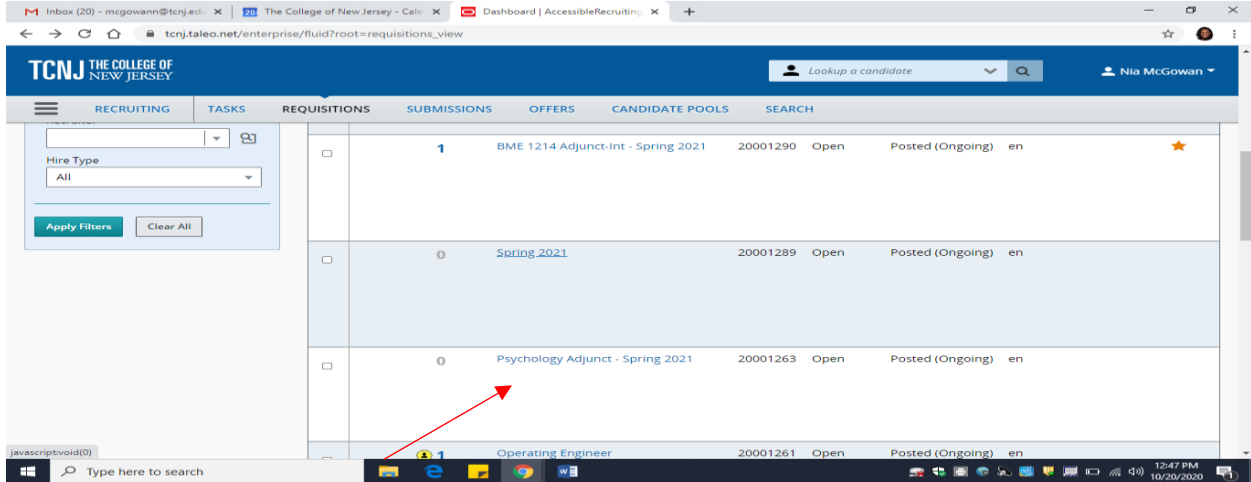
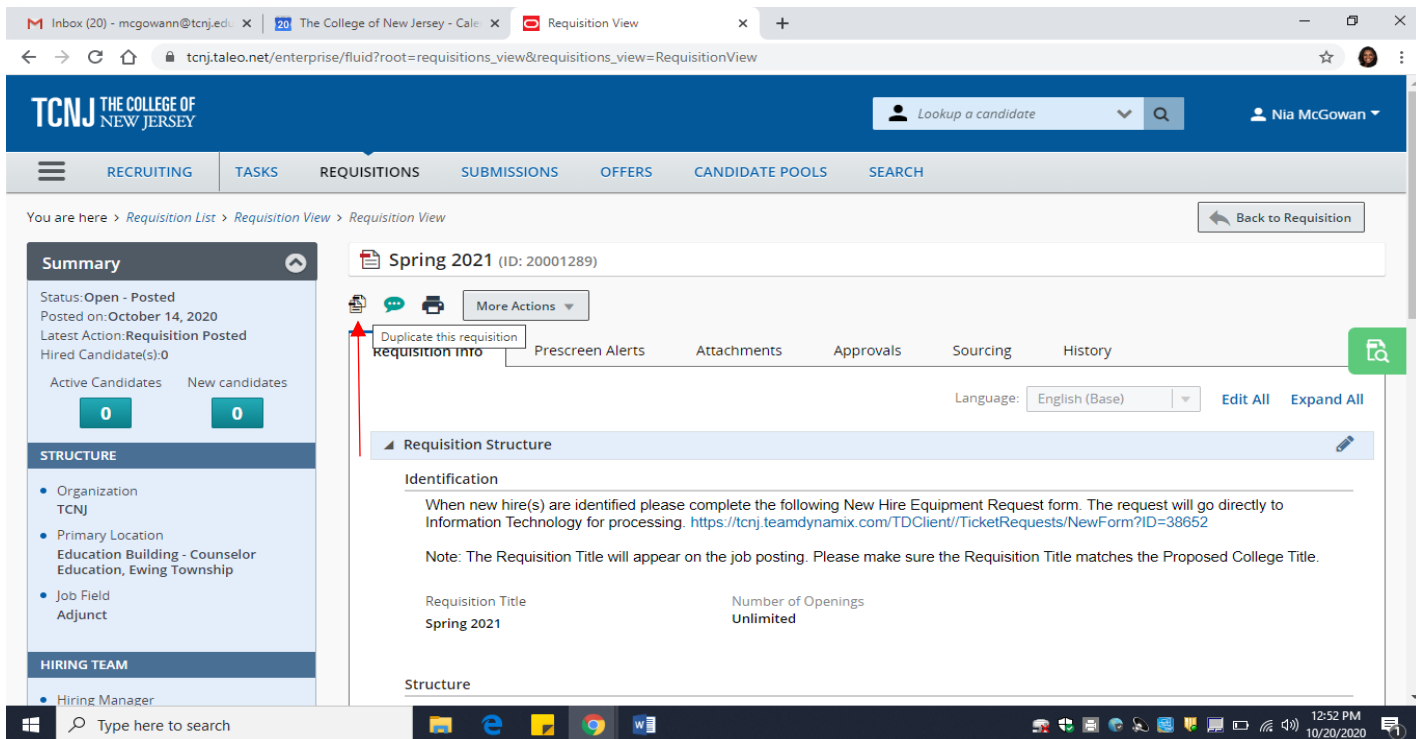


