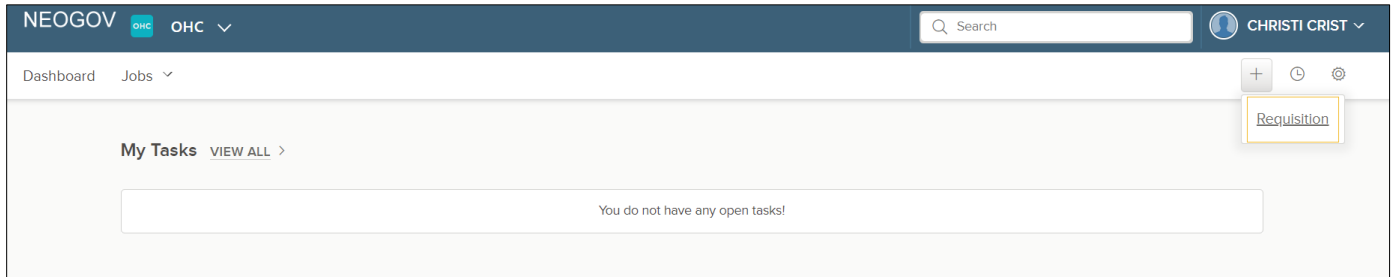


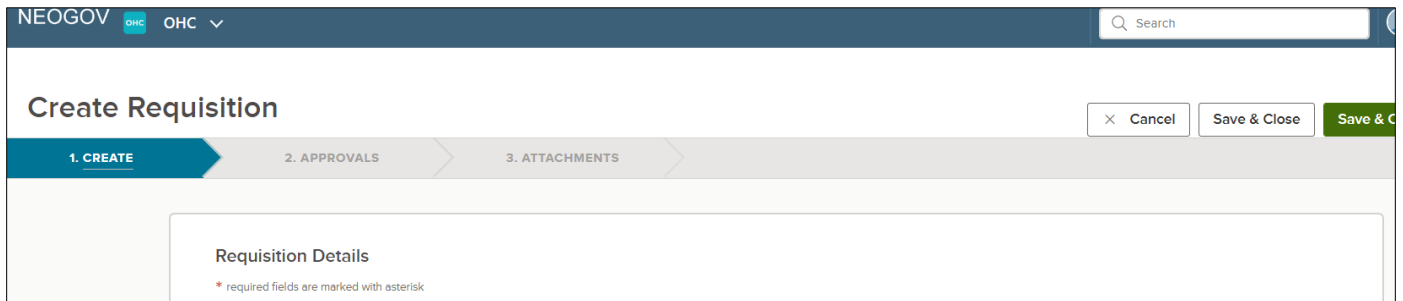
## Create a Requisition

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



## Steps to Create a Requisition

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



2. Complete the requisition form page.

### Requisition Details

\* required fields are marked with asterisk

Requisition # [Assigned when requisition is saved]	Department/Division * Find a department/division
Class Spec * ⓘ Find a class spec	Working Title
Desired Start Date MM/DD/YYYY	Hiring Manager * Find a hiring manager
Job Type	List Type
Position ⓘ Find a position	Number of Vacancies 0
EEO/Census Data Template Find a EEO/Census Data Template	

ⓘ Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

## Requisition Form Cont'd:

Pay Grade * <input type="text" value="Type in a search term"/>	Union * <input type="text" value="Type in a search term"/>
EEO Category <input type="text" value="Type in a search term"/>	Affirmative Action Objective <input type="text" value="Type in a search term"/>
Class Code * <input type="text"/>	Minimum Request Compensation: * <input type="text"/>
Maximum Request Compensation: * <input type="text"/>	Agency/Sub-Agency Activity Number: * <input type="text"/>
Incumbent First Name <input type="text"/>	Incumbent Last Name <input type="text"/>
Vacancy Date (Incumbents last day) <input type="text"/>	

**Position Details**

New Position?  
 Yes  No

**YOU CAN LEAVE THIS SECTION, NEW POSITION, BLANK**

[Add Position Detail](#)

3. **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.

The screenshot shows the 'Create Requisition' form with a modal window open for 'Class Spec Details'. The form has two steps: '1. CREATE' and '2. APPROVALS'. The 'Class Spec' field is highlighted with a search icon. The 'Class Spec Details' window shows a description and detailed work activities for the selected job title.

**Create Requisition**

1. CREATE 2. APPROVALS

**Requisition Details**  
\* required fields are marked with asterisk

**Requisition #**  
[Assigned when requisition is saved]

**Class Spec \***

**Class Spec Details** [Print](#) [Close](#)

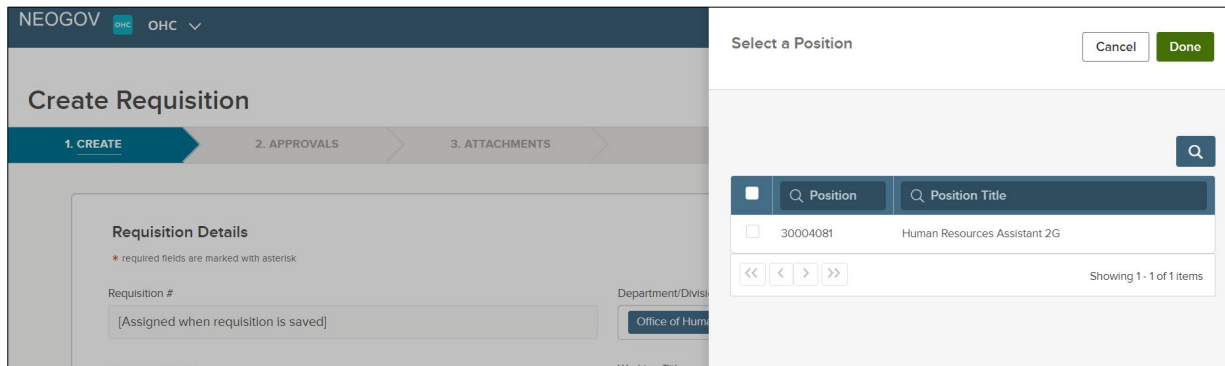
**Description** **Benefits**

Plan, initiate, and manage information technology (IT) projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects. Plan project stages and assess business implications for each stage. Monitor progress to assure deadlines, standards, and cost targets are met.

**Detailed Work Activities**

- Manage project execution to ensure adherence to budget, schedule, and scope.
- Develop or update project plans for information technology projects including information such as project objectives,

4. **Have you selected a position number?** If not, ensure you have! If the position number you're looking for doesn't appear in the search list, try selecting a different division within your department/agency. The division is the same division in which the position is in SAP.



5. **Have you added yourself as a Hiring Manager?** Anyone that should receive notifications when a candidate list is sent to the agency, including the HRL, should be listed in the "Hiring Manager" field.
6. Once you've completed the form, click Save & Continue to Next Step.
7. The second requisition form page step is the *Approvals* workflow template, no action is needed from the Human Resources Liaison (HRL), click Save & Continue to Next Step.
8. The third requisition form page step is *Attachments*, the following file attachments are required when submitting a requisition:
  1. Approved ePRB Position Request Form
  2. Job Posting Form
  3. Job Description Form – 544

