Completing a Requisition Request

Note: To complete this process, the position for which you are requesting a requisition must already be approved and have a position number generated in Banner.

Step 1 – Open a New Requisition Request

1.1 From any screen within MyCareer@PCC, click on the Show Navigation Menu icon ( ) in the upper right corner of the screen to reveal the Navigation Menu and then click on Recruit.

1.2 From the resulting submenu, click on Submit Requisition Request to open the Requisition Requests page.

1.3 Here, you will see a table of all the requisition requests you have submitted. To open a new request, click the Add icon ( ) next to Create New Request in the upper left corner of the screen.
Step 2 – Complete and Submit Requisition Request

2.1 Now you will be on the Create Requisition Request page. Fill out the web form and click the Submit Request button when you are done.

Note: The Job Title (Position) and Hiring Manager fields are required to submit the form.

2.2 Submitting the request will return you to Requisition Requests page where you can View, Copy or Retract a request using the associated icons in the rightmost column of the table. The recruiting team will reach out to you to finalize the requisition.