF) ➔ Use ➔ Request Requisition

Navigational Tips

- When accessing a field in EHRP that requires entry, there may be a button available for use. Clicking this button will open a window with a list of possible entry options for this field.

- When accessing a date field in EHRP (e.g., **Effective Date**, etc.), the button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar , click on the date.

Procedure The following steps detail the procedure for initiating a Recruit Action Request in EHRP, beginning at the "REQ" level:

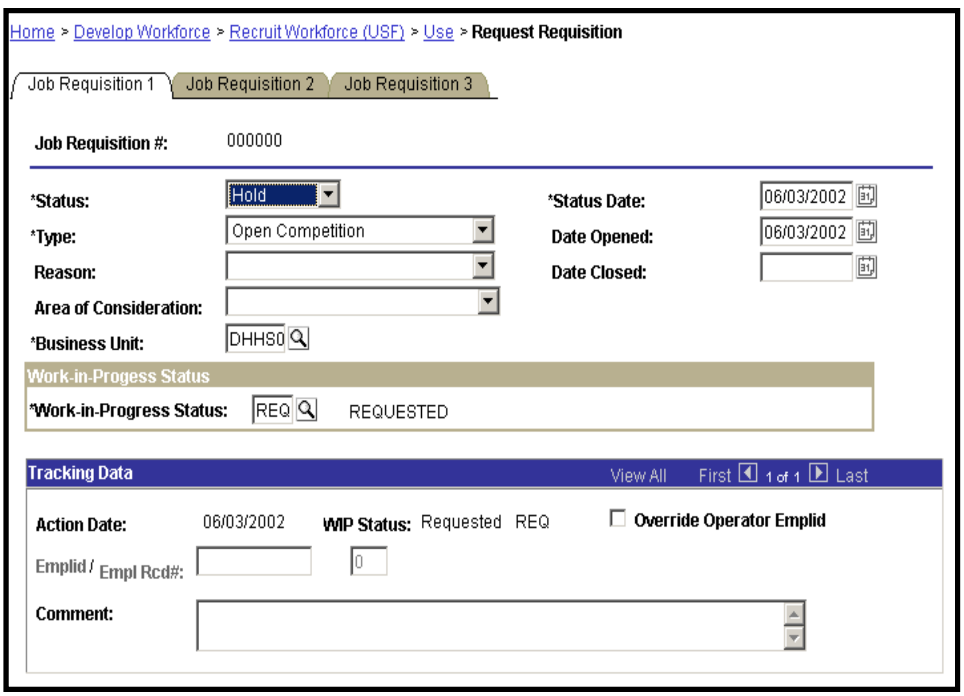
1 Follow the navigational path:

Home ➔ Develop Workforce ➔ Recruit Workforce (USF) ➔ Use ➔ Request Requisition

2 You will be prompted to add a Job Requisition #, or allow the system to autonumber it. **You MUST allow the system to create the requisition number.** It will increment the last number assigned by one. This number will be generated upon save.

You will see the following page:

Job Requisition 1



3 Required fields for the Requester to include on the **Job Requisition 1** page are **WIP status** and **Business Unit**. Select the appropriate values for these fields.

Job Requisition 1 page – other fields

Other fields on this page include:

• **Status** field:

On Hold – The Recruit request is moving through the workflow process
Open – The Request has been processed and is available to be filled
Closed – The position has been filled
Cancelled – The Recruit request is no longer needed

