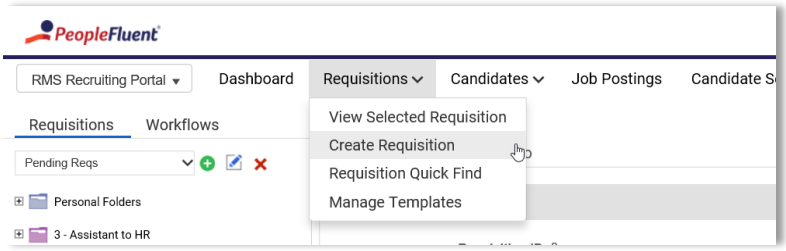
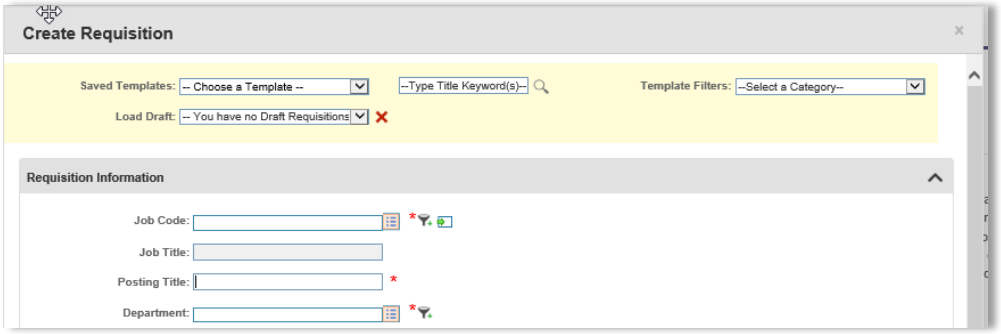
How to Create a Requisition

The following guide is intended for Hiring Managers using the PeopleFluent Applicant Tracking System (ATS) to create a new requisition.

Create a New Requisition

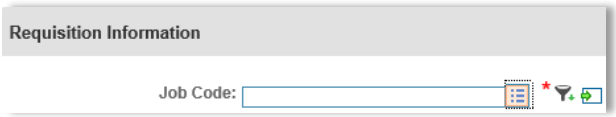
1. Click the **Requisitions** menu button near the top and select **Create Requisition** to open the Create Requisition window.



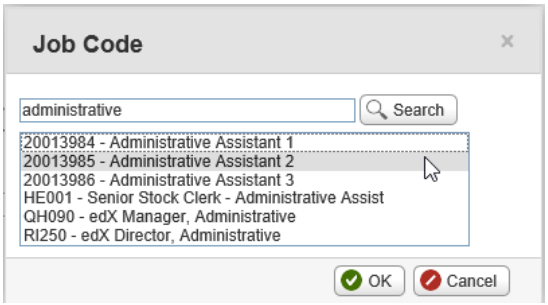


> **Tip**: The top section (in yellow) offers options available to you if you have either created a template or a draft already.
> **Saved Templates** (Optional): If you have created a previous requisition template, you may select it from the drop-down list. The window will populate with the template entries that you may review and revise for the new position.
> **Load Draft** (Optional): If you have saved a draft requisition and wish to continue working on it, select it from the drop-down list.

