

Step 1: Creating a Requisition from an Open Position

Description

- This job aid will walk you through the process of creating a requisition from an empty position. You will create the requisition, fill out the requisition details, and send the requisition for approval.
- Each requisition originates from an open position that will hold one hire
- **All requisitions will onboard and process one hire, so you will need to create multiple requisitions if you need multiple hires**
- If you have a multiple hire situation, please note this in your requisition along with the requisition numbers; a recruiter can help link your requisitions together during approval. This allows you to collect candidates in 1 posted requisition and then forward them to other requisitions for offer, pre-hire checks, and onboarding without the need for the candidate to reapply

Help & Support

- For additional questions about requisition creation or multiple hire situations, please reach out to the recruiting team at recruiting@davey.com.

Step	Action and Explanation	Screenshot
1	Open your SuccessFactors Homepage, and use the drop-down menu to select Company Info	
2	Click on Position Org Chart tab	
3	Enter your name in the search box, and click on the search result to see your active position chart You can also search for position number if you change the "Search By" box to <i>positions</i>	



4 Locate the open position on your team

5 Click on the top of the position to open an additional box to the right of the position

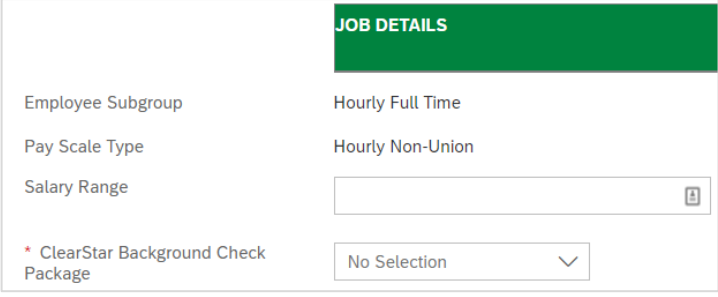
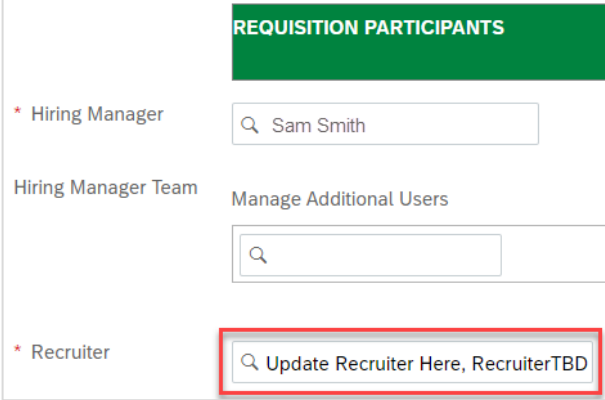

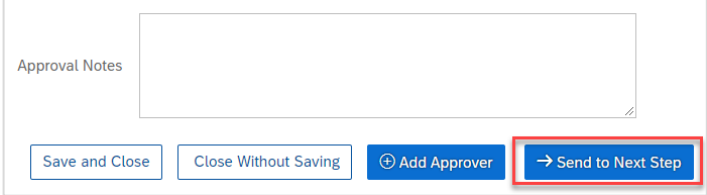
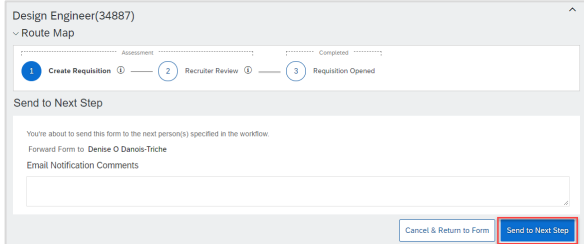
Click on the icon next to “as of Today” to review the position details. You will want to make sure this information is accurate before creating the requisition; the position information will pre-fill parts of the requisition.

6 After confirming that your position information is correct, click on the three lines menu in the upper right-hand corner of the box and select **Create Job Requisition**

Note: if you receive an error, it means that your position is not currently vacant or you do not have permission to create a requisition; if the option to create a job requisition is not in the list, you may already have a requisition open for this position

<p>7</p> <p>Select the applicable requisition template and click Create</p> <p>Note: You cannot change the number of openings; all requisitions can onboard and process 1 hire</p>	
<p>8</p> <p>Click on the To-Do tile/icon in the top right corner of the screen; click on Recruiting Approvals</p> <p>Note: You may need to refresh your screen to view your new approval</p>	
<p>9</p> <p>Select the requisition from the pop-up list of recruiting approvals</p>	
<p>10</p> <p>Start by reviewing the job posting language by clicking Job Profile; you will have an option to view the internal and external posting preview in this area</p> <p>Note: Please list any changes needed to the description in the "Approval Notes" box on the requisition</p>	
<p>11</p> <p>To return to the requisition, click the Job Requisition Details option at the top of the screen</p>	



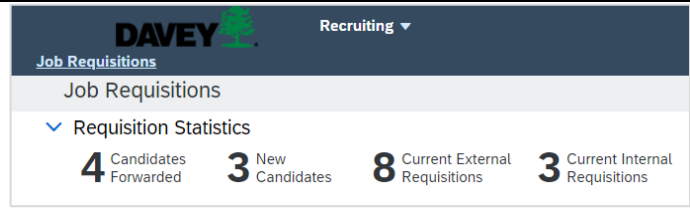
<p>12</p>	<p>Fill in all other required information on the requisition</p> <p>There are also some optional fields if they are applicable to you</p>	
<p>13</p>	<p>VERY IMPORTANT!! Update the Recruiter field to the name of the recruiter for your area.</p> <p>NOTE: If you need a reminder, you can check out this list of recruiters and regions here, or reach out to recruiting@davey.com.</p>	
<p>14</p>	<p>Include any notes or changes for the approver in the approval notes section</p> <p>Note: During the approval step, recruiters can add requested pre-screen questions, make requested changes to the job posting description, post the position based on your dates provided, or connect requisitions for multiple hire scenarios (please include your other requisition numbers if hiring for multiple of the same exact position)</p>	
<p>15</p>	<p>Send the requisition forward for approval by clicking the Send to Next Step button</p>	
<p>16</p>	<p>Click Send to Next Step button again to submit the requisition</p>	



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Wait for position to be approved and posted; this action will be completed by the listed recruiter on the requisition

NOTE: *You will receive an email when your job has been posted*



The screenshot shows the Davey Job Requisitions dashboard. At the top, there is a dark blue header with the Davey logo on the left and a 'Recruiting' dropdown menu on the right. Below the header, the page title 'Job Requisitions' is displayed. Underneath, there is a section titled 'Requisition Statistics' with a downward arrow icon. This section contains four data points: '4 Candidates Forwarded', '3 New Candidates', '8 Current External Requisitions', and '3 Current Internal Requisitions'.

Category	Value
Candidates Forwarded	4
New Candidates	3
Current External Requisitions	8
Current Internal Requisitions	3