

Create a Requisition - Link to training video here.

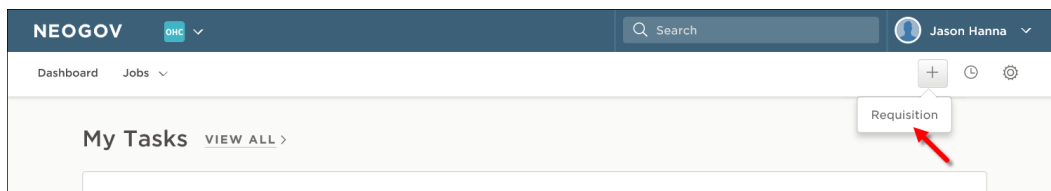
When a hiring department has an open position, they'll submit a requisition as a request to fill the vacancy.

Below are two navigation paths to start up the process of creating a requisition. Use the path that feels most natural to you.

Required OHC role: With the OHC role of Originator or HR Liaison, you can create a requisition.

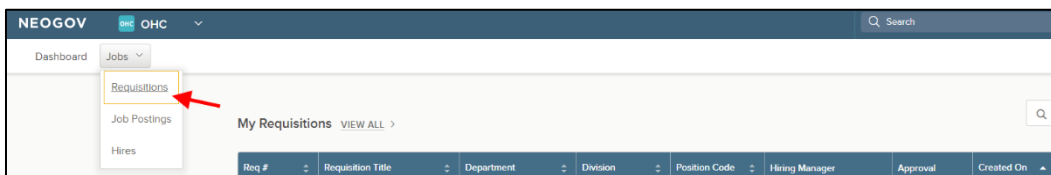
Navigation Path 1

On the Add New menu [+], click Requisition. This can be done from any page.

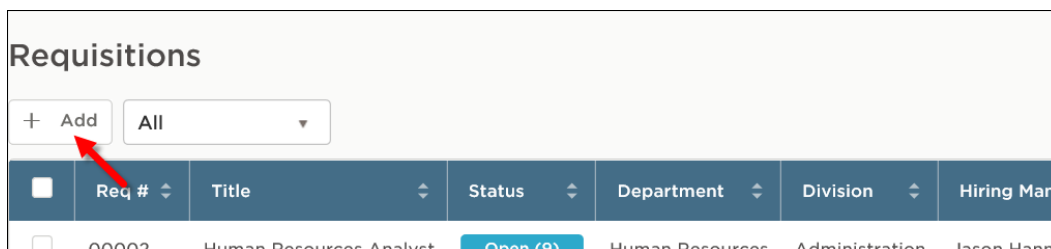


Navigation Path 2

On the Jobs menu, click Requisitions.



Then click Add.



Steps to Create a Requisition

1. The first of three requisition form pages will display.

Requisition Details

Requisition # [Assigned when requisition is saved]	Department/Division * Information Technology
Class Spec * ⓘ IT Project Manager (1152)	Working Title IT Project Manager
Desired Start Date 03/01/2018	Hiring Manager * Jason Hanna Find a hiring manager
Job Type Full Time	List Type Regular
Number of Vacancies 1	