Enter the Job Code(Title) for the Requisition



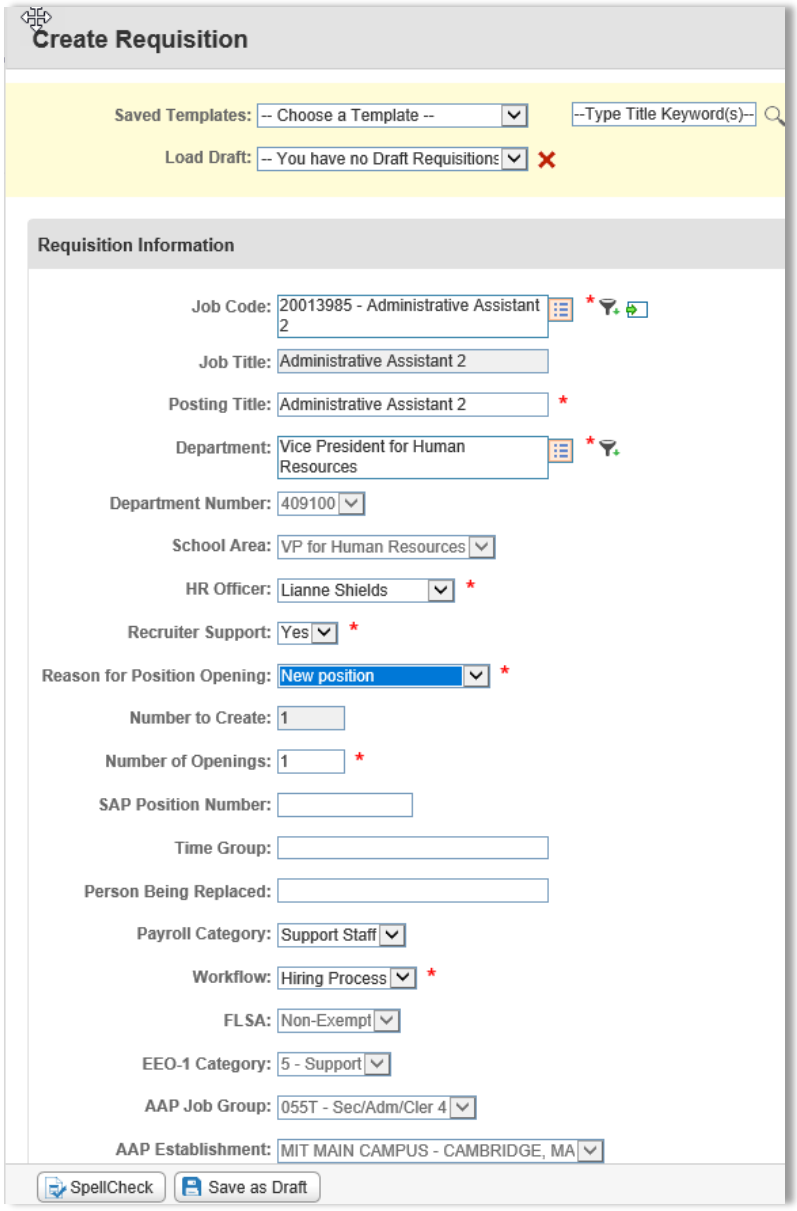
2. Provide the **Job Code(Title):**
   a. Click the button to open the Job Code dialog.
   b. Enter the Job Title. You can also enter just a portion of the title or the Job Code.
   c. Click **Search** to retrieve all matching Job Titles.
   d. Select the desired Job Titles (even if there is only one displayed) and click **OK**.
   e. The ATS will auto-populate the Payroll Category, Workflow, FLSA, EEO/AAP and Job Grade fields based off the selected Job Title.



3. Review the **Posting Title** and change it to the title that you would like to see used in the job posting (if different).

Enter the Requisition Information

4. Select the **Department**.
    a. Click the Department field's button to open the search box.
    b. Enter the department name.
    c. Click Search to retrieve all matching departments.
    d. Select the desired department (even if there is only one displayed) and click **OK**.
    e. The ATS will auto-populate the **Department Number** and **School Area** fields.
5. Select **HR Officer** from the drop-down list.
6. Select the desired **Recruiter Support**.
    a. Selecting **No** means you want to review all resumes, with no pre- screening from MIT's Talent Acquisition team.
    b. Selecting **Yes** means you want some kind of candidate screening assistance from MIT's Talent Acquisition team; a recruiter who will get in touch with you about your needs.
7. Select **Reason for Position Opening** from the drop-down list.

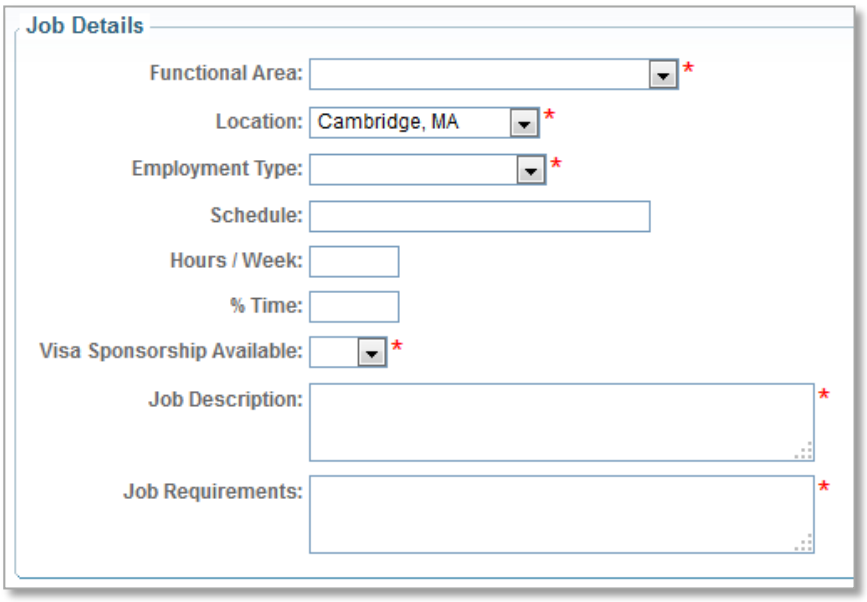


Provide other field information as appropriate to further define the position.

