

Request Contribution

Within the recruitment system it is possible to request information or assign tasks to other users using the “Request Contribution” feature.

This is found in the “More Actions” drop down menu

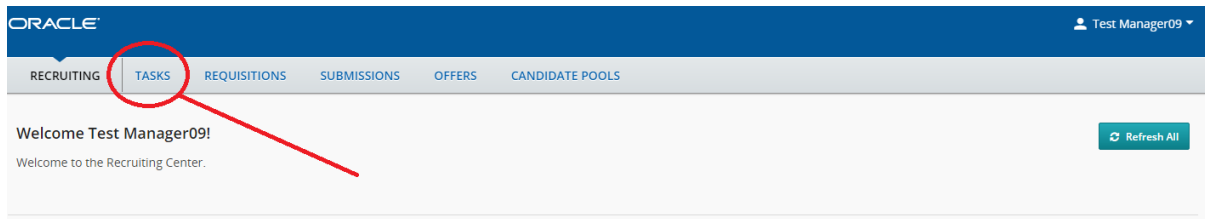
The screenshot shows the 'TEST POSITION (ID: 2000218)' page. On the left, there are summary statistics: Status: Draft, Latest Action: Requisition Created, and 0 Active Candidates / 0 New candidates. The main content area shows a 'More Actions' dropdown menu with options: Requisition Activities, Submit for Approval, Request For Contribution (highlighted), Put on Hold, Save as Open, Cancel, Duplicate this requisition, and Add Comments. The background shows details for the requisition, including Organization (Clinical Services), Hire Type (Permanent), and various organizational levels like University of Otago, Health Sciences, and Faculty of Dentistry.

Use the search filters on the left hand side to find the relevant person and ensure you enter a relevant comment into the comment box at the bottom

The 'Request For Contribution' dialog box displays 68 available users. The left sidebar contains filters for Suggested Users, Frequent Collaborators, Keyword, User Group (set to All), Department, Name, Email Address, Employee ID, and Job Title. The main area shows a table of users with columns for Name, Correspondence Email, and Action. The user 'David Gadsby (sso s01)' is selected. Below the table, the 'Selected assignee' is 'David Gadsby (sso s01)', and a comment box contains the text: 'Hello David, please add some advertising text for this role'. The page shows 'Page 2 of 7 (11-20 of 68 items)' and 'Characters remaining: 941'.

Name	Correspondence Email	Action
Courtenay Spiers (bkdr s01)	courtenay.spiers@otago.ac.nz	Select
Courtenay Spiers (sso s01)	courtenay.spiers@otago.ac.nz	Select
David Gadsby (bkdr s01)	david.gadsby@otago.ac.nz	Select
David Gadsby (sso s01)	david.gadsby@otago.ac.nz	Select
David Wilson	8B4B0F7617DEBF9AE040660A3807721B@invalidemail.com	Select
Elena Calvert (bkdr s01)	elena.calvert@otago.ac.nz	Select
Elena Calvert (sso s01)	elena.calvert@otago.ac.nz	Select
Farai Madambi (bkdr s01)	Farai.Madambi@otago.ac.nz	Select
Final Approver Test	millsypptest+finlapprv@gmail.com	Select
Finance Associate Test	millsypptest+finassoc@gmail.com	Select

The person will receive an email notification and they will also be able to find your request for contribution in the "Tasks" section within the recruitment system



Here you can see an overview of any tasks that are requesting your contribution

Filters Tasks (16)

Show tasks for requisitions: Tasks assigned to me Task type: All Clear All

Task	Relates to	Priority	Task Status	Due Date	Assignee	Comments
Contribute	2000218 - TEST POSITION	Normal	In progress		Gadsby (sso s01) David	Hello David, please add some advertising text for this role.
Configure requisition sourcing		Normal	In progress		Gadsby (sso s01) David	
Extend offer		Normal	In progress		Gadsby (sso s01) David	
Configure requisition sourcing		Normal	In progress		Gadsby (sso s01) David	
Configure requisition sourcing		Normal	In progress		Gadsby (sso s01) David	
Configure requisition sourcing		Normal	In progress		Gadsby (sso s01) David	
Extend offer		Normal	In progress		Gadsby (sso s01) David	
Extend offer		Normal	In progress		Gadsby (sso s01) David	