•**Status Date** field: Indicates date of last change to status field

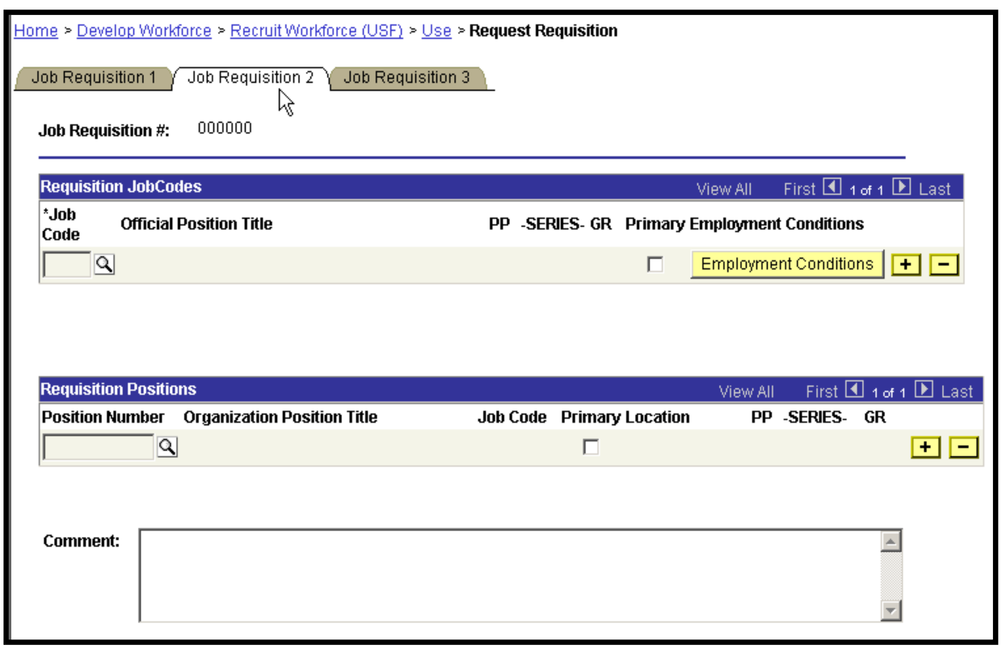
• **Type** field: Internal; External; Internal/External; Merit Promotion; Open Competition

• **Date Opened** field: Date requested

• **Reason** field: Job/Position Vacated; New Authorization; New Job/Position; Temporary Assignment

• **Business Unit** field: Agency

Job Requisition 2 page



Job

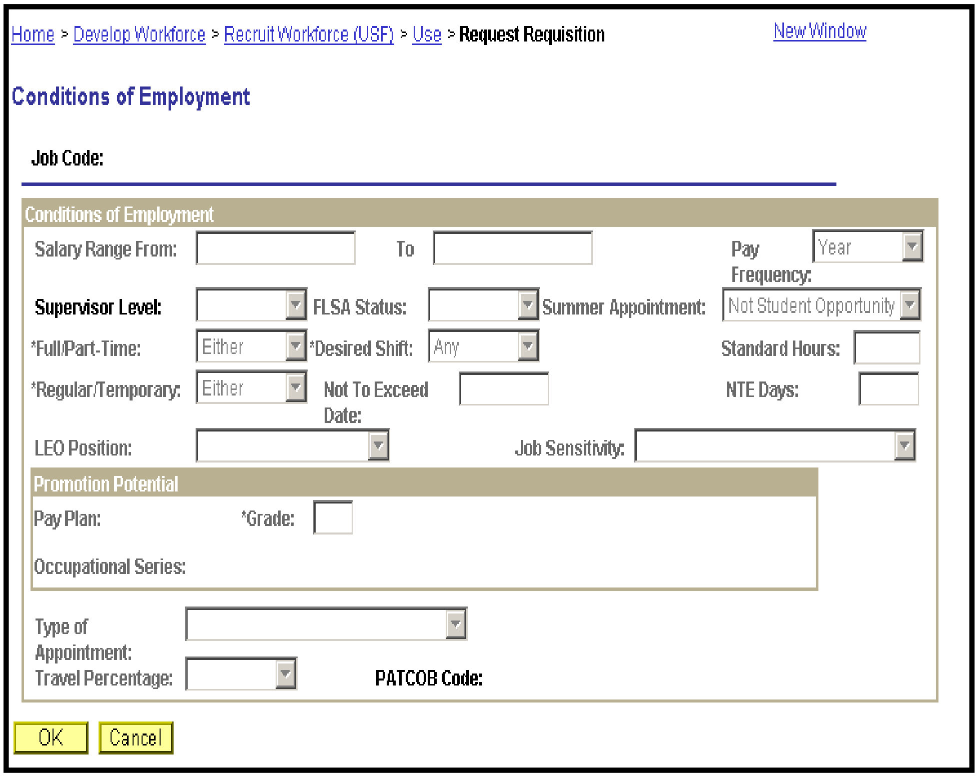
The Job Code and Position Number are required fields for HR Processors.

Requisition 2 page - fields

If a Position Number is entered, the Job Code will default.

