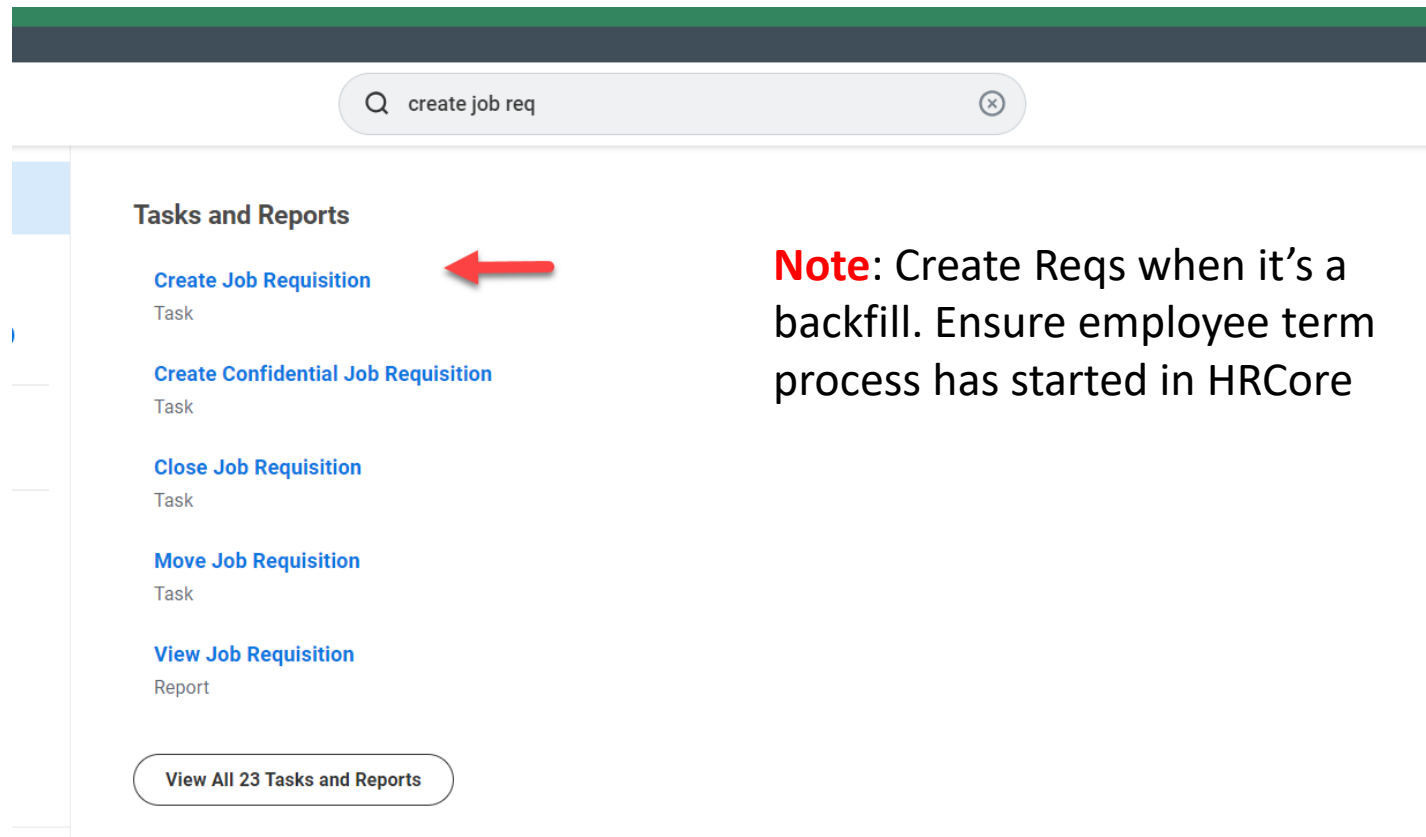# Creating Job Requisitions

Action: Recruiter

- How to create a job req with a backfill

- How to create a new job req

Creating a job requisition when it is a backfill

Search *Create Job Requisition*

Note: Create Reqs when it's a backfill. Ensure employee term process has started in HRCore

Select supervisor

Select Supervisor org and name of backfill

Fill out mandatory* info

Key Notes:

- Post Internally/Externally

- *Recruiting Start Date*: Today's date

- *Target hire date*: Can be today's date or when managers would like to fill

- *Target end date*: Should be 6 months

Select Next and

Title: Should default

Description: Should be added based on the job description

Note: Since this is a backfill the number of openings cannot changed

Fill out remaining mandatory* fields

- All other fields should be selected based on role.