Position Details

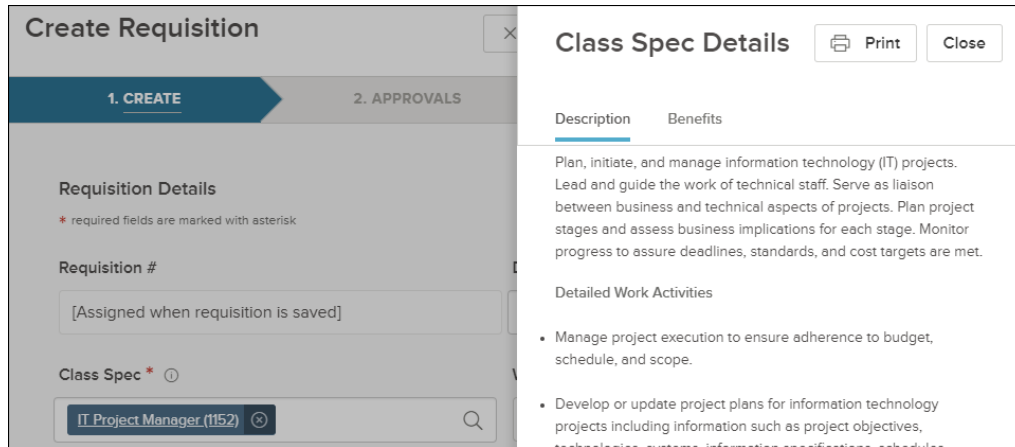
New Position?
 Yes No

Position # * 000361	Vacancy Date 03/01/2018
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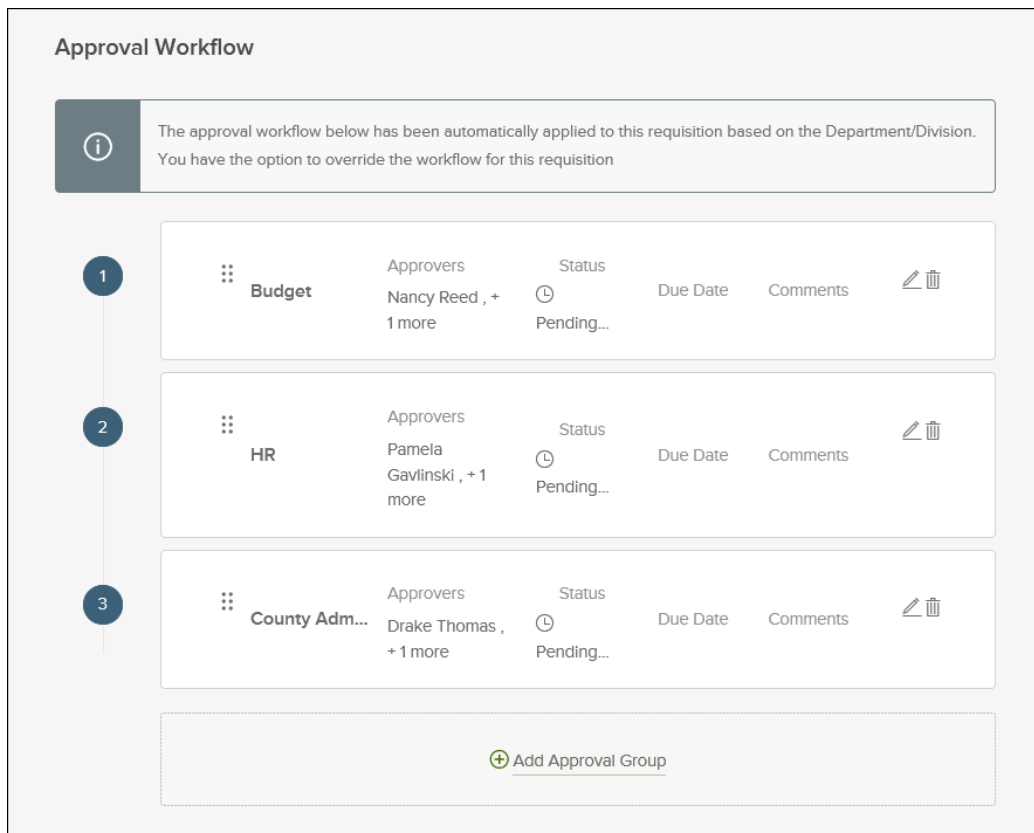
Delete


