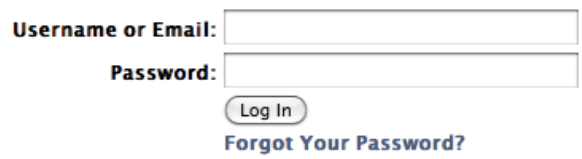
Creating a Requisition

Step One:

Login to ApplicantPro:

https://admin.applicantpro.com/

Enter **Username** and **Password**

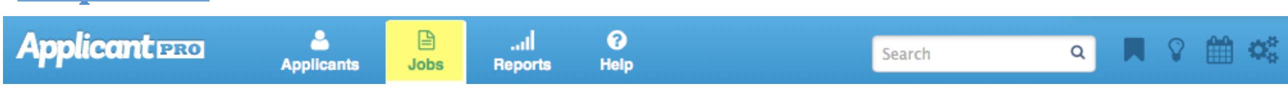


Note:

Contact your account manager/support and have them enable the Requisition feature.

Send your account manager/support a copy of your paper requisition or a list of the questions you want on your requisition. Include how many approvers you need and whether they are required or optional. Also include the name of the person who should be notified when the requisition has been completed.

Step Two:



Choose the **Jobs** icon from the top of your screen, and then select the **Requisitions** tab that is now available.

Step Three:

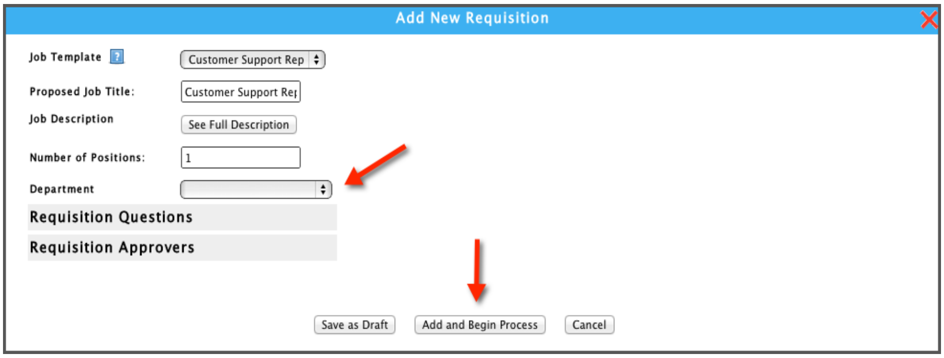
Select the **Green Plus** icon to begin a new Requisition.

Step Four:

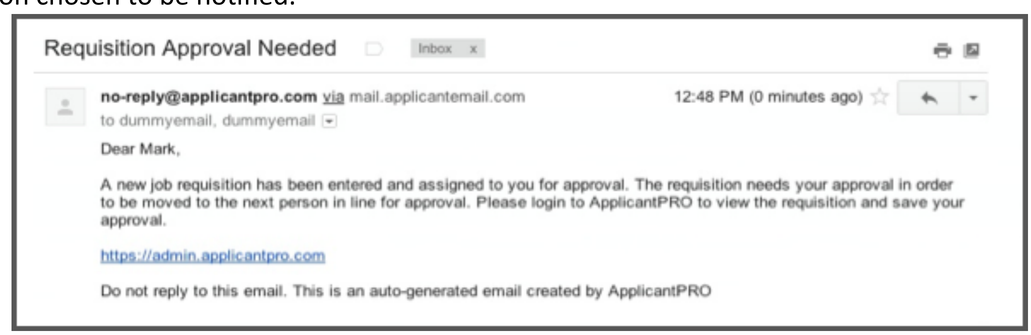
Select the job template from the drop down menu that you want to associate this requisition with.

Step Five:

Complete the **Add New Requisition** form, by answering all the questions required. Please reference the screen shot below.



Choose the requisitions approvers. This may already be pre-populated (See Instructions below). By selecting **Add and Begin Process** you will begin the requisition process. Each manager listed in sequence, starting with the first, will receive an email containing the information for approval or denial of the requisition. After approval is given, the next manager will receive an email requesting approval. This will continue until each manager has approved the requisition. Once the requisition is fully approved, a notice is sent to person chosen to be notified.