Duplicating a Requisition:

1. Select the requisition that you would like to duplicate.

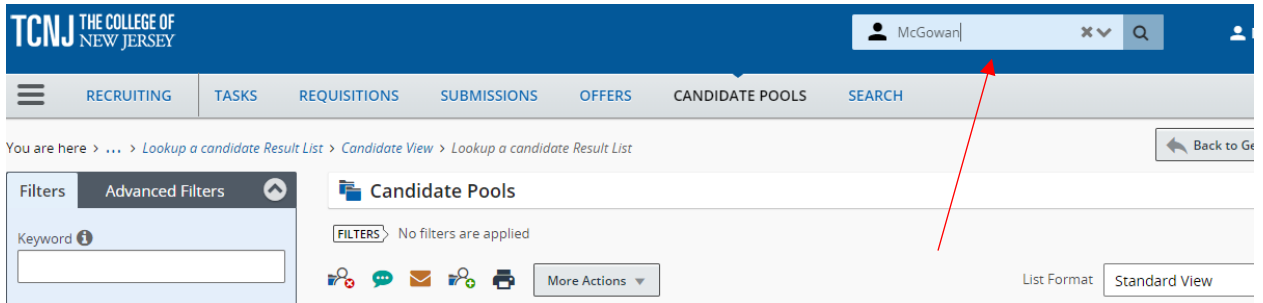


2. Choose the duplicate requisition icon, and make any necessary changes to the data that pulls over.

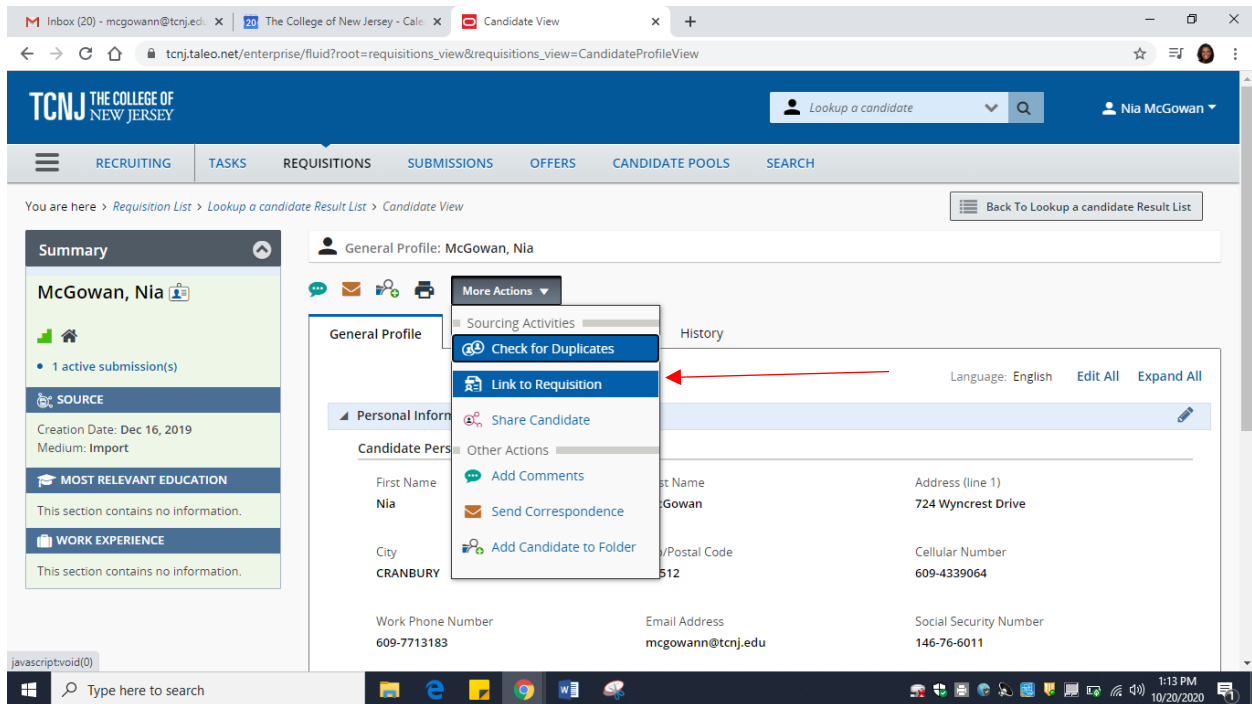


How to Manually Add Candidates to Requisitions:

1. Search for the candidate by name.



2. Select the desired candidate, go to more actions, and choose link to requisition.



3. Ensure that you are viewing requisitions that are in the correct status by using the status filter, and then choose the desired requisition from the list that populates. It is not necessary to send the candidate an email when prompted.

Organization

Location

Job Field

ID

Title

Requisition Types

All

Ownership

I own

Status

Approved or Sourcing

<input type="checkbox"/>	20000327	Summer 2020 Instructors	en	McGowan, Nia	Sourcing
<input type="checkbox"/>	20000328	OSGP, Summer 2020 Instructors	en	McGowan, Nia	Sourcing
<input type="checkbox"/>	20000319	Computer Science Adjunct: Fall 2020	en	McGowan, Nia	Sourcing
<input type="checkbox"/>	20000300	Psychology Adjunct - Fall 2020	en	McGowan, Nia	Sourcing
<input type="checkbox"/>	20000303	Public Health Adjunct - Summer 2020	en	McGowan, Nia	Sourcing
<input type="checkbox"/>	20000290	Nursing Adjunct - Summer 2020	en	McGowan, Nia	Sourcing
<input type="checkbox"/>	20000289	Nursing Adjunct - Summer 2020	en	McGowan, Nia	Sourcing
<input type="checkbox"/>	20000285	Nursing Adjunct - Summer 2020	en	McGowan, Nia	Sourcing

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4. Go to Section III of the candidates profile and proceed with updating it. Note that data from past semesters and or departments may be in this section. You will need to overwrite this information but ensure that another department is not also hiring them for the same semester. If this is the case coordinate with the department so that you do not delete their information before they are able to create an offer.
5. Proceed with all other hiring steps as you usually would.