Employment Conditions subpage

Click the Employment Conditions pushbutton, and you will see the following subpage:



This page will display any information that has been established at the Job Code level. The fields are not enterable here.

Job Requisition 3 page

Job Requisition 3 is used to indicate the Recruiting office for a particular requisition.

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Select the correct value for the Recruiting Office.

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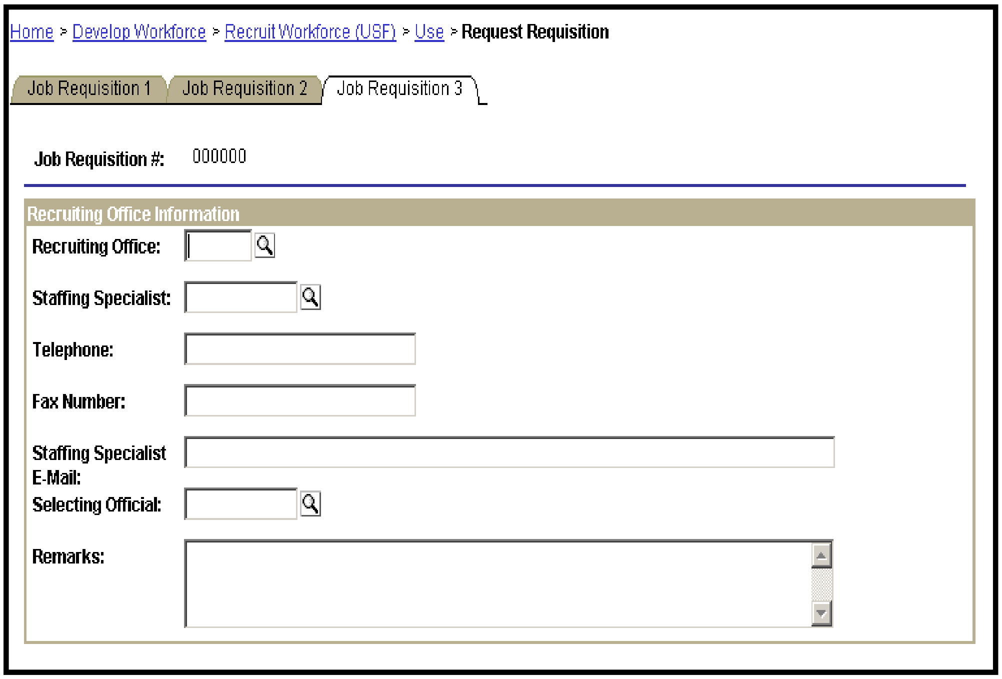


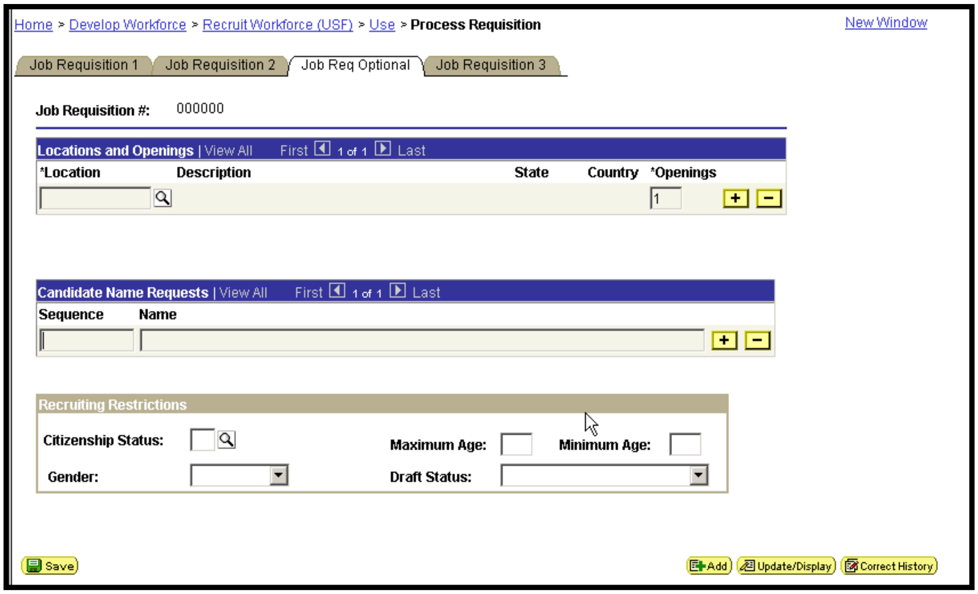
Job Requisition 3 page - fields

Other fields available on the Job Requisition 3 page include:

- **Recruiting Office** – the department ID for the requisition
- **Staffing Specialist** – the HR Processor
- **Selecting Official** – the individual making the candidate selection
- **Remarks** – this field is used to capture CAN code, location code, and any additional pertinent information about the requisition

Job Requisition Optional – optional page

If your organization determines a need for its use, the Job Requisition optional page is available, to capture additional recruitment related information.


Home > Develop Workforce > Recruit Workforce (USF) > Use > Process Requisition
New Window
Job Requisition 1
Job Requisition 2
Job Req Optional
Job Requisition 3
Job Requisition #: 000000
Locations and Openings | View All First 1 of 1 Last
*Location Description State Country *Openings
1
Candidate Name Requests | View All First 1 of 1 Last
Sequence Name
Recruiting Restrictions
Citizenship Status:
Maximum Age:
Minimum Age:
Gender:
Draft Status:
Save
Add
Update/Display
Correct History

5 Click 
Save
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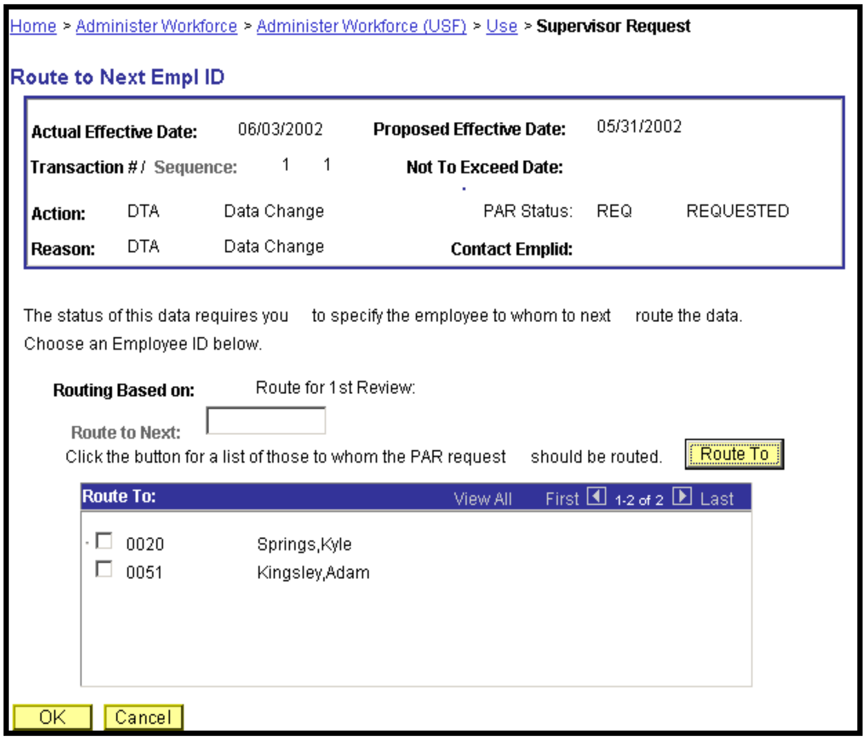
Routing Actions

Upon saving the page group, Requester will be prompted to select the specific individual to whom the action should be routed:



6 Click the “**Route To**” pushbutton. You will see a list of valid users to whom the action can be routed. The names on the list are based upon Workflow role and Row level security.

After clicking in the appropriate checkbox to select the “Route To” person, click OK.

The action has now been routed to the worklist of the user specified.

7 Click in the appropriate checkbox to select the “Route To” person; then, click OK.

The action has now been routed to the worklist of the user specified

Interim Saving

If the Requester is not yet ready to submit the Recruit Action to workflow, it is possible to update the PAR status field to "INI" (initiated) and save. When the user is ready to complete the Recruit Request and submit it for authorization or approval, they can access the Recruit request via the menu, and update the data accordingly.

When the user is ready to route the request forward, they can update the PAR status to REQ and save.