

Job Requisition System

The Job Requisition System allows an administrator to obtain approval from up to 10 additional managers prior to making the position open to applicants. Use this simple guide to walk you through the creation and management of your requisitions.

Step One – Create email addresses in iApplicants for all managers involved in the approval process.

Each manager involved in the approval process, needs to have their email address entered in the iApplicants Admin panel. Use the Edit Email Addresses link in the admin panel to create them.

Add Email:
See below for 2 options of inserting email addresses.

Name:

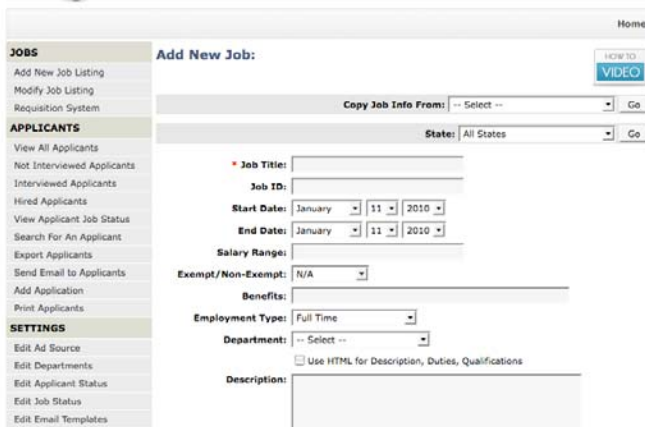
Email:

SEPARATE MULTIPLE EMAILS WITH A COMMA.
DO NOT ADD A SPACE AFTER THE COMMA!

Email To

Email From

Step Two – Create the new Position Opening



Prior to adding a position to the system, determine which manager(s) will be creating the requisitions. Make sure that their login has the Requisition System as an approved feature.

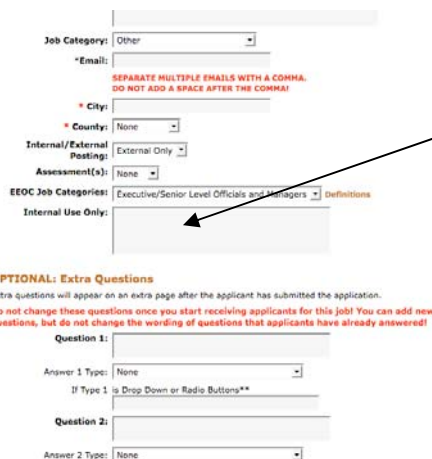
NOTE: Make sure that these managers' logins have the "Allow User to Edit Activation" feature set to NO, as well as the "Job Push" feature so they cannot take the positions live and push to the job boards before they are approved.

Job Listings: Allow User to Edit Activation
Default Activation to Yes No

Allow User to Edit Start/End Dates

Allow Job Board Push

Managers would log in to post a job as normal:



After typing in job details and Extra Questions (Screening questions), click the "Save and Post" button at the bottom:

Save And Post

Once clicked, instead of being taken to the advertising page to post you will see this link:

Click here to create a job requisition request.

Once they click here they will be taken to the custom Job Requisition section to create a new requisition for the job created.

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Step Three – Create the new Position Opening

Complete the additional position details in the Requisition Form.

NOTE: Your form may not be exactly what you see in the example as each company's form can be customized to include the information that you need to capture.

1. Select the HR email, their own Manager email, and then the emails (in successive order) that are needed to approve the requisition.
2. Click Submit and Send 1st Email

Requisition Approval System

Manage Requisitions

Job Listing Title: Senior PHP Web Developer

Requisition Title: Senior PHP Developer

Manager: Bob McMillan

Possible Job Open Date: 1/12/10

Pay Rate: \$65,000 - \$75,000 Annual

Person being replaced: Davey Waltreck

Additional Information: Needs to have extensive PHP experience and Ruby on Rail preferred, though we can train on this

HR Email: Joseph Banks (jbanks@iapplicants.com) ▾

Manager Email: Bob McMillan (bm@you.com) ▾

Please select the emails in the order you would like the requisition approved.

#1 Email: Andrea Saxton (mytoolbox2@comcast.net) ▾

#2 Email: Kelsey Turbiville (steve_byucougars@msn.com) ▾

#3 Email: Steven Reynolds (steve_byucougars@yahoo.com) ▾

#4 Email: Steven Smith (salesrecruitersteve@gmail.com) ▾

#5 Email: SELECT ▾

#6 Email: SELECT ▾

#7 Email: SELECT ▾

#8 Email: SELECT ▾

#9 Email: SELECT ▾

#10 Email: SELECT ▾

Submit & Send 1st Email

Step Four – Approval Process

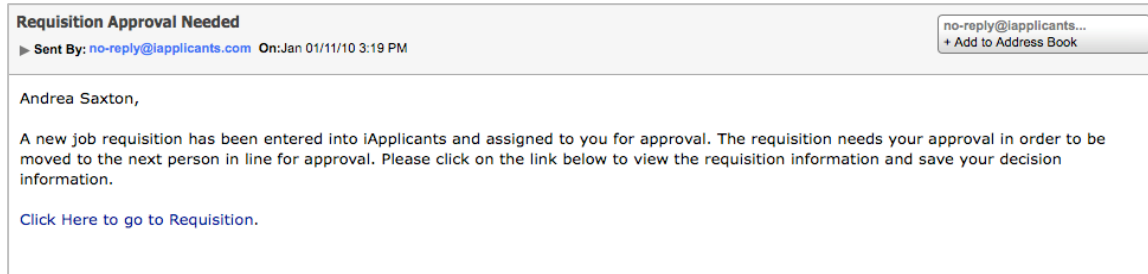
Once the "Submit & Send 1st Email" has been sent. The approval process has begun. Beginning with the #1 email and then subsequently down the list to the last email, they will receive an email from no-reply@iapplicants.com. This email address may need to be approved in their email program so that it won't be viewed as spam or junk mail.

no-reply Requisition Approval Needed Inbox 2 KB 3:19 PM



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The body of the email will look like this:

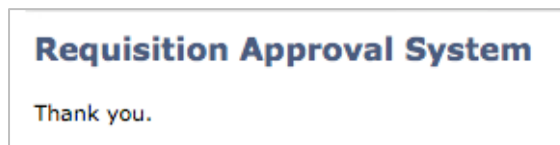


Once they click on the link in the email they will see the details of the role.

