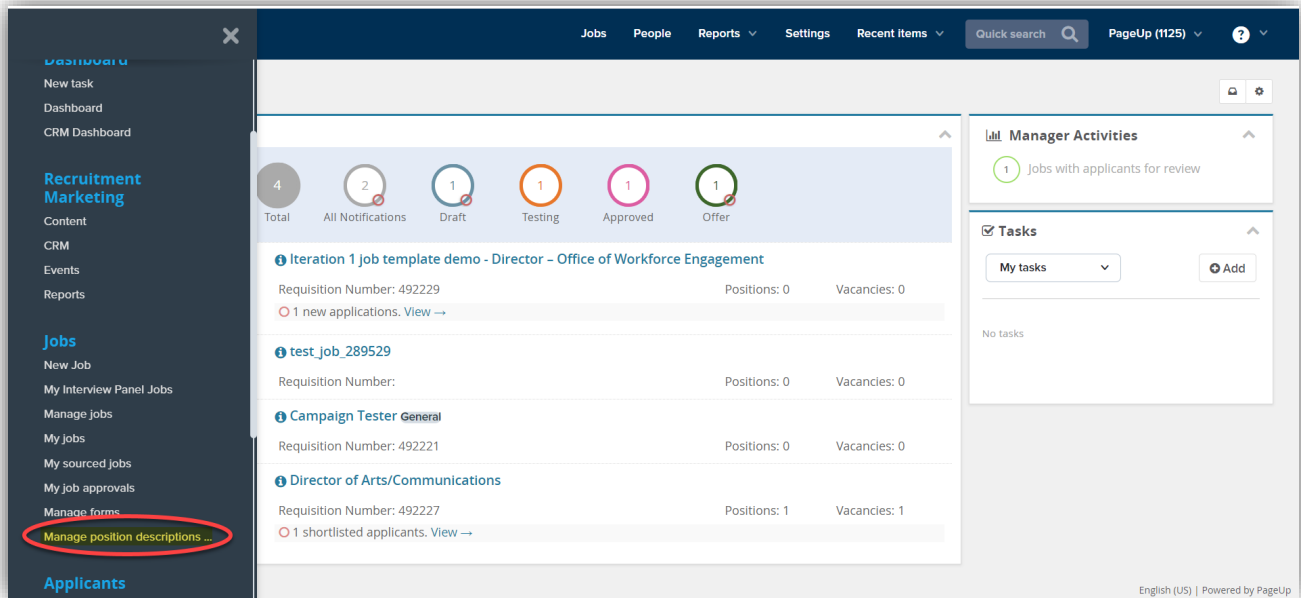


Recruiter - Creating Requisitions

There are two ways to initiate a Requisition/Job Card

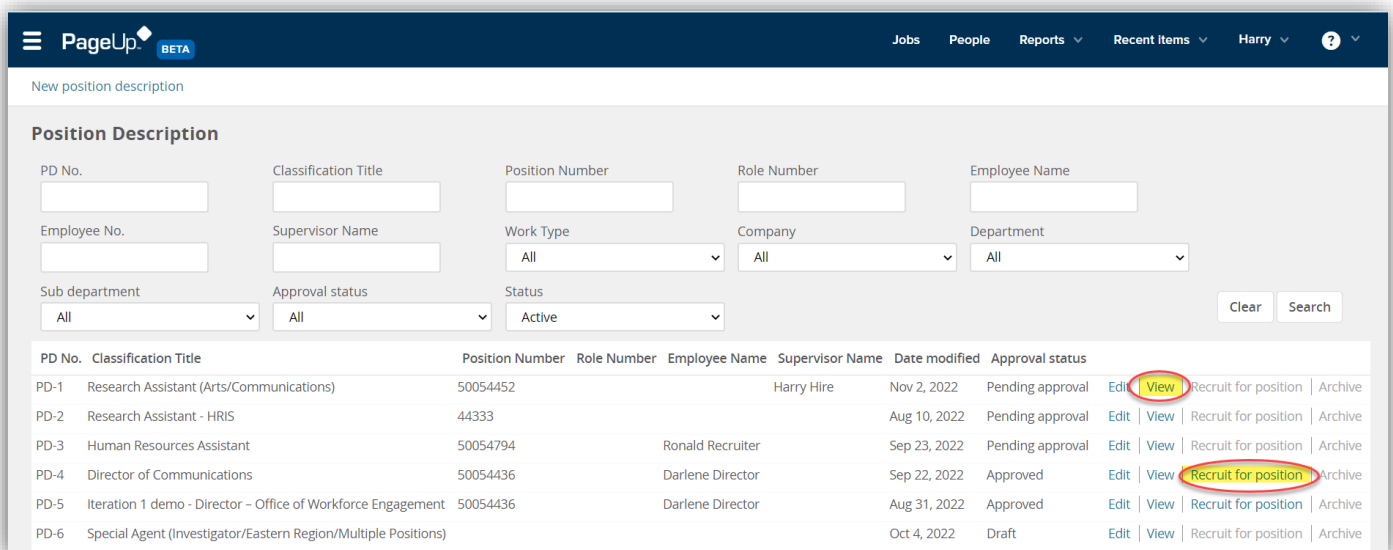
1. From the Recruiter Dashboard, click Hamburger under the Job section, click **Manage position descriptions**.



