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*.

	Jobs People	Reports ∨ Settin	ıgs Recent items ∨	Quick search Q PageUp (11:	25) 🗸 ? `
New task					<u>م</u> و
Dashboard					
CRM Dashboard			~	In Manager Activities	~
Recruitment Marketing				1 Jobs with applicants for r	eview
Content	Total All Notifications Draft Testing Approved	Offer		⊡ Tasks	~
CRM	Iteration 1 job template demo - Director – Office of Workforce E	Ingagomont			
Events		00		My tasks 🗸 🗸	O Add
Reports	Requisition Number: 492229	Positions: 0	Vacancies: 0		
	$\bigcirc$ 1 new applications. View $\rightarrow$				
	test_job_289529			No tasks	
New Job					
My Interview Panel Jobs	Requisition Number:	Positions: 0	Vacancies: 0		
Manage jobs	Campaign Tester General				
My jobs	Requisition Number: 492221	Positions: 0	Vacancies: 0		
My sourced jobs					
My job approvals	Director of Arts/Communications				
Manage forms	Requisition Number: 492227	Positions: 1	Vacancies: 1		
Manage position descriptions	O 1 shortlisted applicants. View $\rightarrow$				
Applicants					(US)   Powered by P

- 2. On the **Position Description** page, search and locate the relevant position description. Click *View* (to review the PD) or *Recruit for position*.
  - a. <u>Notes:</u>
    - i. Only <u>Approved</u> 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.

E Pa	ageUp. BETA								Jobs	Peo	ple Reports 🗸	Rec	ent items	Harr	y ~	? ~
New pos	sition description															
Positi	on Description	1														
PD No.			Classification Title		Position Number		Role	Number		l	Employee Name					
Employ	yee No.		Supervisor Name		Work Type	~	Con	npany		~	Department All		~			
Sub de All	partment	~	Approval status All	~	Status Active	~								Clear	Sea	rch
PD No.	Classification Title			Positio	on Number Role Number	Employee	Nam	e Supervisor Nam	e Date m	odifie	d Approval status					
PD-1	Research Assistant (Ar	ts/Comm	unications)	500544	52			Harry Hire	Nov 2, 2	022	Pending approval	Edit	View	cruit for po	osition	Archive
PD-2	Research Assistant - H	RIS		44333					Aug 10,	2022	Pending approval	Edit	View Re	cruit for po	osition	Archive
PD-3	Human Resources Ass	istant		500547	'94	Ronald Rec	ruiter		Sep 23,	2022	Pending approval	Edit	View Re	cruit for po	osition	Archive
PD-4	Director of Communic	ations		500544	36	Darlene Dir	ector		Sep 22,	2022	Approved	Edit	View 🥂	cruit for po	osition	Archive
PD-5	Iteration 1 demo - Dire	ector – Of	fice of Workforce Engagement	500544	36	Darlene Dir	ector		Aug 31,	2022	Approved	Edit	View Re	cruit for po	osition	Archive
PD-6	Special Agent (Investig	ator/East	ern Region/Multiple Positions)						Oct 4, 20	022	Draft	Edit	View Re	cruit for po	osition	Archive

	Jobs People	Reports 🗸	Settings	Recent items 🗸	Quick search Q	PageUp (1125) 🗸	? ~
🔒 Assistant Store Manager (ATF				Recru	t for position		
Position Info Notes Documents							
Team Link:							
	OSITION DESCRIPTIO	N INFORMATION	N				
To edit an approved Posit Click OK in the	on Description scroll to op-up window that app						
Requisition Number:	492263 System will automatical	ly create a Requisiti	ion Numbe	r.			
Position Title and Number:*	03201						
	<u>Details</u>		~				

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

∎	<b>တြ Page</b> Up ရ	Recent items 🗸 Test 🗸 🕐
Ne	ew Job	
	Team:	Test
>		REQUISITION INFORMATION
	Reason:	Select 🗸
	Position Title and Number:*	Test1236
		Position No: Test1236
	Job Title & Code:	Operations Analyst III
		Role Title: Operations Analyst III Y
		"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.

