

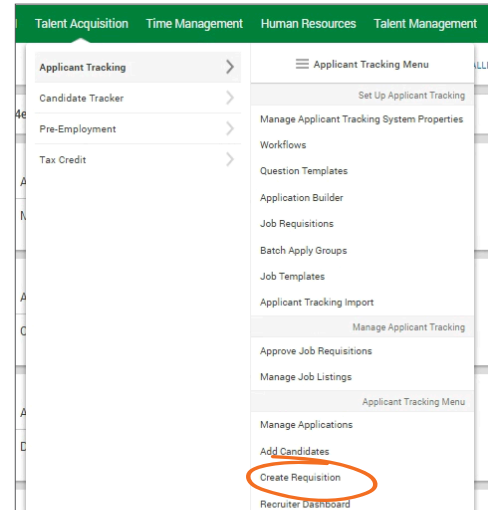
# SHOW ME HOW

to Create a Job Requisition with Positions  
Applicant Tracking



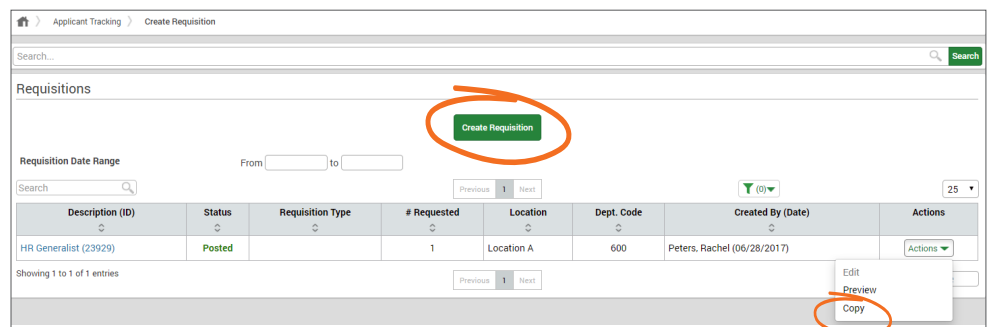
## STEP 1

Navigate to Talent Acquisition >  
Applicant Tracking >  
Create Requisition.



## STEP 2

Click "Create Requisition." If you want to copy information from an existing requisition, use the Copy option from the Actions drop-down menu.



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## to Create a Job Requisition with Positions Applicant Tracking



### STEP 3

Select a Position and fill in the necessary fields. Required fields are marked with a red asterisk. To add a position, click the gear icon and enter the Position Code and Position Title. Then, click "Add Position."



### STEP 4

Click "Submit" once complete.