THE UNIVERSITY of EDINBURGH

System User Guide

How to Create and Maintain a Job Requisition System User Guide

We realise this formatting may not be accessible for all – to request this document in an alternative format please email hrhelpline@ed.ac.uk

Contents

Introduction

This guide covers key tasks for **SDAs** in **'How to Create and Maintain a Job Requisition'** system process. The following process user guides will help you with the end to end process:

- Guide to Recruitment and Onboarding
- Guide to Employment and Finance Approvals which outlines the University's budgetary approval workflow for raising job requisitions for hiring staff.

As a result of the University and College Union Edinburgh (UCUE) offer (December 2025), the University has committed to advertising all job openings internally for two weeks before considering external channels, with a few exceptions. For more details on the agreement and the exceptions and how this impacts the recruitment process please visit the Recruiters Guidance, Defining and Advertising the role webpage (section 4 Internal Advertising and Exceptions).

Before you Create a Job Requisition in People and Money

1. Draft the Job Description, and if a new post, have this graded as per the Job Grading Policy.
2. Complete the offline approval process by submitting a Job Requisition Business Case form in line with local procedures.
3. **Check the Redeployment Register.** If a suitable candidate is identified on the Redeployment Register, please follow the 'Add Pending Worker' process
4. Consider your advert and advertising strategy. If you wish to advertise externally, check if your role meets one of the external advertising exceptions as per the guidance on the Defining and Advertising the role webpage.
5. Prepare the Job Advert template using the guidance on the Recruitment and Attraction Sharepoint.
6. If you plan to advertise the job externally using Penna, you must raise a Purchase Order (PO) and include this in the Job Posting Comments. Please read the Guide to External Advertising for further information on how to request a PO.
7. **Check the Position** for the vacancy you wish to fill to ensure there is a position available in the structure within People and Money within the correct grade band, job level and with available FTE. You will need the position to create the Job Requisition. See the Guide to Job Classifications and Position Management for further details.
8. Agree if the job can be considered for hybrid working or on campus.
9. If applicable, familiarise yourself with the Relocation Policy before adding relocation details to the requisition.

Tips

- The job requisition can be saved as a draft, typically after the Requisition Structure information has been entered. This will give you a Job Requisition number for onward use when uploading the Job Description to the Job Description library. This then provides the link for inclusion in the Job Advert. See the Guide to Uploading Job Descriptions to the Job Description Library for more details.
- If a recruiter (administrator) is due to be absent for any period of time, the name **must** be updated with a suitable alternative recruiter within the Details section of the requisition.
- It is recommended that you **use pre-screening questions** to effectively filter your applications. These must be attached at job requisition creation stage. If the pre-screening question you need is not in the question library, please raise a Service Request using the category System Related to request the question be added to the question library.
- If the role requires a criminal record check for **Disclosure or Protection of Vulnerable Groups (PVG), you MUST** manually add the prescreening questions to the job requisition from the question library. For further information about Disclosure and PVG checks, please visit the Disclosure and PVG checks webpage.
- If you need to withdraw a job requisition submitted for approval, this must be done by raising a Service Request with the enquiry type '**System Related'**.
- Please **do not** close a requisition due to UKVI requirements.
- **Student Jobs** – if you wish to advertise your post on the student careers site, you must select the recruiting type as 'Student' when creating the requisition. If you want to advertise the student post both on the student careers site and on the internal careers site, you must state this in the job posting comments.

In Brief

This section is a simple overview and should be used as a reminder. More detailed information on each outcome is provided later in this guide.

Creating a Job Requisition

1. From the **Home** page, click on the **My Team** (if you are a Hiring Manager) or **My Client Groups** (if you are an SDA) link then click on the **Hiring** app.
2. Click **Create** to start a new job requisition.
3. Complete the **New Job Requisition** fields and click **Continue**.
4. Complete the **Basic Info** section and click **Continue.**
5. Complete the **Hiring Team** section and click **Continue.**
6. Complete the **Requisition Structure** section and click **Continue**.
7. Complete the fields in the **Details** section with information relevant to the role and click **Continue.**
8. Complete the **Work Requirements** section and click **Continue.**
   Note: You will need your pre-prepared Job Advert Template to complete the **Posting Description** section.
9. **Select an existing description button.** In the Posting Description Template select UOE Int&Ext Posting Description.
10. Complete the **Short Description**.
11. Complete the **Description**.

Note: this should be the Job Advert which you have prepared using the [Job Advert Template.]

12. To have a **different** Short Description and Description for **external adverts** move the toggle button at the top to External and **untick the Use same description as internal box.** Complete the Short Description and Description fields. Click **Continue.**
13. Complete the **Offer Info** section and click **Continue.**
14. In the **Attachments** section, upload a copy of the approved Job Requisition Business Case (JRBC) form. Please do not add any links within the URL field. Click **Continue.**
15. Complete the **Configuration section** and click **Continue.**
16. **Pre Screening Questions -** There are a number of mandatory prescreening questions set for both **internal** candidates and **external** candidates.
17. **To add any additional prescreening questions,** click on the Add button at the top of the screen. Select your choice from the question bank.
18. The **Response Required** checkbox is selected by default, you can untick this if its not essential for completion.
19. Repeat the steps until you have added all of the additional questions required. Click **Save** and **Continue**.
20. **Optional Step** – If you want the interview panel to provide their feedback on the candidates selected for interview within People and Money you should add an Interview Feedback Questionnaire, click the Add button and select the **Questionnaire** from the dropdown field and then click **Save**.
21. Once complete, **Submit** for approval.
22. Once submitted for approval, you can view the details of the requisition by clicking on the requisition title from the requisition list.

Tracking the approval status of a job requisition

1. From the Hiring App navigate to the **Requisitions** page. Use the **Requisition Status Column** to view the status, **it will show Approval – Pending** until all business approvers have taken action.
2. Click on the see details for further information.
3. When it has been approved by the business approvers, the status will be **Job Formatting – In Progress**. An automatic email notification is sent to the **Hiring Manager** and **Recruiter** when it has been approved.
4. HR Operations will review and make any necessary updates before posting this to the internal/external careers sites as appropriate. Once posted, the status will be **Open – Posted**. An automatic email notification is sent to the **Hiring Manager** and **Recruiter** when it has been posted.

Editing a Draft Job Requisition

1. From the **Home** page, click on the **My Team** (if you are a Hiring Manager) or **My Client Groups** (if you are an SDA) then click on the **Hiring** app.
2. The **Job Requisition** page opens, and the list of requisitions you have created is displayed.
3. Select the applicable requisition with the status **Draft – In Progress**. On the right-hand side navigate to the section you want to edit or click on the **Continue** button until you navigate to section that you want to edit using the guidance above.
4. **Save and Close** or **Submit** for approval.

Reopening a Job Requisition (move to external advertising)

1. Raise a Service Request using the category ‘Advertising’.

Deleting a Job Requisition (not submitted for approval)

1. Navigate to the Hiring App and **Requisitions** and find the applicable requisition in the status **Draft – In Progress**. Click the **ellipsis** button under the heading of Actions and select **Delete Job Requisition**. You will not be asked to confirm this before it is deleted.

Cancelling a Posted Job Requisition

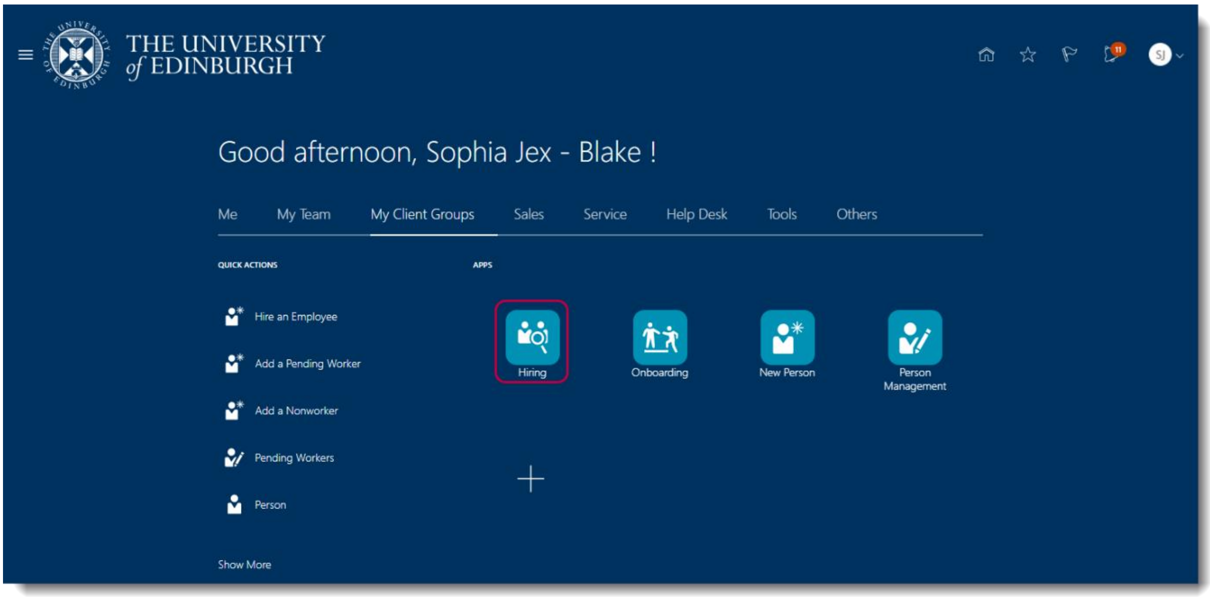
1. From the **Hiring App** select the requisition you wish to review, clicking on the number from the Applications Column to take you to the candidate list.
2. Select the candidate(s) you wish to send a message to and click More Actions and select **Send Message**.
3. Navigate back to the **Requisitions list** and find the applicable requisition.
4. Click on the name of the requisition to open the details screen, then select the ellipsis at the top **and select Cancel Job Requisition.**
5. A pop up message will ask you to confirm.

In Detail

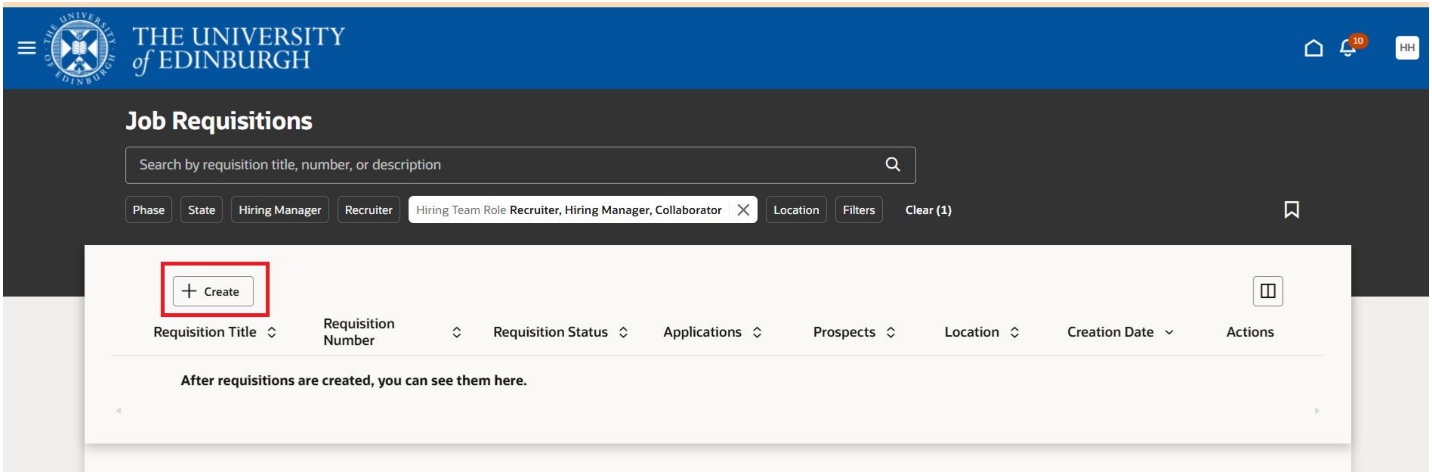
This section provides the detailed steps and includes relevant screenshots from the system.

Creating a Job Requisition

1. From the **Home** page, click on the **My Team (if you are a Hiring Manager) or My Client Groups (if you are an SDA)** link then click the on the **Hiring** app.



2. The **Job Requisition** page opens and the list of requisitions you are a recruiter, hiring manager or collaborator for will be displayed by default. Click **Create** to start a new job requisition.



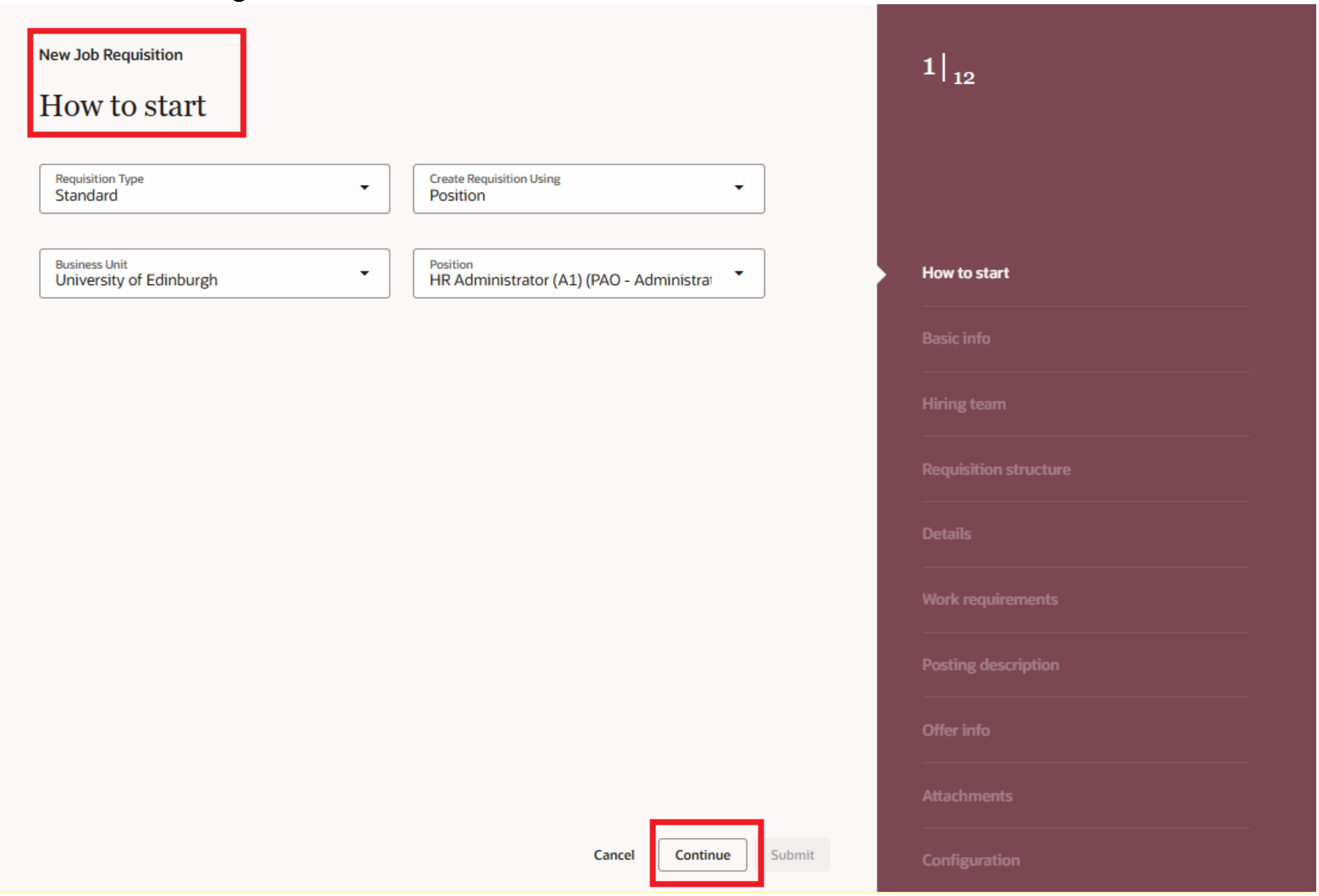
3. The **New Job Requisition** page opens in section **How to start.** The number of sections to complete is indicated on the right-hand side of the screen. Complete the following fields:
   a. **Requisition Type –** defaults to **Standard**
   b. **Create Requisition Using** - it is **recommended to use Position** as this will prepopulate some of the fields later in the requisition based on the position you select. It is important that you check that the position you want to use is within the correct grade band, job level and with available FTE. An explanation of the other options is in the table below.

	Description
Template	Only for use for employ.ed intern requisitions.
Position	Used to create a job requisition for an existing or new position within the university where there is a vacant post. Selecting this option will pre-populate some of the fields in the job requisition, e.g. Job Family, Job Function, Department, Grade, etc. See the user guide [How to request a new position or position change]() for further information on requesting a new or change to position.
Existing Requisition	Populates the requisition with the content from an existing job requisition, such as the Grade, Department, Posting Description etc. Details can be amended as applicable.
Blank Requisition	It is recommended that "Position" is used to create a new job requisition as this will prepopulate the requisition with some of the required details. However, this option should be used if you want to **advertise multiple jobs (spanning multiple grade boundaries and Positions)** in one job advert. You should use the position for the higher grade to create the job requisition. There is no content in a blank requisition, and the user is required to enter accurate details relevant to the role.

