Creating a Requisition Using OACIS

To begin a requisition, start with an approved Job Description from the Job Description Library. You can either update an existing job description for a replacement or create a new job description for a new position.

1. For a Replacement - You will need to update or reclassify the vacant position and get the job description approved by Compensation prior to recruitment.

2. For a New Postion-You will need to create a new job description and have it approved by compensation prior to recruitment.

❖ **Creating a Requisition From a Job Description**

  * Click the link | **FROM JOB DESCRIPTION** | under the heading Create Requisition on the navigational bar on the left side of the screen

  * Enter search criteria for a particular job description that you would like to create from, or view all job descriptions in your department by leaving the fields blank .

  * Click the | **SEARCH** | button.

  * Click the View Summary link beneath the appointment type for each job to view that job description.

  * Click the | **CREATE** | link for the Job Description that you would like to use.

Posting Details

The first page you will see is the Posting Details. Complete the posting details for your job.

Note that several of the fields on this tab are already filled in and cannot be edited. These are fields that are auto-filled from the job description you selected. If you need to make changes to the job description, cancel this action, update the job description and begin your requisition again

- You can view your requisition by clicking the VIEW REQUISITION SUMMARY link.

- You can save your work (if all the required fields are filled out) by clicking, SAVE AND STAY ON THIS PAGE

- You can cancel the requisition by hitting the 'CANCEL key. If you do this, you will lose all the information you have entered.

- The CONTINUE TO NEXT SECTION button at the bottom of the page will take you to the next section.

Helpful Hints
- The required fields are denoted with an asterisk. You will not be able to continue to the next page or save your work until all required fields are filled.
- If you close your browser window without saving, your work will be lost.
- There is a 120-minute time limit on each page. If you do not change pages within this time limit, you will be logged out and all the information you entered will be lost. The system will give you a warning three minutes before you time out.
- You can copy and paste from a Word or PDF document. This is especially helpful for entering minimum requirements, and desirable requirements.

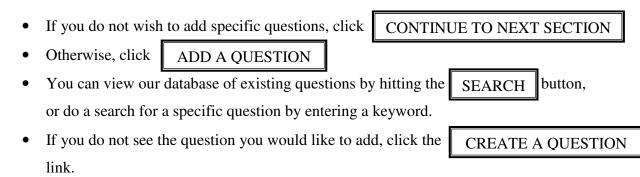❖ **Advertising**

Tell Employment:
- Where you would like to advertise
- What type of ad you would like to run
- For how long the ad(s) should run
- Any special text you would like to request in the ad
- The account-fund-sub number HR should use to recharge your department for the cost of the ad(s).

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*Note: HR has editorial rights to all advertising content

❖ **Job Duties**

this tab shows the job duties from the job description you selected. At this point you will not be able to edit the job duties. If changes are needed, cancel the requisition, update the job description and begin the requisition again.

❖ **Adding Screening Questions**

- If you do not wish to add specific questions, click | CONTINUE TO NEXT SECTION |
- Otherwise, click | ADD A QUESTION |
- You can view our database of existing questions by hitting the | SEARCH | button, or do a search for a specific question by entering a keyword.
- If you do not see the question you would like to add, click the | CREATE A QUESTION | link.

You will then be asked to enter the question text and choose to make it either a closed-ended or open-ended question.

| **Closed-Ended** questions allow applicants to choose from a list of possible responses that you design. A possible use for a closed-ended question is ranking applicants by years of experience in a particular field. For closed-ended questions, you will need to provide the responses for the applicants to choose from. Please make sure that all potential applicants are able to answer your questions. | **Open-Ended** questions do not give the applicant answers to choose from. They can enter in their own responses. You can limit their responses to 50 characters or allow more than 50 characters. You can also require that they enter a phone number or date as an answer (ex. "When were you certified as a LVN?") Open-ended questions can be used as a screening tool. For example, you could ask the applicant to describe relevant work experience or explain why they are interested in your job. |

- Once you have designed your question, click the SUBMIT QUESTION button.
- You can then review your question. You can delete a question by checking the box by the question and clicking DELETE QUESTION(S) key.
- You can edit the question or possible responses by hitting the EDIT button next to the question.
- If you wish to add another question, click the ADD A QUESTION key.
- You can choose to require applicants to answer the question by clicking the REQUIRED button.
- When you are satisfied with the content and appearance of the questions, select 'Save and Stay on this page.' Copy the text of the question and answer fields and paste into Supplemental Questions field at the bottom of the "POSTING DETAILS" tab. Review the text for accurate content and spacing, then select 'Save and Stay on this page.'
- When you are done, select the POINTS tab at the top to continue building your posting.

> **Please Note:** Employment will review your questions to ensure compliance to all existing employment rules and regulations.

❖ **Assigning Points**
- You have the ability to assign points to the responses of your closed ended questions in order to rank your applicants.
- You can skip this step by clicking the CONTINUE TO NEXT SECTION
- Enter point values to correspond with each possible response and click the RECALCULATE button.
- This will change the "Maximum Points Possible" field.
- If you have multiple questions the system will weight them according to the point values you assign. This will show as a percentage value beneath each question.

CONTINUE TO NEXT SECTION

- When you are done, click the "CONTINUE TO NEXT SECTION" button at the bottom.

❖ **Activating a Guest User**

If a search committee will need to review your requisition and applications, you can activate the Guest User function by clicking the [Activate Guest User] button.

- If you want to skip this step, click the [CONTINUE TO NEXT SECTION] button.
- The system will automatically assign a User Name for your requisition.
- Enter a password between 6 and 20 characters.
- Record the User Name and password and give it to the members of your search committee. The "Guest User" access will terminate when the posting is filled.
- Click the [CONTINUE TO NEXT SECTION] button.

> **Please Note:** The guest users will only be able to view the requisition and applicants for the specific job and will not be able to make any changes.

❖ **Submitting to Employment**

You will see the requisition summary for your job. You can make changes by clicking the [Edit] link.

If everything is complete, you have the option to [Save w/o Submit] or [Submit to Employment]

> **Submit to Employment** will send your requisition to the recruiter for your department. You will not be able to make changes to the requisition after it has been submitted to Employment.

> **Save w/o Submit** will save all the information you have entered and allow Human Resources and your control point to view your requisition. It also allows you to login at a later date and make changes to your requisition.

Click on the CONTINUE link.

Confirm by clicking on the CONFIRM button.