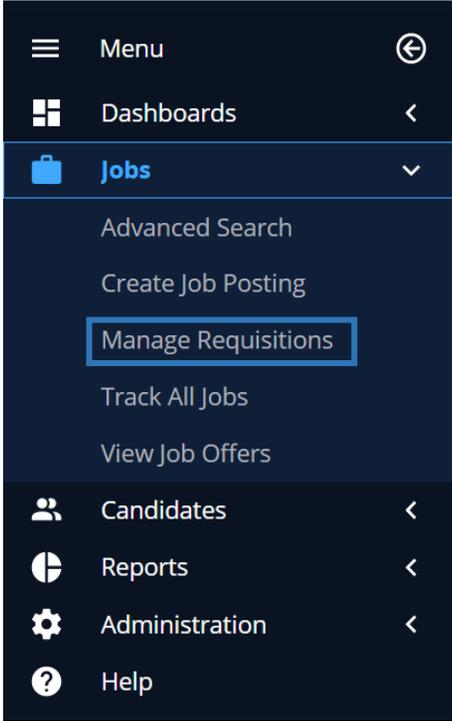


---

*ATS-Recruiting Requisition Cheat Sheet*

## How to create a requisition

Field/Steps	Steps/Page View
<p>Sign in to ATS</p>	<p>Sign in using the following link - <a href="#">ATS</a>            Enter your Banner ID and network password.            The main page opens.</p>
<p>Select the Jobs tab on the sidebar.            In the dropdown select Manage Requisitions</p>	 <p>The screenshot shows a dark sidebar menu with the following items: Menu (with a back arrow), Dashboards (with a left arrow), Jobs (with a dropdown arrow and highlighted in blue), Advanced Search, Create Job Posting, Manage Requisitions (highlighted with a blue box), Track All Jobs, View Job Offers, Candidates (with a left arrow), Reports (with a left arrow), Administration (with a left arrow), and Help (with a question mark icon).</p>

On the far right, select the 3 dots and click Create Requisition.

## Manage Requisitions

View as Recruiter:

[All]



Create Requisition



Show only requisitions pending posting

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Create Requisition page – Requisition Administration section

**\*ALL the Asterisk \* fields must be filled in, in order to SAVE your requisition.**

### Create Requisition

Cancel

Save and Route for Approval

Save

#### Requisition Administration

Requisition Creator

Heather Cooke

Requisition Administrator

Heather Cooke

If no one is selected Heather Cooke will be the administrator.

Job Creator \*

[select an option]

**Requisition Creator:** This field will always default to the person creating the requisition and can NOT be changed.

**Requisition Administrator:** Choose the person that will be handling all the administrative tasks for the job. If you don't choose anyone, the system defaults the field to your name, the Requisition Creator.

**Job Creator:** Choose the person to POST your job. This should be a HR coordinator. DO NOT choose yourself.

## Requisition Information section

Requisition Information	
Job Template	<input type="text" value="Type information to search..."/>
Hiring Workflow	<input type="text" value="Int/Ext Staff"/>
Internal Job Title*	<input type="text"/>
Posted Job Title	<input type="text"/>
Tracking Code	<input type="text"/>
Number of Positions	<input type="text" value="1"/>
Position Type	<input type="text" value="Full-Time/Regular"/>
Job Level	<input type="text" value="Choose One"/>
Duration (if not Full-Time/Regular)	<input type="text" value="Regular/At-Will"/>
Expected Start Date	<input type="text"/>

**Job Template:** Click into the field to see all of the available templates available. All requisitions require a template.

**Hiring Workflow:** Choose the appropriate workflow that applies to this role:

**Academic** = Internal and External (unless you specify in the notes section otherwise)

**External Staff** = Job is ONLY posted Externally

**Int/Ext Staff** = Job is posted both Internally and Externally at the same time

**Internal Staff** = Job is ONLY posted Internally

**Internal Job Title:** This title will be the title that identifies the job TO YOU in the system. You can write anything you would like for you to be able to quickly identify the job.

**Posted Job Title (mandatory) (visible to candidates):** The Posted Title should be written as - **Faculty or Department** (Full Name NO acronyms) – **Job Title** – (if Sessional, Course Name and Code) – (if Sessional, Semester and Year) or (if Limited Term, write Contract).