Depending on the option selected above, the information to be entered will vary. If you have selected Position, complete the following fields:

c. Business Unit – search and select from the list
d. Position – search and select from the list

Click **Continue** and go to next section Basic Info.

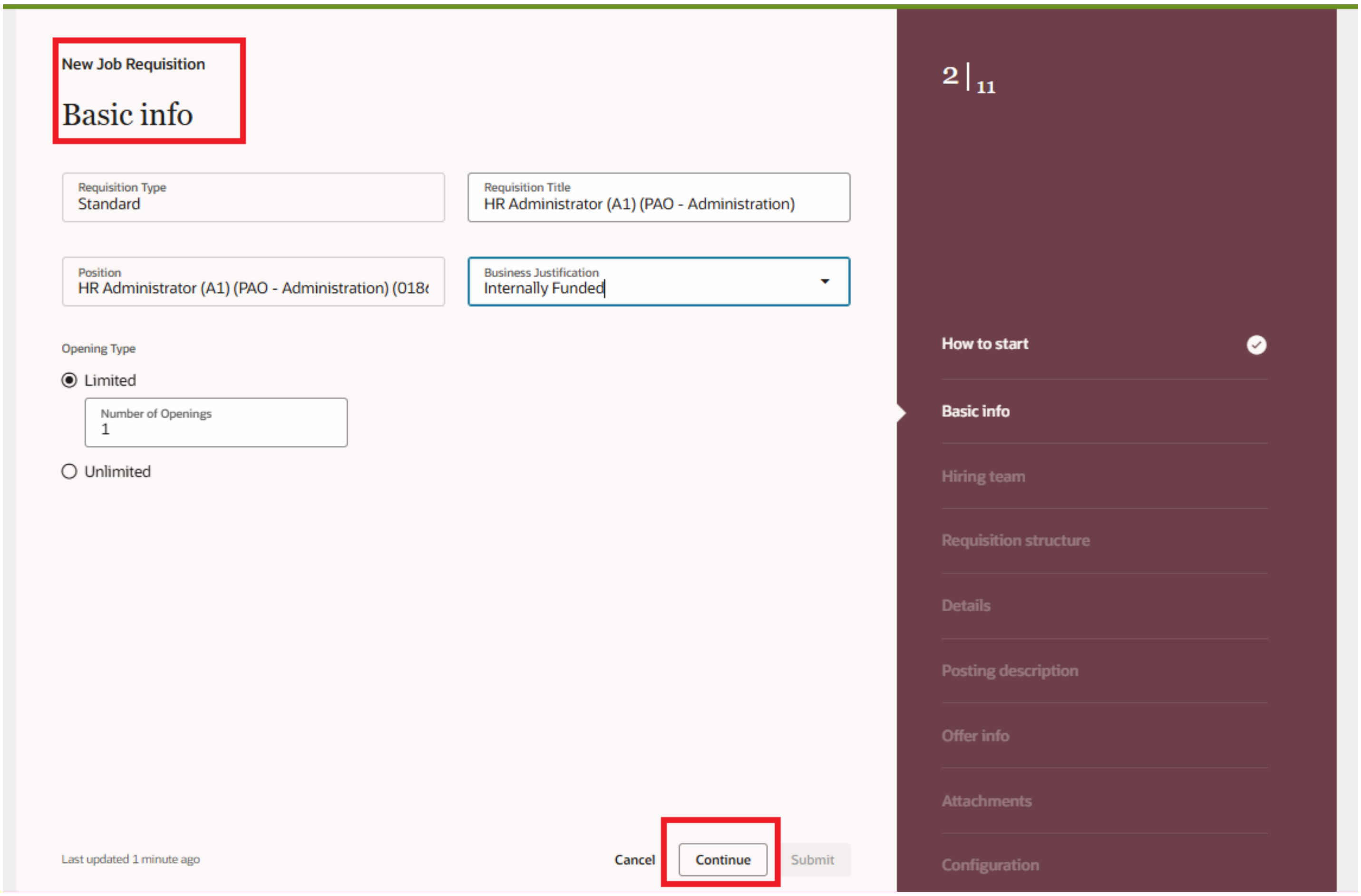


Tips
If you need to advertise multiple jobs within one advert (that cover multiple grade boundaries and require a unique position, e.g. Lecturer, Senior Lecturer and Reader, please select **Blank Requisition**. The relevant position for that job can then be added at Job Offer stage.

4. Complete the following fields in the **Basic Info** section:
   - The **Requisition Type** - should be Standard
   - Enter the **Requisition Title -** enter the Job Title for the post. This is what will be seen when the job is advertised. If in this field the position title appears you should update this to something more meaningful.
   - Business Justification - select the appropriate option from the below table.
   - The **Number of Openings** defaults to 1 – please enter the number required, or if it applies, click on the radio button and select 'Unlimited'.

Business Justification	Posts
Externally Funded	Roles that have no implications for internal funding.
Internally funded	*New post (> 6 months) *All Clinical posts * All envelope submissions (New and Increases) includes Guaranteed Hours (GH). If more financial controls are needed i.e. approval on each vacancy within an envelope a standard requisition should be used for each GH post. *Restructure/Reorganisation (New Roles) *All Replacement posts *Secondments *All Temporary absence cover *UE10 posts
Internally funded: minimal financial impact	* Student experience envelope * New post (< 6 months)

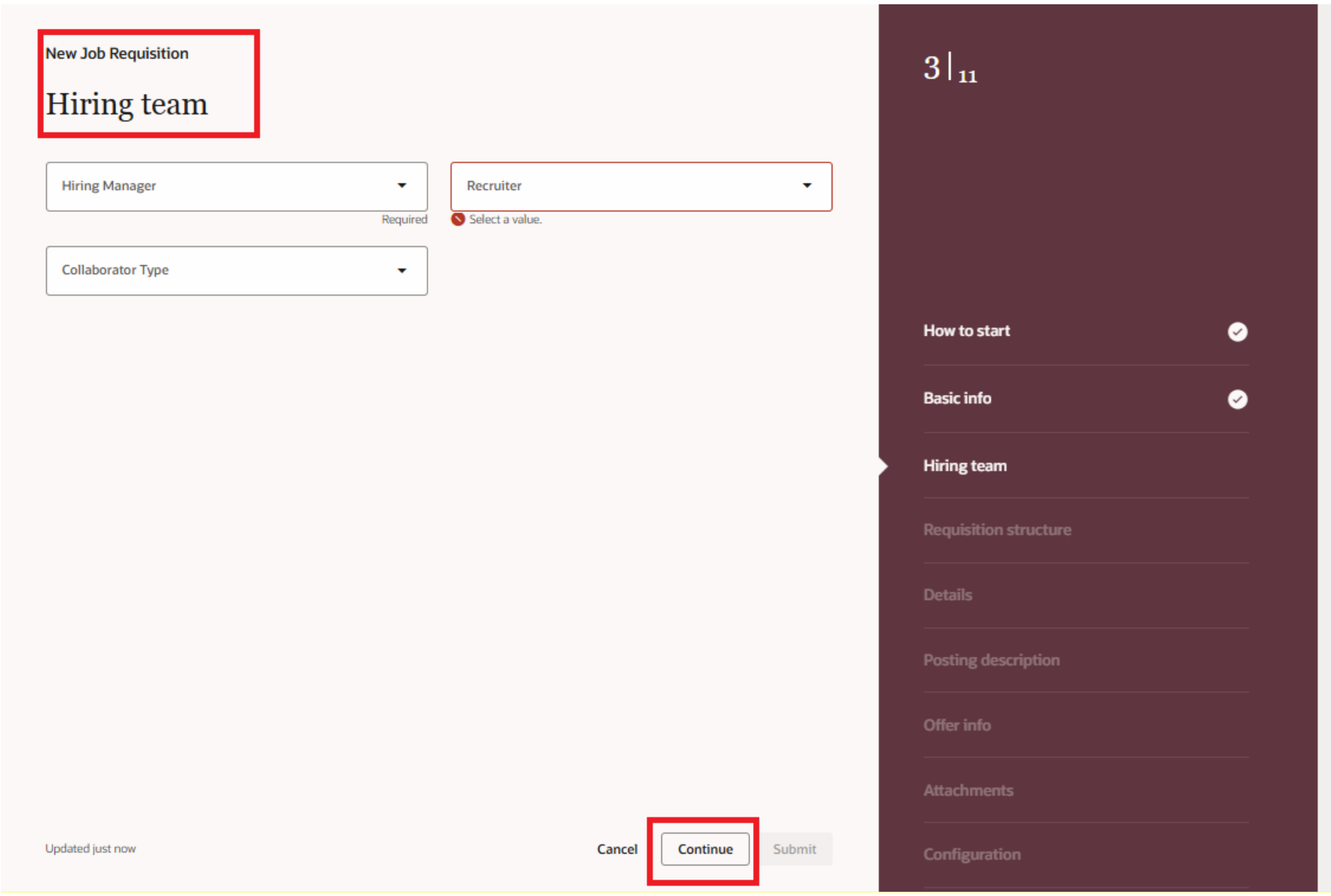
Click **Continue** and go to the next section, **Hiring Team.**



Tips
If the number of openings needs to be updated for an approved requisition, contact HR Operations through a Service Request using the "Advertising" category. Attach a signed JRBC (Job Requisition Business Case) for the necessary adjustments.

5. Complete the following fields in the **Hiring Team** section:
    - Select the **Hiring Manager**
    - Select the **Recruiter**. This will default to the person creating the requisition but can be updated. The recruiter is normally the administrator in your area.
    - Select the **Collaborators** by collaborator type:
        - **Collaborator** – someone who helps review applications (but cannot move candidates between phases and states)
        - **Offer Specialist** – someone who will be part of the job offer team for the successful candidate(s) and receive job offer notifications (e.g. when a job offer is accepted by the candidate)
        - **Interview Panel** – someone internal who will be on the interview panel, receiving interview scheduling notifications and interview feedback questionnaires

    Click **Continue** and go to the next section, **Requisition Structure.**

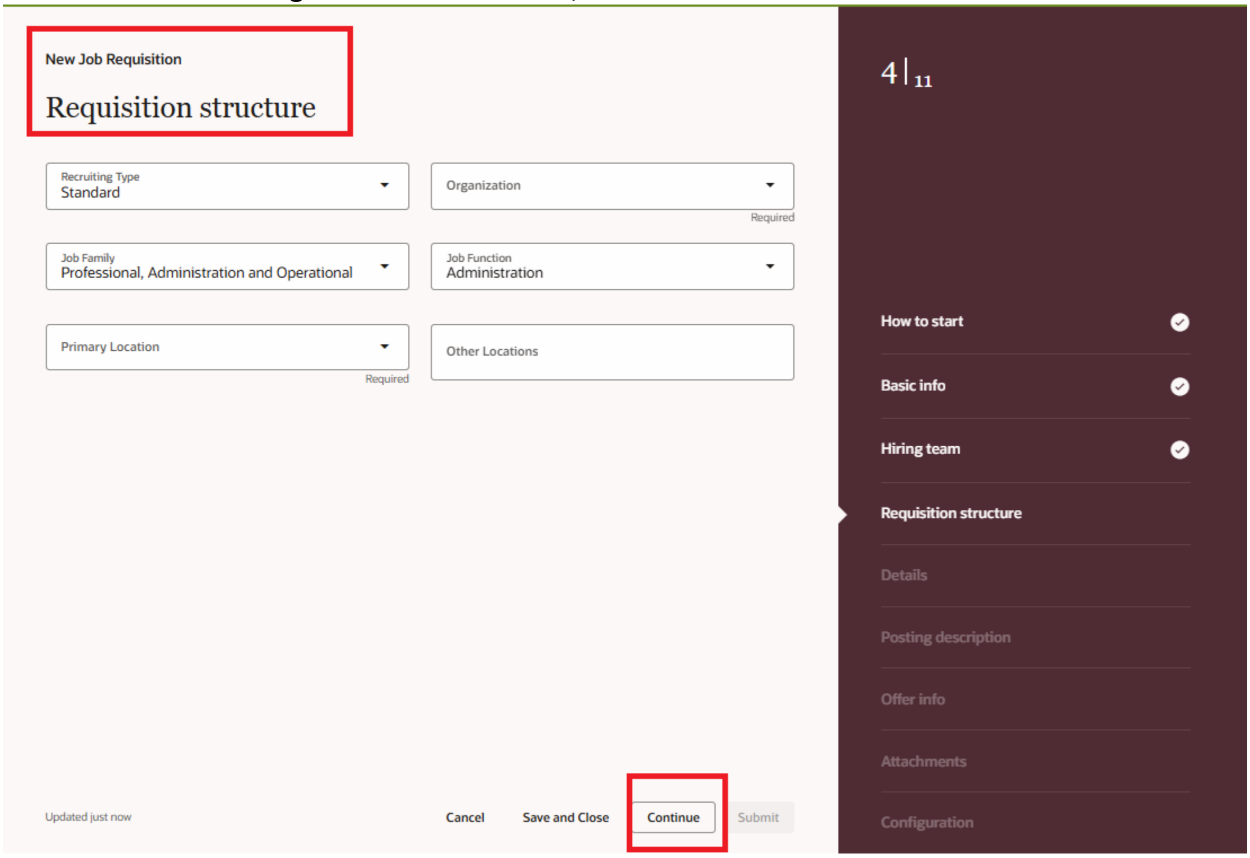


Tips

Collaborator roles are automatically provisioned to anyone in Grade 7 and above. If the person you are wishing to add as a collaborator is Grade UE06 or below and is not showing in the drop-down list, it may be that they do not hold the collaborator system role. If you wish to add a collaborator, you must submit a service request using the category User Access New/Change and titled 'Add Collaborator Role' to get the role added for the person. Once allocated, they will be available on the list.

6. Complete the following fields in the **Requisition Structure** section. Note if you have created the requisition at the start from a position, some of these fields will default from the position selected and should be checked.
    - The **Recruiting Type** should be set to '**Standard'** for all job requisitions **except** student posts, which must be set to '**Student'** if you want to advertise on the student recruitment website.
    - **Organization** – select the **appropriate school or department**. Please check this is correct as this impacts on the data you can see for your department and will also allow candidates to search for jobs advertised in your department in the careers site.
    - **Job Family** – check / select the appropriate job family (this will default from the position)
    - **Job Function** – check / select the appropriate job function (this will default from the position)
    - Select the **Primary Location** for the role, e.g. Edinburgh Central Area, if it applies, select the **Other Locations** where the role is required to work

Click **Continue** and go to the next section, **Details.**



7. Complete the fields in the **Details** section with information relevant to the role, noting the following:

Field Name ***indicates mandatory field**	**Guidance for use**
Worker Type	Select Employee
Full or Part Time	Select Full or Part time
Minimum and Maximum Salary	Should be entered as per the grade boundaries but will not be pulled into the job posting description when advertised. The grade boundaries must be typed into the posting description (job advert) manually.
Opt out of sponsoring a successful candidate (even if the post is sponsorable)*	Using the information provided on the Job Requisition Business Case Form (section 4 SOC/ATAS Code Allocation) - **Select Yes** if you are opting out of sponsoring the successful candidate (even if the role is sponsorable). - **Select No** if you are **not** opting out and do want to advertise the role and consider applicants requiring sponsorship.

