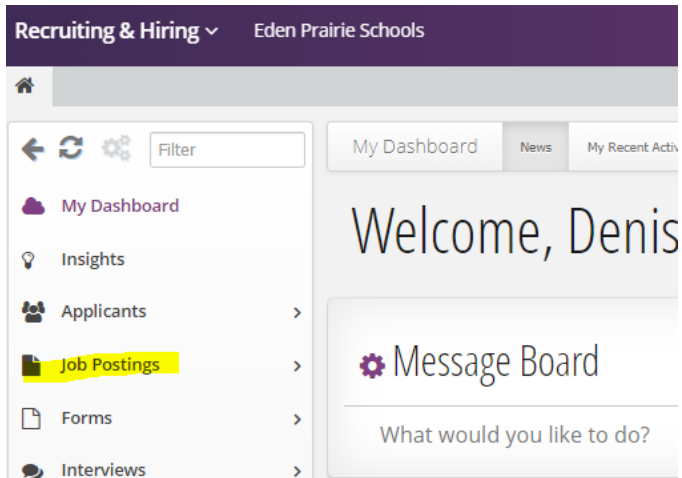
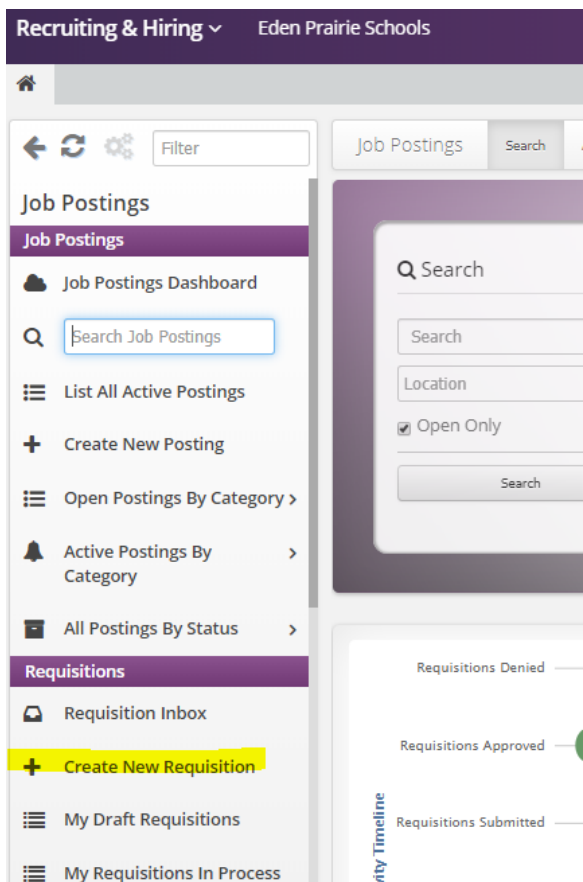


CREATING A REQUISITION IN RECRUITING & HIRING (formerly known as Applitrack):

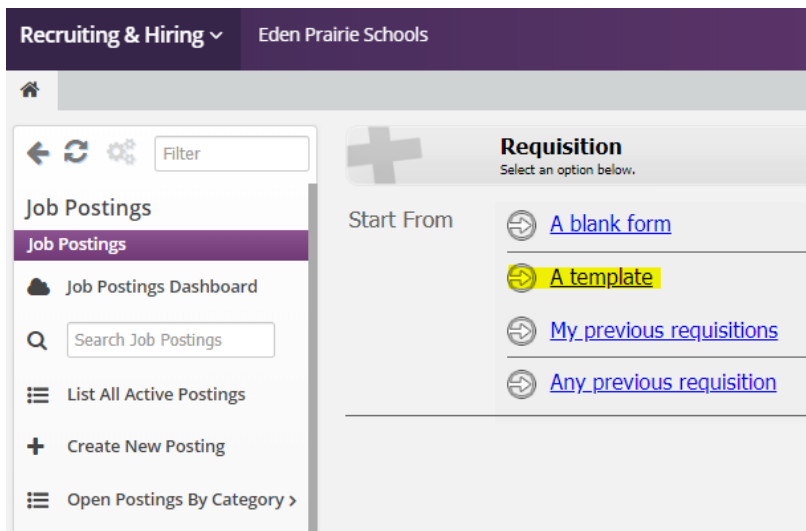
1. Log in to Recruiting & Hiring.
2. Select JOB POSTINGS (left-hand menu).