- You can post in multiple locations (Okemos + FH example)

Select Work shift only if its 2nd or 3rd shift. Then select next

Ensure company and cost center are correct

Company + Cost Center: should default. If missing, see termed employee profile.

Skills: leave blank

Qualifications: Leave blank

Attachments: leave blank

Review Compensation

Under Salary: Add midpoint

Review grade level is accurate: If not, correction needs to be made in HRCore

❖ In the next steps you'll assign role.

Creating a new job requisition

The position management staffing model gives you the most control over staffing with position management:

o You must have an open, approved position in the supervisory organization to hire, promote, demote, or transfer a worker. You define separate hiring rules and restrictions on each position.

o A position remains open until you fill or manually close the position.

o You can move positions from one supervisory organization to another as part of a job change.

o You can report on open and filled positions, track position history, and more

From the search bar, type Create Job Requisitions
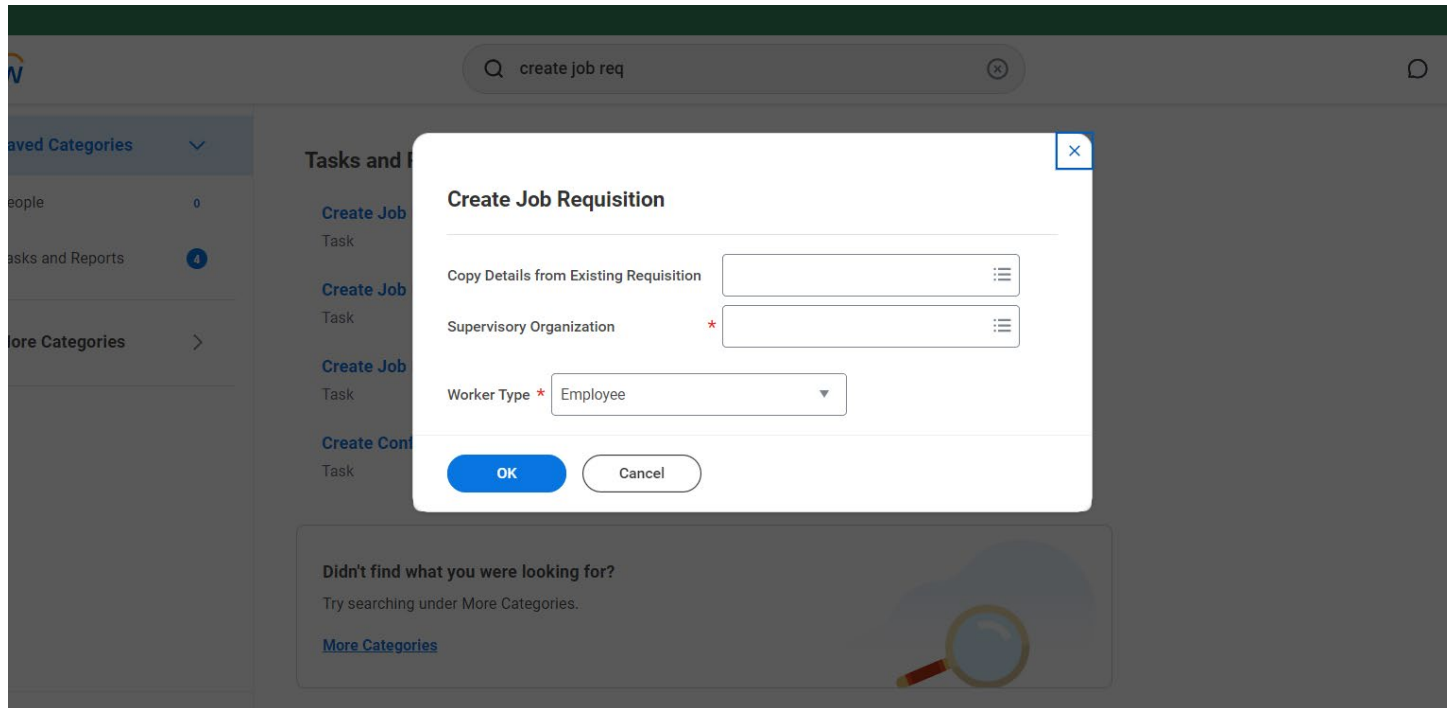
Create new job requisition