Step Six:

By clicking on the link, the user will be prompted to login and view the requisition. They can access the requisition by going to the jobs icon and the requisition tab. Near the bottom of the page they will find a list of all requisitions needing their approval.

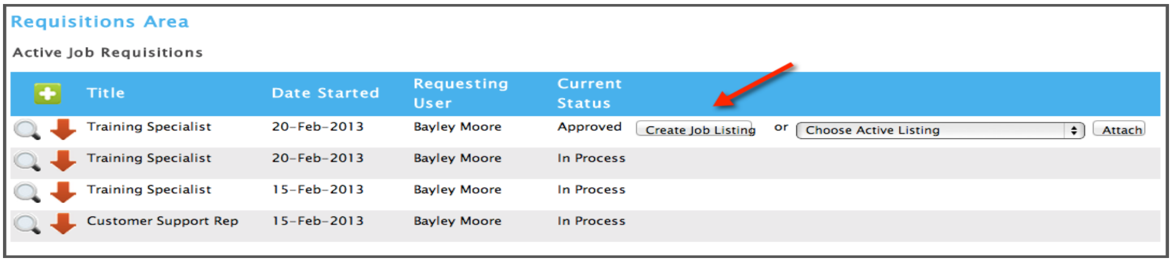
To view & approve/deny the requisition, select the magnifying glass next to the requisition you would like to view.

Note:

If the person approving the requisition is not a user, they will be sent an email with a password to login to ApplicantPro. This will allow them access to approve the requisition, but nothing else.

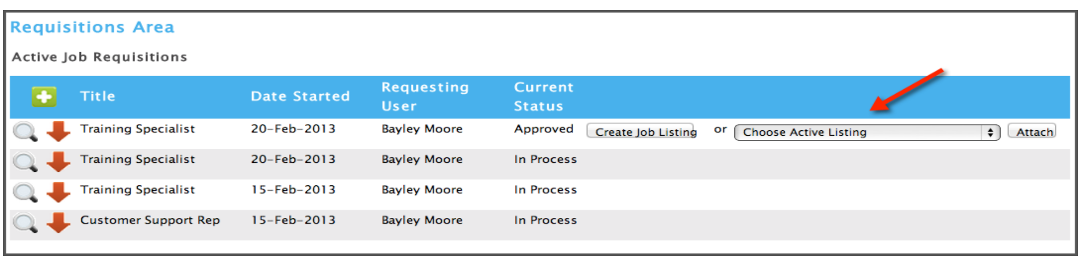
Step Seven:

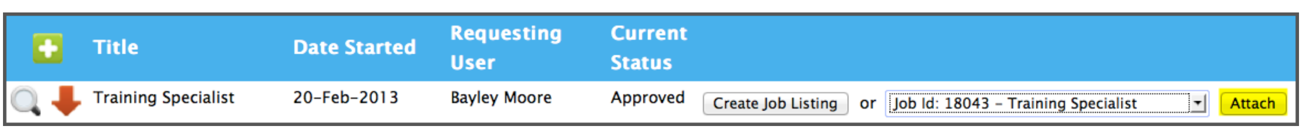
Once the requisition has been fully approved, a job can be created from it or an active job can be hooked to it. To create a job listing, click on the **Jobs** icon at the top of your screen, then the **Requisitions** tab. You can then click on the button that says **Create Job Listing**.



The add a job listing form will open up and you can complete it as normal and either save or save and push to job boards

To attach the requisition to a job that has already been created, go to the jobs/requisitions tab and click on the **Choose Active Listing** dropdown and select the job you want to attach the requisition too. Then click attach.