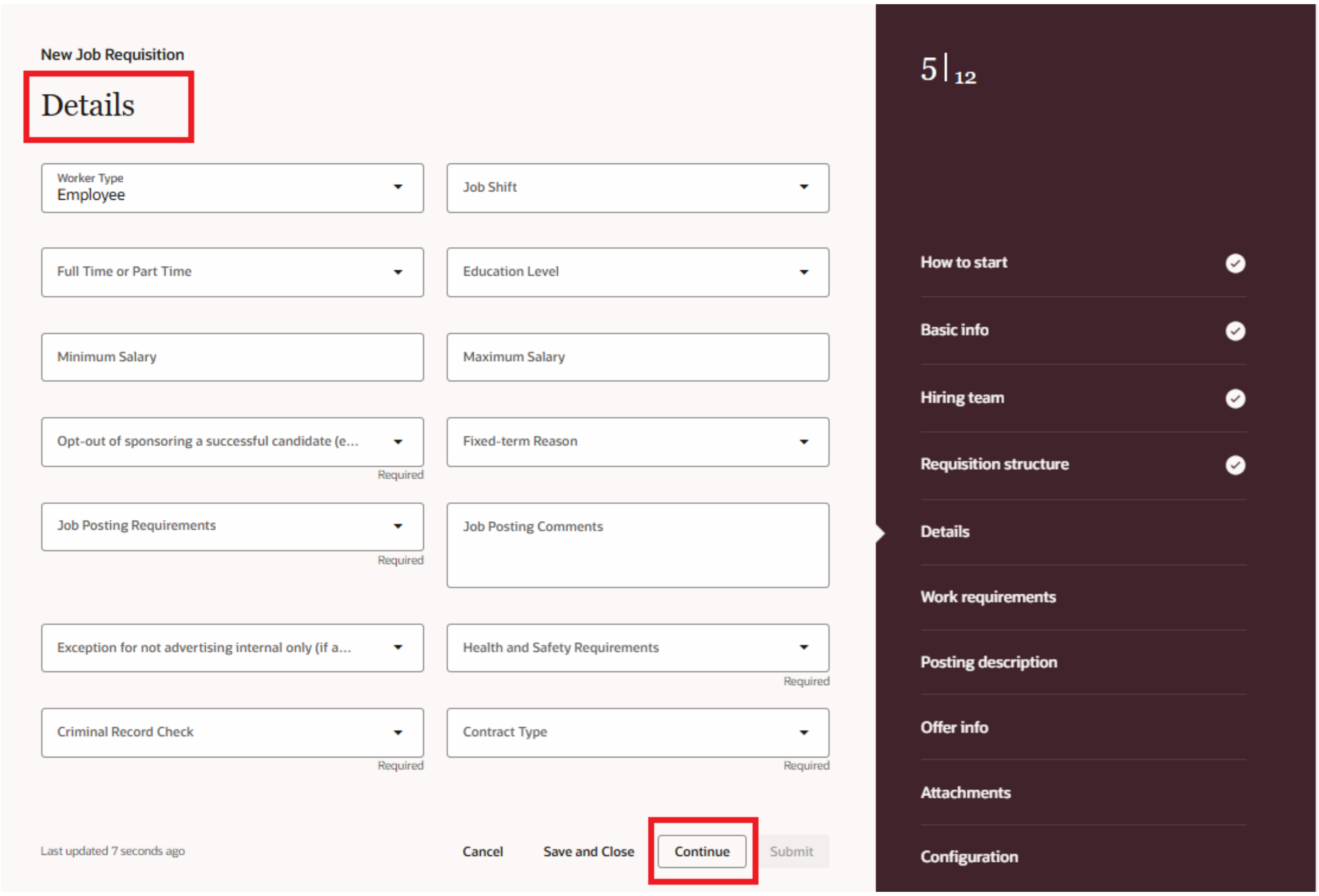
	Further guidance is available https://www.ed.ac.uk/human-resources/international-staff-work-uk/additional-permission-work/university-sponsorship/skilled-worker (see the Guidance 'Allocating a SoC code' under section Header Allocating a SoC Code).
Fixed Term Reason	Select the appropriate Fixed Term Reason. Further details available in the Fixed Term Contracts Reason Codes.
Job Posting requirements*	Specify where the job advert should be posted, e.g. • External (includes internal) • Internal only • Student site only • Do not post **Tip** - the Recruiting Type within the Requisition Structure must be 'Student' if wanting to post on the student site. What you select here will determine which mandatory pre screening questions are added to the Requisition at a later stage.
Job Shift	Select appropriate
Education Level	Select appropriate
Job Posting Comments (character limit in this field is 800).	Include additional information about the job advert, **including:** • the names of any job boards you wish to advertise on • the duration of the advert start and end date/time for posting. Please note, unless stated otherwise the closing time for applications is 11:59pm UK time. Applicants applying outside the UK the closing time on our adverts will automatically adjust to the browsers local time zone. • If you are advertising the job externally via Penna, you **must include the Purchase Order (PO) number here**. The PO number must be in the following format **UOExxxxxxx (7digits).** • If you are advertising the role on S1Jobs (via Penna) you should provide the 'Core Skill' that the advert should be placed under. Please see the list available on the Where to Advertise webpage. This enables the job to be searchable under the correct category on S1Jobs. • If you want to advertise the student post both on the student careers site **and** on the internal

	careers site, you must state this here –Tip the Recruiting Type in the Requisition Structure must be 'Student' to enable this.
Exception for not advertising internal only (if applicable) For more details on the agreement and the exceptions and how this impacts the recruitment process please visit the Recruiters Guidance, [Defining and Advertising the role] webpage (section 4 Internal Advertising and Exceptions).	If you wish to advertise the post externally from the outset you must meet one of the University exceptions, if this applies please select the exception reason from the drop down: • Expertise aligned to a grant funded position • Long term leadership role • Specific technical or clinical skills required • Technical skill for a very short period of time
Health and Safety Requirements*	Select appropriate – if hazards identified include additional detail in the posting description.
Criminal Record Check*	**If the role requires a Disclosure or Protecting Vulnerable Groups (PVG) check please ensure you select the appropriate option** from the drop down; this will then appear in the Job Info section of the job advert.
Contract Type*	Select appropriate – for additional guidance see Contracts of Employment – Guidance onTypes of

Tips

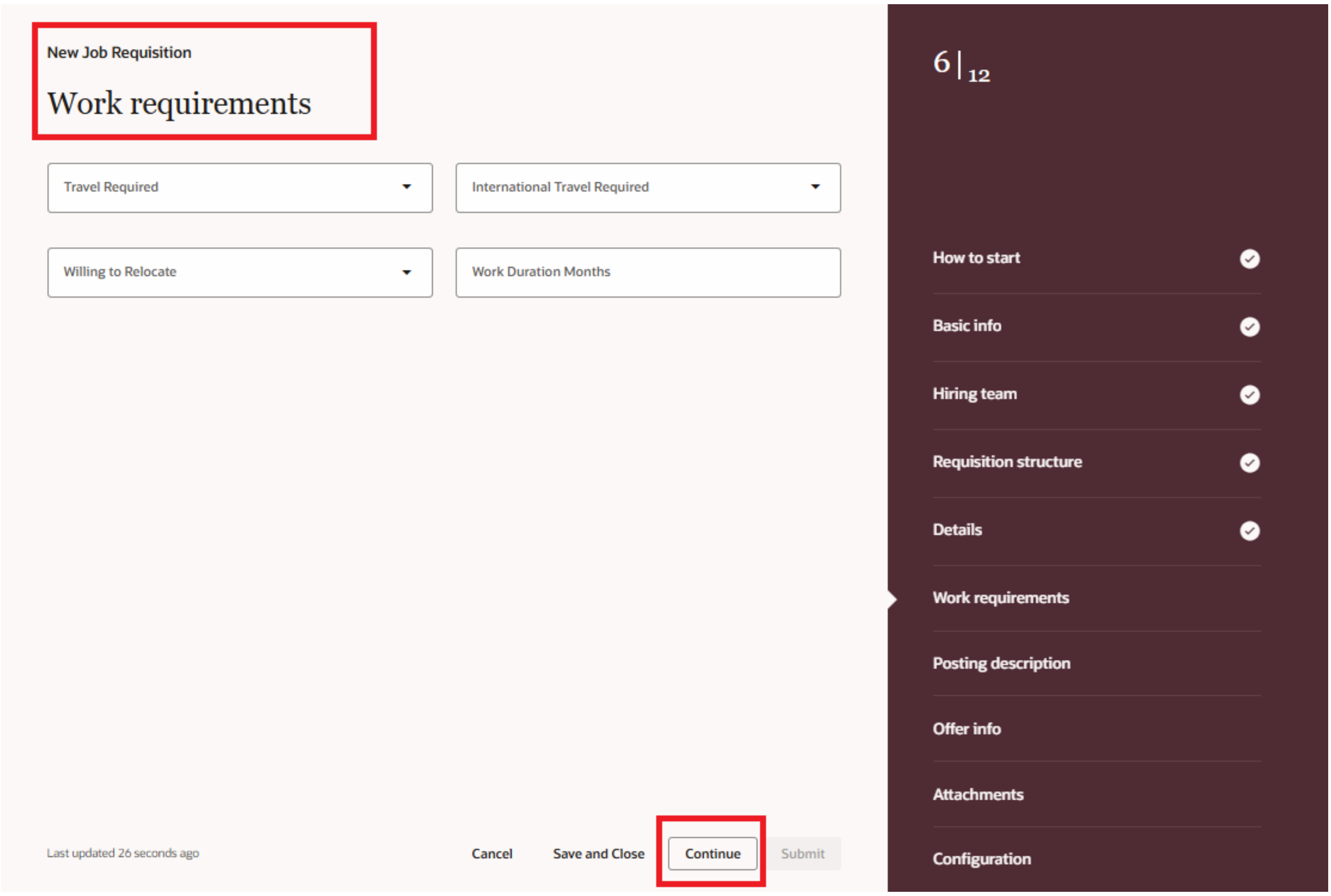
- The job requisition can be **saved as a draft**, typically after the Details information has been entered. This will give you a Job Requisition number for onward use when uploading the Job Description to the Job Description library.
- To save a draft click on **Save and close when you see this appear** at the bottom of the screen. You can easily find the draft from the job requisition list page in the Hiring App.

Then click **Continue** and go to the next section, **Work Requirements.**



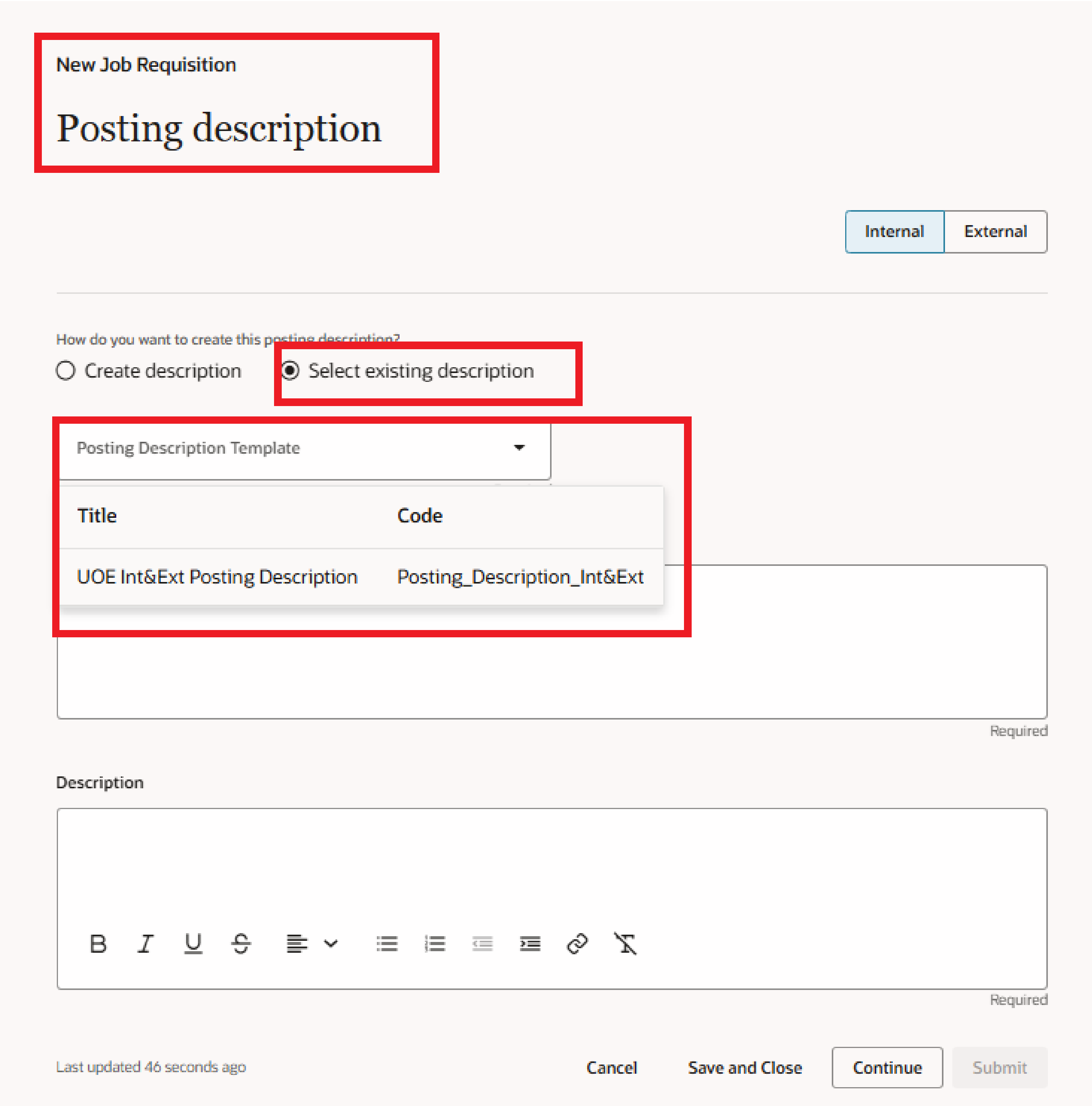
8. Complete the following fields in the **Work Requirements** section:
    a. Travel Required - select appropriate
    b. International Travel Required - select appropriate
    c. Willing to Relocate - select appropriate
    d. **Work Duration Months - If the role is for a fixed term**, enter the number of months here; this will appear in the Job Advert.

    Then click **Continue** and go to the next section, **Posting Description.**



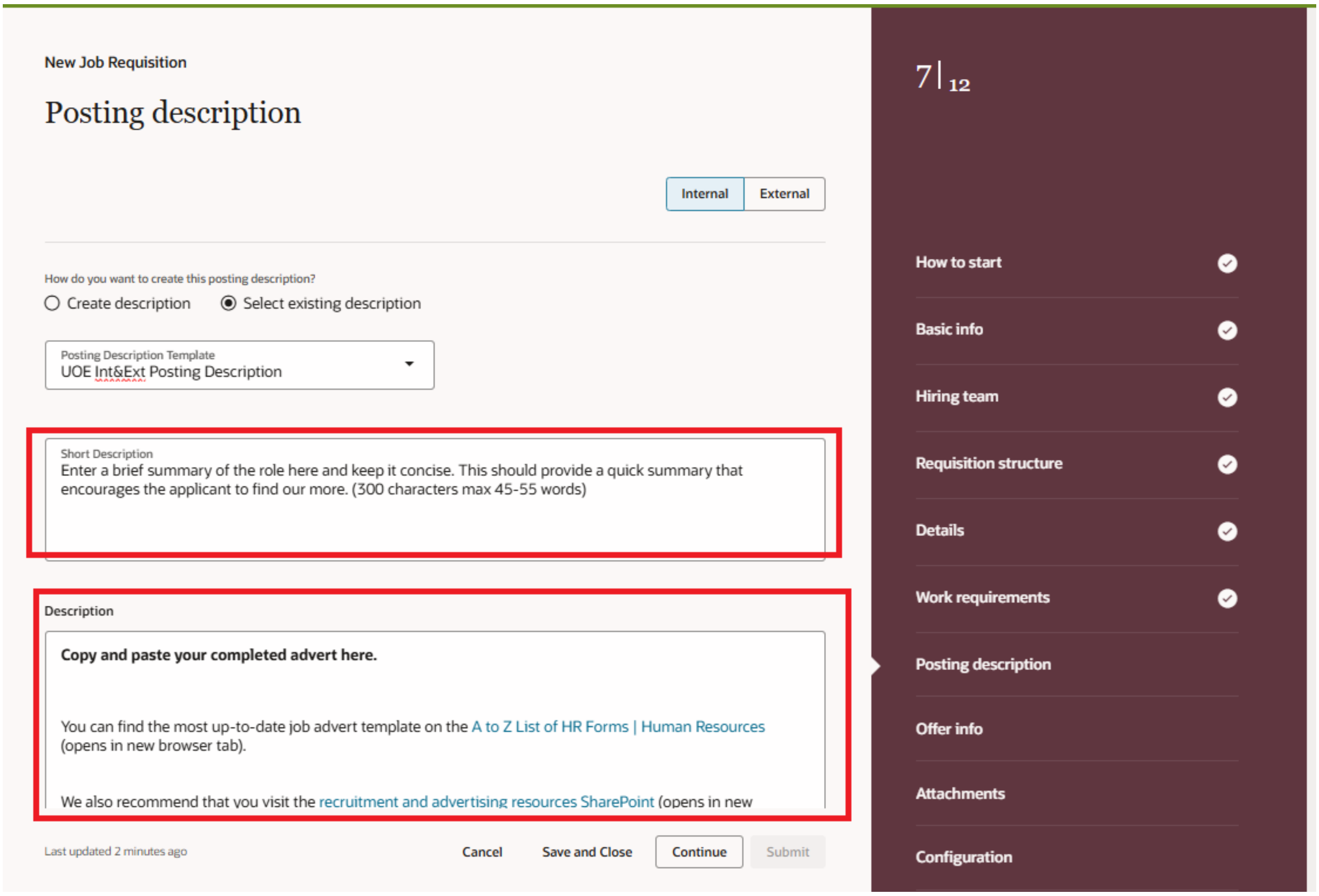
- You will need your pre-prepared Job Advert Template to complete the **Posting Description** section. The information added in this section is used in the job advert on the internal and external careers site. You should also have included the link to the Job Description that has been previously saved to the Job Description Library. See the Guidance for saving job descriptions to the job description library for further details.

