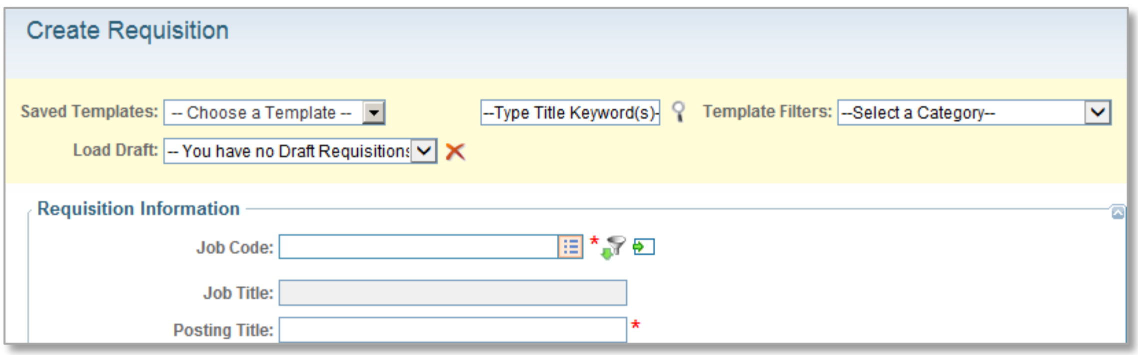
CREATE A REQUISITION

Create a personnel requisition when you have obtained departmental approval and funding and are ready to post the position and start the recruitment process.

START THE REQUISITION

1. From the Staffing Services website (http://hrweb.mit.edu/staffing-services), click on **Manage Jobs** to log in to the Applicant Tracking System (ATS).
2. From the ATS home screen, click the **Requisitions** menu button and select **Create Requisition** to open the Create Requisition window. The illustration below only shows the top of the window. The window is long, and you will need to scroll down through it to complete your entries. An asterisk * notes all required fields.

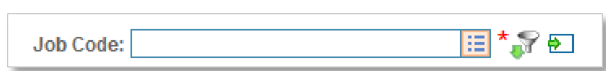


Saved Templates: If you want to use a requisition template, select it from the drop-down list. The window will populate with the template entries to review and revise for the new position.

Load Draft: If you have saved a draft requisition and wish to continue working on it, select it from the drop-down list.

Creating a New Requisition from a Job Code: Continue with step 2.

ENTER THE JOB CODE FOR THE REQUISITION



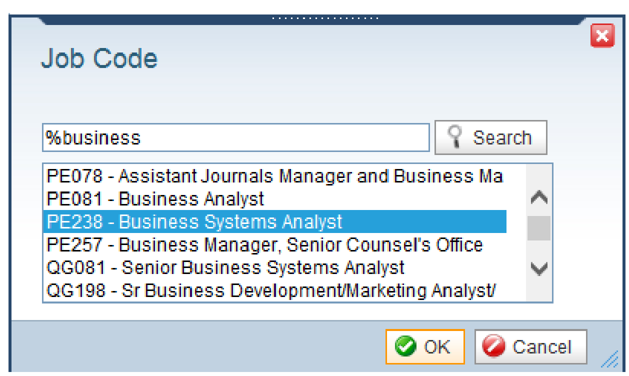
3. Provide the **Job Code**:

   a. Click the button to open the Job Code dialog.

   b. Enter the Job Code if you know it (do not enter the HR prefix), or use the % wildcard to search the job title.

   c. Click **Search** to retrieve all matching job codes.

   d. Select the desired Job Code (even if there is only one displayed) and click **OK**.