2. On the **Position Description** page, search and locate the relevant position description. Click **View** (to review the PD) or **Recruit for position**.

a. **Notes:**

- i. Only Approved position descriptions will have the **Recruit for position** option available.
- ii. After viewing the position description, the option to click **Recruit for position** will be available from the position description.



PageUp BETA Jobs People Reports Settings Recent Items Quick search PageUp (1125) ?

Assistant Store Manager (ATF)

[Recruit for position](#) ...

[Position Info](#) [Notes](#) [Documents](#)

Team Link:

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Requisition Number: 492263
System will automatically create a Requisition Number.

Position Title and Number:* 03201
[Details](#)

3. The Job Card will populate **some** field data from the position description

PageUp Recent Items Test ?

New Job

Team: Test

REQUISITION INFORMATION

Reason: Select

Position Title and Number:* Test1236 Q ✎
[Position No: Test1236](#)

Job Title & Code: Operations Analyst III
[Role Title: Operations Analyst III](#)

"State Role Title" = "Job Code Title". See position blue box above.

Working Title:* Operations manager

Requisition Number: System will automatically create a Requisition Number.

NOTES on mappings:

- KSAs on the position description map to the **Minimum qualifications** field.
- **Job duties** are listed on the job card. They are NOT mapped into the **Posting Job Duties** field. Copy and paste as needed to transfer the data.

Please enter the Agency Field Number above

Department:

Is this position eligible for telework?: ☐ Yes ☒ No

Pay Band: *

JOB DUTIES		
% of time	Duties / Responsibilities	Essential / Marginal
50	Being a kind hearted boss	Essential
50	Scheduling	Essential

INTERVIEW PANEL DETAILS

Hiring Manager / Panel Head: *
No user selected.

4. Begin to scroll through the Job Card.
Required fields will be notated with an **“*”** for reference.
 - a. **Note:** Only fields with editing capabilities will be available for completion that have not be populated from the position description.
5. The **Posting Details** section contains many of the details that will be included in the job posting/advertisement. Be sure to review field text for accuracy.

POSTING DETAILS

Is this a continuous recruitment position?: * ☒ Yes ☐ No

Is this a sensitive position?: ☐ Yes ☒ No

Is this a critical position?: ☐ Yes ☐ No

Is this position funded in whole or in part by the federal government?: ☐ Yes ☒ No

Does this position have a bilingual or multilingual skill requirement or preference?: ☒ Yes ☐ No

Is this position an apprenticeship?: ☐ Yes ☐ No


Job Type: *

Posting Locality: *

Posting Job Duties: *

Minimum Qualifications: *

Additional Considerations: *

6. Completed the **Contact Information** Section. This area is to provide important posting details for the applicant to reference related to the contact and special instructions on the job posting. 

****NOTE:** Applicants can request to update application and/or additional documents while job is actively posted. It is up to the discretion of the agency whether they want to allow for the requested update. The Applicant Inquiry team will route these questions/request to the listed contact.

CONTACT INFORMATION

Special Instructions to Applicants:

Direct all job specific questions to the contact listed below.
All the best in your job search!

Name:*
Phone:*
Email:*
Agency Website:*
Address:

} Required fields.

