



Create Requisition Using information from Requisition Checklist

Enter GL Account Number(s)

Enter Job Duties and Additional Information (if required)

Select Approvers and Set Approval Order

Submit Requisition for Approval

Monitor Approval Process

Through "Approver has acted on your requisition" Emails

Through Manage Requisitions > Requisition Details > Approver Section

Extending the Offer

Add a Resume (and fill in fields as required and as known)

Change Candidate Status from "Route to Hiring Manager" to "Offer Extended"

Scroll down and click "Initiate the Offer Management process"

Enter offer details

Preview Offer Letter

Upon receipt of Candidate's Acceptance Notification Email change Candidate Status from "Offer Extended" to "Offer Accepted"

Scroll down and click "Initiate Onboarding"

Fill in fields as required - and as known - and click [Continue]

At the Select Documents screen, click [Continue]

At the Select Letter screen, select the Employee Welcome Letter then click [Continue]

At the New Hire Notification screen, click [Continue]

Review details on the Review Onboarding screen, click [Initiate Onboarding]

Candidate completes Onboarding Documents

Monitor document completion through Onboarding > Active Onboarding (Action(s) column)

OR ... Complete on Candidate's Behalf through Onboarding > Active Onboarding (Action(s) column) - use your own login/ password.

Once Candidate completes Onboarding Documents change Candidate's status from "Offer Accepted" to "Hired"

Candidates > Active Candidates > Select Job click "Offer Accepted" (hyperlink)

Change status to "Hired" and click [Change Status]

From Candidate Workbench click [Hire Candidate Without Position]