

# Starting a Job Requisition

Job Requisitions are required to create a position. The process will be started by Managers and go through approvals before the position will be posted for recruitment.

## Starting a Job Requisition

1. Search and select **Start Job Requisition**.
2. Fill in the corresponding fields.

The screenshot shows a web application interface for starting a job requisition. At the top, there is a search bar containing the text "start job req". Below the search bar, the main content area is titled "Start Job Requisition" and "Job Details". The "Job Details" section includes a description: "Enter the recruiting and job details for the job posting to get approval and begin the hiring process." The form is divided into several sections: "Basic Information" with a dropdown menu for "What supervisory organization is this job for?"; "This job will" with three radio button options: "replace a worker", "add a worker", and "None of the above"; "Job Information" with three text input fields: "Job Profile", "Job Title", and "Job Description". At the bottom of the form, there are two buttons: "Submit" and "Save for Later".

3. Specify the number of positions needed.  
You may open 1 requisition with multiple positions as long as it is for the same job title. For example: if there is a business need for 3 entry level Terminal Operators you may submit 1 job requisition with 3 positions.

**How many openings are there for this job?**



**Note:** If different position levels are needed then a separate requisition will need to be submitted.

**Ex:** Manager needs to hire Terminal Operator I and Terminal Operator III. In this case an individual requisition is needed for each position.

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- Select the appropriate **Job Profile**. Once the job profile is selected it should automatically populate the job title.

## Job Information

### Job Profile \*

The screenshot shows two side-by-side panels for selecting a job profile. The left panel, titled 'Job Profile \*', has a search bar and a list of categories under 'Operations': Ops - Administration, Ops - Corp Management, Ops - Customer Service, Ops - Lead, Ops - Support, Ops - Terminal Logistics, **Ops - Terminal Operators** (highlighted), and Ops - Term Management. The right panel, also titled 'Job Profile \*', has a search bar and a list of options: **Terminal Operator - Entry Level I** (selected with a radio button), Terminal Operator I, Terminal Operator II, and Terminal Operator III.

- Specify the **Location** for this position.
- Select the type of worker needed. Typically, it will be **Employee, Regular, Full Time**, and **40 hours**.

Are you hiring a new employee or contingent worker? \*

- Employee  
 Contingent Worker

What type of worker are you hiring? \*

Is this job full time or part time? \*

- Full time  
 Part time

What are the scheduled weekly hours for this job?

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## 7. Select a Company.

Company: LE080 BWC Terminals

### Cost Information

Select a company \*

## 8. Select **Cost Center**. This may be the specific Terminal or Department (Finance, Legal, etc.).

## 9. Select when you would like the worker to start and why the requisition is needed.

When would you like this worker to start? \*

As soon as possible

Select Date

MM/DD/YYYY

What recruiting instruction do you have for this job?

select one ▼

Select a primary location to post this job \*

Select additional locations to post this job

Why are you creating this job? \*

## 10. Provide **justification** for the request. See example below.

What is the justification for this job? \*

Two employees resigned this month, and we need additional support for the current workload.

## 11. Select **Submit**. This task will now go to Recruiting for review and approval.

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## View the Status of a Job Requisition

1. Navigate to the [Recruiting](#) app.
2. Under Actions click on [View-In-Progress Job Requisitions Events'](#)
3. Check the box to include subordinate organizations if needed.
4. Select [OK](#).
5. This screen will show if any requisitions are pending approval in the [Awaiting Action By](#) column.