2. Complete the requisition form page.

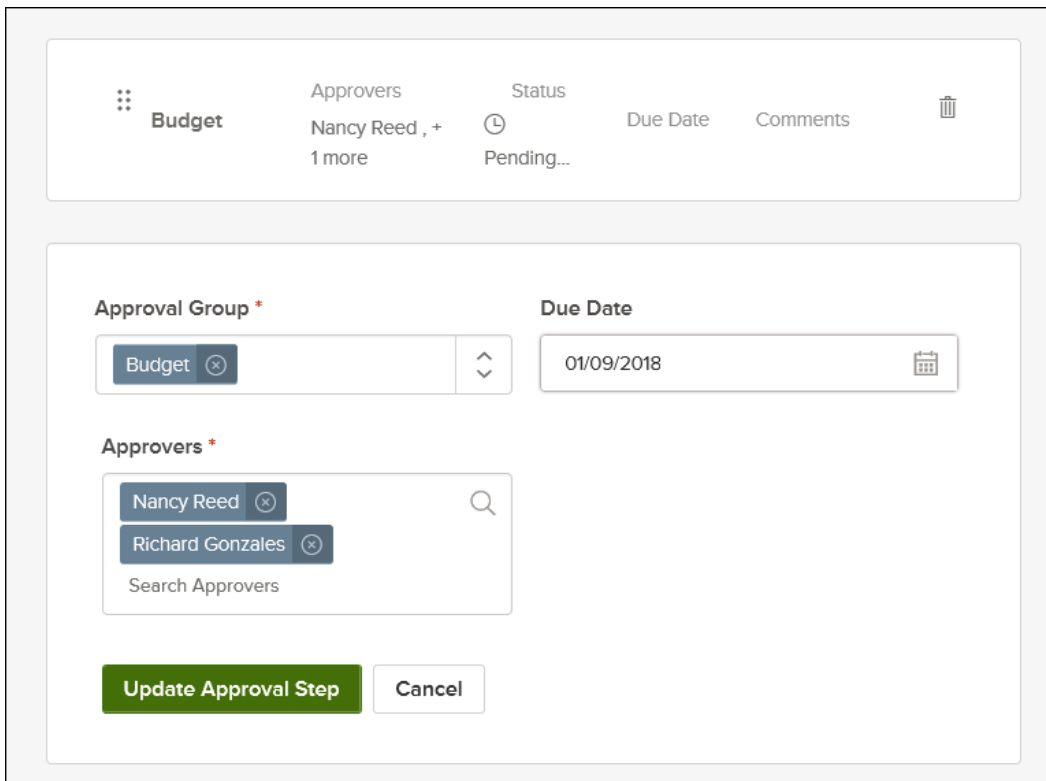
- Have you selected the correct class spec? There's a way you can check! From the Class Spec field, click the selected job title to have a closer look. If you'd prefer printing the class spec, simply click Print. After your review, click Close.



- Once you've completed the form, click Save & Continue to Next Step.
- If you have an approval workflow template, it will display on the second requisition form page. In the event of a special circumstance that requires changes, you have the option to override the workflow. Any changes will only be applied to this requisition, not the saved approval workflow template.



- Keep the assigned approver(s) reminded about their approval task with a due date. Click , enter a due date, and then click Update Approval Step.



Budget	Approvers	Status	Due Date	Comments	
Budget	Nancy Reed , + 1 more	🕒 Pending...			🗑️