Use the **Notes** field to provide any information that MIT's Talent Acquisition team may need to know when posting the position or talking to candidates about the job (such as anticipated hiring range, desired start date, location, (if it is not in Cambridge) any special circumstances, etc.)

Enter Job Details

8. Select the **Functional Area** that best fits the job (this is how it will be categorized when applicants search on the web)
9. **Location** defaults to Cambridge, but you can change this if necessary
10. Select the **Employment Type**. Note that "Temporary" means there will be a set end date; include the length of the appointment in the job description
11. Use **Schedule**, if desired, to communicate standard hours and/or indicate flexibility.



12. Provide **Hours/Week** for an hourly paid position. Provide % Time for a salaried position.
13. **Visa Sponsorship Available**. The 'No' selection is intended to deter applicants without work authorization from applying to a job for which they are ineligible due to their Visa status.
14. **Job Description** and **Job Requirements** can be pasted into the fields from Word documents. Most formatting will be removed, leaving only the text. (See separate handout for guidelines on what to include in these paragraphs.)

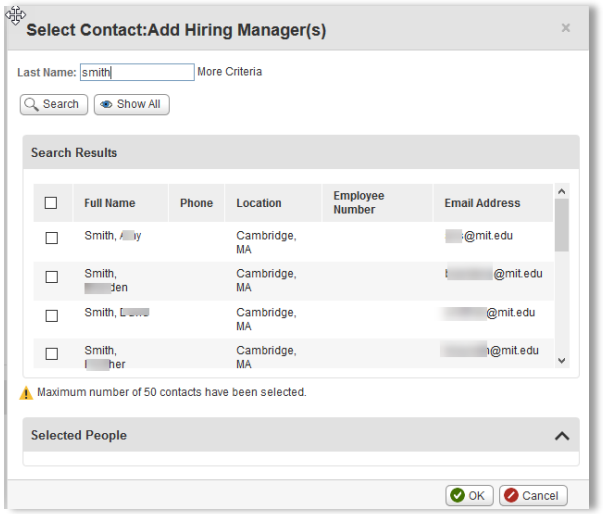
Please note that there is a 250 word limit for posting descriptions. If you would like to include a longer job description, you may provide a link to that description which will then be included in the posting.

Adding Hiring Managers

In the ATS, the term "Hiring Manager" refers to anyone who is able to see and work with a specific requisition in the system. Anyone listed as a hiring manager will be able to see candidates who apply to the requisition and move them through the workflow.

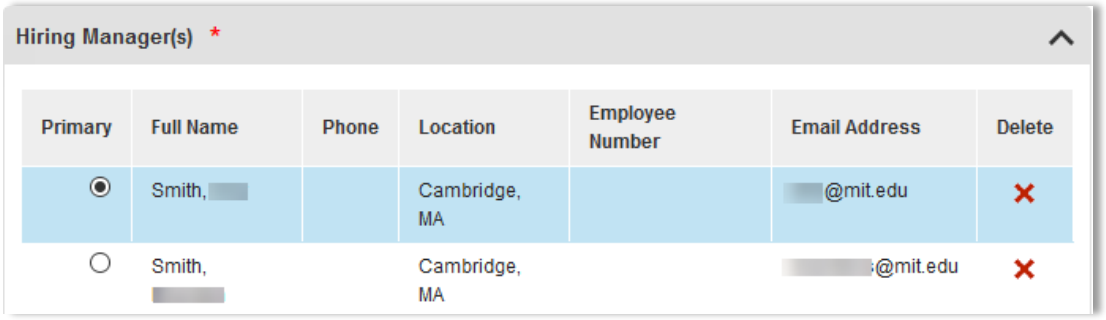
Anyone NOT listed as a hiring manager (including the person creating the Requisition) will not be able to see ANY of this information. If you want to be able to access a requisition after you've created it, **you need to assign yourself as a Hiring Manager**. This will not be done automatically.

15. Click the **Add** button to display the Select Contact search box.
16. Search by **last name**. (Just typing the first few letters is okay.)
17. Click the select box to the left of the person you wish to select. As you select people, they are added to the list at the bottom of the search box.



If you can't find a particular person in the system, they probably don't have an active ATS account. You can either ask to add the person's name in the requisition's **Notes** field or email ATS-help@mit.edu to have the person added as a hiring manager.

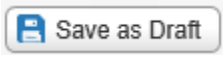
18. Click **OK** to accept the selected manager(s).
19. Once all hiring managers have been added, select a *primary* hiring manager (by default this will be whoever you added first). The primary hiring manager will act as the contact person for questions/concerns about the job.