9. **Select an existing description button.** This will provide some guidance on what to include here. In the Posting Description Template select UOE Int&Ext Posting Description

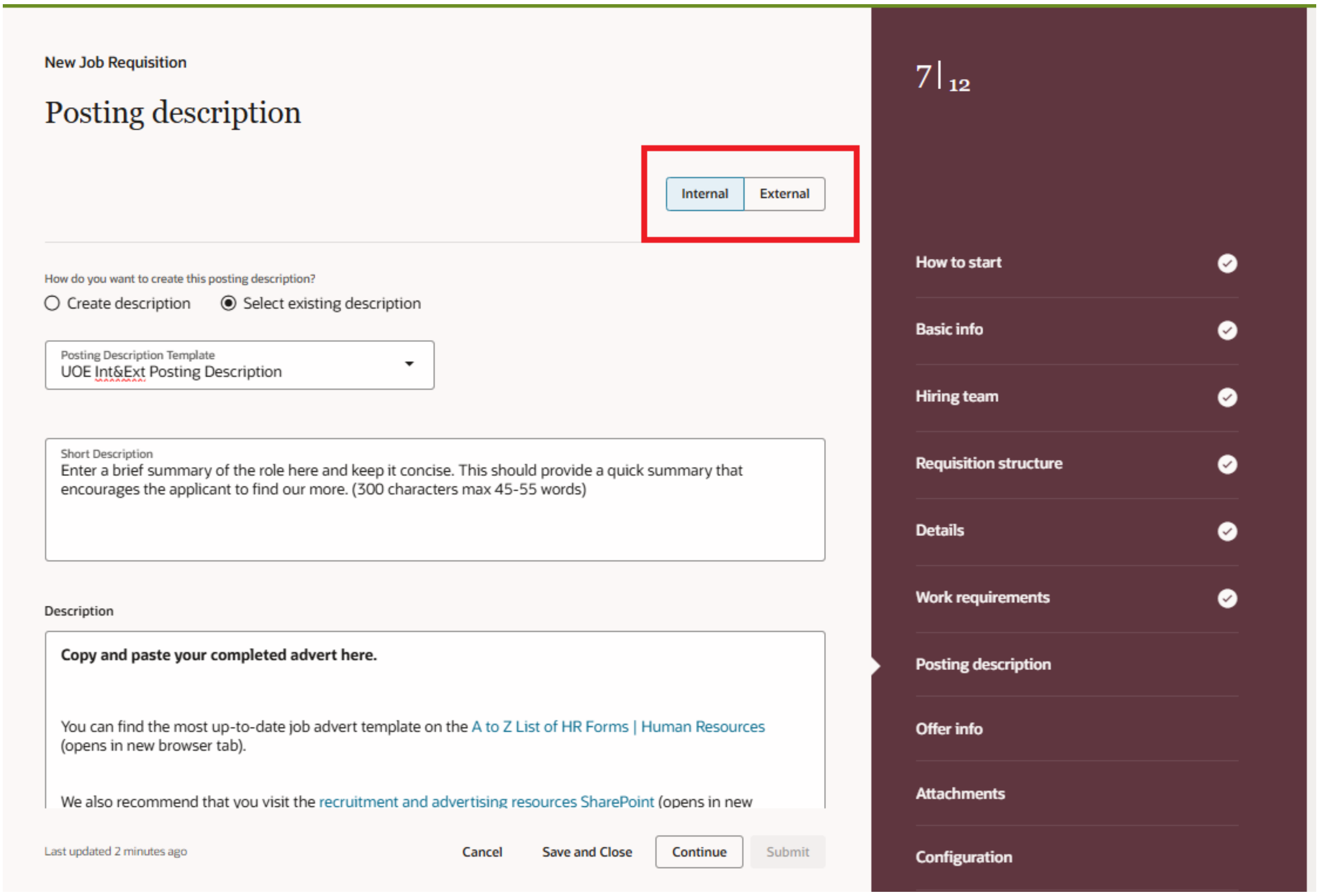


10. The **Short Description** should be a brief and concise summary of the job, no more than 300 characters (approx. 45-55 words).

11. The **Description** should be the Job Advert which you have prepared using the [Job Advert Template.]()



12. If you wish to have a **different** Short Description and Description for **external adverts,** move the toggle button at the top to External and **untick the Use same description as internal box** then update the Short Description and Description fields as above.



Tips

- You can copy and paste from the **Job Advert Template** and use the toolbar buttons to format the text to your requirements.
- Remember to include the link to the **Job Description** within the **Posting Description**. Further guidance on how to add a job description to the requisition can be found in the [Guidance for saving job descriptions to the job description library.]

Click **Continue** to go to the next section, **Offer Info.**

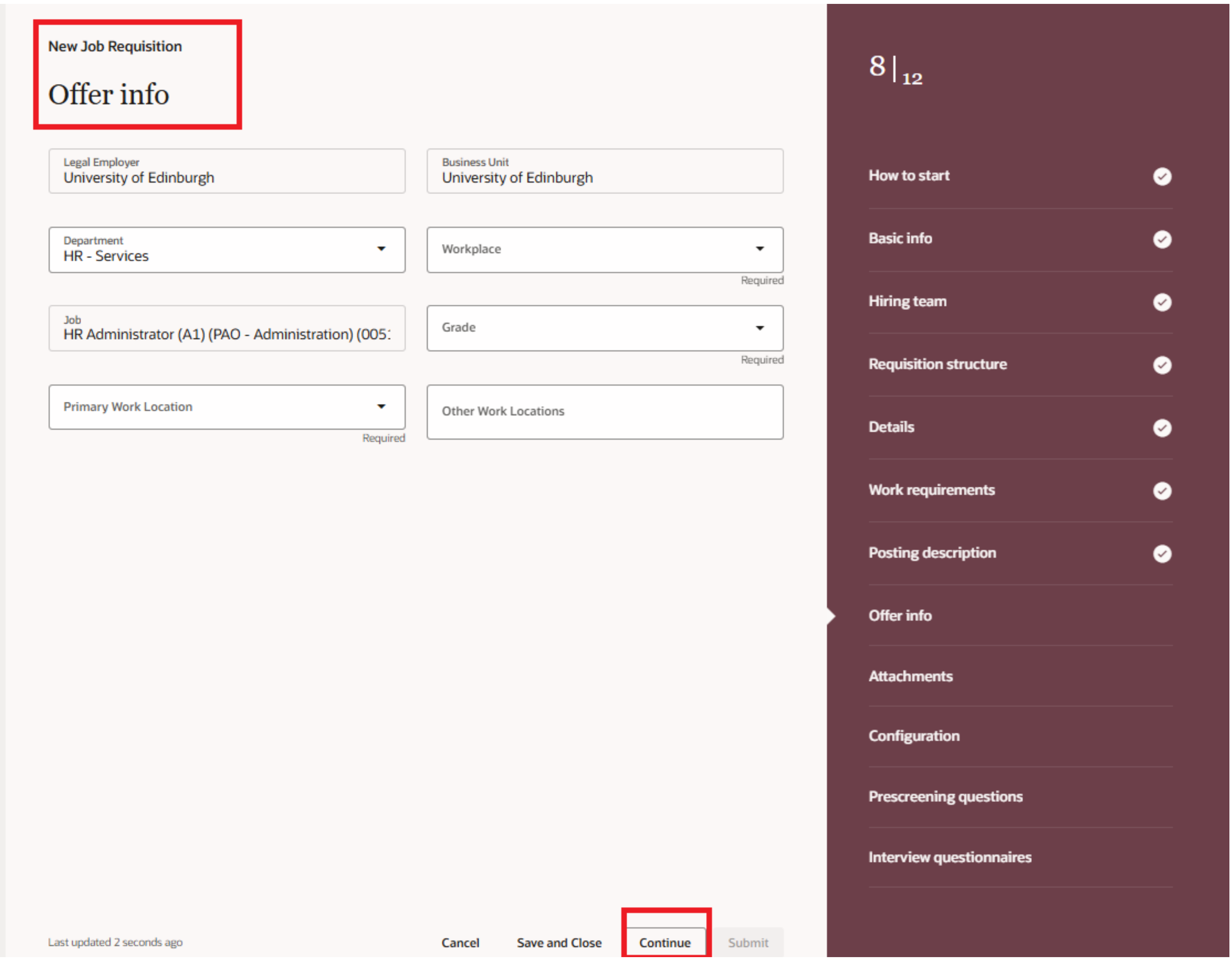
13. Complete the following fields in the **Offer Info** section:
    - **Legal Employer** – defaults to University of Edinburgh
    - **Business Unit** - will default if requisition created from a position in the Basic Info section
    - **Department –** will default but should be updated if required
    - **Workplace -** select if the job is on campus (100% on campus working) or hybrid working (a mix of on campus and off campus working). **DO NOT** select 'N/A Do not use' as this will appear in the advert on the careers site.
    - **Job** will default if requisition created from a position in the Basic Info section
    - **Grade** for the role – if the requisition created from a Position (in Basic Info) the grades displayed will default to the grades linked to the position.
    - **Primary Work Location –** select as required

- **Other Work Locations –** select as required

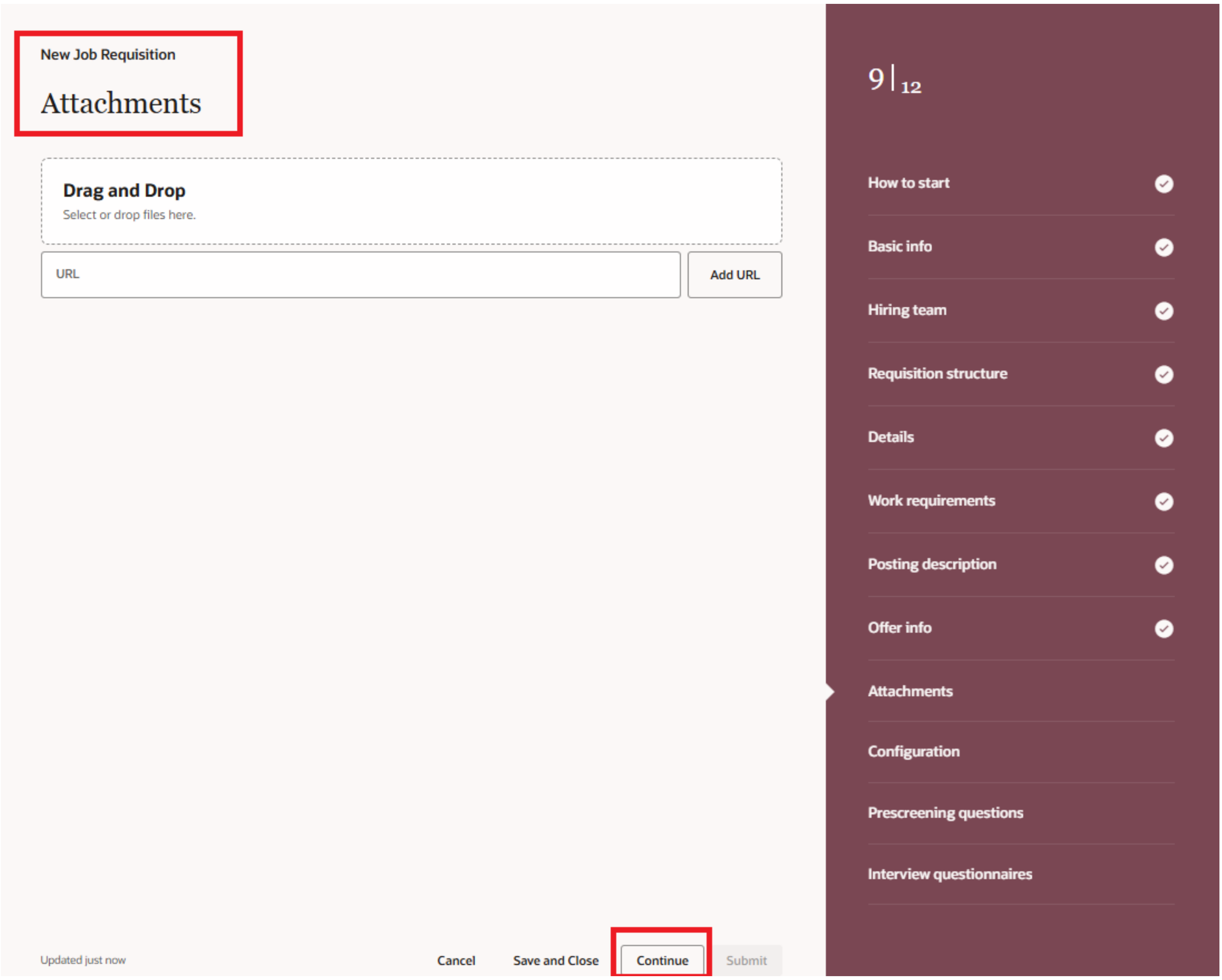
Tips

If the requisition has been created from a Position (in the Basic Info Section) and you don't see the grade you need, you must check if you have selected the correct position with the correct grade boundaries. Please see the [Guide to Job Classifications and Position Management]() for further details.

Click **Continue** to go to the next section **Attachments.**



14. In the **Attachments** section upload a copy of the approved Job Requisition Business Case (JRBC) form, please do not add any links within the URL field. Click **Continue** to go to the next section **Configuration.**



15. Complete the following fields in the **Configuration section:**

- **Candidate Selection Process**: Populated by default and can be changed if applicable.

	Description
Standard_Candidate Selection Process _002- Standart_CSP_002	This option is for standard job requisitions where an offer letter is extended to the candidate.
Bypass Extend Offer_002 - Bypass_Offer_CSP_002	This option is used for standard job requisitions where an offer letter is not extended to the candidate through People and Money

- **External Application Flow**: Select the option **External Apply Flow – EXT_APPLY_FLOW** if the role is going to be advertised on the external careers site.

- **Allow Candidates to Apply When Not Posted**: Select **No** in most cases. However, if you have a select group or an individual that you want to apply for an unadvertised post, select Yes. The candidate(s) can be added to the requisition as a prospect and sent an email with a link to apply.

- **Automatically Fill Requisition -** This will automatically default to the recommended option of **Yes.** Once the specified number of job openings is reached, the job requisition status will change to "filled".

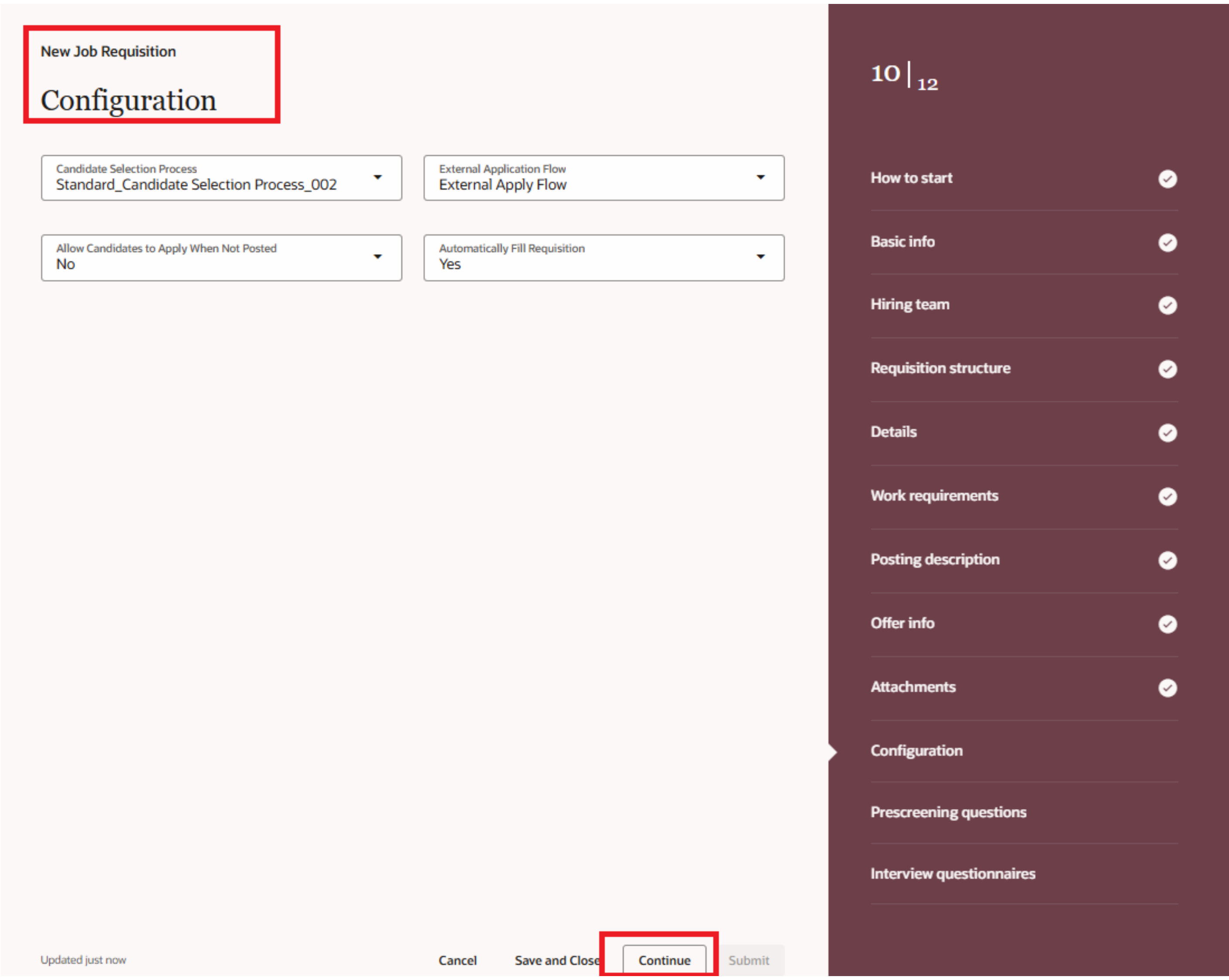
Click **Continue** to the **Prescreening Questions section.**