Approval Group * Budget

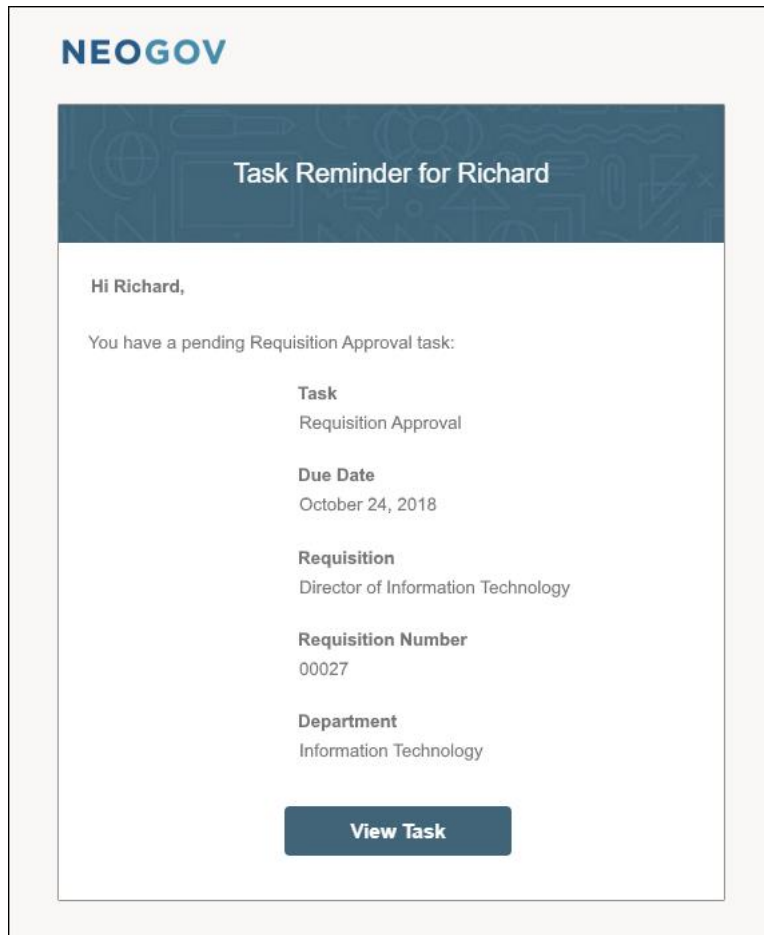
Due Date

Approvers *


- Nancy Reed
- Richard Gonzales

Search Approvers

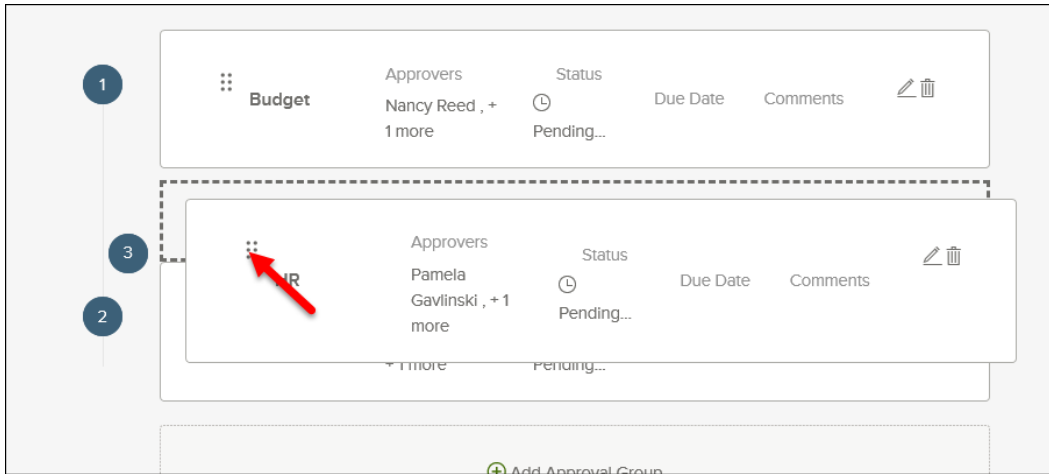
- Repeat these steps for all remaining approval steps that require due dates. The assigned approver(s) will receive a reminder email from info@neogov.com, with the subject line, NEOGOV OHC Task Reminder, on the due day and each day the approval task is past due; until the task is completed. In the contents of the reminder email will be a View Task button, guiding the approver(s) to the task requiring their attention.



Note: Task reminder emails, such as the requisition approval reminder, must be enabled by an Insight Administrator (Insight navigation: Admin > Agency Preferences > OHC section).

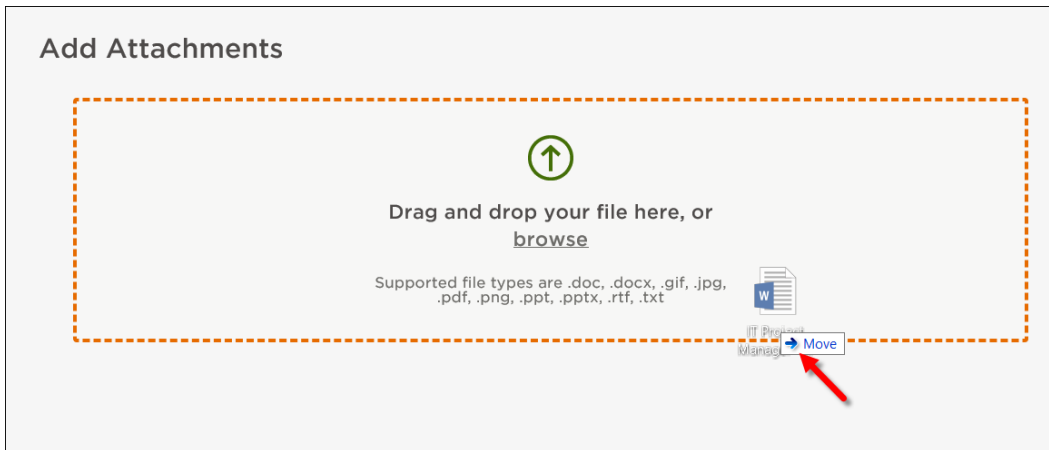
8. If a template for your department/division does not exist, you will be prompted to create an approval workflow. You have two options: (1) Create an approval workflow. (2) Skip the approval workflow and click Save & Continue to Next Step. The following steps will detail the first option.
9. On the Approval Group pulldown, click the applicable approval group.
10. From the Approvers field, click , select the applicable approvers, and then click Done.
11. Click Add Approval Step.
12. Do you have another approval step to add? If so, click Add Approval Group and repeat these steps for the remaining approval steps.

