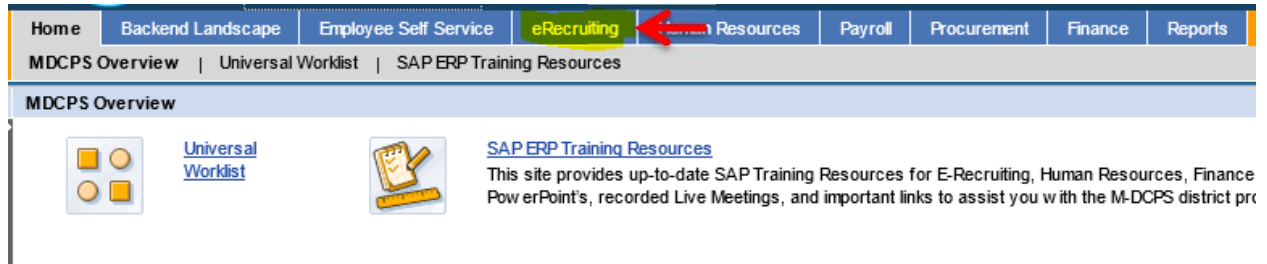


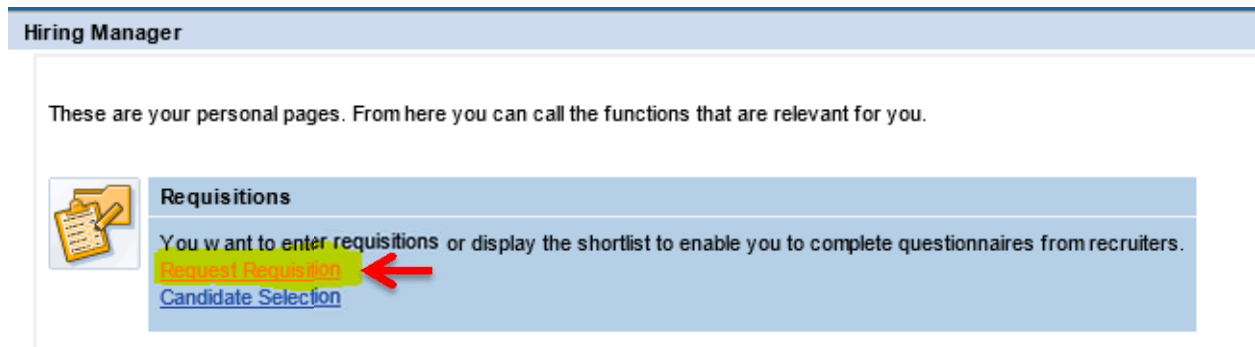
How to request a part-time requisition in eRecruiting.

Please follow all steps

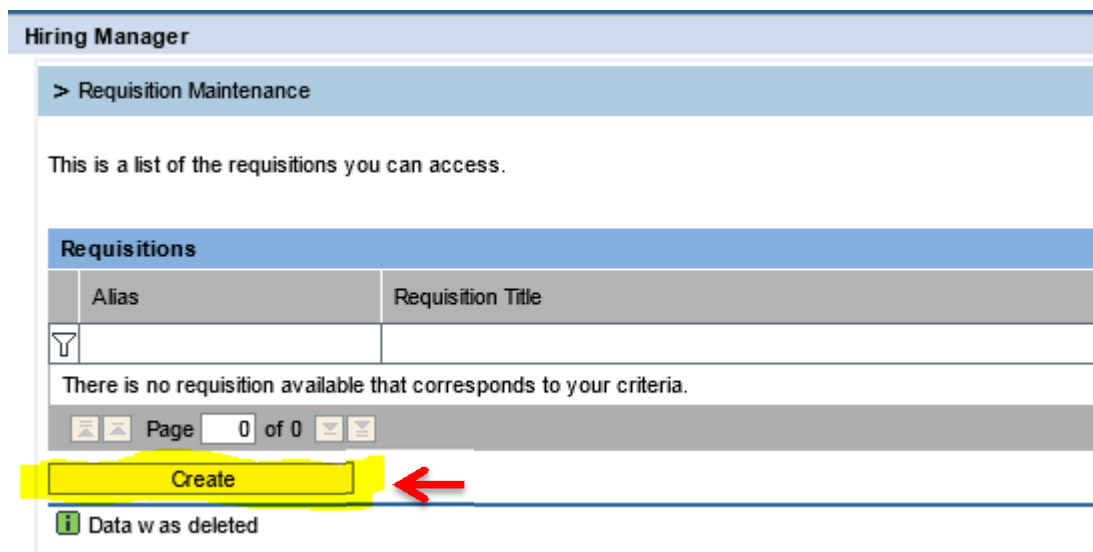
1. Click on the eRecruiting tab:



2. Click on “Request Requisition”



3. Click on the “Create” button



6. Click on the “blue box” to highlight the row and click on “Apply Selection”

Requisition 1 Organizational Data 2 Job Details 3 Forward

Job Details

Find Positions

Enter the name of the position. You can do a wildcard search for the position. A + sign represents a single character, an * represents a character string. The search criteria are:

Search Criteria

Position: 53102520

Find Vacant Positions Only:

Organizational Unit: []

Job Type: []

Start Search Cancel

Search Result: 1 Hits

Position	Position (Short Text)	Position (Long Text)	Vacant as of	Organizational Unit
53102520	HOURLY TEACH	HOURLY TEACHER 10M	01/17/2013	50005531

Page 1 of 1

Apply Selection

7. The information for the part-time position will display for your location. Click “Save” (make sure “Data Saved Successfully” is displayed). Then click on the Job details tab.

Hiring Manager

> Requisition Maintenance > Requisition

Requisition Requisition NB50963931

A requisition is a formal request to fill one or more jobs. Store the relevant data and release the requisition.

Requisition 1 Organizational Data 2 Job Details 3 Forward

Job Details

Organizational Data

Here you can assign specific positions to the requisition, or specify an organizational unit, a job, or a number of positions.

Positions

Position	53102520	HOURLY TEACH HOURLY TEACHER 10M	
Position vacant as of	01/17/2013		
Location/Department	50005531	HOURLY TEACHER	
Job Type	52001802	59001 HOURLY TEACHER 10M	

Save

Data saved successfully

8. Next to “Working Time” click the combo box and select “Part-time”. Next to “Start Date” enter todays date; please do not input anything in the “End Date” field. Click “Save” (make sure “Data Saved Successfully” is displayed. Then Click on the “Forward” tab.

Hiring Manager

> [Requisition Maintenance](#) > Requisition

Requisition [Requisition NB50963931](#)

A requisition is a formal request to fill one or more jobs. Store the relevant data and release the requisition.

Requisition 1 Organizational Data 2 Job Details 3 Forward

Organizational Data Forward

General Job Information

Administrative data on the requisition and on the job details of the vacancy

Job Details

Working Time

Start Date

End Date

Save

Data saved successfully

9. Check the “Recruiter” name in the field, then click on the “Forward” button and the requisition will be sent to the recruiter for approval.

Requisition 1 Organizational Data 2 Job Details 3 Forward

Job Details

Forward Requisition

On this page, you can forward the requisition to the assigned recruiter.

Forward

Once you forward the requisition to the recruiter, you have no further access to it. Changes can only be made by the recruiter from that moment on.

Recruiter

Forward