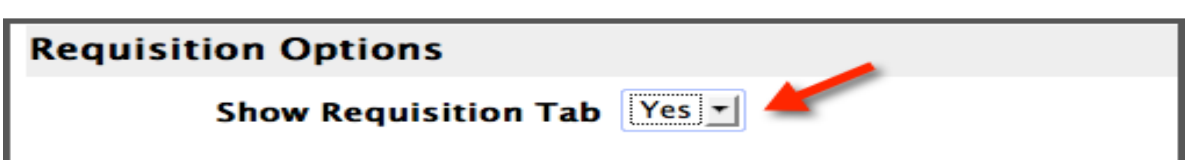




Note:

You can **Create a Job** or attach **Choose a Job Listing** only for a job that has the same template that you chose for your requisition.

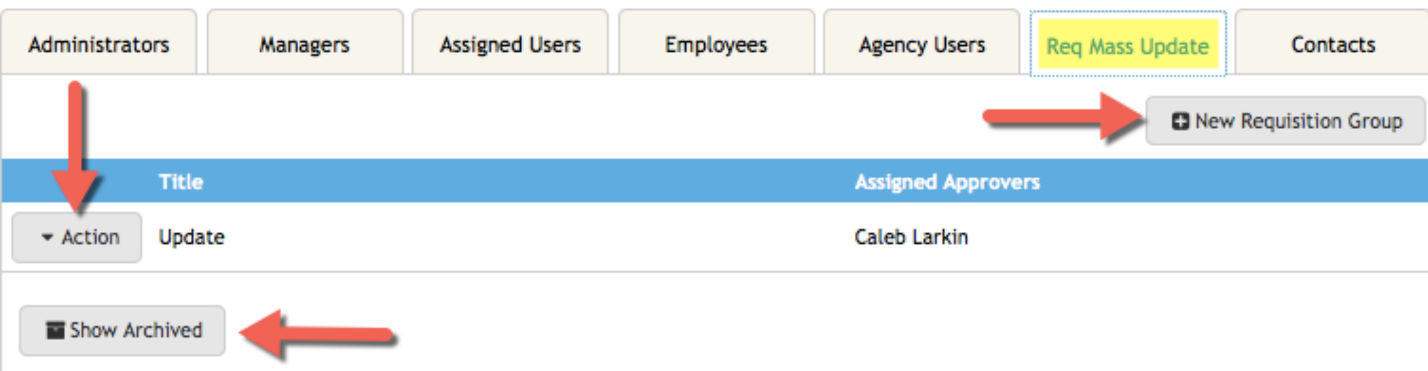
Administrators can control access to requisitions through the Users Icon and by going into the magnifying glass of each user. The ability for users to see the requisitions tab must be turned on by administrators in the user set up. (See Image Below)