13. Are your approval steps in the proper order? If not, you can easily correct with a drag-and-drop.



14. Once you're done, click Save & Continue to Next Step.

15. Drag any file attachments to the third requisition form page and click Save & Submit.



Note: If you're not quite ready to submit the requisition, click Save & Close. The requisition will display on your dashboard page in the My Requisitions section as a draft.

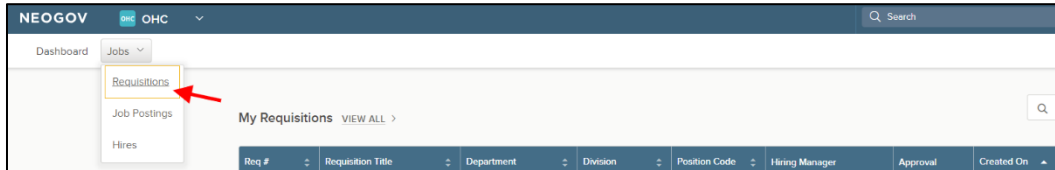
Delete a Requisition

Did you make a mistake by creating a requisition that is not needed? If so, no worries! You can delete the requisition if it has a status of Draft or In Progress.

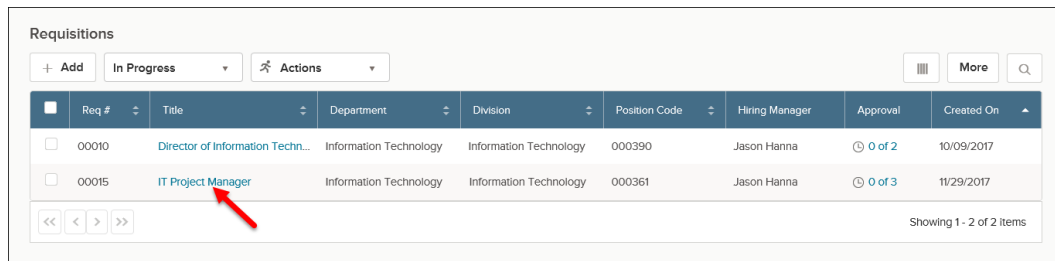
Required OHC role: With the OHC role of Originator or HR Liaison, you can delete a requisition.

Steps to Delete a Requisition

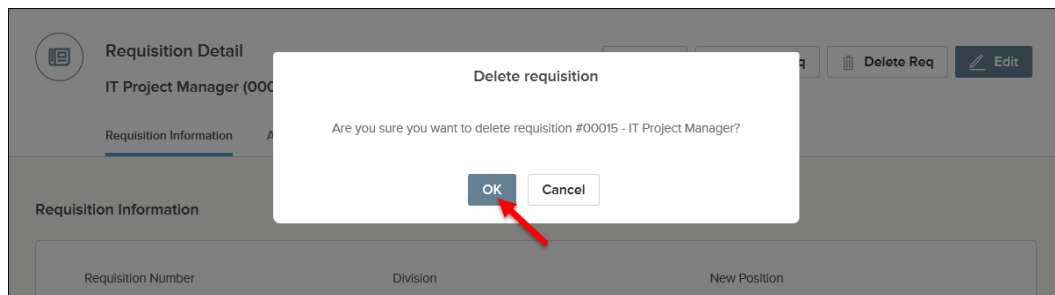
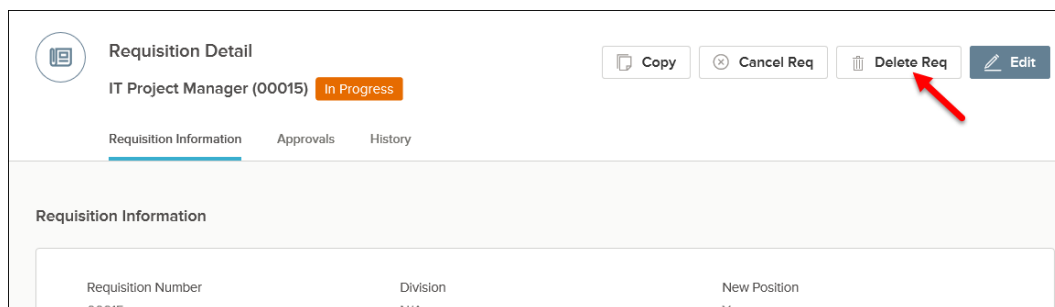
1. On the Jobs menu, click Requisitions.