Create New Position
only used when we add to staff and a Job Profile is set up. If it's a new Job Title get with Angela to set up

Leave Worker Type:
Employee

Under Supervisory Organization: Type name of the Supervisory Organization (Name of Manager of Role)

Add number of openings

Number of Opening= Enter exact number of positions you are looking to fill

Click here to edit

Add Reason

Reason Options

- Create Job > *Backfill/Replacement* (Used if replacing an Employee)- In this case its better to use "for exiting position" see other document

-Create Job > *New Headcount* (Used of it's a new Approval for new FTE)

-Create Job > *Previously Approved Headcount* (Approved Previously but new FTE)

Replacement Type

Replacement
For: Type
employee
(Note the term
process must
begin before
posting.

Update Dates

Dates:

Recruiting Start Date: Do not use future Start Date. Use date creating the req

Target Hire Date: When you plan for EE to start. Can use same as recruiting start date.

Target End Date: Use 6 months from posting date. (Can repost if needed)

Referral Plan

Select Referral Plan.

Select if you have a referral program. Interns are left empty

Job Description

*copy and paste special Job description from Word

Paste: Job Description

Do not use: Job Description Summary

Leave skills blank

Fill out what you need

Select Company Name

Select Cost Center

Can attach documents as backup
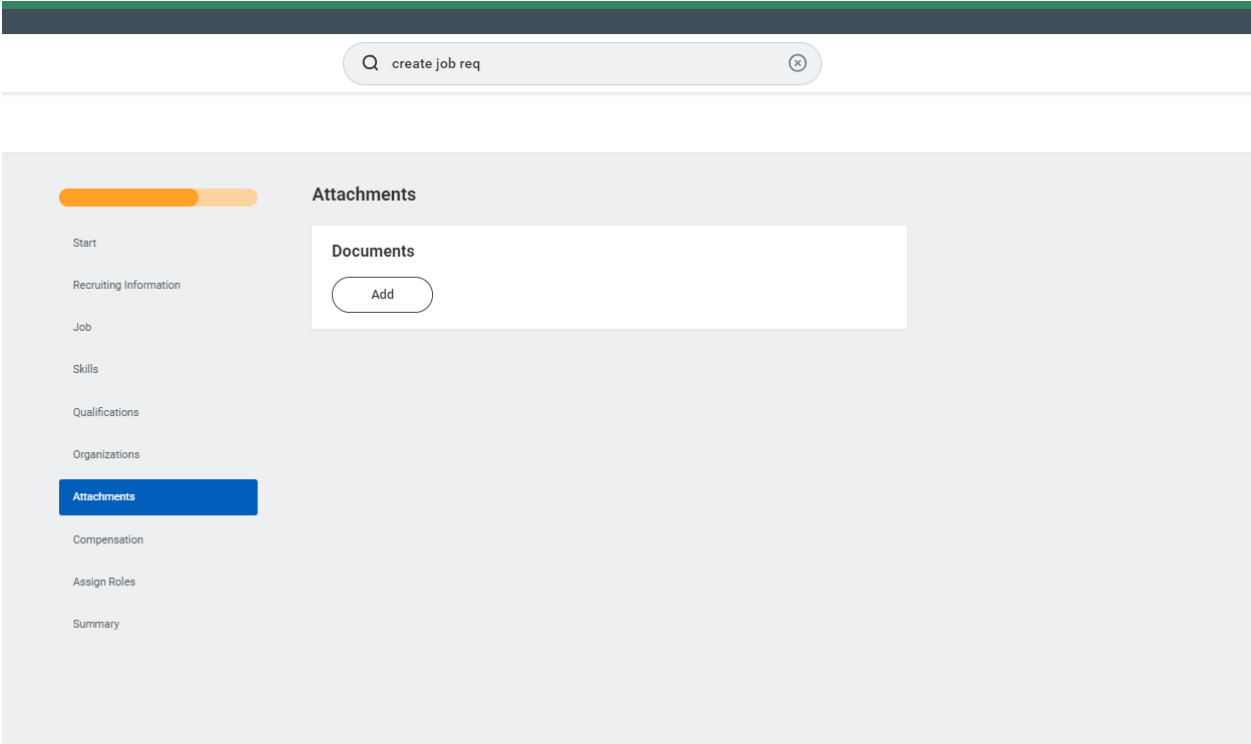
Compensation