**Tracking Code (visible to candidates):** Leave blank, a code will be generated.

**Number of Positions:** Indicate how many people you are looking for, for this role.

**Position Type:** You can indicate the closest type to the position using the SilkRoad options.

	<p><b>Job Level:</b> leave blank</p> <p><b>Duration:</b> leave blank</p> <p><b>Expected Start Date:</b> leave blank</p>
<p>Location Details section</p>	<div data-bbox="667 444 1913 699" style="border: 1px solid #ccc; padding: 5px;"> <p>Location Details</p> <p>Job Location Code <input type="text" value="Type information to search..."/></p> <p>Country * <input type="text" value="Canada"/></p> <p>City * <input type="text"/></p> <p>State <input type="text" value="[ Not Applicable ]"/></p> <p>Zip/Postal Code * <input type="text"/></p> </div> <p><b>Job Location Code:</b> leave blank</p> <p><b>Country (visible to candidates):</b> Canda</p> <p><b>City (visible to candidates):</b> Oshawa</p> <p><b>State:</b> N/A</p> <p><b>Zip/Postal Code:</b> enter postal code</p>
<p>Position Requirements section</p>	<div data-bbox="667 980 1965 1430" style="border: 1px solid #ccc; padding: 5px;"> <p>Position Requirements</p> <p>Travel <input type="text" value="Choose One"/></p> <p>Per Diem Included <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Salary Minimum <input type="text"/></p> <p>Salary Maximum <input type="text"/></p> <p>Salary Type <input type="text" value="Annually"/></p> <p>Salary Currency <input type="text" value="CAD (Canadian Dollar)"/></p> <p>Level of Education <input type="text" value="[select an option]"/></p> <p>Years of Experience <input type="text" value="[select an option]"/></p> </div> <p><b>Leave this section blank.</b></p>

<p>Budgeting Details section</p>	<div data-bbox="667 305 1955 625" data-label="Form"> <p><b>Budgeting Details</b></p> <p>Department <input type="text" value="Type information to search..."/></p> <p>Budgeted Salary <input type="text"/></p> <p>Budget Currency <input type="text" value="CAD (Canadian Dollar)"/></p> <p>Budgeted Quarter <input type="text" value="2nd Quarter"/></p> <p>Budgeted Year <input type="text" value="2019"/></p> </div> <p><b>Department:</b> leave blank.</p> <p><b>Budgeted Salary / Budgeted Currency / Budgeted Quarter / Budgeted Year:</b> These fields are not required but are a nice tool for you to keep record of the budgeted cost to the position.</p>
<p>Description/Skills section</p>	<p><b>Note:</b> Please use the font Arial at 12pt.</p> <div data-bbox="667 852 1942 1279" data-label="Form"> <p><b>Job Description *</b></p>  <p>Faculty or Department Name:  Appointment Type:  (If Sessional) Course Name and Number:  Posting Date:  Closing Date:  Summary:  Responsibilities:</p> </div> <p><b>Job Description (visible to candidates)</b></p>

#### Required Skills



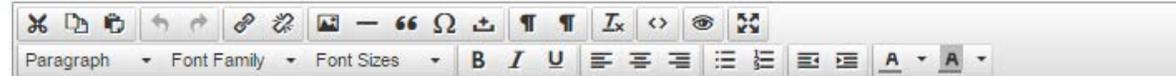
Paragraph Font Family Font Sizes B I U [List icons] [Text icons]

Enter all the **REQUIRED SKILLS** for the job

**Education:**

#### Required Skills (visible to candidates)

#### Required Experience



Paragraph Font Family Font Sizes B I U [List icons] [Text icons]

Enter all **REQUIRED EXPERIENCE** for the job

**Collective Bargaining Unit Language is written here:** If you chose an Academic Template then this would have been automatically indicated here for you.

