

Online Recruiting: New Requisition Fact Sheet

Section Breakdown

New Requisition

Note: The New Requisition page within the online system is divided into 5 sections. Below is a breakdown of the type of information you may require.

* Show fields required to:

Save ▼

Requisition ▼
 Save Save and Close Cancel

1. Structure Information

Structure

Template Used *(based on position - i.e. lecturer)*
 Recruiting Unit *(Name of the Dept/Section/Unit)*

Organisation *(structure down to Dept/Section/Unit)*
 Primary Location
 Job Family *(groupings of similar jobs)*

2. Vacancy Management Information

Owners / Position Details

User Group - **S, A, P** *(based on Division)*
 Recruiter - **S, A, P** / Recruiter's Assistant
 Hiring Manager - **S, A, P** / Hiring Manager's Assistant
 Manage Collaborators *(selection panel / approvers who can view the requisition and candidates)*

Number of Openings
 Position Title - **S, A, P** *(for career website)*
 Your Quick Reference - **S, A, P** *(custom name for personal reference only)*
 Position Number
 New or Replacement Position - **A, P**
 Candidate Selection Workflow - **S, A, P** *(steps candidates progress through - i.e. shortlisting, interviewing, etc.)*

3. Remuneration and Budget Information

Nature of Employment / Remuneration and Budget

Full Time / Part Time / Variable - **A, P**
 Employment Status - **S, A, P** *(Permanent / Casual / Fixed Term)*
 Fixed Term Reason *(if applicable)*

Salary Level and Range - **A, P**
 Job Evaluation - **A, P** *(complete or pending)*
 Allowances *(if applicable)*
 Funding / Budget Information - **A, P**
 Cost Code For Advertising

4. Sourcing/Advertising Information

External Description / Internal Description

How to Fill the Vacancy - **S, A, P** *(advertise / readvertise / appoint without advertising)*
 Advertisement Text *(internal and external)*

Where to Advertise
 Quote Required *(before posting)*

5. Credentials

Credentials / Prescreening

Credential Checks Required *(pick from the list)*
 Prescreening Questions *(optional)*

S = Required to Save

A = Required to Approve

P = Required to Post