
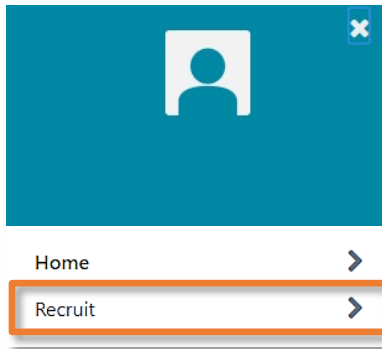


Completing a Requisition Request

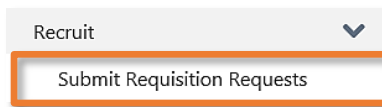
Note: To complete this process, the position for which you are requesting a requisition must already be approved and have a position number generated in Banner.


Step 1 – Open a New Requisition Request

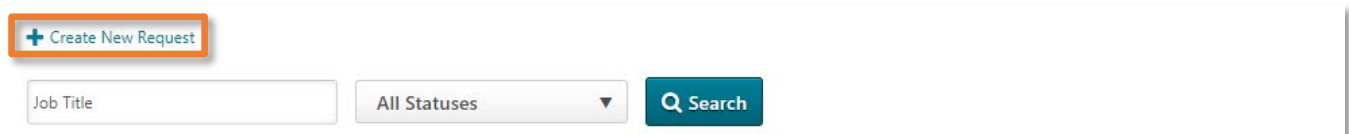
- 1.1 From any screen within MyCareer@PCC, click on the Show Navigation Menu icon () in the upper right corner of the screen to reveal the Navigation Menu and then click on **Recruit**.



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




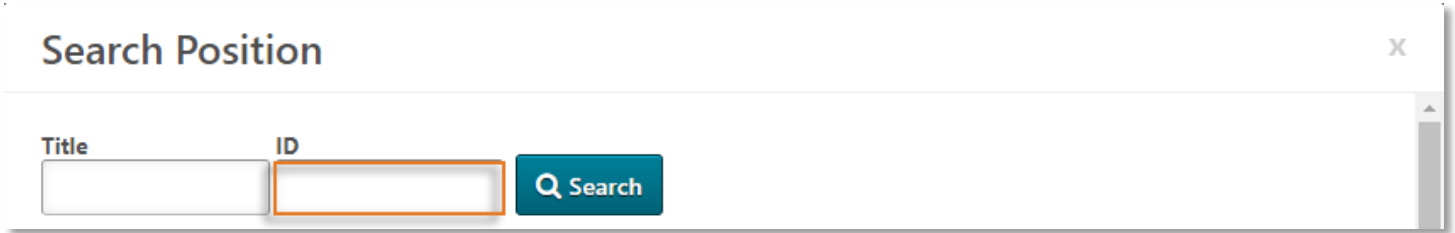
- 1.3 Here, you will see a table of all the requisition requests you have submitted. To open a new request, click the Add icon () next to **Create New Request** in the upper left corner of the screen.



Step 2 – Complete and Submit Requisition Request

- 2.1 Now you will be on the Create Requisition Request page.