**Ontario Tech University Equity Statement has to be visible for ALL POSTINGS:** Ontario Tech University is an equal opportunity employer and welcomes applications from qualified women and men, including members of visible minorities, Aboriginal peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

#### Required Experience (visible to candidates)

Internal Fields / Notes for Position section

**Internal Fields**

**Skills Candidate Should Possess**



**Use this field to keep notes on the role or information on the recruitment process**

---

**Notes on Position**



**Indicate any External Job Boards you want to post on**

**Indicate if there are any Accounting Splits for the job and the percentage**

**Indicate who you want attached to job, your Selection Committee**

**Indicate if you would like the position to be posted internally/externally or any special circumstances with posting timelines**

**\*\*\*These fields are NOT visible to candidates\*\*\***

Custom Fields section

**Custom Fields**

Expected End Date

---

Expected Start Date

---

Position Approved \*

---

Position Number if Approved

---

Position Type \*

	<p><b>Expected End Date and Expected Start Date (visible to candidates):</b> Indicate the start and end dates by clicking on the calendar icon in the field.</p> <p><b>Position Approved:</b> Yes or No.</p> <p><b>Position Number if Approved:</b> If your position is new and approved you would have received a number from HR. If you have NOT received one, contact your HR coordinator.</p> <p><b>Position Type:</b> Choose the appropriate position type.</p>
	<div data-bbox="667 565 1971 816" style="border: 1px solid #ccc; padding: 5px;"> <p>Reports To * <input style="width: 500px; height: 20px;" type="text"/></p> <p>Job Category * <input style="width: 300px; height: 20px;" type="text" value="[select an option]"/></p> <p>Professor Type <input style="width: 300px; height: 20px;" type="text" value="[select an option]"/></p> <p>Reason for Vacancy * <input style="width: 300px; height: 20px;" type="text" value="[select an option]"/></p> </div> <p><b>Reports To:</b> Indicate the Title of the person then comma the name of the individual. (ex. Director of Finance, John Smith)</p> <p><b>Job Category:</b> Choose the category your position falls into. This field will be the category on our website that applicants can search for open positions in, for example <i>Sessional, Administrative Technical, etc...</i></p> <p><b>Professor Type:</b> This is only associated to Teaching Faculty and Tenure-Tenured Track postings.</p> <p><b>Reason for Vacancy:</b> Select the best option.</p>
	<div data-bbox="667 1149 1971 1276" style="border: 1px solid #ccc; padding: 5px;"> <p>Reason for Replacement <input style="width: 300px; height: 20px;" type="text" value="[select an option]"/></p> <p>Last Incumbent if replacement <input style="width: 300px; height: 20px;" type="text"/></p> </div> <p><b>Reason for Replacement:</b> not mandatory.</p> <p><b>Last Incumbent if replacement:</b> The name of the individual you are replacing.</p>

	<p>Rationale, If New Position</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p><b>Rationale, If New Position:</b> not mandatory.</p>
	<p>Campus Travel <input type="text" value="[select an option]"/></p> <p><b>Campus Travel (visible to candidates):</b> not mandatory.</p>
	<p>Fund * <input type="text"/></p> <p>Org * <input type="text"/></p> <p>Acct * <input type="text"/></p> <p>Salary Grade * <input type="text" value="[select an option]"/></p> <p><b>Fund – Org – Account codes:</b> Indicate the code(s) this position will be budgeted to.  <b>Salary Grade (visible to candidates):</b> Indicate the salary level attached to role.</p>

Pre-Screen Questions

[Select All](#) [Deselect All](#)

01. What are you 5 year career goals?
02. How does this position advance your career goals in the short term?
03. Have you taught any course at UOIT within the past thirty-six months?
04. Have you taught any course for UOIT in three (3) different sessions in the past thirty-six (36) months?
05. Do you work at UOIT as a Full Time Continuing employee?

If you cannot find your question please enter it here

 Save

 Save and Route for Approval

 Cancel

**Pre-Screen Questions (visible to candidates):** Use your cursor to select a question. To select multiples then hold the Ctrl button and use your cursor to select all the questions you want.

**If you cannot find your questions please enter it here (visible to candidates):** Use this field to write down additional questions or how you would like the questions to be graded.

**Save:** Click Save, to keep the requisition in your database but not ready to be posted.

**Save and Route for Approval:** Use this to option when you are ready to post and need to follow the approval chart in your guide page 86.

**Cancel:** Use this option to delete your requisition.