3. Select CREATE NEW REQUISITION (left-hand menu).

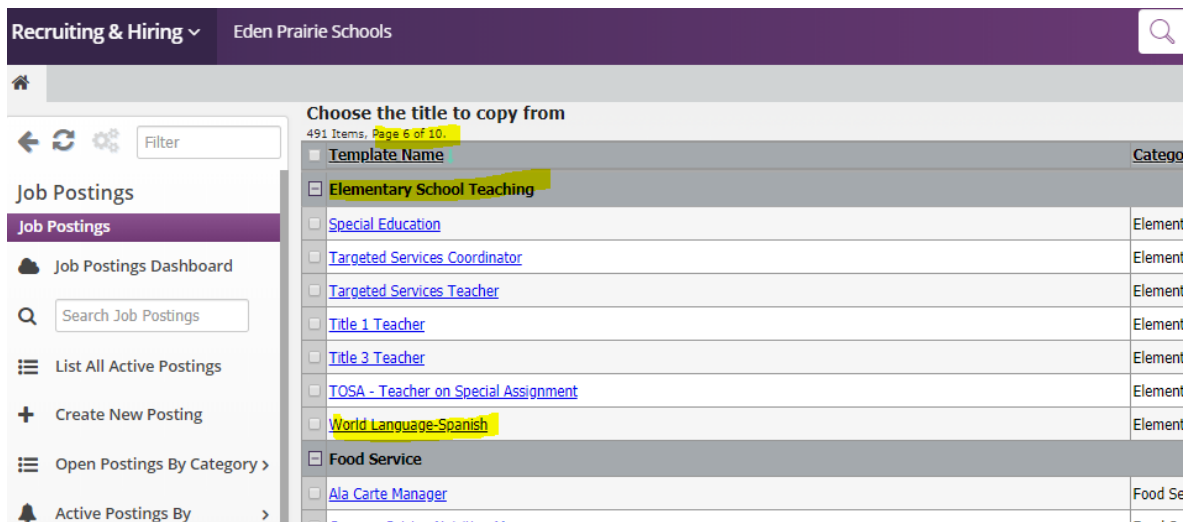


4. Select A TEMPLATE.



5. Scroll through the pages until you come to the position you wish to post. For example:

- ELEMENTARY SCHOOL TEACHING > World Language – Spanish
- This template is found on page 6.



6. Click on the template name to open it.

7. Complete all fields in the requisition. All “blue arrows” are required fields. This data provides details the HR Staffing Specialists need to correctly post the position for you.

The screenshot displays the 'Requisition' form within the 'Recruiting & Hiring' system for Edin Prairie Schools. The left sidebar contains navigation links for 'Job Postings' and 'Requisitions'. The main form area is titled 'Requisition' and includes a 'Main' tab with sub-tabs for 'Description', 'Assigned Application Pages', 'Per Position Questions', 'Posting Tools', 'Terms', 'Advantage', and 'Approval'. The form fields are as follows:

- Title:** World Language-Spanish (highlighted in yellow)
- Position Type:** Elementary School Teaching : World Language-Spanish (dropdown menu)
- Location:** (dropdown menu, with a red error message: 'This job posting must have a valid location for cross posting.'
- Requisition Information:**
 - Reason: ☐ New Position ☐ Volunteer ☐ Replacement ☐ LDA ☐ As
 - Letter of Resignation received: ☐ yes ☐ no
 - Replacing Who? (highlighted in yellow)
 - Reason comments:
 - Changing Assignment: ☐ Within Site ☐ Other Site
 - Funding Source: ☐ Staffing Growth Fund ☐ Current Year Allocation ☐ Co-Curr
 - Funding Account (highlighted in yellow)
 - Funding comments:
 - Position Start Date (highlighted in yellow)
- Details of Position:**
 - Type: ☐ Classified ☐ Licensed ☐ Co-Curricular ☐ Administrative
 - Assignment term: ☐ Permanent ☐ Temporary ☐ Seasonal ☐ Long-term substit
 - If temporary or sub, indicate end date: (highlighted in yellow)
 - Assignment comments: (If you've selected co-curricular, please list which season you are interested in.)
 - Hours/day: (highlighted in yellow)
 - FTE: (highlighted in yellow)
 - The four items below are required, if they do not pertain to the job, please fill th
 - Start time: (highlighted in yellow)
 - End time: (highlighted in yellow)
 - Days/year: (highlighted in yellow)
 - Days/week: (highlighted in yellow)
- Display Info:**
 - Does this posting appear to applicants? ☐ Open ☒ Closed ☐ Based on Schedule ☐ Depends on Internal/External

8. Once you have entered all data, press the SAVE button in the bottom right corner.
9. Once you select SAVE, the SUBMIT REQUISITION (upper right-hand corner) will begin to flash yellow. Click on the flashing yellow button to submit your requisition. If it's not flashing, some data is missing or you didn't hit the SAVE button.
10. Once submitted, your requisition will go through the approval process. When it reaches the HR Staffing Specialists, they will post the position, and you will see it listed on the Daily Jobs Posting email that is sent Monday-Friday.