2. Click the requisition to be deleted.



3. Click Delete Req and click OK to confirm deleting the requisition.



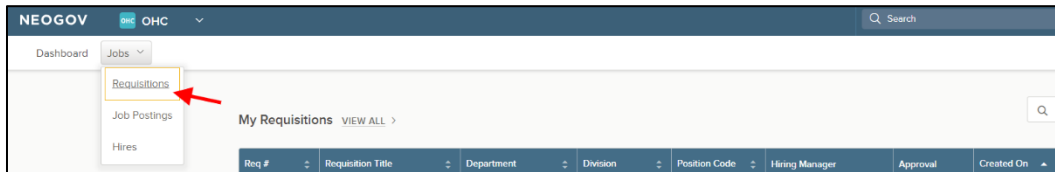
Cancel a Requisition

For various reasons, you may need to simply cancel a requisition and not continue with the recruitment process. The OHC provides the option to cancel a requisition, even after it has been approved.

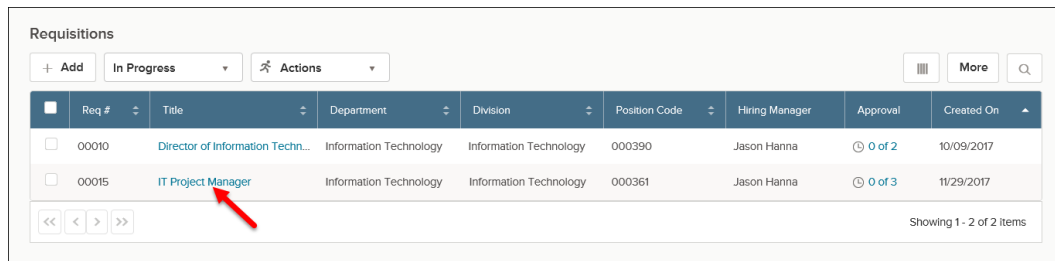
Required OHC role: With the OHC role of Originator or HR Liaison, you can cancel a requisition.

Steps to Cancel a Requisition

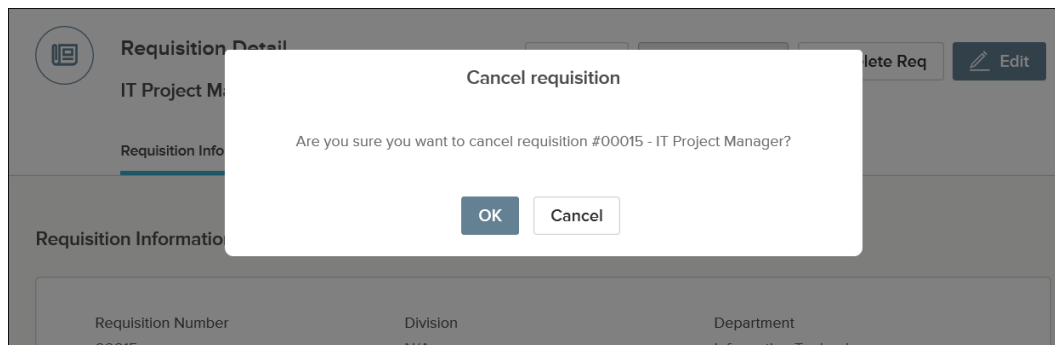
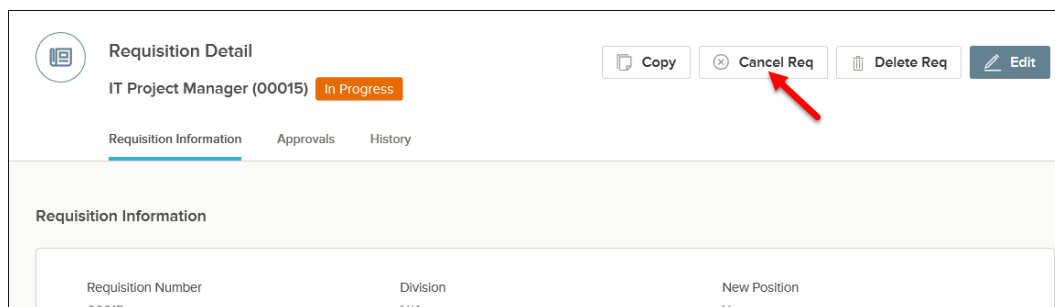
1. On the Jobs menu, click Requisitions.



