UWS User Guides

How to Create a Requisition for Fixed Term Nomination Positions
GUIDE TO CREATING REQUISITIONS FOR FIXED TERM NOMINATION POSITIONS

STEP 1 - CREATE A REQUISITION

Creating a Requisition

The Requisition module of eRecruit allows you to create requisitions that can be used to request and obtain approval for recruitment activity. Within the Requisition, you will be able to assign requisition steps to specific eRecruit users.

Additionally, the requisition will create a job as the ‘end product’ of the requisition process.

Here is a quick step-by-step guide on how to create a Requisition.

NOTE: It is a requirement that you enter the Position Number (Establishment) on the requisition. Make sure that an approved Position Description has been attached. If a Position Number has not been created, please liaise with the Establishment Officer or your HR Partner. For established position, you can find the establishment/position number in OrgPlus. If you don’t have access to this software, please contact your HR Partner.

STEP 1: CREATING A REQUISITION

Screen 1  Once you have logged into the system, you will see the following page:
Click the **Create New Requisition** link on the top right-hand corner of the screen.

If this screen appears during the Requisition process, click either the “Refresh” or the “Back” button in your browser to restore the page.
This will display a list of available **Requisition Templates**. Select the ‘Select Position first (TO BE USED FOR POSITIONS TO BE ADVERTISED AND FIXED TERM NOMINATION)’ template for all positions other than Honorary and Casual and click the **Continue** button.

For **Honorary and Casual positions** please select ‘Create Requisition (TO BE USED FOR ADJUNCT, VISITING, CONJOINT AND CASUAL ELIGIBILITY LIST POSITIONS ONLY)’.
This will display a list of available position numbers to choose from. The Search function can be used to filter the list of position numbers. The following fields are available to filter on –

- Keywords
- Job Title

If you do not know the POSITION NUMBER you are recruiting for, please refer to OrgPlus or contact your HR PARTNER who will provide you with the position number. Under the ‘ACTION’ tab, please ‘VIEW’ the position number you have entered first, before you hit the ‘SELECT’ button. If any of the data is not accurate, DO NOT PROCEED with creating the requisition. Download and complete the Establish a New Position or Change Position Details located on the OPC website and send it to your HR PARTNER who will organise the data change/s.

Clicking on Filter button will display all the position numbers based on the filters you have selected. Clicking on Clear button will clear any filters you have selected and will redisplay the full list.

Search filters to help find a position number.
Once you have located the position number you want to use to create a requisition, click on **View** under **Action(s)**, located on the right hand side of the screen to view the information downloaded from Alesco. Once you are satisfied that the position data are accurate, click on **Select** to begin creating the requisition.

**Screen 7**

This will display a list of available **Requisition Templates**. **Select the relevant template.** For example - for all Fixed Contract positions on nomination, **select ‘Fixed Contract Nominations (Not Advertised)’**
Complete this form by selecting from the dropdown lists and entering data into the free-text fields. Once you have completed the form, click the **Save and Continue** button at the bottom right hand of the screen.

A progress bar will display for all forms allowing users to navigate between completed steps in any order, and preview and submit completed forms.

Users are only able to navigate between form steps if prior steps are complete. The Preview and Submit step is only accessible when all other steps are complete.

Information from Alesco is integrated and fields will be read only.

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Enter all relevant fields, then click ‘Save and Continue’ at the bottom of each page when completed.
Once this is completed, click **Save** to keep progress to date and continue at a later time, alternatively, select **Preview and Submit** to preview completed form before submitting or **Submit** to submit without preview.

Once all the details have been entered and saved, this is the end of the requisition creation process. The Requisition will now go to the Recruitment Consultant, who will send it to the delegated approving officers. **If the Requisition is an identified Indigenous position it will also be sent the Director, Office of Aboriginal and Torres Strait Employment and Engagement for approval.**

Although the details of the Requisition cannot be viewed once it has been sent, it can still be tracked through the ‘Requisitions’ tab, then refer to ‘Status’.

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<thead>
<tr>
<th>Step Status</th>
<th>Status</th>
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<tr>
<td>All</td>
<td>All except archived</td>
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<td>In Progress</td>
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