Tips

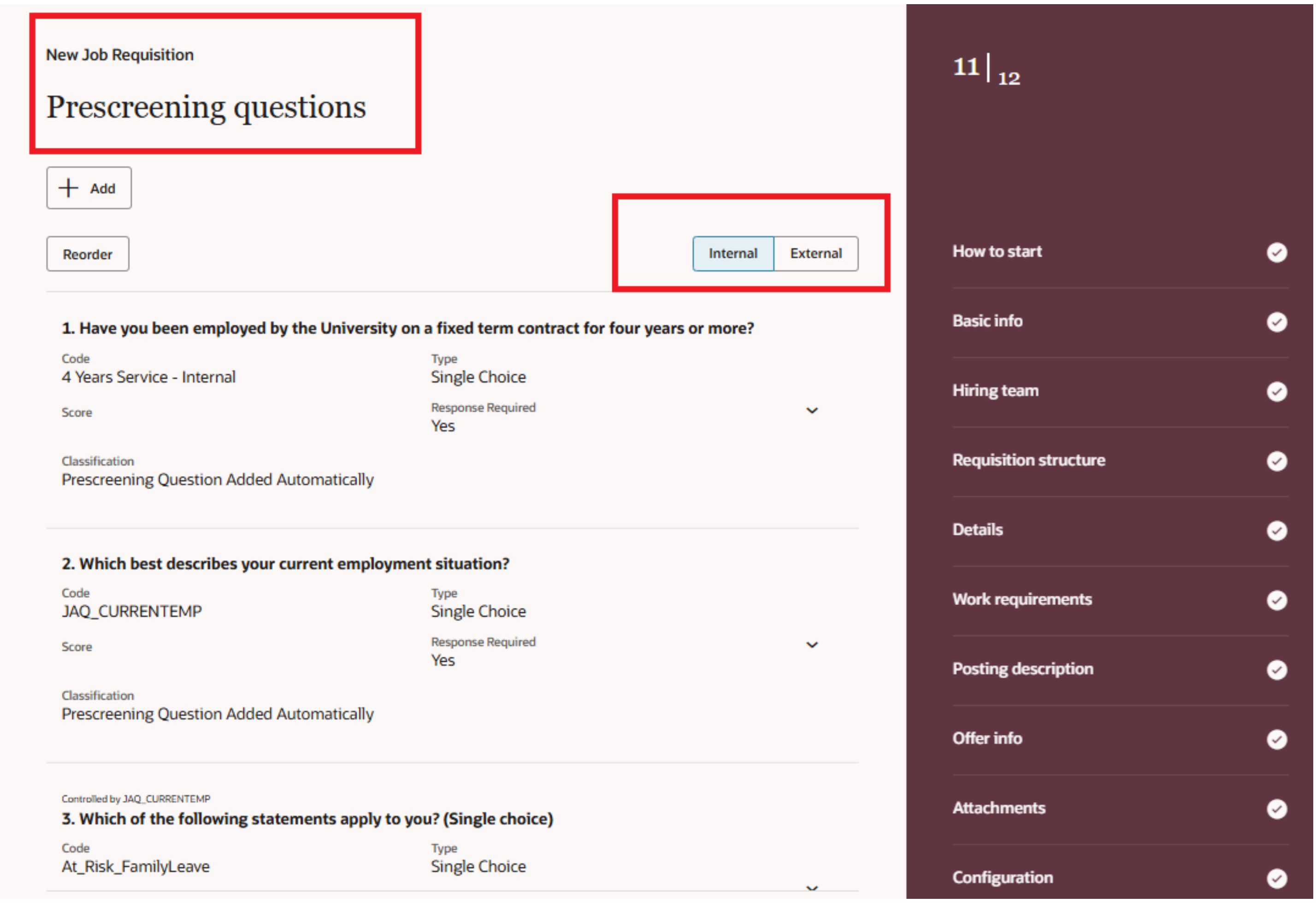
- If there are 50 or fewer candidates, the job requisition will be filled right away. If there are more than 50 candidates, a message will appear, letting you know that the requisition will be filled soon. During this time, you can still work on the requisition and manage job applications.

- When the target number of candidates are moved to the HR Phase then the requisition will automatically be updated to the filled status. It is important that candidates are moved through the relevant recruitment phases and states to enable accurate requisition status and strategic reporting. Details of the recruitment phases and states can be found in the [Guide to Recruitment and Onboarding.]

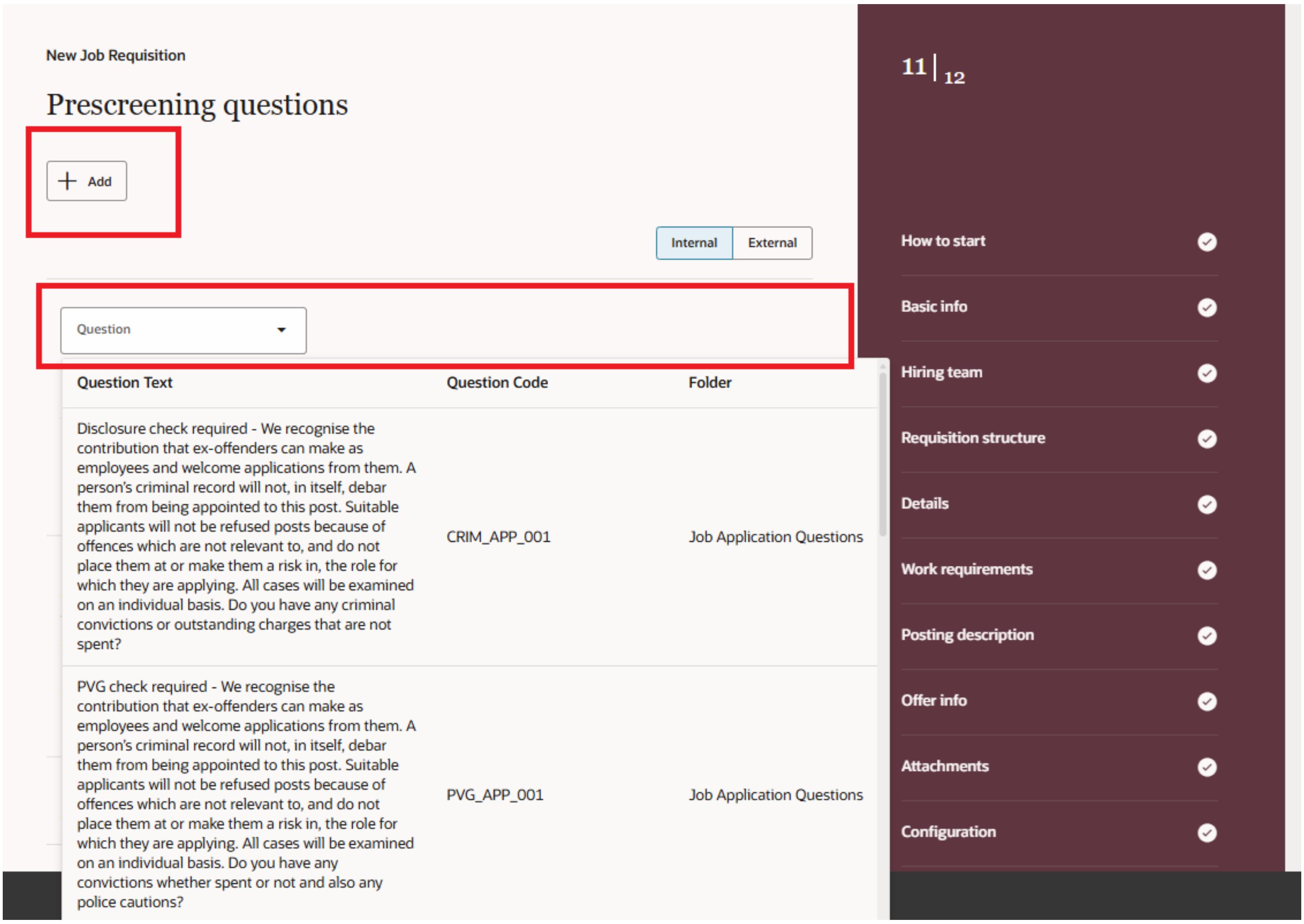
- You can amend the option to "No". This means the requisition must be manually closed when someone is hired, otherwise it remains open when it has been filled and may impact hiring data, therefore it is recommended that the default "Yes" is used.



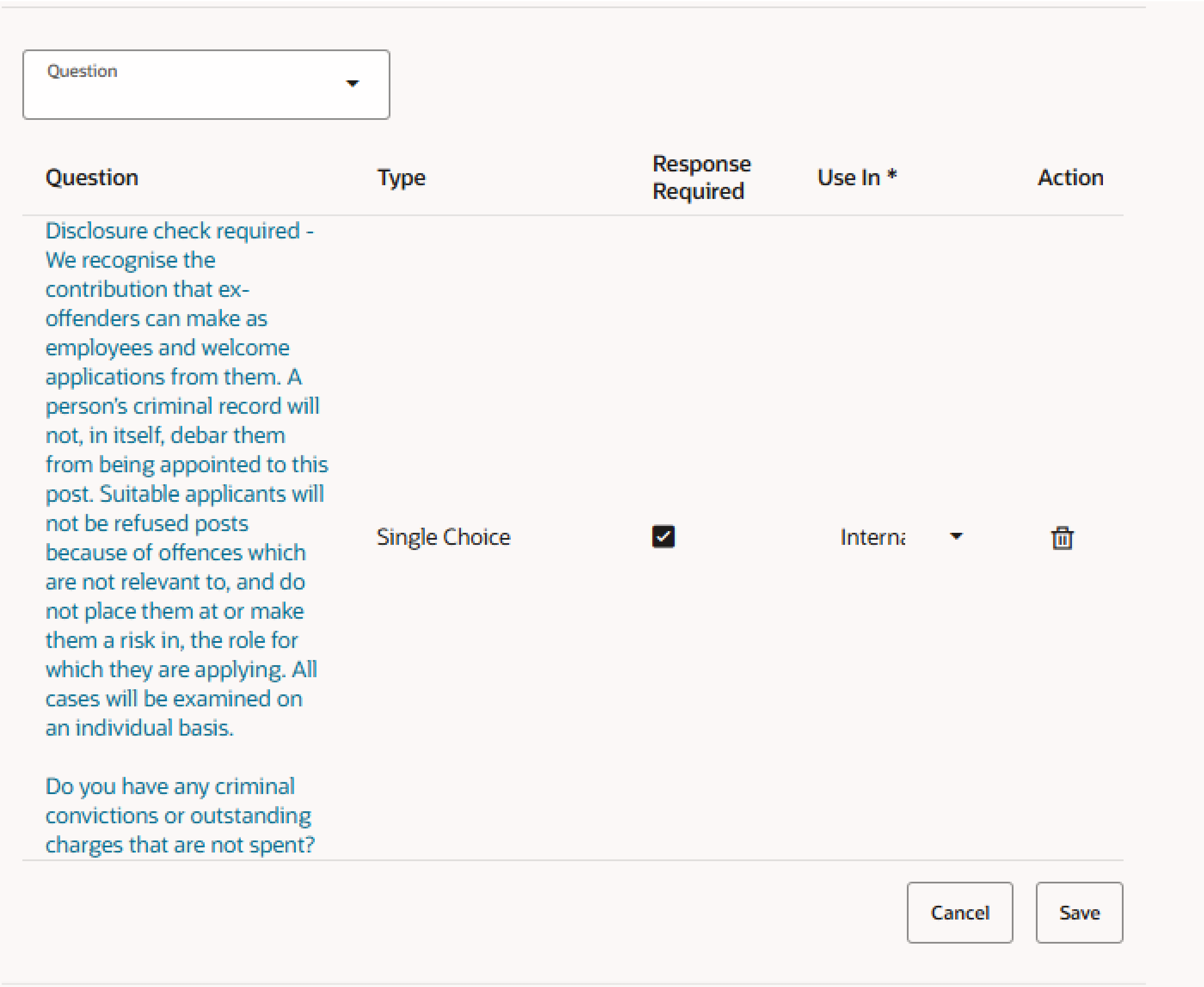
16. **Pre Screening Questions -** There are a number of mandatory prescreening questions set for both **internal** candidates and **external** candidates. You can view these on screen by using the **Internal and External Toggle button** at the top of the screen. (Note the screen shot is showing *some* of the internal prescreening questions)



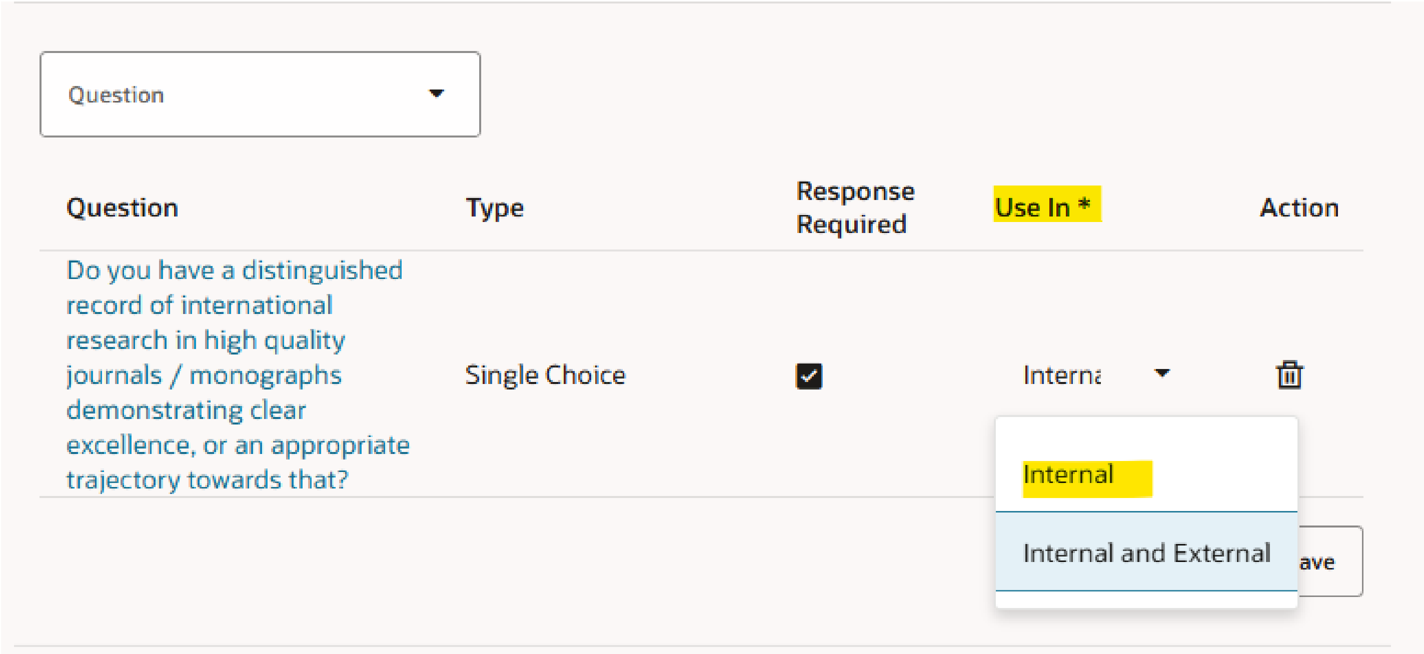
17. **To add any additional prescreening questions,** click on the Add button at the top of the screen. Select your choice from the question bank.



18. The **Response Required** checkbox is selected by default, you can untick this if its not essential for completion.



The **Use In** field - if you are advertising the role internally and externally by default the 'Use In' will be both. If you want to change some of the questions to for example internal only, click on the drop down and select the option required. Then click **Save.**

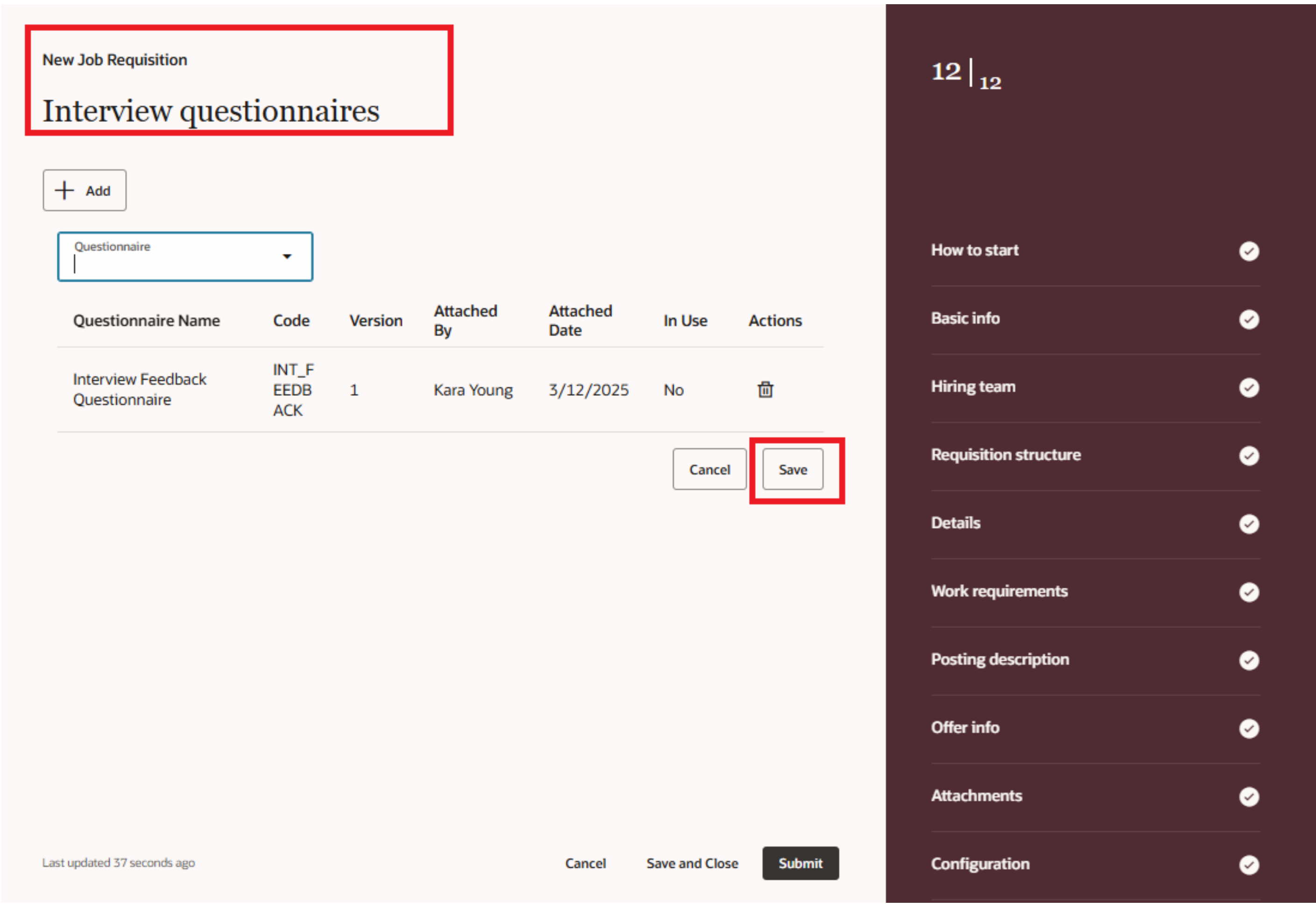


19. Repeat the steps until you have added all of the additional questions required. The question(s) is added and shown at the end of the list of questions in the section. Click **Save** and **Continue** and the next section Interview Questionnaires open.