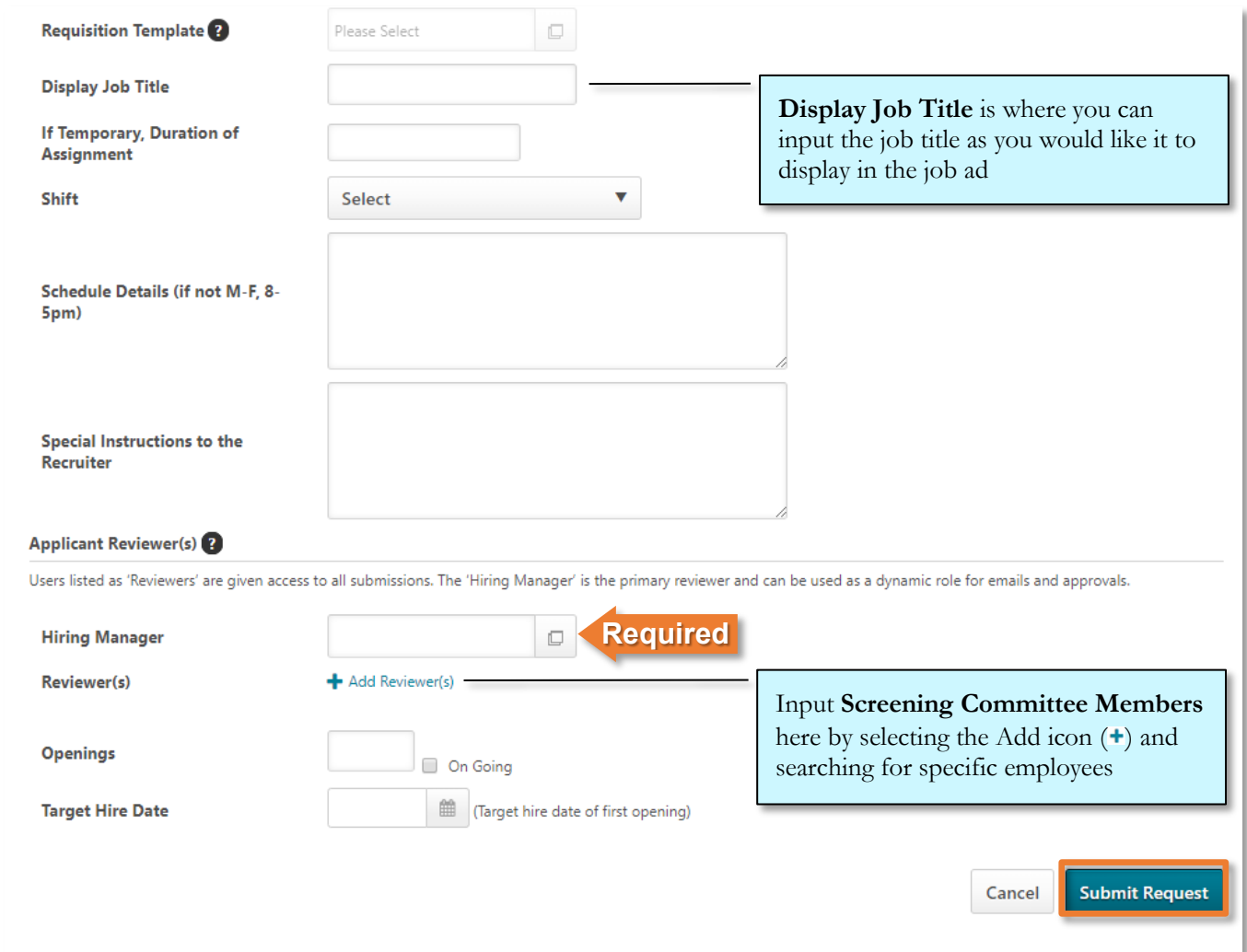
You must have the position number for the job you are posting. Click into the “**Job Title**” field to open the **Search Position** popup and input the position number into the “**ID**” field. Click the **Search** button () to display the correct position and select it from the list by clicking on the **Title**.



The image shows a 'Search Position' popup window. It has a title bar with 'Search Position' and a close button 'X'. Below the title bar, there are two input fields: 'Title' and 'ID'. The 'ID' field is highlighted with an orange border. To the right of the 'ID' field is a blue button with a magnifying glass icon and the text 'Search'.

This will return you to the **Create Requisition Request** page.




2.2 Fill out the rest of the web form and click the **Submit Request** button () when you are done.



The image shows the 'Create Requisition Request' form. It contains several sections:

- Requisition Template**: A dropdown menu with 'Please Select' and a copy icon.
- Display Job Title**: A text input field with a callout box: "Display Job Title is where you can input the job title as you would like it to display in the job ad".
- If Temporary, Duration of Assignment**: A text input field.
- Shift**: A dropdown menu with 'Select' and a downward arrow.
- Schedule Details (if not M-F, 8-5pm)**: A large text area.
- Special Instructions to the Recruiter**: A large text area.
- Applicant Reviewer(s)**: A section with a help icon and a note: "Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic role for emails and approvals."
- Hiring Manager**: A text input field with a copy icon and a callout box: "Required" with an orange arrow pointing to the field.
- Reviewer(s)**: A section with a plus icon and the text "Add Reviewer(s)". A callout box: "Input Screening Committee Members here by selecting the Add icon (+) and searching for specific employees".
- Openings**: A text input field with a checkbox labeled "On Going".
- Target Hire Date**: A date picker icon with the text "(Target hire date of first opening)".

At the bottom right, there are two buttons: "Cancel" and "Submit Request" (highlighted with an orange border).

- 2.3 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.