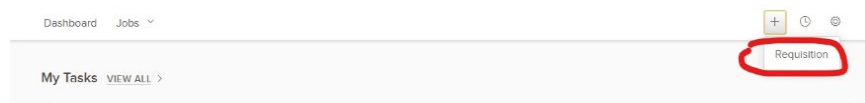


Create a Requisition

When you have gained approval to hire for a new positions, use this website to create a requisition in [NEOGOV](#).

Navigation path 1

Click on the Add new menu [+] on the top right corner, then click Requisition. This can be done from any page.



Navigation path 2

Click the Jobs drop down arrow, click Requisitions, and then click add [+].

Step A: Requisition Details

1. The first of three requisition form pages will display. Fill out the requisition details as appropriate for your job.

A screenshot of the 'Requisition Details' form. The form is divided into several sections. The first section is 'Requisition #' with a text input field containing '[Assigned when requisition is saved]'. The second section is 'Department/Division' with a dropdown menu showing 'Information Technology'. The third section is 'Class Spec' with a dropdown menu showing 'IT Project Manager (1152)'. The fourth section is 'Working Title' with a text input field containing 'IT Project Manager'. The fifth section is 'Desired Start Date' with a date picker showing '03/01/2018'. The sixth section is 'Hiring Manager' with a dropdown menu showing 'Jason Hanna' and a 'Find a hiring manager' link. The seventh section is 'Job Type' with a dropdown menu showing 'Full Time'. The eighth section is 'List Type' with a dropdown menu showing 'Regular'. The ninth section is 'Number of Vacancies' with a text input field containing '1'.

2. Verify that you have the correct class spec by clicking the job title.
3. For list type: Regular- open and competitive, Promotional Only-city wide promotional process, Departmental promotional-promotional only within the department
4. Continue to fill out additional information about the job.
5. FTE %-should be listed as a percent
6. Bargaining Unit/CG please only refer to last 2 digits in order to select the appropriate CG
7. Go to [Job Family Availability](#) to check if the position is underrepresented.
8. Submit vacancy date for the new position and add your name.
9. Hit "Save & Continue to Next Step" on top of the page.

*View glossary job aid for definitions

Step B: Approvals

1. Add your HR analyst as an approver. If required by internal agency may list department approvers before HR.
2. Add your Budget Analyst as an approver.
3. Click Save & Continue to Next Step.



Create a Requisition

The screenshot shows the 'Create Requisition' form with three steps: 1. CREATE, 2. APPROVALS (active), and 3. ATTACHMENTS. At the top right are buttons for 'Cancel', 'Save & Close', and 'Save & Continue to Next Step'. The 'Approval Workflow' section includes a note: '* required fields are marked with asterisk'. It features an 'Approval Group' dropdown menu set to 'Human Resources', a 'Due Date' field set to '06/09/2022', and an 'Approvers' section with a search bar containing 'Tanesha Bryant' and 'Julie Trimbell'. At the bottom of the form are buttons for 'Add Approval Step' and 'Cancel'.

* 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.

Step C: Attach the Position Description and Request to Fill

1. Attach the position description and request to fill form. Word format is preferred.
2. Click Save & Submit.
3. All requisitions can be found later on in the Jobs drop down menu of your OHC home page.

The screenshot shows the 'Add Attachments' section with a dashed orange box containing a green upload icon and the text 'Drag and drop your file here, or browse'. Below the box, it lists supported file types: .doc, .docx, .gif, .jpg, .pdf, .png, .ppt, .pptx, .rtf, .txt. A red arrow points to a 'Browse' button next to a document icon.