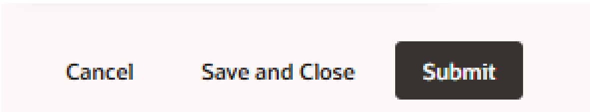
Tips

- If you are advertising the post internally and externally, you will need to **manually add the additional prescreening questions to both the Internal Prescreening Questionnaire and External Prescreening Questionnaire as appropriate**. Use the Toggle Internal/External at the top to move between the questionnaires.
- You can reorder prescreening questions, click on re - order and pull and drag the questions to reorder, then click reorder to save.
- Adding additional prescreening questions can help you with Shortlisting large numbers of applicants. The responses will also be displayed on the Shortlisting Matrix and can also be reviewed within the candidate application.
- **If the role requires a Disclosure Scotland or Protection of Vulnerable Groups (PVG) check, you MUST manually add the questions relating to this at this stage (they are first on the list).**
- Additional prescreening questions can be added to the library by raising a Service Request, using the category Systems Related.

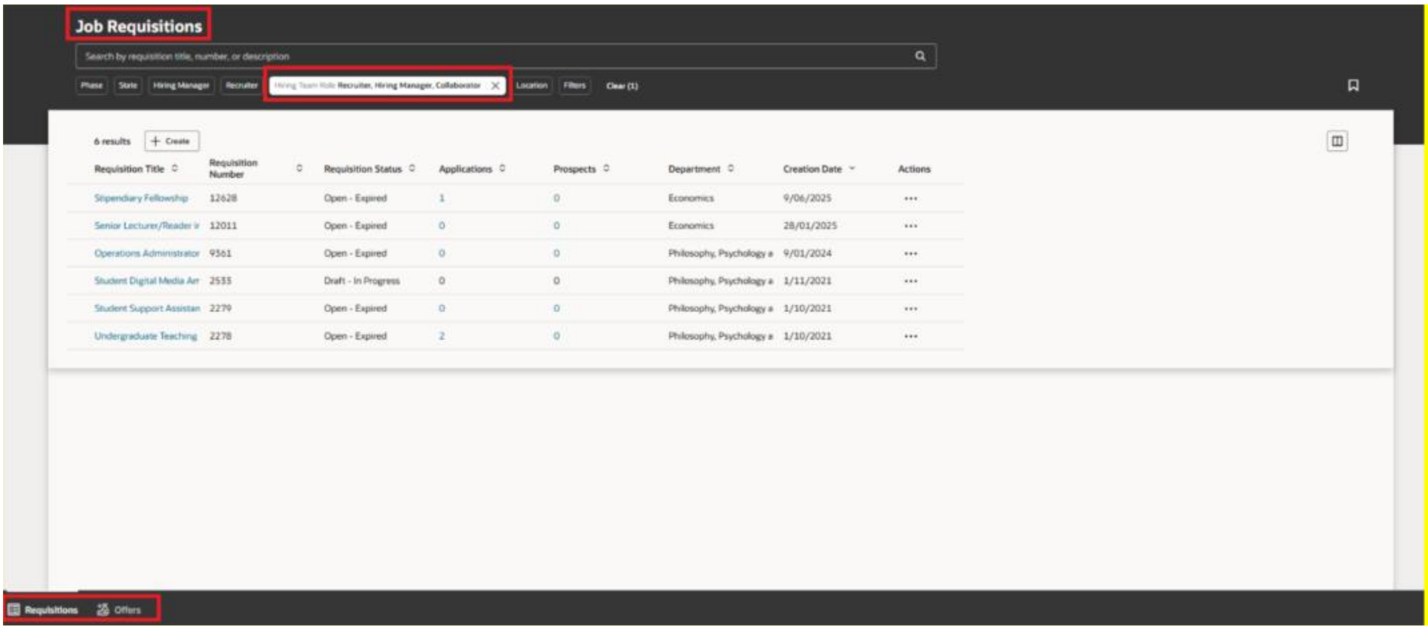
20. **Optional Step** – If you want the interview panel to provide their feedback on the candidates selected for interview within People and Money you should add an Interview Feedback Questionnaire, click the Add button and select the **Questionnaire** from the dropdown field and then click **Save**.



21. The **final step**, after you have reviewed the requisition details, is to **submit** it for approval. All job requisitions will follow budgetary approval workflow process before the job can be posted onto the internal and/or external job boards.



22. Once submitted for approval, you can view the details of the requisition by clicking on the requisition title from the requisition list.

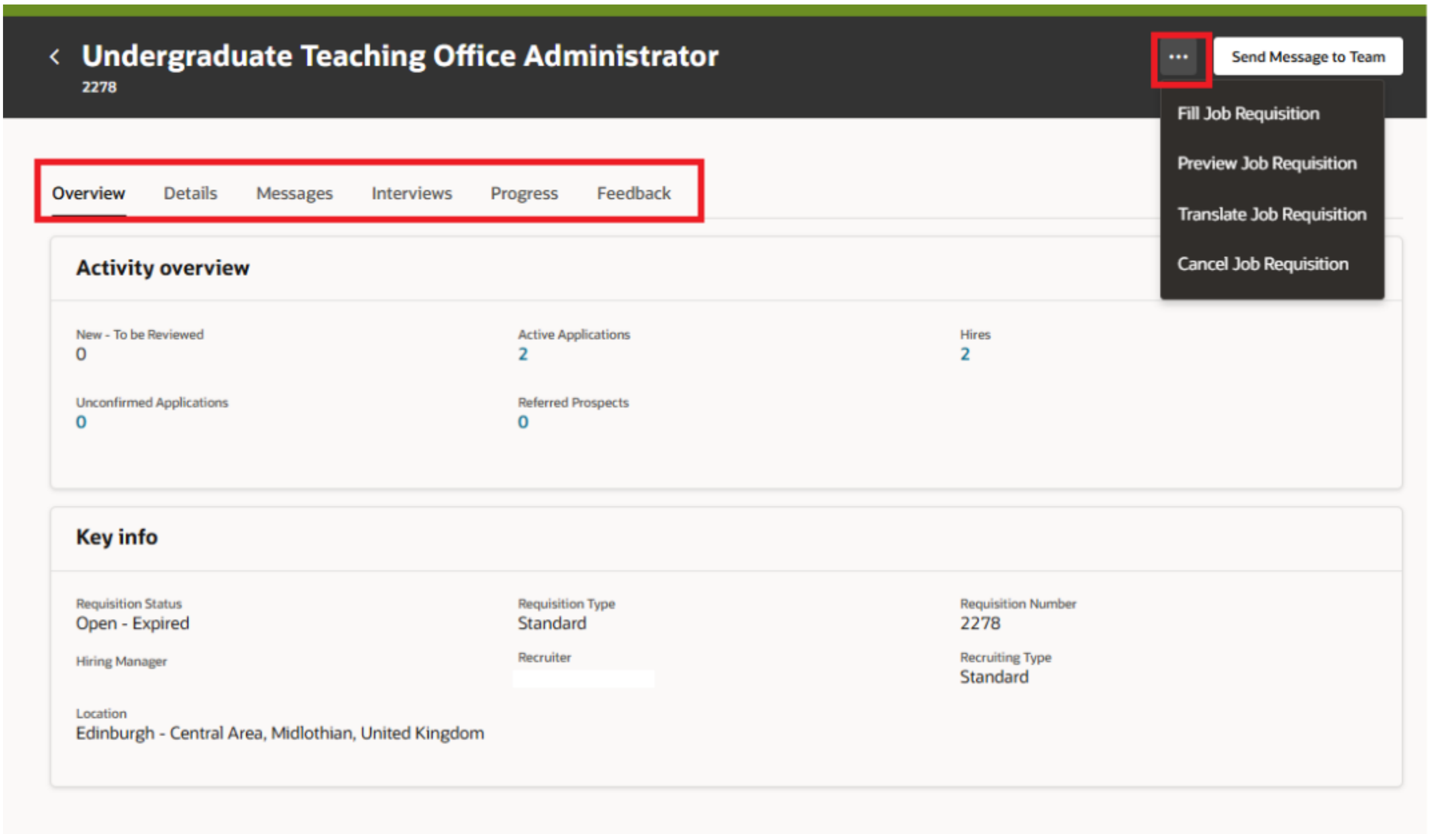


Click on the name of the requisition this will take you to the job requisition details. In here you can navigate between the following sections at the top – these are dynamic screens based on the phase and state of the job requisition.

- Overview – can view applicants from here by clicking on the number
- Details – provides information about the requisition
- Interviews – to view any interview schedules
- Messages – any interactions
- Progress – a record of steps taken to post the role.
- Feedback

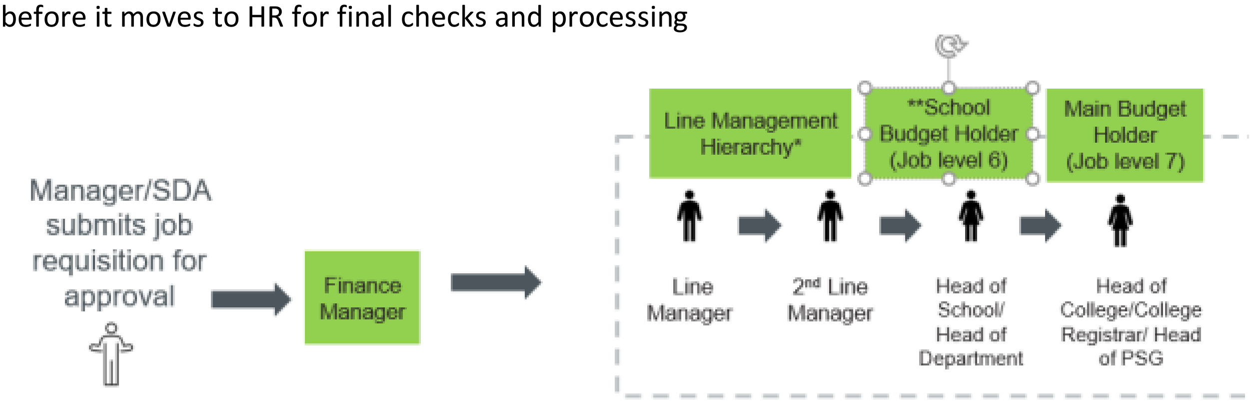
Tips

- The Action you can take depends on the phase and state of the Job Requisition. Some will be visible via the ellipsis (3 dots) and others more prominently available at the top of the screen. For example, to preview the posted job or message the hiring team. **Line Managers /SDAs should not use the actions move to posting or open for sourcing, these are strictly for HR use only.**

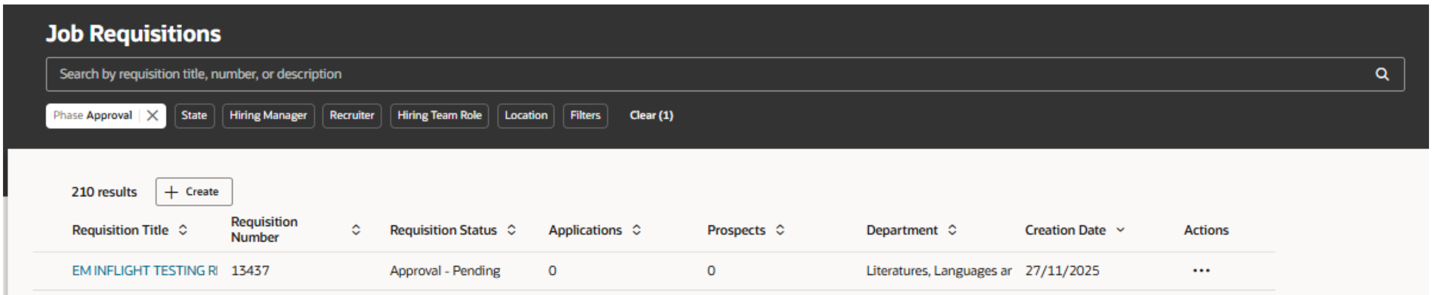


Tracking the Approval Status of a Job Requisition

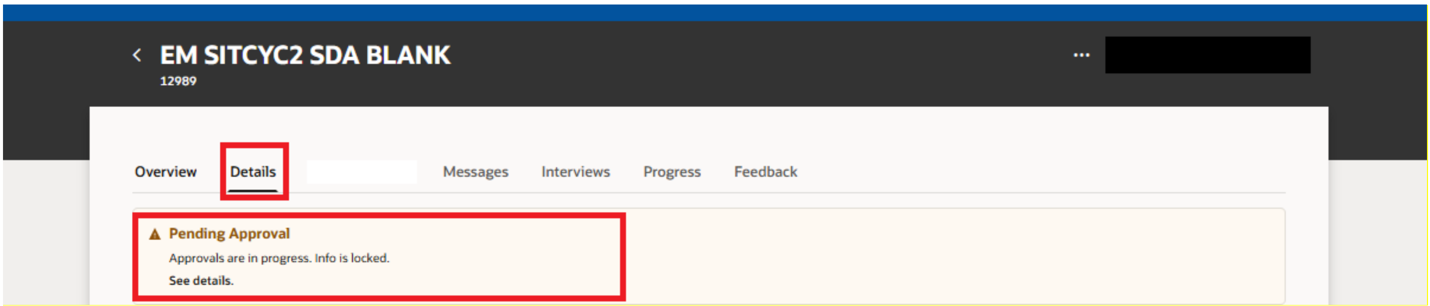
All requisitions follow the following approval process and must be approved by the main budget holder before it moves to HR for final checks and processing



1. From the Hiring App navigate to the **Requisitions** page. All requisitions you are a Hiring manager, Recruiter or Collaborator for will be shown by default. Use the **Requisition Status Column** to view the status, **it will show Approval – Pending** until all business approvers have taken action. A full list of the Job Requisition Phases and States is available in Appendix 1.

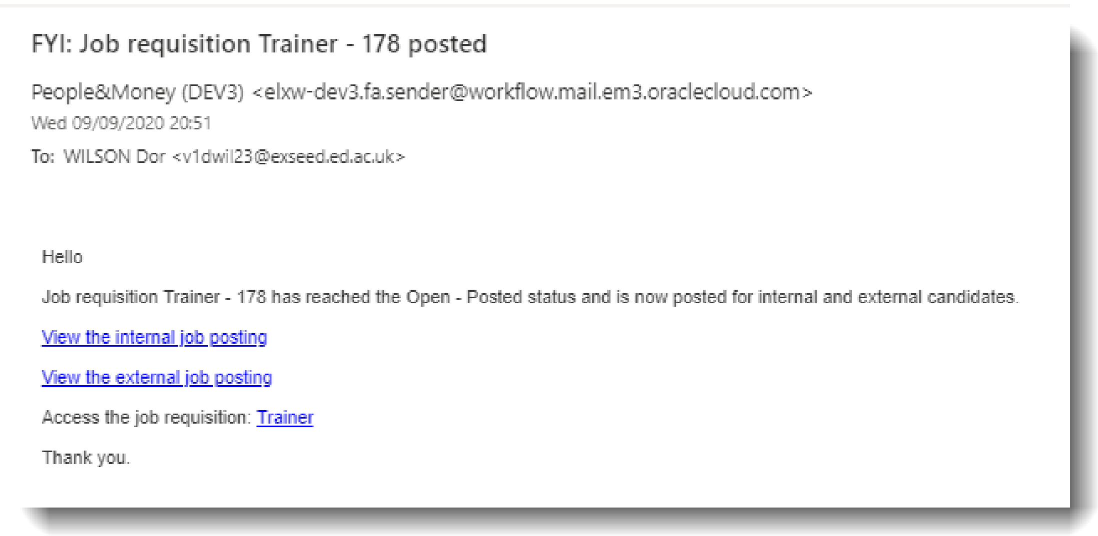


2. A banner message will be displayed within the requisition details, click on the see details for further information. Alternatively, approvers can access the approval from the Bell Icon, worklist area of People and Money. The person that raised it can see it in the Created by Me section other approvers in the approval chain can see the progress in the All section. Follow the steps in the user guide [How to view and respond to notifications] for further guidance.