If you are going to add multiple Hiring Managers, be sure that participants are very clear about who will be actually be responsible for moving candidates through the workflow. Otherwise, the process may become unwieldly.



Checks the spelling of all text entries. Most importantly, it checks the spelling of your job description and job requirements. If misspellings are found, you may correct them.



This is a way to save your requisition so that you can come back to it later. While a requisition is a draft, no one else but you can view it, regardless of who else has been assigned as a hiring manager. The way to open a saved draft is to start from the home page and select Create Requisition, then select the saved draft from the Load Draft drop down list.

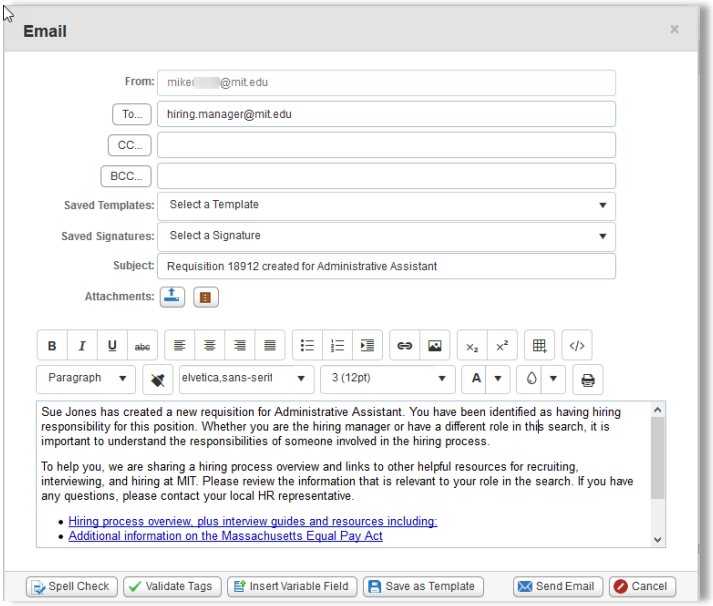


Cancels the Requisition and closes the window. Cancelling out of a new requisition erases the requisition. Cancelling out of a draft requisition undoes any changes you made to it during the current session.

20. When the Requisition is complete and you are ready to submit it to for MIT's Talent Acquisition team for posting and recruitment, select **Create**. <u>After you click Create, MIT's Talent Acquisition team. (talentacquisition@mit.edu) will need to be contacted for any changes.</u>

Send Email Notification to Assigned Hiring Manager(s) (Optional)

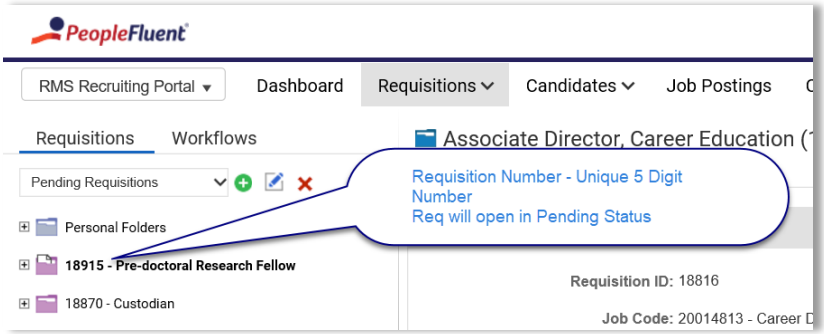
21. After you select Create, an email dialog box will appear allowing you to notify Hiring Managers and others. The managers assigned to the requisition will automatically be added to the To: field. You can also add the email addresses of anyone else who should be notified about the requisition (including yourself, if you would like a copy). The email will be sent from the person creating the requisition. The language in the body of the email (partially shown in the screenshot) includes a link to the requisition. Click the **Send Email** button to send the email. If you prefer not to send an email, select **Cancel**.



Review Requisition

After the requisition is created, you can view it by clicking on the requisition from the list on the left side of the screen.

Requisition Number: Creating the requisition generates a unique 5 digit Requisition Number. Note how the requisition is listed by its requisition number and Posting Title, as opposed to Job Title.



Requisition Status: The requisition is created in *Pending* status. Once it has been reviewed and approved by the Talent Acquisition team, it will be posted on the MIT's Career Portal and the status will change to *Open*.

If you need something changed, contact talentacquisition@mit.edu.

What's Next?

MIT's Talent Acquisition team will review the details of your requisition, assign a recruiter (if indicated), clarify outstanding questions, and make any necessary edits (including modifying it to comply with the 250-word posting limit) before posting.

Get Help

More information	https://hr.mit.edu/managers/hiring/ats
Applicant Tracking System Tech Support	ATS-Help@mit.edu
Staffing Assistance	talentacquisition@mit.edu