Before you create a job requisition...

Are you replacing an employee who has been terminated?

Y

Will the replacement be carrying out the same job at the same grade?

Y

Do you know the Position name of terminated employee?

Y

Go to ‘Position Details’ tile and search by Incumbent name

Create Job Requisition for this Position

N

N

Raise a Grading Service Request

Go to ‘Position Details’ tile and search for appropriate Position by Bus. Unit, Job and Department

Is there an existing Position that could be used?

Y

Does the Position have the correct grade range and available FTE?

Y

Request a New Position, attaching the relevant evidence eg:
- Grading SR reference number
- Job requisition business case

N

Request a Position Change requesting either, attaching the relevant evidence:
- Additional grade(s)
- Increased FTE

N

N