3. When it has been approved by the business approvers, the system automatically updates the status in the **Job Requisitions** page to **Job Formatting – In Progress**. Simultaneously, an automatic email notification is generated to let the **Hiring Manager** and **Recruiter** know that the requisition has been approved.

4. HR Operations will then review the requisition and make any necessary updates before posting this to the internal/external careers sites as appropriate. Once posted, the system automatically updates the status in the **Job Requisitions** page to **Open – Posted**. An automatic email notification is simultaneously generated to let the **Hiring Manager** and **Recruiter** know that the requisition is posted.


FYI: Job requisition Trainer - 178 posted

People&Money (DEV3) <elxw-dev3.fa.sender@workflow.mail.em3.oraclecloud.com>
Wed 09/09/2020 20:51
To: WILSON Dor <v1dwil23@exseed.ed.ac.uk>

Hello

Job requisition Trainer - 178 has reached the Open - Posted status and is now posted for internal and external candidates.

View the internal job posting

View the external job posting

Access the job requisition: Trainer

Thank you.

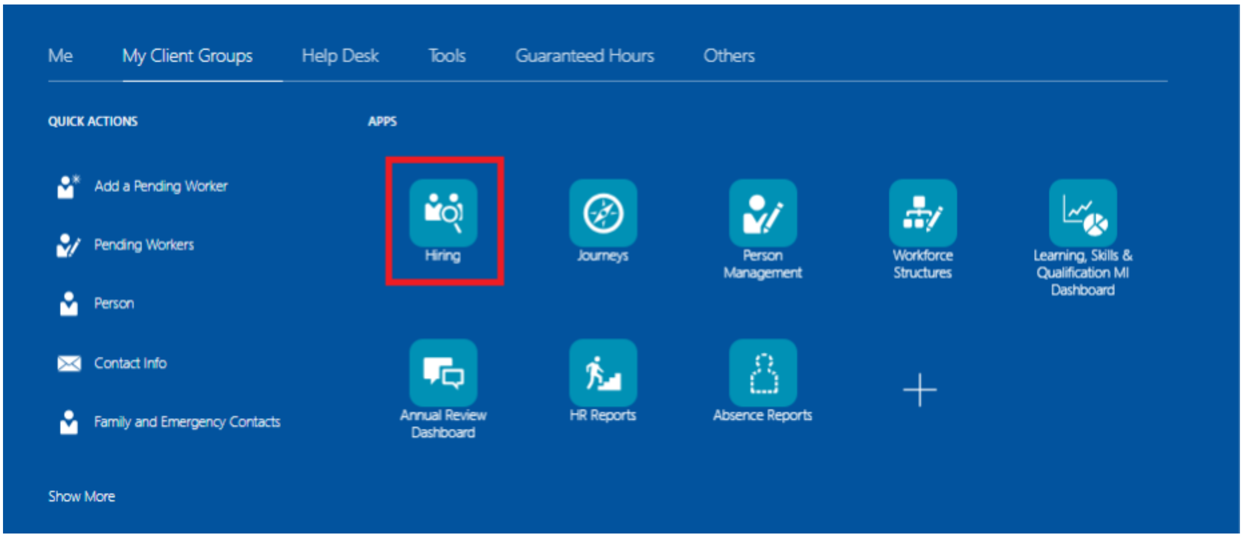
Tips
Banners are displayed when:

- A job requisition is submitted for approval.
- A job requisition approval is underway.
- An approver requested more info about the job requisition.
- An approver needs to approve or reject a job requisition.
- The initiator needs to provide more information about the job requisition.

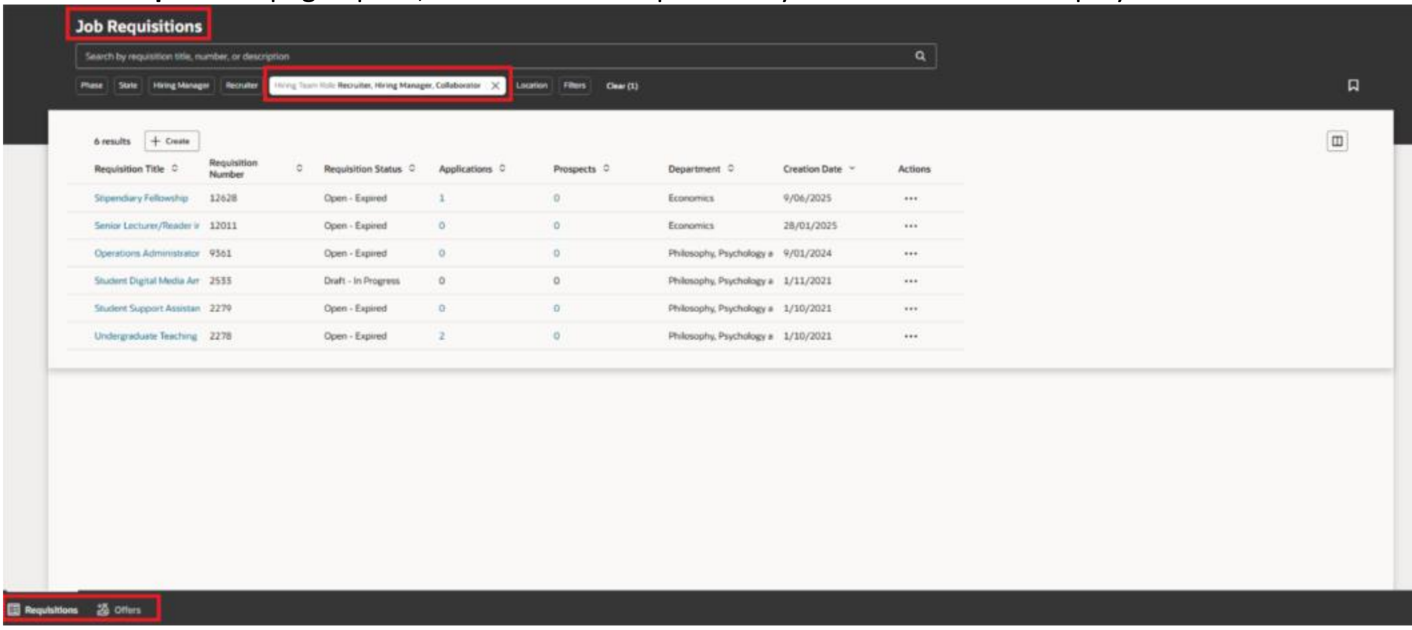
Editing a Draft Job Requisition

A requisition in the status “Draft – In Progress” can be edited up until the point that you are ready to submit it for approval.

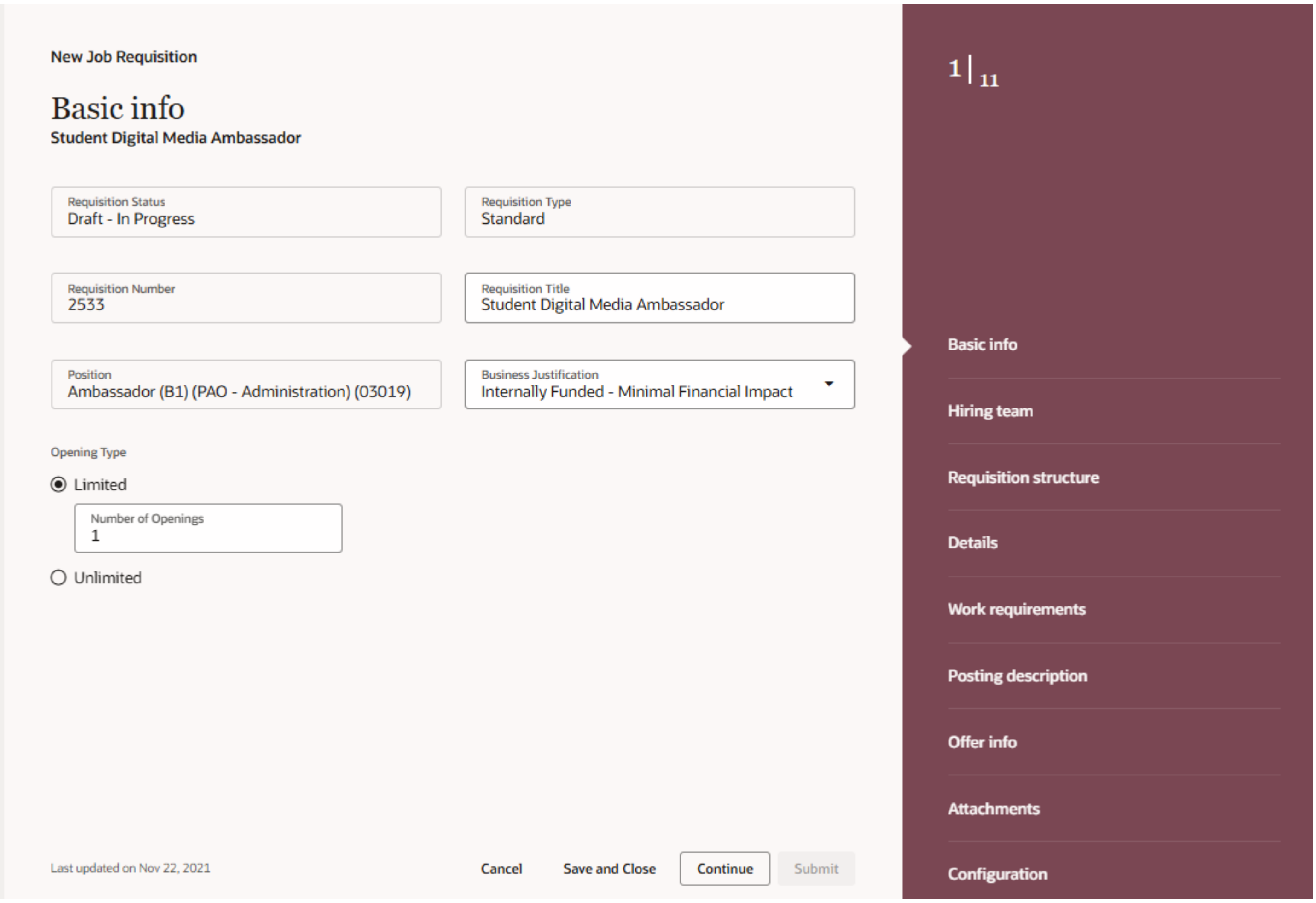
1. From the **Home** page, click on the **My Team (if you are a Hiring Manager)** or **My Client Groups (if you are an SDA)** then click on the **Hiring app**.



2. The **Job Requisition** page opens, and the list of requisitions you have created is displayed.



3. Select the applicable requisition with the status **Draft – In Progress**. The requisition opens in the **Basic Info section.** You will be unable to edit the Requisition Type. If this needs to be changed, you should delete this requisition and create a new one. See the section below for details on how to delete. On the right-hand side navigate to the section you want to edit or click on the **Continue** button until you navigate to section that you want to edit using the guidance above.



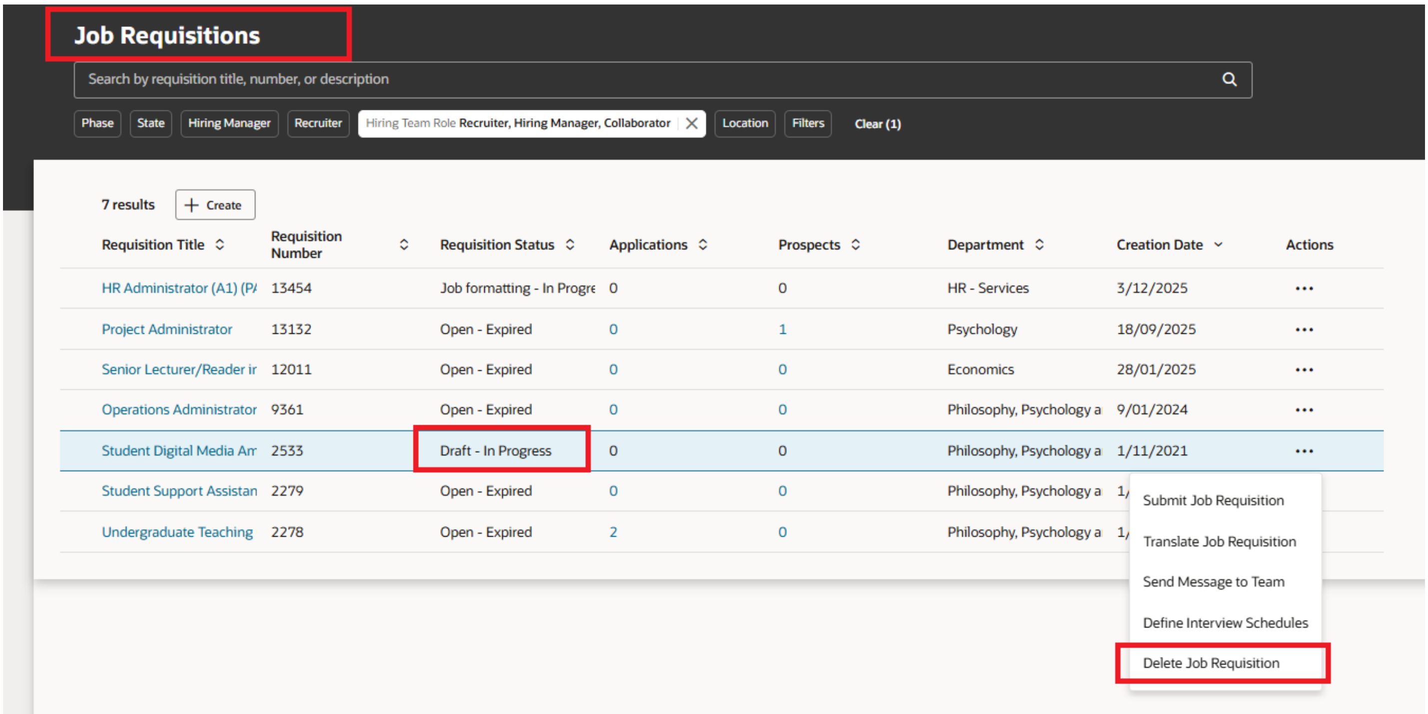
You can Save and Close throughout. Submit once you are ready to seek approval and post the advert.

Reopening a Job Requisition (move to external advertising)

If you need to **reopen, readvertise or increase the number of openings** on a job requisition, please raise a service request for HR Operations using the category ‘Advertising’. Provide the job requisition number and advert duration and any other job posting requirements. For any increase in the number of openings, attach a signed JRBC (Job Requisition Business Case) for the necessary adjustments.

Deleting a Job Requisition

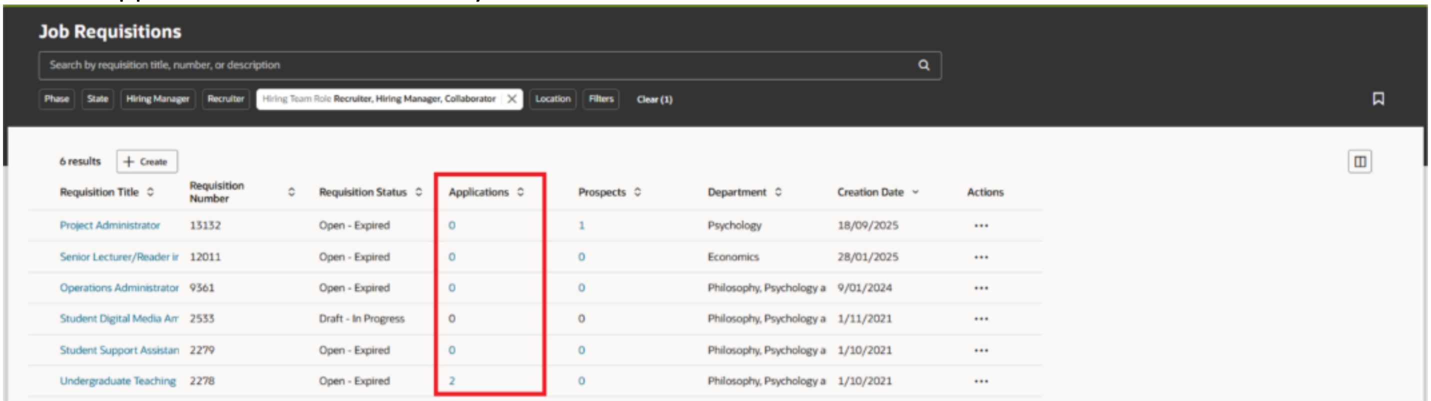
1. You can delete a job requisition **up to the point it is submitted for approval**. Navigate to the Hiring App and **Requisitions** and find the applicable requisition in the status **Draft – In Progress**. Click the **ellipsis** button under the heading of Actions and select **Delete Job Requisition**. You will not be asked to confirm this before it is deleted.



