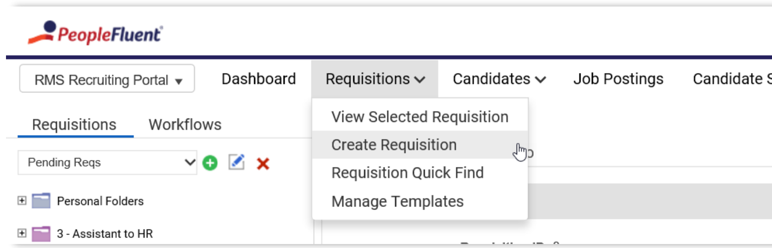
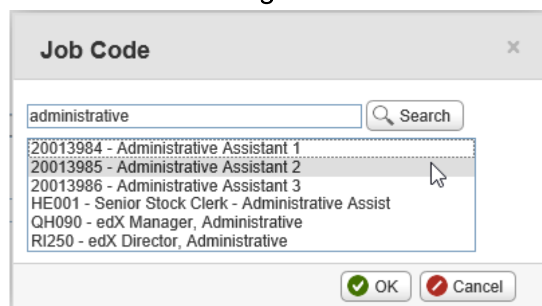
Human Resources

# How to Create a Requisition – Quick Start Guide

This is an abridged version of the *1 - Create a Requisition* guide (found at https://hr.mit.edu/managers/hiring/ats). It is meant for Hiring Managers using the PeopleFluent Applicant Tracking System (ATS) who don't have the time to review the full document..




1. Click the **Requisitions** menu button near the top and select **Create Requisition** to open the Create Requisition window.
2. Provide the **Job Code(Title):**
   a. Click the button next to the Job Code field to open the Job Code dialog box.
   b. Enter the job title. You can also enter a portion of the title or the job code. Please be aware that for some titles, abbreviations are used, e.g., Mgmt 2, HR Generalists.
   c. Click **Search** to retrieve all matching job titles.
   d. Select the desired job titles (even if there is only one displayed) and click **OK**.
   e. The ATS will auto-populate the Payroll Category, Workflow, FLSA, EEO/AAP and Job Grade fields based off the selected Job Title.




3. The Department field works the same way, with autopopulation of the Department Number and School Area fields.
4. The rest of the fields require either using a pulldown menu or typing in free-form fields.
5. Special instructions may be included in the notes section.
6. There is a 250 word cap on job posting descriptions (both description and requirements). This can happen at your end or in HR.
7. At least one hiring manager must be included to create a req. The person completing the form needs to include her/him/themselves in order to be added as a hiring manager.

   Note: If you try to add a hiring manager and the person doesn't appear in your search, you may request that the person be added via the notes section by emailing ATS-Help@mit.edu. Adding new hiring managers to the system is something that needs to happen in HR.

## Get Help

| | |
|---|---|
| More information | https://hr.mit.edu/managers/hiring/ats |
| Applicant Tracking System Tech Support | ATS-Help@mit.edu |
| Staffing Assistance | StaffingServices@mit.edu |