UWS User Guides

How to Create a Requisition for Advertised Standard Positions
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. Creating the Requisition is a two-step process; involving the actual creation and then entering the Key Selection Criteria. If this is a new position, 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:

![Requisition Module](image)

*Click the ‘Requisitions’ icon (Never use the ‘Jobs’ Tab for this purpose).*
Screen 2

Click the **Create New Requisition** link on the top right-hand corner of the screen.

**Add a Requisition:** Create New Requisition

**Select List Columns:** No matching records to display

TIP

If this screen appears during the Requisition process, click either the “Refresh” or the “Back” button in your browser to restore the page.
Screen 3

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 POSITIONS ONLY)’
Screen 4  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
- Position number

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.
Once you have located the position number you want to use to create a requisition click on **View** under **Actions**, located on the right hand side on the screen, to view the information downloaded from Alesco. Once you are satisfied with the form click on **Select** to begin creating the requisition.

This will display a list of available **Requisition Templates**. **Select the relevant template.** For example - for all advertised positions, select ‘Recruitment – Advertising Positions’.

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.
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.
Screen 11 This will redirect you back to your Tasks List. The next task to be executed will be the creation of Key Selection Criteria which will be sitting on top of the list. Click the Begin button to execute this task. You will also receive a ‘task email’ on your inbox.
Please read these instructions before continuing

STEP 2: KEY SELECTION CRITERIA (KSC)

Screen 1

Tick the box on each required KSC and enter the text on each box.

Refer to the following page for instructions on how to paste the KSCs from Microsoft Word.

If the Requisition is ready to be submitted, select ‘Preview and Submit’ or ‘Submit’.

HELPFUL HINTS

If, after completing the KSC, the Hiring Manager needs to review the requisition before submission, select ‘Preview and Submit’. The ‘Submit’ button will allow Users to submit without previewing the requisition.

If, after completing the KSC, the Requisition needs to be altered, select ‘Save’ and then ‘Roll Process Back’. This action will roll back to previous steps. This process will take you to all of the Requisition steps.
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 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'.

Although you can paste and copy text from other applications straight into the text box, it is recommended that the 'Paste from Word' icon be used when copying and pasting each Key Selection Criteria from a 'Word' document to the system for a neatier paste.