Steps/Stages

There are multiple steps or stages that are part of the Hiring Process. These steps/stages are listed below. For additional information for each step/stage, please refer to the corresponding Quick Reference Card.

- Creating the vacancy.
  - A vacancy is created by the Hiring Manager.
  - Refer to the *Creating A Vacancy* Quick Reference Card for information on how to create a vacancy.
- Reviewing the Draft Requisition.
  - The People First System will automatically generate a requisition once the vacancy is created.
  - The requisition is placed in "Draft" status to allow the Hiring Manager to review the information and update/add appropriate details to the standard information contained in the requisition.
  - Once the requisition has been reviewed and additional details added it is ready to be submitted to a People First Staffing Specialist.
  - The People First Staffing Specialist is responsible for processing the requisition and posting it to the website.
  - Refer to *Reviewing & Updating A Draft Requisition* Quick Reference Card for information on how to review and update a requisition.
- Approving the Requisition for Posting.
  - The Hiring Manager must approve the requisition once the People First Staffing Specialist has processed the request and is ready to post to the website.
  - Refer to *Approving The Requisition To Be Posted* Quick Reference Card for information on how to approve a requisition.
- Viewing and Printing of Applications & Qualifying Questions.
  - The Hiring Manager will need to review applications received and answers to qualifying questions to determine potential candidates to be interviewed for the vacancy.
  - Refer to the *Viewing/Printing Of Applications & Qualifying Questions* Quick Reference Card for information on how to view and print applications and/or qualifying questions.

How Do I Create A Vacancy?

1. Click on My Direct Reports under Quick Links. The Management Tab will be displayed.
2. Enter the full 8 digit position number in the Position ID field in the Search by Position section.
3. Click on the Go button. The Position will display in the Results section.
4. Click on the button to the left of the position to be viewed.
5. Select Open/Close Vacancy from the Positions drop down menu.
6. Click on the Go button. The Open/Close Vacancy screen will be displayed.
7. Click on the button to select the effective date to be viewed. The vacancy details will be displayed in the Details section.
8. Click on the Edit button to open the fields for editing.
9. Select Open from the Vacancy Status drop down menu.
10. Click on the Save button. The vacancy has now been created.

Did You Know?

- Once the SAVE button is selected, the People First System will generate a Draft requisition for your review and approval.
- Please allow 30 minutes for the People First System to update before making any changes or additions to the newly opened requisition.
- A People First Staffing Specialist will be assigned to the requisition once the requisition has been submitted.
- Once the requisition has been approved, your Staffing Specialist is responsible for posting the advertisement to the web.

How Do I View My Requisitions?

1. Click on the Staffing tab on the People First Home page. The Hiring Manager Interface Home Page will display
   NOTE: The Home Page is specific to the Hiring Manager.
2. Click on the My Requisitions link. The Requisitions Home Page will display all requisitions assigned to the Hiring Manager.
   NOTE: Requisitions will display in date order with the most recently created one showing on top.
3. Click on the Requisition ID link for the requisition to be viewed. The requisition specifics will display.

Requisition Status

- **Draft** – Vacancy has been created for a position, but the requisition has not been approved.
- **Pending** – Requisition is waiting for approval.
- **Open** – Requisition has been approved and placed on the web.
- **Cancelled** – Requisition has been cancelled and the position not filled.
- **Filled** – The Vacancy (Position) has been filled.

Requisition Reminders

Below are the fields in each section of the Requisition that should be reviewed and updated, if appropriate.

- Section 2 – Position Information:
  - Pay Grade/Pay Band
  - Category
  - Applicant Matching Criteria (Applicant Matching Criteria link)
  - Position Title (Additional Information link)
  - Qualifying Questions (View / Edit Questions link)
- Section 3 – Team:
  - Approvers

How Do I Make Changes To A Draft Requisition?

1. Access the requisition to be updated. Refer to the *How Do I View My Requisitions?* section for additional information.
2. Click on the edit link located to the right of the field to be updated or one of the links located at the bottom of each section. The data associated with that field will display.
   NOTE: The Edit link will not display for those fields which cannot be edited.
3. Enter/Select the appropriate information in the fields.
4. Click on the Save button located at the bottom of the page. The information will be updated on the requisition.
5. Repeat Steps 2 – 3 until all fields have been updated.
6. Verify all information is complete and accurate.
   - If yes, click on the SUBMIT DRAFT REQUISITION TO PEOPLE FIRST SERVICE CENTER button located at the bottom of the page. The requisition will be forwarded to People First and assigned to a Staffing Specialist.
   - If no, repeat Steps 2 – 5 until all fields are complete and accurate.