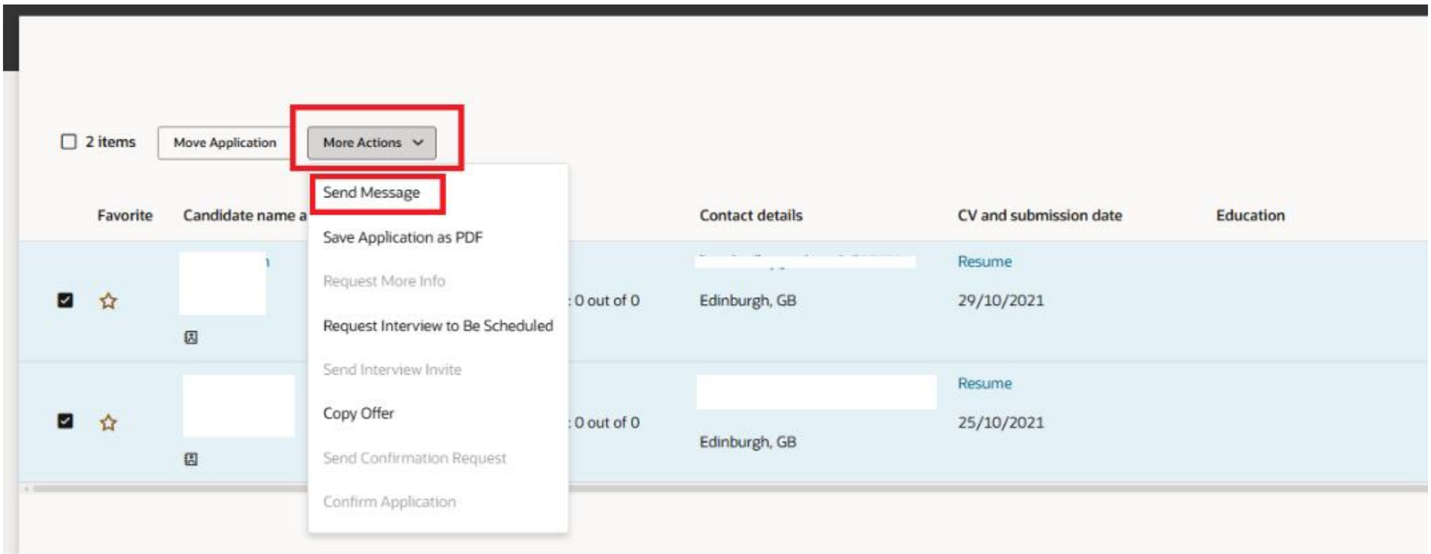
Cancelling a Posted Job Requisition

If there have been applications to the requisition, you must send a message to the candidates to notify them of the requisition cancellation before you start.

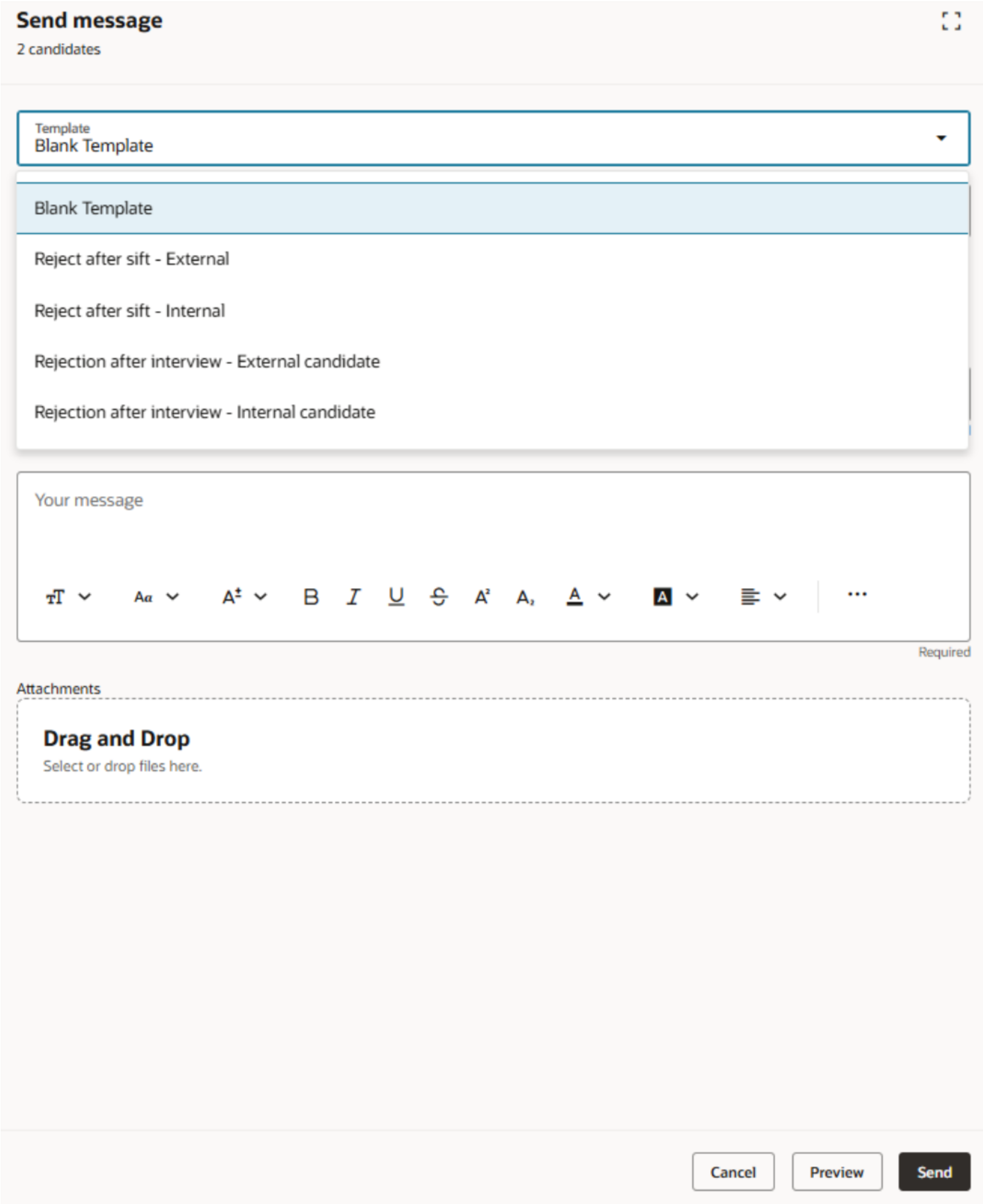
1. From the **Hiring App** select the requisition you wish to review, clicking on the number from the Applications Column to take you to the candidate list.



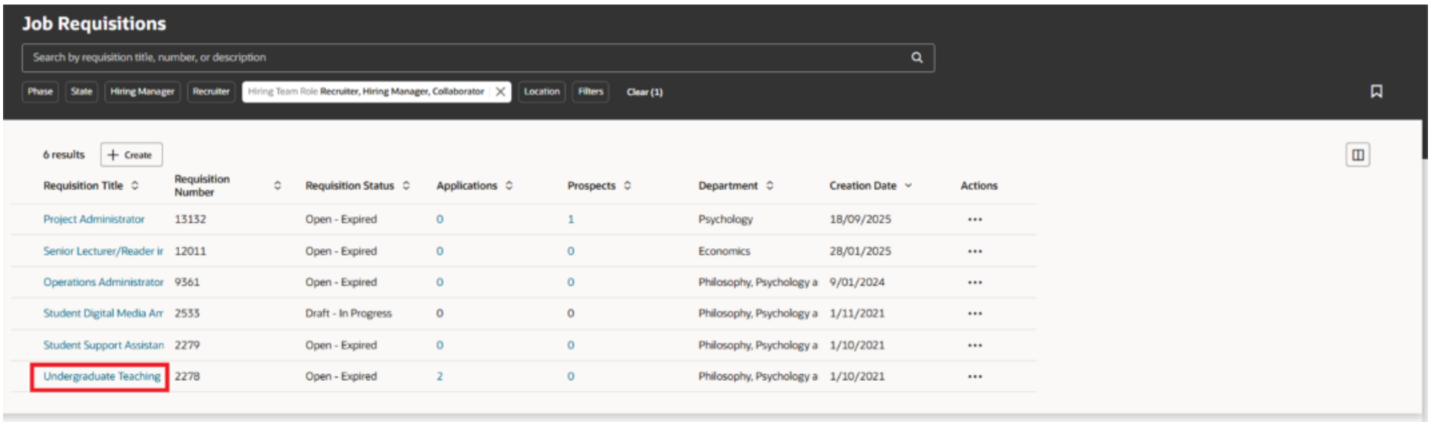
2. Select the candidate(s) you wish to send a message to and click More Actions and select **Send Message**.



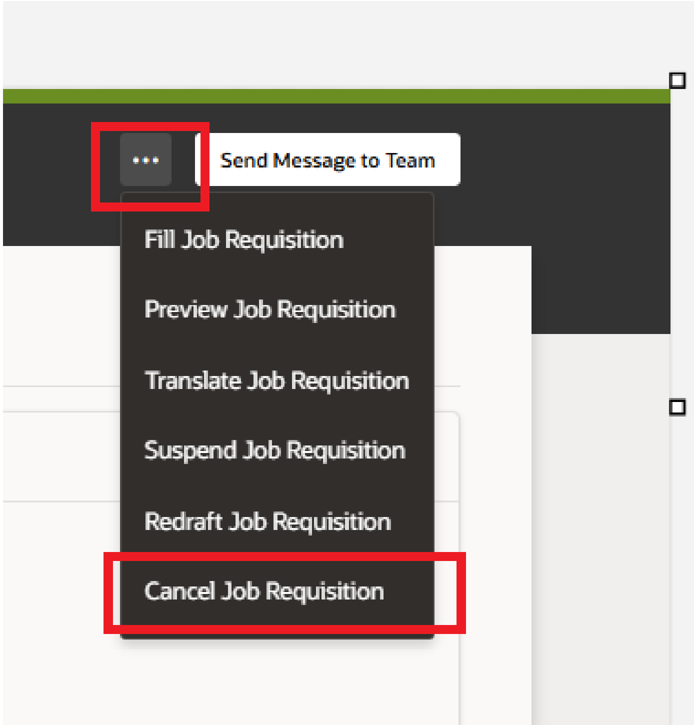
- A send message box will appear on the right of the screen. Select Blank Message to create
- Preview the message before clicking send, you can edit this if you wish.
- **Please DO NOT use the Tokens functionality**.


Send message
2 candidates
Template
Blank Template
Blank Template
Reject after sift - External
Reject after sift - Internal
Rejection after interview - External candidate
Rejection after interview - Internal candidate
Your message
Required
Attachments
Drag and Drop
Select or drop files here.
Cancel
Preview
Send

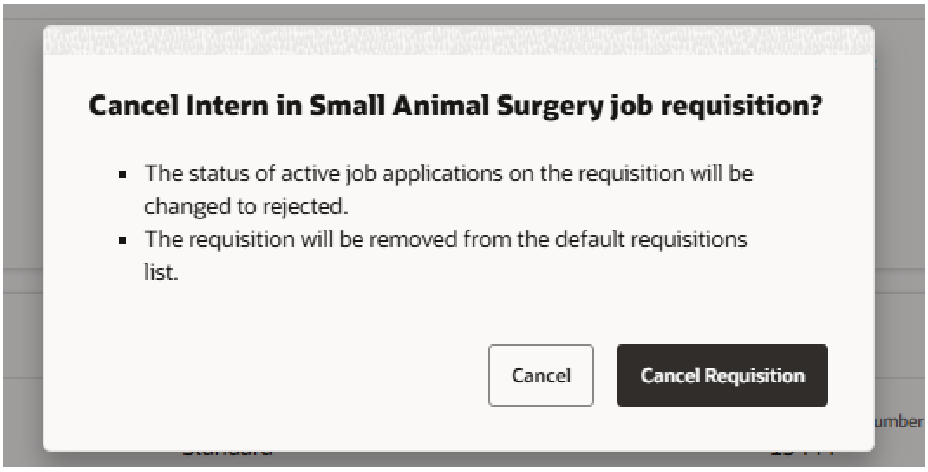
3. Navigate back to the **Requisitions list** and find the applicable requisition.



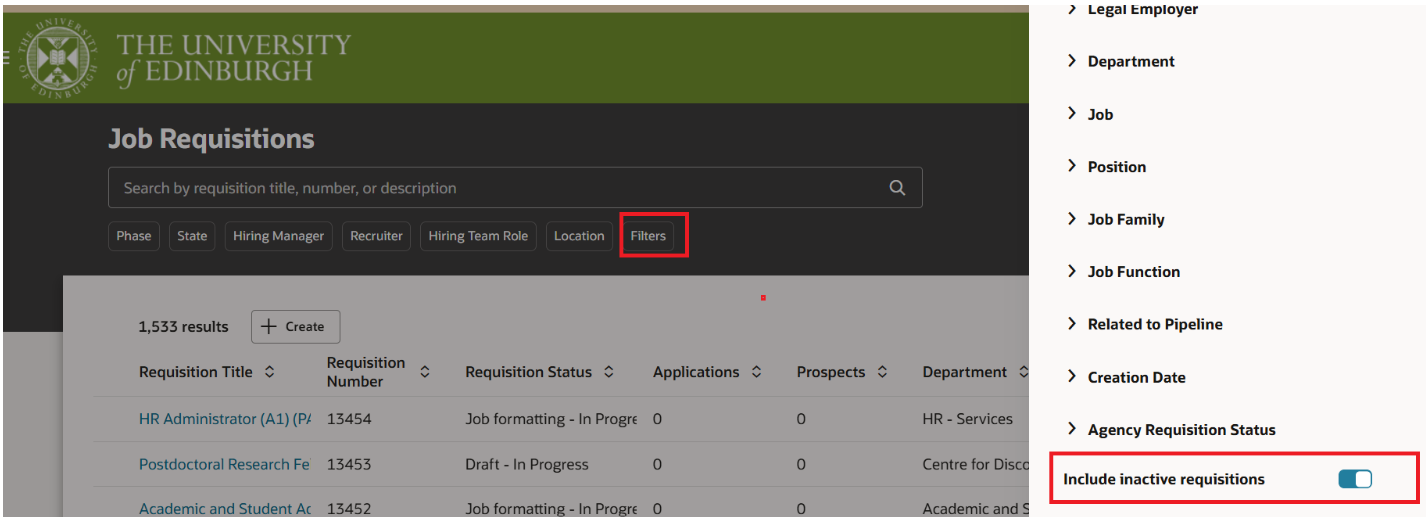
4. Click on the name of the requisition to open the details screen, then select the ellipsis at the top **and select Cancel Job Requisition.**



5. A pop-up message will ask you to confirm.



Tips
Once cancelled, the requisition will be inactive, to view unactive requisitions go to the Filter at the top of the requisitions list screen, scroll to the bottom and toggle ‘include inactive applications’. You can then use the state filter to view the cancelled job requisition.



Updating the ‘About the team’ text

When an advert is posted, a departmental description is shown at the bottom of the advert to give prospective applicants a brief understanding of the area the role sits within. If you wish to review the existing wording, this can be requested by raising a Service Request, using the category ‘System Related’. Any changes to wording would need approval by DoPS/HoS or equivalent.

When drafting this text, the following criteria must be considered.

This "About the Team" text is designed to offer a brief engaging overview that emphasises the department's appeal as an excellent workplace, avoiding excessive detail that may overwhelm readers.

Therefore, “About the Team” texts should:

- Not have any numbers which are likely to go out of date in the short to medium term. For example, any income or revenue numbers about the department, or number of staff within the department. This is to increase the longevity of the description

- Not have any names of individuals, such as the Department's Director
- Not exceed 400 words
- Utilise hyperlinks to direct prospective applicants to further detailed information **held on individual school/dept webpages. This ensures that the advert only includes pertinent information that will appeal to candidate. For example, stating that a school/dept has a certain number of employees is not a primary motivator for candidates to apply".**

When using hyperlinks please ensure they are in the example format: "Find out more by visiting our [Human Resources website](https://www.ed.ac.uk/human-resources) (https://www.ed.ac.uk/human-resources) (Opens a new browser tab)."

What's Next

Please read the Guide to the Hiring App for further features you can use to support you through the recruitment process.

Appendix

Appendix 1 – Job Requisition Approval Phases and States

When a job requisition is being created there are a number of phases and states, below highlights these and a short description.

Phase	State	Description
Open	Filled	Candidate has been appointed to job requisition and is moving through recruitment process
	Expired	Job requisition has closed but has not yet been appointed to
	Cancelled	Job requisition was created and advertised, but has been cancelled
	Not Posted	Job requisition was created but advert not yet advertised
	Posted	Job requisitions currently posted on careers site
	Suspended	Job requisition was suspended
	Unposted	Job requisition was opened and posted but advertising has been halted
Approval	Cancelled	Approval process was halted
	Deleted	Requisition was deleted at approval stage
	Pending	Submitted for approval, awaiting response
	Approval Rejected	Rejected by approver
Draft	Deleted	Draft job requisition was deleted
	In Progress	Draft job requisition in progress
Job Formatting	Cancelled	Job requisition was cancelled during job formatting phase
	In Progress	Approved and sent to HR Operations for checking
Posting	Cancelled	Job requisition was posted and cancelled
	In Progress	Job requisition will be posted

Version History

Version	Date	Description	Approved By
0.1	N/A	Draft	
1.0	15/12/25	Updated throughout to reflect changes with Redwood Screens	ME/SK
1.1	11/2/26	Updated to reflect the UCUE Offer and new field for external advertising exceptions within the details section.	SK

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.