

The Edit Job Requisition business process enables the Recruiter for Job Requisition, Recruiting Coordinator for Job Requisition, Academic HR Lead, Compensation Partner, Department Head, Employment Coordinator, Executive Recruiter, Manager, and Management Chain to perform edits/updates to the job requisition that has already been created.

BASIC NAVIGATION

The job requisition can also be edited from the Recruiting Hub.

1. Type in **Search Bar** ORG: and the name of the Supervisory Organization.
2. Select and click the **Supervisory Organization**.
3. Click the **Staffing** tab of the Supervisory Organization.
4. Locate the **Effective Job Requisition** column adjacent to the open position.
5. Hover over and click on the **Related Actions** icon next to the Job Requisition.
6. Hover over **Job Change**.
7. Click to select **Edit Job Requisition**.
8. Click the edit icon to select the **Reason**.

RECRUITING INFORMATION

9. Check the **Spotlight Job**, if applicable.
10. Select the appropriate posting option in the **Recruiting Instruction** section.
 - **Posting Not Required** – by selecting the posting not required option, the position will not post internally or externally.
 - **Post Internally and Externally** – this option will post the posting on the institution's internal posting site and the external posting sites.
 - **Post Internally Only** – this option will post the position on the internal career site only.
11. Select the **Recruiting Start Date** in the field. This is the date you want the job to post.
12. Select **Fixed Term Target End Date**, if applicable.
13. Click **Next** to proceed to the Job section.

JOB DETAILS

14. Review the **Job Details** page.
15. The details of this section are linked to the position.
Required fields include:

- **Job Posting Title***
- **Job Profile**
- **Summary of Job Duties***
- **Qualifications***
- **Worker Sub-Type**
- **Primary Location**
- **Primary Job Posting Location**



Note: Any changes to this section should be directed to the HR Partner except for Job Posting Title*, Summary of Duties*, and Qualifications*. Those items will need to be completed by the initiator.

16. Scroll down the following sections, select the appropriate options to edit, **if applicable**:
 - **Link to Evergreen Requisition**
 - **Questionnaire** (Primary and Secondary Questionnaire will default and do not need to be changed).

- **Assessments**

17. Click **Next** to proceed to the Qualification section.

QUALIFICATIONS

The **Qualifications** section is populated from the position.

18. Review the following sections for accuracy:

- **Education**
- **Language**
- **Certification**
- **Work Experience**
- **Competencies**
- **Responsibilities**
- **Skills**
- **Training Details**

19. Click **Next** to proceed to the Organization section.

ORGANIZATIONS

The **Organizations** screen details defaults from the Supervisory Organization where the job requisition was created.

20. For accuracy review the following sections:

- **Company**
- **Cost Center**
- **Region**
- **Costing**
- **Other**

21. Click the edit icon to make necessary changes.

22. Click **Next** to proceed to the Attachments section.

ATTACHMENTS

Attachments is used to add supporting documentation to the job requisition.

To upload the blueprints for advertisement, a questionnaire if applicable and/or email documentation for preapprovals, complete the following steps:

23. Click **Add** to upload the supporting documentation.

24. Follow the prompts to attach the file(s).

25. Click **Next** to proceed to the compensation section.

Assign Roles enables you to assign roles to the job requisition that will recruit for this position. The Recruiter for Job Requisition and Recruiting Coordinator for Job Requisition roles are necessary for each job requisition. Otherwise, the requisition cannot be submitted if both roles are not assigned.

26. Click the menu icon to see and assign one of the appropriate roles:

- **Executive Recruiter (confidential job requisition)**
- **Recruiting Coordinator**
- **Recruiter for Job Requisition**
- **Search Committee Member (Job Requisition)**

27. Click **Next** to proceed to the Summary.

ASSIGN ROLES

SUMMARY

The **Summary** link opens the summary view allowing all entries to be viewed and double checked for accuracy.

- The summary has a list of sections from the guided editor. Each section should be reviewed prior to submitting. Scroll down to review all sections.
- You can select the **Guide Me** option to take you back to each section to make any edits.

28. Once reviewed, click **Submit**.