

# TIP SHEET

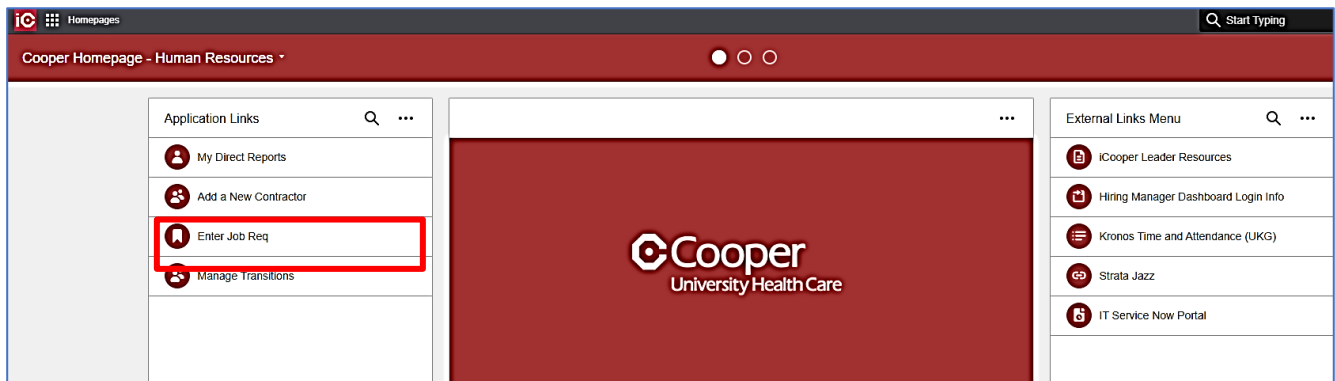
## Create a Job Requisition

**Purpose:** *Enter information to create a job req.*

This tipsheet is available to assist a manager when creating a job requisition.

## Workflow

1. Starting from the **Cooper Homepage – Human Resources**, select **Enter Job Req** under the **Application Links**.



2. Enter the date the requisition is needed in the **Date Needed** field.

A screenshot of the 'Job Requisition #0' form. The form has a header with a hamburger menu icon, the title 'Job Requisition #0 -', and several action icons (print, refresh, delete, search, and more). Below the header, there are several fields: 'Status', 'Date Needed', 'Open Date', 'Total Days Open', and 'Current Approver'. The 'Date Needed' field is highlighted with a red box and contains the date '6/1/2023'. Below the 'Date Needed' field, there is a link for 'Attachments: 0'. The 'Current Approver' field is empty.

3. Complete the Position Information. A **red asterisk** indicates a required field.

Job Requisition #0 -

Position Code \*  
 Is Supervisor

Hiring Workflow  
**COOPER** Cooper Healthcare Workflow

Application Process  
**COOPER** Cooper Application

Organization Unit

Expense Account

Location

Relationship To Organization  
**EMPLOYEE**

Work Type \*

Shift \*

Remote Hire

Project Number

Percent Grant Or Capital Funded

Posting Schedule

Legacy Requisition

ICIMS Requisition (System ID)

Union

Exempt From Overtime

Field	Value
Position Code	Use the <b>Search</b> icon to open the <b>Select 'Position Code'</b> . You can search by <b>Short Description, Description, Business Unit, Unit, or Organization Unit Desc</b> . The <b>Position Code</b> automatically populates the position number, job name, organization unit, expense account and location.
Work Type	Use the <b>Search</b> icon to search for the appropriate work type.
Shift	Select the appropriate shift using the dropdown menu.
Remote Hire	Check if the position is for a remote worker.
Project Number	If the position is grant funded, enter the appropriate project number.
Percent Grant or Capital Funded	If the position is grant funded, enter the grant percent or capital funded amount.
Posting Schedule	
Legacy Requisition	This field is currently not used.
ICIMS Requisition (System ID)	This field is currently not used.
Union	Enter the union code if this is a union job.
Exempt from Overtime	This field will default based on the position selected.

4. Enter Compensation information.

**Compensation**

Pay Rate    Pay Rate Currency  
 0.000    USD

Pay Rate Type

FTE \*

Salary Structure

Grade

Pay Frequency    Payment Schedule

Field	Value
Pay Rate Currency	The pay rate currency defaults.
Pay Rate Type	The pay rate type defaults.
FTE	Enter the appropriate full-time equivalent.
Salary Structure, Grade, Pay Frequency, & Payment Schedule	This information will default.

5. Select **NEWPOSITION** or **REPLACEMENT** as the reason for the opening. If the reason is **REPLACEMENT**, enter the employee's ID who is being replaced.

**Opening Information**

# Of Openings	Reason For Opening *	Replaced EEID
1	NEWPOSITION	

6. Complete the **Contacts** section.

**Contacts**

Direct Manager \*  
 159    Associate Clinical Director    Ansert, Nicole B.

Hiring Manager \*  
 124640    Name    Ansert, Nicole B.

Field	Value
Direct Manager	This information defaults to your code, position, and name.

Hiring Manager	This information may default from the <b>Direct Manager</b> fields. If the hiring manager is not the direct manager, search for the name using the <b>Search</b> icon.
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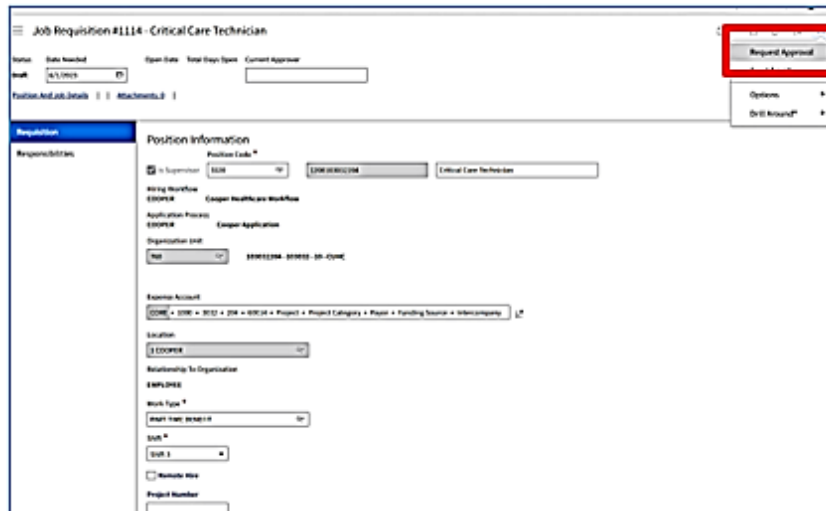
7. Select **Save**.



8. You receive a message that the job requisition was created.



9. Review the requisition and make any changes necessary, then submit the requisition for approval.



You have successfully created and submitted a job requisition.