Did You Know?

- Use the navigational path (breadcrumbs) located at the top to move back to a previously displayed page.
  Home > Requisitions > Requisition Details (CITCi05) > Edit Applicant Match Criteria
- The requisition must be SUBMITTED for it to be assigned to a People First Staffing Specialist.
- Requisitions can be sorted according to date created or status.
- Use the Find fields to easily locate a specific requisition.
- Contact the People First Service Center to make changes to a requisition once it has been submitted. This will ensure that the changes are posted to the website.

How Do I View My Requisitions?

1. Click on the Staffing tab on the People First Home page. The Hiring Manager Interface Home Page will display
   NOTE: The Home Page is specific to the Hiring Manager.
2. Click on the My Requisitions link. The Requisitions Home Page will display all requisitions assigned to the Hiring Manager.
   NOTE: Requisitions will display in date order with the most recently created one showing on top.
3. Click on the Requisition ID link for the requisition to be viewed. The requisition specifics will display.
   NOTE: Select "Status" in the Order By field to group all pending requisitions together for quicker identification.

How Do I Approve A Requisition?

1. Access the requisition to be updated. Refer to the *How Do I View My Requisitions?* section for additional information.
2. Click on the edit link located to the right of the Approver Status field in Section 3. The Edit Approval Status screen will display.
3. Determine whether requisition is approved/disapproved.
   - If the requisition is approved, then click on the button in front of "Approve".
   - If the requisition is not approved, then click on the button in front of "Disapprove".
4. Click on the Save button located at the bottom of the page. The status will update accordingly. .

Did You Know?

- Use the navigational path (breadcrumbs) located at the top to move back to a previously displayed page.
  Home > Requisitions > Requisition Details (CITCi05) > Edit Applicant Match Criteria
- The requisition must be approved before it can be posted to the website.
- Requisitions can be sorted according to date created or status.
- Use the Find fields to easily locate a specific requisition.
- Contact the People First Service Center to make changes to a requisition once it has been approved. This will ensure that the changes are posted to the website.

How Do I View And Print Applications?

1. Click on the Staffing tab on the People First Home page. The Hiring Manager Interface Home Page will display.
   NOTE: The Home Page is specific to the Hiring Manager
2. Click on the My Requisitions link. The Requisitions Home Page will display all requisitions assigned to the Hiring Manager.
   NOTE: Requisitions will display in date order with the most recently created one showing on top.
3. Click on the number link in the Applicants field for the requisition. The list of applicants will display.
4. Click on the ☐ to the left of those applicants to be viewed.
5. Click on the Print Selected Applicant Information button located at the bottom of the page. The selected applications will open in PDF format.
6. Click on the icon below the Address toolbar to print the applications. The Print Dialog box will display.
   NOTE: Both the on-line application and faxed applications will print.

Did You Know?

- Use the navigational path (breadcrumbs) located at the top to move back to a previously displayed page.
  Home > Requisitions > Requisition Details (CITCi05) > Edit Applicant Match Criteria
- Use the Send Email to Selected Applicants button to send an email to multiple applicants.
- Requisitions can be sorted according to date created or status.
- Use the Find fields to easily locate a specific requisition.

How Do I View And Print Qualifying Questions?

1. Click on the Staffing tab on the People First Home page. The Hiring Manager Interface Home Page will display.
   NOTE: The Home Page is specific to the Hiring Manager
2. Click on the My Requisitions link. The Requisitions Home Page will display all requisitions assigned to the Hiring Manager.
   NOTE: Requisitions will display in date order with the most recently created one showing on top.
3. Click on the number link in the Applicants field for the requisition. The list of applicants will display.
4. Click on the ☐ to the left of those applicants to be viewed.
5. Click on the View/Print Selected Applicants Qualifying Questions button located at the bottom of the page. The selected applications will open in PDF format.
6. Click on the icon below the Address toolbar to print the applications. The Print Dialog box will display.
   NOTE: Qualifying questions for both the on-line application and faxed applications will print.