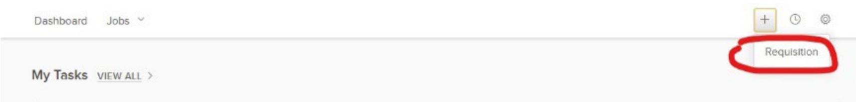
Create a Requisition

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.

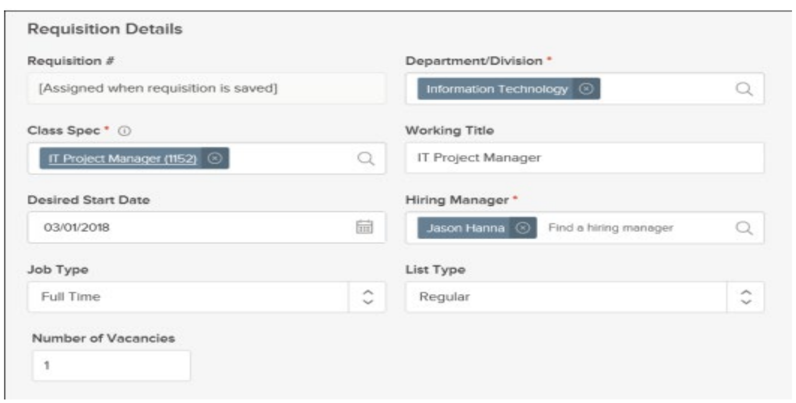


Navigation path 2

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.

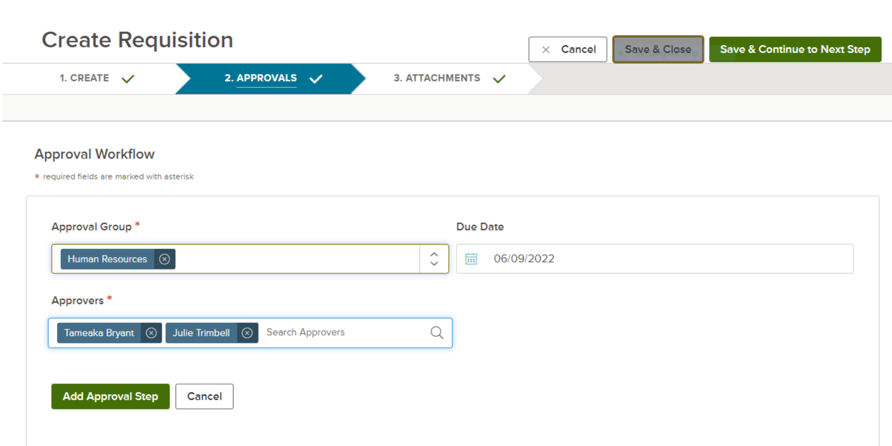


2. Verify that you have the correct class spec by clicking the job title.
3. For list type: Regular- open and competitive, Promotional Only-city wide promotional process, Departmental promotional-promotional only within the department
4. Continue to fill out additional information about the job.
5. FTE %-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.

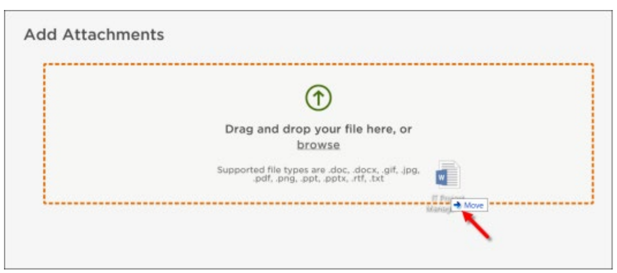


Step C: Attach the Position Description and Request to Fill

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.



* 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.

Questions? Call (608) 266-4615
Learn more: www.cityofmadison.com/hr