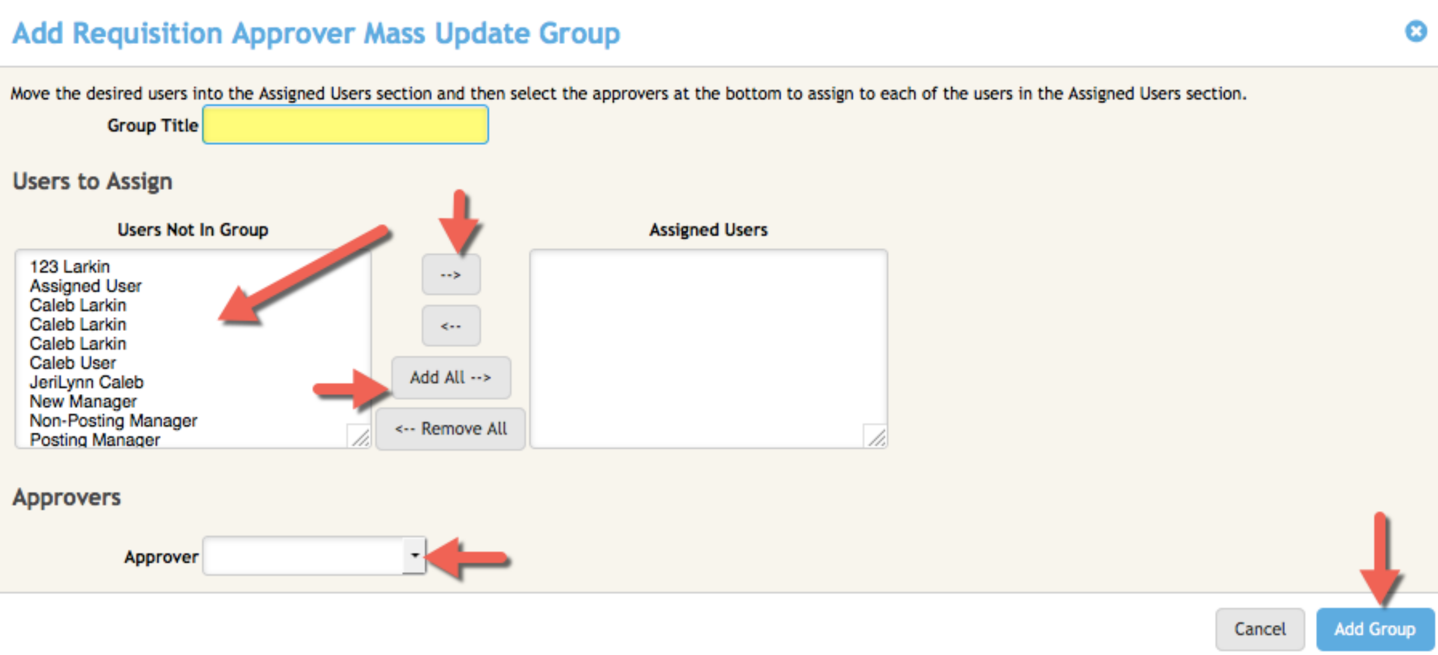


Requisition Mass Update Feature:

Administrators have the ability to use the requisition approver mass update feature, which allows you to build groups of managers who all share the same approvers for their requisitions. In the event that one of the approvers needs to be changed, you will be able to update all users in the group at one time. This is an optional feature that DOES NOT need to be setup in order for the requisition system to work, and can be setup at a later date if needed. When a group is setup, the manager's approval will default to the selections made here.

To set this up, you would click on the **Users** icon at the top of your screen, and then the **Req Mass Update** Tab.





1. The users individual requisition approver list and the req mass update list are NOT connected. Neither list updates the other.
2. The individual users requisition approvers list takes highest priority and is always chosen before the req mass update approver group list.

For example, if in the individual users requisitions list they have listed as the first approver: ME second approver: HIM.

And in the group mass update list this user is setup in a group and those approvers are setup as 1st approver: JOE, 2nd approver: BUDDY.

Then their individual list will take priority over the group list and this users approvers will be populated as first approver: ME second approver: HIM. The group will be ignored.

If the individual user has blanks (no selections for approvers) in the individual requisition approver list then the approvers get pulled off the req mass update list of 1st approver: JOE, 2nd approver: BUDDY.

If they have none listed in both the individual and the req mass update group, they will have to manually select them as normal.

Common Questions:

Why don’t the questions answered in the requisitions import into my job listing automatically?

At this point the requisitions are customizable, which means they cannot be imported. In the future there may be more default fields that are common to most requisitions that automatically import information, but at this time only the department and title fields import.

When I update users’ approvers with the req mass update I pull up their individual user and the approvers have not changed, why?

This an issue we are aware of, where updating approvers in one area does not change the approvers in another area. However the approvers a user will see when they submit a requisition will be the most recently changed area, either their individual user setting approvers or the req mass update.

Can I change approvers order or take back an approval?

You can use the bypass feature if any approver needs to be bypassed. However once a requisition is started and the approvers set, you cannot change the approvers. You can make changes to the requisition until it is fully approved.

Who has access to see the requisitions?

If a user has the requisition tab option set to show they will see requisitions according to their user type. Admins will see all requisitions, managers will see requisitions within their department, and assigned users will see requisitions they have submitted.

Does an approver have to be a user in ApplicantPro?

No. You can make an approver a contact in the users section. Then they can simply get an email and approve a requisition from the email.