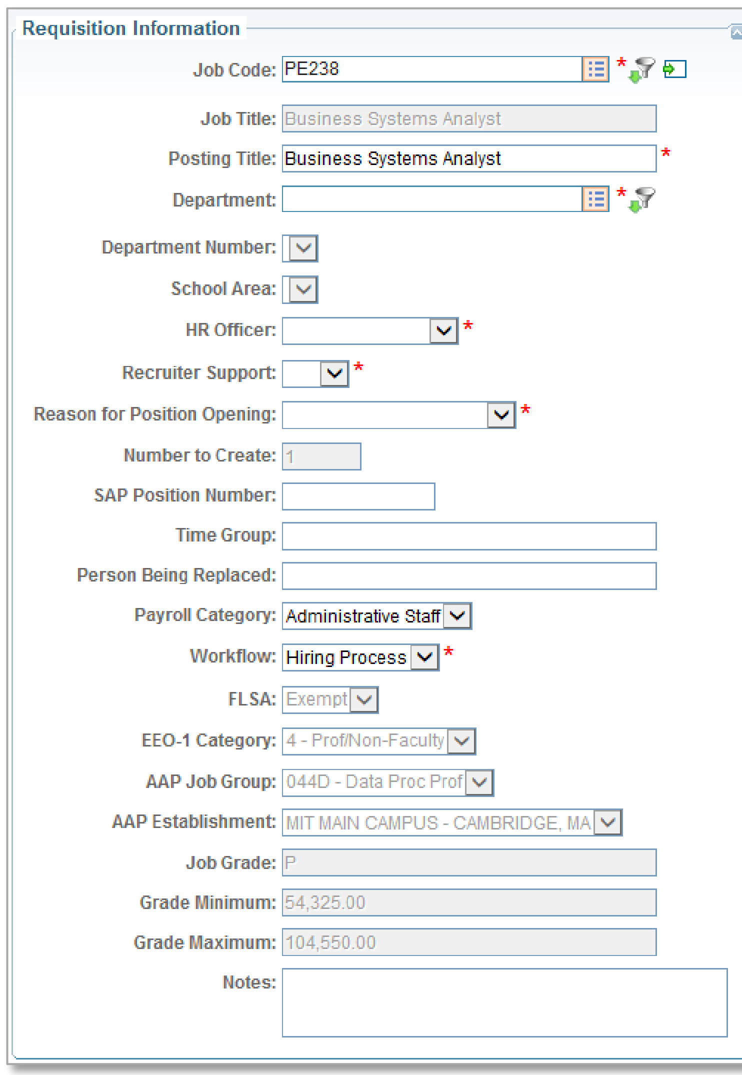
4. Review the **Posting Title** and change it, if necessary, to the title that will be shown on the job posting. It should be the same as the Position Title that will be used in SAP.

ENTER REQUISITION INFORMATION

5. Select the **Department.**
   a. Click the **Department** field's button to open the Department search dialog.
   b. Enter the department name, or use the % wildcard to search for a portion of the name.
   c. Click Search to retrieve all matching departments.
   d. Select the desired department (even if there is only one displayed) and click **OK**.
   e. The system provides the **Department Number** and **School Area**.
6. Select **HR Officer** from the drop down list.
7. Select the desired **Recruiter Support**.
   a. **No** means you want to review all resumes, with no pre-screening from Staffing Services
   b. **Yes** means you want some kind of Staffing Services involvement in candidate screening; a recruiter who will get in touch with you about your needs
8. Select **Reason for Position Opening** from the drop down list.

   Provide other field information as appropriate to further define the position.

   Use the **Notes** field to provide any information that HR Staffing Services may need to know when posting the position or talking to candidates about the job (such as anticipated hiring range, desired start date, any special circumstances, etc.)



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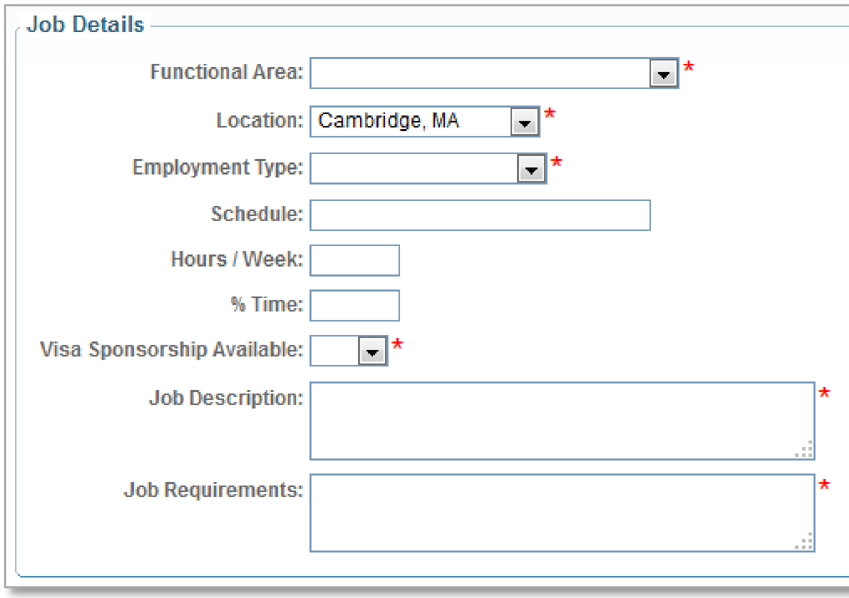
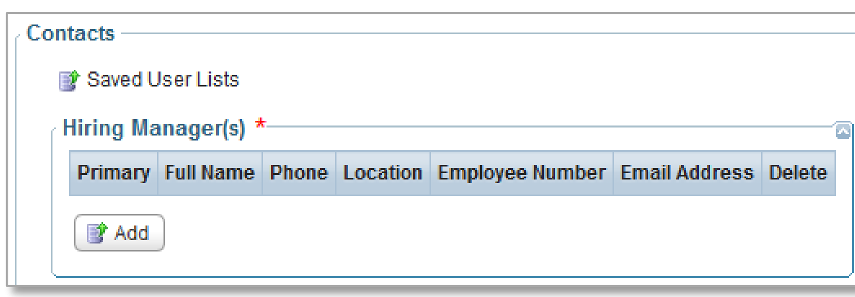
ENTER JOB DETAILS



