Before you create a job requisition...

1. Are you replacing an employee who has been terminated? [Y/N]
   - If [Y]:
     - Will the replacement be carrying out the same job at the same grade? [Y/N]
       - If [Y]:
         - Raise a Grading Service Request
       - If [N]:
         - Go to ‘Position Details’ tile and search by Incumbent name
   - If [N]:
     - 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/N]
       - If [Y]:
         - Does the Position have the correct grade range and available FTE? [Y/N]
           - If [Y]:
             - Request a New Position, attaching the relevant evidence:
               - Grading SR reference number
               - Job requisition business case
           - If [N]:
             - Request a Position Change requesting either, attaching the relevant evidence:
               - Additional grade(s)
               - Increased FTE
         - If [N]:
           - Request a Position Change requesting either, attaching the relevant evidence:
             - Additional grade(s)
             - Increased FTE
     - If [N]:
       - 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/N]
         - If [Y]:
           - Does the Position have the correct grade range and available FTE? [Y/N]
             - If [Y]:
               - Request a New Position, attaching the relevant evidence:
                 - Grading SR reference number
                 - Job requisition business case
             - If [N]:
               - Request a Position Change requesting either, attaching the relevant evidence:
                 - Additional grade(s)
                 - Increased FTE
         - If [N]:
           - Request a Position Change requesting either, attaching the relevant evidence:
             - Additional grade(s)
             - Increased FTE
   - If [N]:
     - Go to ‘Position Details’ tile and search by Incumbent name
     - Create Job Requisition for this Position

2. Do you know the Position name of terminated employee? [Y/N]
   - If [Y]:
     - Go to ‘Position Details’ tile and search by Incumbent name
     - Create Job Requisition for this Position
   - If [N]:
     - Raise a Grading Service Request
     - Go to ‘Position Details’ tile and search by Incumbent name
     - Create Job Requisition for this Position

3. Does the Position have the correct grade range and available FTE? [Y/N]
   - If [Y]:
     - Request a New Position, attaching the relevant evidence:
       - Grading SR reference number
       - Job requisition business case
   - If [N]:
     - Request a Position Change requesting either, attaching the relevant evidence:
       - Additional grade(s)
       - Increased FTE