

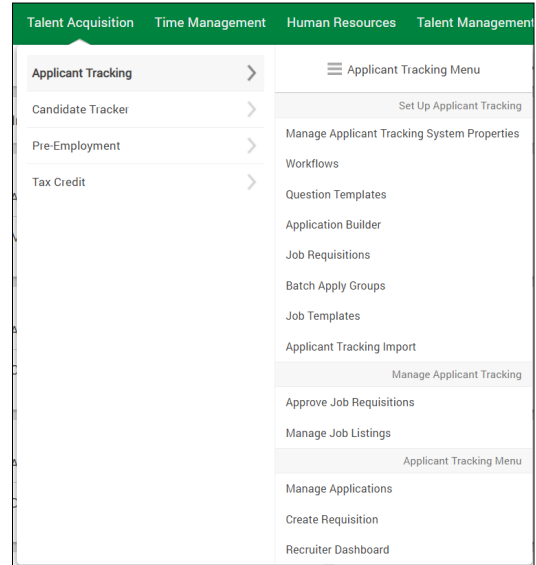
Show Me How

to Create a Job Requisition with Positions

APPLICANT TRACKING

STEP 1

Navigate to Talent Acquisition > Applicant Tracking > Create Requisition.



STEP 2

To create a new requisition, click "Create Requisition." To copy information from an existing requisition, select "Copy" from the Actions drop-down menu.

The screenshot shows the 'Requisitions' list in the Paycom system. The list has a search bar and a 'Create Requisition' button. The table below shows the list of requisitions.

Description (ID)	Status	Requisition Type	# Requested	Location	Dept. Code	Created By (Date)	Actions
Business Process Analyst (14722)	Requested	Additional	5	Corporate Headquarters	600	WAYNE, CANDACE (08/12/2021)	Actions
Instructional Designer (14538)	Posted	Additional	5			Hopkins, Kristina (07/28/20)	Edit
Instructional Designer (14526)	Posted	Additional	5	Kansas City		Hopkins, Kristina (07/27/20)	Preview
Instructional Designer (14525)	Requested	Additional	4	Dallas		Smith, Katie (07/27/2021)	Copy
Instructional Designer (14524)	Requested	Additional	4	Dallas		Smith, Katie (07/27/2021)	Actions
Instructional Designer (14489)	Posted	Additional	3	Kansas City		Smith, Katie (07/26/2021)	Actions

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STEP 3

Choose "Position" to populate the applicable fields. Select a family and title and fill in the necessary fields. Required fields are marked with a red asterisk.

To create a new position for an existing department, select "Position Does Not Exist" from Position Title drop-down menu.

To create a new position for a new department, select "Position Family Does Not Exist" and "Position Does Not Exist" from the Position Family and Position Title drop-down menus, respectively.

Then, complete the details in the Job Details section to request the position be added when you submit the requisition.

Applicant Tracking > Create Requisition > Requisition Details

Search...

Requisition Details

* Indicates Required Field

Submit requisition by: Job Template Position

Position Family * Training [TRN]

Position Title * Corporate Trainer (25)

Applicant Tracking > Create Requisition > Requisition Details

Search...

Requisition Details

* Indicates Required Field

Submit requisition by: Job Template Position

Position Family * Training [TRN]

Position Title * - Position Does Not Exist -

Applicant Tracking > Create Requisition > Requisition Details

Search...

Requisition Details

* Indicates Required Field

Submit requisition by: Job Template Position

Position Family * - Position Family Does Not Exist -

Position Title * - Position Does Not Exist -

Job Details

Job Title * Field Learning Partner

Job Level Experienced

EEO1 Category Professionals

Job Category Training

Industry Category Training

Degree Type 4 Year Degree

STEP 4

Click "Submit" once complete.

Submitting the requisition notifies a user with approval access to take action. While approving the requisition, the workflow details allow users to customize each step of the application process, and the user can determine when the listing goes live for internal and external candidates.

Primary Recruiter * HEART, LAURA [lauraheart]

Hiring Manager MANWARREN, LILLIAN (lmanwarren)

Location * Oklahoma City

Offsite Location

Remote Job

Job Details

Job Title * Training Manager

Wage Range 40000.00 - 50000.00 Salary

Workflow * Global Workflow -

Additional Comments Add additional comments here

Cancel Submit

MANAGERS

Visit the Help Menu for the most up-to-date version of this guide.