Compensation: If Grade level programmed

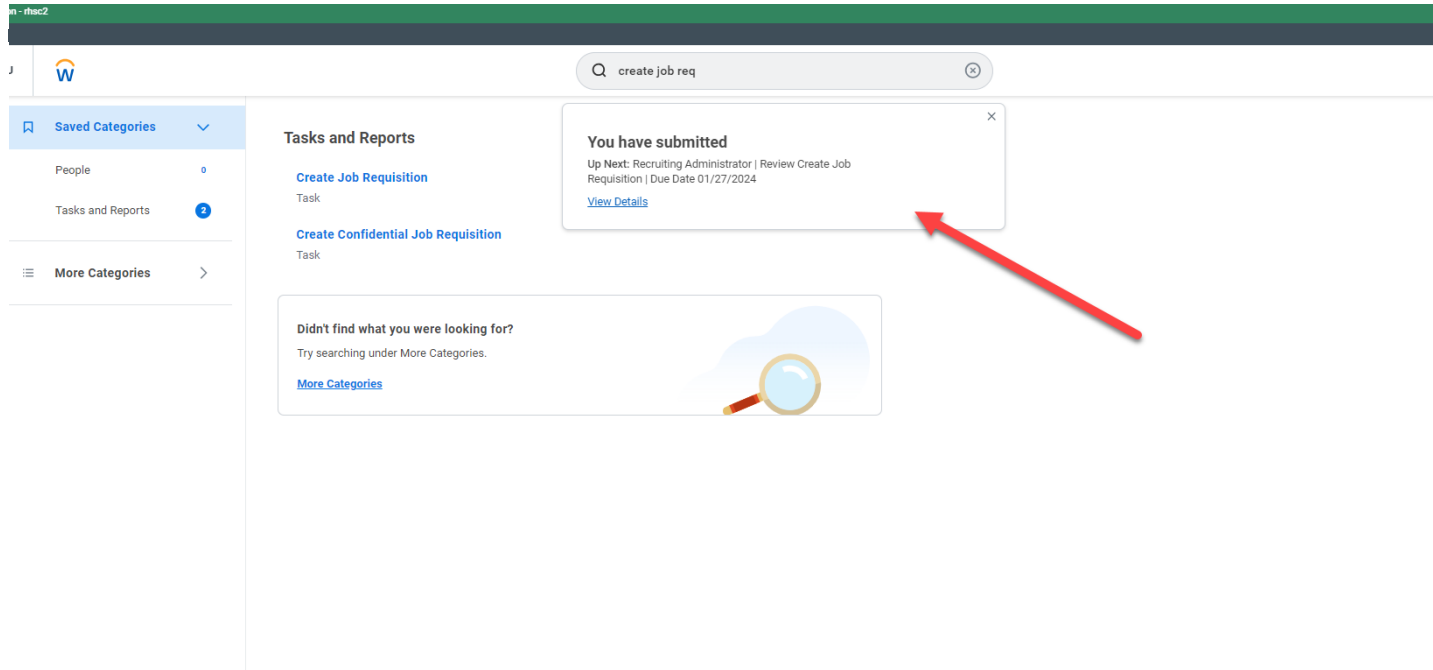**Salary can be entered**: Advise to add the midpoint as a guideline for the recruiter

Assign Role

Role: Primary Recruiter must be selected. Note if there is no recruiting security set up for the employee they cannot be selected. If you want multiple recruiters click add otherwise save

Note: first recruiter listed will be listed on the offer letter.

Review and Submit

Next step will be sent for approval-DDMI HR