9. Select the **Functional Area** that best fits the job (this is how it will be categorized when applicants search on the web)
10. **Location** defaults to Cambridge, but you can change this if necessary
11. Select the **Employment Type**. Note that “Temporary” means there will be a set end date; include the length of the appointment in the job description
12. Use **Schedule**, if desired, to communicate standard hours and/or indicate flexibility.
13. Provide **Hours/Week** for an hourly paid position. Provide **% Time** for a salaried position.
14. **Visa Sponsorship Available**. The ‘No’ selection is intended to deter applicants without work authorization from applying to a job for which they are ineligible.
15. **Job Description** and **Job Requirements** can be pasted into the fields from Word documents. Most formatting will be removed, leaving only the text. (See separate handout for guidelines on what to include in these paragraphs.)

CONTACTS SECTION - ADDING HIRING MANAGERS



In the ATS, the term “Hiring Manager” refers to anyone who is able to see and work with a specific requisition in the system.

Anyone listed as a hiring manager will be able to see candidates who apply to the requisition and move them through the workflow. They will also receive an email when the requisition gets created.

Anyone NOT listed as a hiring manager (including the person creating the Requisition!) will not be able to see ANY of this information, so if you want to be able to access a requisition after you’ve created it, **you need to assign yourself** as a Hiring Manager. This will not be done automatically.

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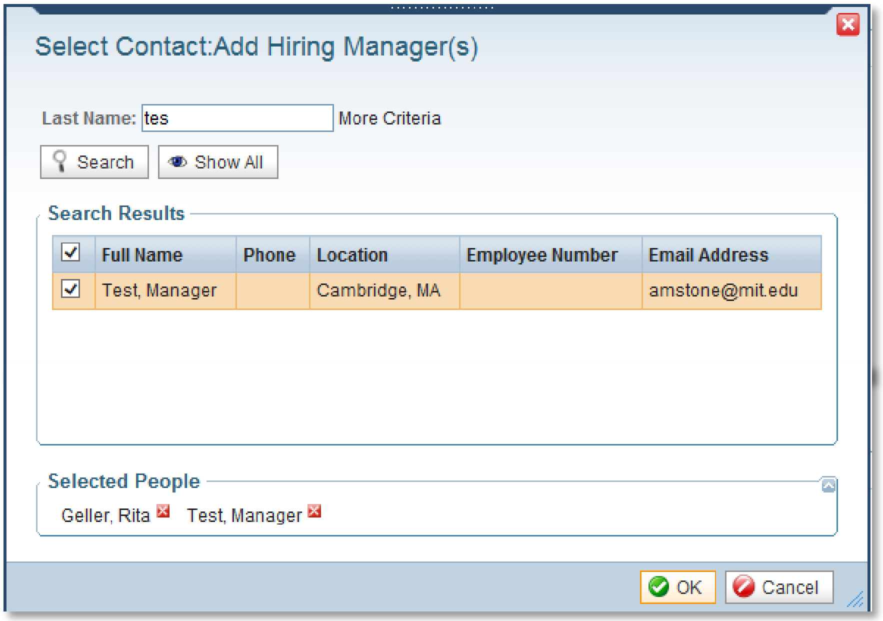
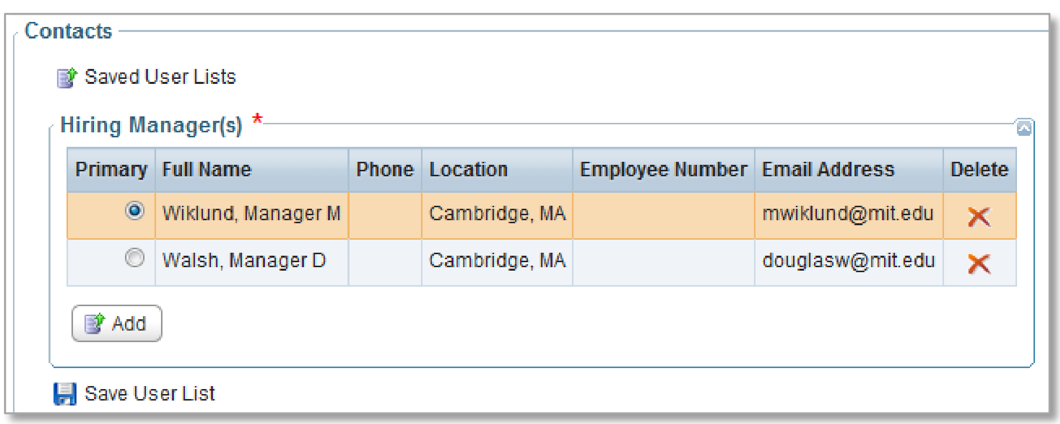
16. Click the **Add** button to display the Select Contact search box.