Department: Is this positio Pay Band:*	: on eligible for telework?:	Tesse enter the Agency Held Nomber Test department - XX2 O Yes  No Select	×
JOB DU % of time 50	Duties / Responsibilities Being a kind hearted boss		Essential / Marginal Essential
50 Hiring Mana	Scheduling ger / Panel Head:*	INTERVIEW PANEL DETAILS	Essential
		No user selected.	

- 4. Begin to scroll through the Job Card.
  - Required fields will be notated with an "\*" for reference.
    - a. <u>Note</u>: 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
this a continuous recruitment position?:*	● Yes ○ No
this a sensitive position?:	O Yes 🖲 No
this a critical position?:	○ Yes ○ No
this position funded in whole or in part by the deral government?:	○ Yes ● No
oes this position have a bilingual or multilingual kill requirement or preference?:	● Yes ○ No
this position an apprenticeship?:	○ Yes ○ No
b Type:*	Part-Time (Salaried)
osting Locality:*	Richmond (City), Virginia
osting Job Duties:*	Test PageUp - All day everyday
	These job duties will show on the job posting.
linimum Qualifications:*	KSAs of Best Test Cafe Manager
	Bossin.
	Cookin.
	Cleanin.
	Suitur and show un
dditional Considerations:*	Additional Considerations for Best Test Cafe Manager- none really.

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

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

Form:	State Employment Application (Job - 'Uns: V 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. <u>Posting Pitch</u>: 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. <u>Advertisement Text</u>: 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:	Enter 250 characters for posting pitch here.
Click GENERATE DESCRIPTION	l below to auto populate the posting description from the fields above. ●
dvertisement Text:* Generate Description B / U ⊕ ■ = = · □ □ Formats ·	- A - B - 8 B B - I + 0
Title: Best Test Cafe Manager State Role Title: Test Team Analyst Hiring Range: \$30,000 - \$55,100 Pay Band: 4	Section populates with job card data after clicking "Generate Description"

- 8. At the Users and Approvals section, complete the following areas:
  - a. <u>Position Reports To</u>: 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. <u>Approval Process</u>: 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. <u>Recruiter:</u> Agency Recruiter who will oversee the recruitment process.
  - d. <u>Status:</u> Select Pending Approval.

	USERS AND APPROVALS
Date Job Filled & Closed:	i
Position Reports To:*	The "Date" field will be automatically populated when the job is filled & closed.  Cynthia McManager  ponnette.smith+hm@dhrm.virginia.gov
Approval process:*	Job Card Approval
1. HR Reviewer:	JAMIE NORMAN * Approved Oct 18, 2023 Edit Cancel Use "Eraser" & "Magnifying Glass" to edit user fields as needed.
Recruiter:*	Test Recruiter
Status:*	Offer  Close job 🖉 💿 Please fill in all mandatory fields marked with an asterisk (*).
	Save Save and Exit Cancel

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

c. <u>Save and Exit</u>: 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:	Q       No user selected.	î
2. Approver 2:		
3. HR Reviewer:	No user selected.	
Recruiter:*	K Dot Recruiter	
Status:*	kimberly,alexander+recruiter@dhrm.virginia.gov	
	Please fill in all mandatory fields marked with an asterisk (*).	
	Save a draft Save Save and Exit Cancel	

View after "Save and Exit"

Status:	Current recruitment 🗸 Clea	r Search		T
Types:	All 👻			
Agency - Parent:	Test Agency	•		
Show other s	earch criteria			
🗆 Job No. Date	created Title	Agency	Job Status	Application
🗆 517581 Sep	19, 2023 😗 Operations manager	Test Child Agency	Offer	3
518205 Sep	27, 2023 👩 Operations Analyst	Test Child Agency	Offer	2
5000882 Oct	18, 2023 O Senior Test Developer	Test Child Agency	Offer	1
C 5000891 Oct	18, 2023 👩 QA Test Analyst	Test Child Agency	Offer	3
	, 2024 Operations manager	Test Child Agency	Offer	1
🗆 5017653 Jun 4	A 2025 Arriston Test Measure	Test Child Agency	Pending approval	0
	14, 2025 👩 Assistant Test Manager			

Next Step: Sourcing a Job