DHRM Recruiting Team
888-545-4564
recruiting@dhrm.virginia.gov
https://www.dhrm.virginia.gov/

7. Complete the **Advertising For Job Sourcing** section. This section is where the posting details are defined.
 - a. Form: Select a form template (ex. **State Employment Application**), then choose to **Preview** or add additional questions using **Customize for Job**.

ADVERTISING FOR JOB SOURCING

Form:

State Employment Application (Job - 'Unsi'

1
2
Preview
Customize for job

Posting Pitch:

- i. **Preview** will provide a preview of the application form.
 - ii. **Customize for Job** will allow users to add customized job specific questions to the application. Create custom job questions, then click **Save**.
- b. Posting Pitch: This is a 250-character pitch meant to gather applicant interest and entice them to click on the posting to review the posting text.

ADVERTISING FOR JOB SOURCING

Form:

State Employment Application (Job - 'Unsi'

Preview
Customize for job

Posting Pitch:

Enter 250 characters for posting pitch here.

- c. Advertisement Text: Click **Generate Description** to auto populate the posting description from the job card fields. The data is automatically formatted for the job posting and the formatting can be adjusted as needed.

Posting Pitch:

● Click **GENERATE DESCRIPTION** below to auto populate the posting description from the fields above. ●

Advertisement Text:*

Generate Description

B I U Formats - A -

Title: Best Test Cafe Manager
 State Role Title: Test Team Analyst
 Hiring Range: \$30,000 - \$55,100
 Pay Band: 4
 Agency: Test Agency
 Location: Richmond Office

Section populates with job card data after clicking "Generate Description"

8. At the **Users and Approvals** section, complete the following areas:
 - a. Position Reports To: Will default to the person completing the job card, update if different by clicking **"Eraser"** then **"Magnifying Glass"** to select the hiring manager. This is the manager of the position.
 - b. Approval Process: Select the number of approvers needed for JC approval and enter names in each field.
 - i. **Note**: HR Reviewer will be the agency Supervisor or HR Director (who needs to approve within the agency HR department).
 - c. Recruiter: Agency Recruiter who will oversee the recruitment process.
 - d. Status: Select Pending Approval.

USERS AND APPROVALS

Date Job Filled & Closed:

The "Date" field will be automatically populated when the job is filled & closed.

Position Reports To:* **A**

Approval process:* **B** Job Card Approval

1. HR Reviewer: JAMIE NORMAN Approved Oct 18, 2023

Recruiter:* **C**

Status:* **D**

Please fill in all mandatory fields marked with an asterisk (*).

Use "Eraser" & "Magnifying Glass" to edit user fields as needed.

9. Save the job using one of the below options:
 - a. Save as Draft: Save and return to a later time.
 - b. Save: Kicks off the approval process. (Will show any mandatory fields that need to be populated.)

- c. Save and Exit: If applicable, screen will show any required fields that need to be completed. Approval process will be kicked off, the job window will close, and the manage jobs screen will display.

Approval process:* Approval - 3 Step

1. Approver 1:
No user selected.

2. Approver 2:
No user selected.

3. HR Reviewer:
No user selected.

Recruiter:* K Dot Recruiter
kimberly.alexander-recruiter@dhrm.virginia.gov

Status:* Pending approval

Please fill in all mandatory fields marked with an asterisk (*).

View after "Save and Exit"

Job No# 5045174 - Assistant Test Manager has been saved

Status: Current recruitment

Types: All

Agency - Parent: Test Agency

[Show other search criteria](#)

<input type="checkbox"/>	Job No.	Date created	Title	Agency	Job Status	Applications
<input type="checkbox"/>	517581	Sep 19, 2023	Operations manager	Test Child Agency	Offer	3
<input type="checkbox"/>	518205	Sep 27, 2023	Operations Analyst	Test Child Agency	Offer	2
<input type="checkbox"/>	5000882	Oct 18, 2023	Senior Test Developer	Test Child Agency	Offer	1
<input type="checkbox"/>	5000891	Oct 18, 2023	QA Test Analyst	Test Child Agency	Offer	3
<input type="checkbox"/>	5017653	Jun 4, 2024	Operations manager	Test Child Agency	Offer	1
<input type="checkbox"/>	5045174	Feb 14, 2025	Assistant Test Manager	Test Child Agency	Pending approval	0
<input type="checkbox"/>	5081082	May 29, 2025	Backup Dancer	Test Child Agency	Approved	0

Next Step: Sourcing a Job