17. Search by **last name**. (Just typing the first few letters is okay.)
18. Click the select box to the left of the person you wish to select. As you select people, they are added to the list at the bottom of the search box.

    If you can't find a particular person in the system, they probably don't have an account set up in the system. Email ATS-help@mit.edu for assistance.
19. Click **OK** to accept the selected manager(s).
20. Once all Hiring Managers have been added, select a **Primary** Hiring Manager (by default this will be whoever you added first). This is the person from whom the notification email will appear to be sent, and by whom the offer letter gets signed.



Tip: If the same group of hiring managers tends to always be assigned, you can save them as a user list by clicking the **Save User List** icon at the bottom of the Contacts panel. Once you have saved the list, you can assign it to future requisitions by clicking on **Saved User Lists** at the top of the panel.

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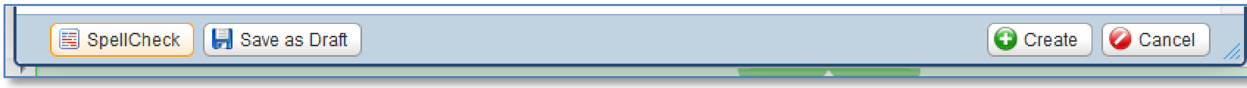
Recommendation: If you are going to add multiple Hiring Managers, be sure that participants are very clear about who will actually be responsible for moving candidates through the workflow. Otherwise, the process may become unwieldy.

Complete Your Work, Save As Draft, or Create

Note the options at the bottom of the Requisition screen:



SpellCheck: Checks the spelling of all text entries. Most importantly, it checks the spelling of your Job Description and Job Requirements. If misspellings are found, you may correct them.

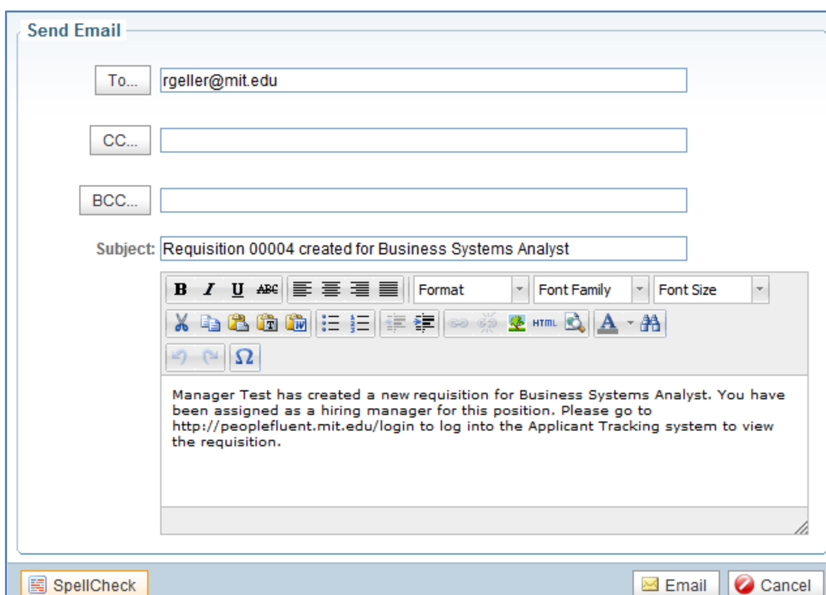
Save as Draft: This is a way to save your requisition so that you can come back to it later. While a requisition is a draft, no one else but you can view it, regardless of who else has been assigned as a Hiring Manager.