You will notice at this point they can approve or disapprove the role and leave any comments about the why they approve or disapprove.



When they Click, they will see the following message confirming submission:



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Step Five – Review

Once approved, HR can check on their current open requisitions at any time by clicking on the Requisition System link in the menu, allowing them to Manage Requisitions:

Here you can see that there is one approved, one Denied and 2 Pending. The Denied Status was denied by Andrea. The Pending status is waiting for approval from either Kelsey or Bob (depending on which requisition you are looking at). This view will dynamically update as each approval layer is approved, denied or is still pending.

JOBS		Requisition Approval System						
Add New Job Listing		Manage Requisitions						
Modify Job Listing								
Requisition System		Current Requisitions						
APPLICANTS		View Archived Requisitions						
View All Applicants			Requisition Title:	Manager:	Status:	Total:	Approved:	Denied:
Not Interviewed Applicants		Details Archive	AR - 59876	Kelsey Turbiville	Pending	3	0	0
Interviewed Applicants		Details Archive	HRD - 597894	Kelsey Turbiville	Approved	5	5	0
Hired Applicants		Details Archive	SR - 59876	Andrea Saxton	Denied	5	0	1
View Applicant Job Status		Details Archive	Senior PHP Developer	Bob McMillan	Pending	4	1	0
Search For An Applicant								
Export Applicants								

Once someone approves the role, the next successive person will receive an email to approve. If it is denied, the emails stop and the manager will have to make any changes based on the notes in the denial and begin a new requisition process with the changes that are requested.

NOTE: Requisitions cannot be edited, allowing you to maintain an audit trail of the initial approval process. If you need to make changes, create a new requisition in the system.

For example below we can see Andrea denied the role based on the pay range in her notes, meaning Bob (the next person) did not receive an approval email because the process stopped once it was denied:

Requisition Approval System	
Manage Requisitions Print Requisition	
Job Listing Title: Sales Representative	
Requisition Title: SR - 59876	
Manager: Andrea Saxton	
Possible Job Open Date: 8-20-09	
Pay Rate: \$12-\$15/Hour	
Person being replaced: Berenice Alavaro	
Additional Information: Berenice is leaving the company for another position	
#1 Email: Andrea Saxton - (mytoolbox2@comcast.net)	
Date: August 17, 2009	
Status: Denied	
Comments: I thought this role had a range of \$10-\$13/Hour?	
#2 Email: Kathy Mantasma - (kathy@manwaringphoto.com)	
Date:	
Status: Pending	
#3 Email: Steven Reynolds - (steve_byucougars@yahoo.com)	
Date:	
Status: Pending	

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Once a role has been approved, you may click on the role (for example, click the “Sales Representative” link in the above picture) and it will take you to the “view” screen of that Job listing.

(This is an example of the Sr. Human Resource Director VIEW)

[View Applicants](#) | [Edit](#) | [Print Job](#) | [Show Extra Job Questions](#)

Sr Human Resource Director

Click for requisitions with this job listing.

May. 07, 2009 - Dec. 31, 2010

Location: Birmingham,

Salary Range: \$55,000-\$65,000

Benefits: See Benefits Page

Employment Type: Full Time

Department: Human Resources

Description: This successful candidate will work closely with management providing a full range of HR business support for all remote facilities

Duties:

- Proactive consultation with both employees and managers to identify and address root causes of human resource issues, resolution of employee relations issues utilizing a systematic approach.
- Participate in company-wide programs and initiatives (e.g., salary focal, stock focal, workforce planning, and organizational change).
- Partner with other HR professionals to develop, assess, facilitate and/or lead organizational development initiatives, programs and processes to support business objectives and strategy implementation
- Develop and conduct training courses for both assigned organizations as well as provide support to the VP of Human Resources with corporate-wide management courses.
- Functions as a generalist in a variety of Human Resources activities as needed. For example, performance management, interviewing, termination processing, exit interviews, conduct research & analyzes data on assigned projects.
- May assist in the formulation of compensation objectives, manpower goals, data audits and HR policies and procedures.

You can click on Show Extra Screening Questions to verify they are accurate:

Step Six – Post Opening

If all looks well, or if you need to make changes, simply click on “Edit” at the top and it will take you to the Job Edit page. HR can now make any additional changes to the position as needed and Click on Save and Post and advertise the role at this point through the normal advertising channel already listed on iApplicants.

Extra Questions:
Previewing purposes only.

* Do you have experience as an HR representative on a managerial or director level? Yes No

* How many years of experience do you have in HR? Less than 1
 1-2
 3-4
 5-6
 7-8
 9+

* How many years in HR at a director or managerial level do you have? None
 Less than 1
 1-3 Years
 4-8 Years
 9 + Years

* Can you travel? Yes No

* How much are you willing to travel? 0%
 1-25%
 26-50%
 51-75%
 75-100%