2. Click the requisition to be cancelled.



3. Click Cancel Req and click OK to confirm cancelling the requisition.



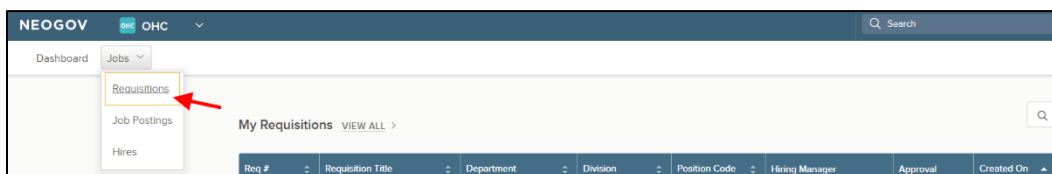
Reassign Requisitions

Perhaps you're taking some time away from the office or you've been promoted to a new position. Whatever the circumstance, you can reassign one or more requisitions to another team member. The requisition(s) will display in the new owner's My Task section.

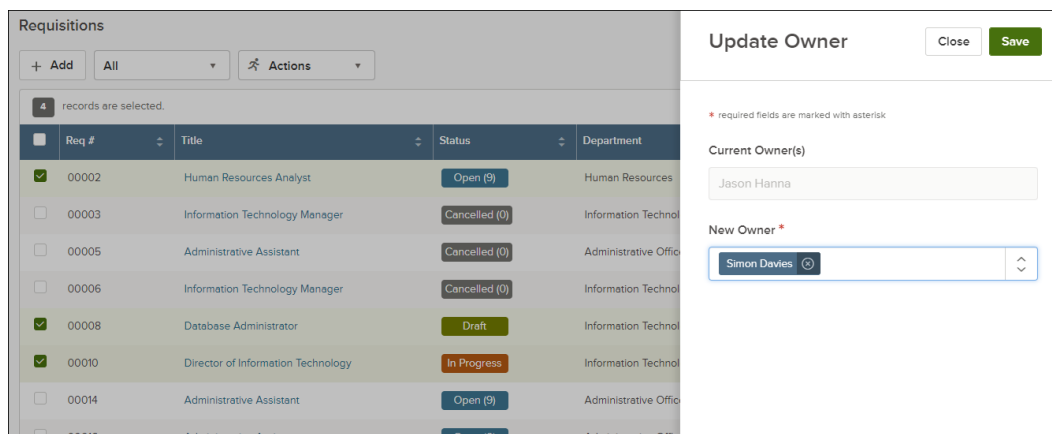
Required OHC role and permission: With the OHC role of Originator, HR Liaison or Hiring Manager, and the Update Owner permission selected (Insight navigation: Admin > Configuration Settings > Security Roles – OHC), you can reassign one or multiple requisitions to a different owner within your assigned department(s)/division(s).

Steps to Reassign Requisitions

1. On the Jobs menu, click Requisitions.



2. Select the requisition(s) requiring reassignment to a different owner. If you've selected multiple requisitions, be sure the current owner is the same for all selections; the OHC allows reassignments, one owner at a time. On the Actions menu, click Update Owner.
3. On the New Owner pulldown, click the new owner's name.



4. Once you're done, click Save and then click Yes, Update.