Remember: the way to open a saved Draft is to start from the Home Page and select Create Requisition, then select the saved draft from the Load Draft drop down list.

Cancel: Cancels the Requisition and closes the window. Cancelling out of a new requisition erases the requisition. Cancelling out of a draft requisition undoes any changes you made to it during the current session.

Create: Use this option when the Requisition is complete and you are ready to submit it to HR Staffing Services for posting and recruitment. ***Once you create a requisition, you cannot make any changes to it***; future changes would need to be requested from HR Staffing Services. Once you select Create, an Email dialog box will appear if you have added any hiring managers other than yourself.

Add the email addresses of anyone else who should be notified about the requisition (including yourself, if you would like a copy), then click the **Email** button.



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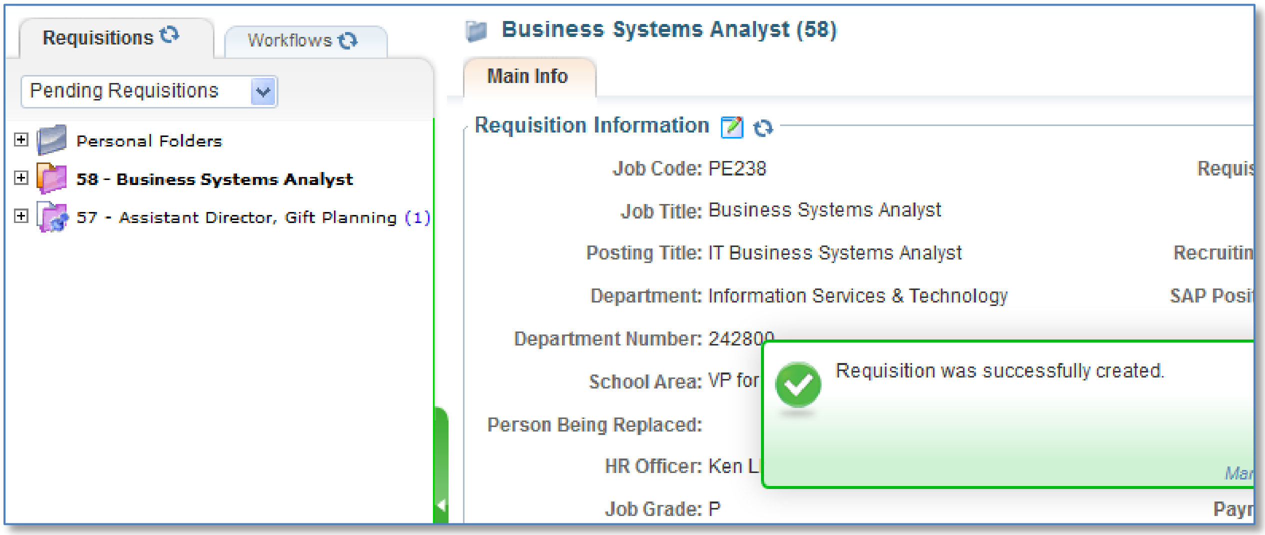
After the requisition is created, the details will be displayed on the screen:



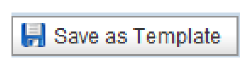
Requisition Number: Creating the requisition generates a unique Requisition Number (58 in this example). Note how the requisition is listed by its requisition number and Job Title, as opposed to Posting Title.

Requisition Status: The requisition is created in Pending status. Once it has been reviewed and approved by Staffing Services, it will be posted on the Jobs @ MIT website and the status will change to Open.

You Cannot Change a Created Requisition: If you need something changed, contact staffingservices@mit.edu.

Scroll down to view the entire requisition. There's a lot of information to display.

Save as Template: At any time, you can turn a requisition for a frequently-posted job into a template by using **Save as Template** button at the bottom right of the screen. It then becomes available at the top of the Create Requisition page so next time you don't have to start from scratch.



WHAT'S NEXT?

HR Staffing Services will review the details of your requisition, assign a recruiter (if indicated), clarify outstanding questions, and make any necessary edits before posting.

Once a job has been posted, individuals who apply online get routed to the requisition's Inbox. Refer to additional documentation for instructions on viewing candidates and moving them through the hiring workflow.

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