Once logged in, you will see your dashboard:
To create a requisition, go to the top left corner, click **Create**, then **Requisition**.

Click the **Collapse to Split Screen** icon in the top left to change between a one column and a two column view.
Page One: Complete the following:

1. **Job Code/Pick the job you are creating a requisition for** (this must be selected first or you will lose all other entries). Start typing in the box to bring up the selections.
2. Select the **Recruitment Type**.
3. Enter the **Job Posting Title**.
4. Select the **Campus Location (For Posting)**.
5. Select the **Posting Category (Portal Searching)**.

**Tip:** Make sure that you enter everything correctly. You cannot go back and edit; if a mistake is made, you will need to start the process all over again.

**EUV/EHC/ETS** will proceed the job code indicating which entity the job code is for.

**Job Description** and other details will pre-populate on the requisition.
On this page, complete all the required fields (those marked with a red asterisk). In the **Internal Notes** field, enter any information that should be provided to the recruiter, but not posted on the job requisition.

Under **Additional Details**, provide any preferred qualifications and/or specific job duties. Once you have entered all the information on this screen, click **Next**.
Enter the **Speedtype**. Speedtype will be used for the cost of the chosen candidate’s background check. Note: If this is an Emory Temporary Services (ETS) hire, you must still enter your Speedtype, but you WILL NOT be charged for a background fee. When complete, click **Next**.

Page Three: Only complete this page if this is for an ETS requisition. If the requisition is not for an ETS hire, leave all fields blank and click **Next**.

If the requisition is for an ETS hire, use the **Additional Information** section to list specific information that is unique about the position. If you have already identified a candidate you want to hire as a temp, please complete the three fields under **Identified Candidate for ETS**. This will allow Emory Temporary Services to process the hire.

It is important to complete all fields on the ETS tab, including **Dress Code**, **Parking Location**, **Length of Assignment**, **Schedule** and **Kronos Offsite clock in**. When done, click **Next**.
**Page Four:** Only complete this page if this is an **Administrative Decision** requisition. If the requisition is not for an Administrative Decision or Non-ETS Departmental Temp > than 6 months, leave all fields blank and click **Finish**.

**Adding Requisition Approvers.** You must add a minimum of two approvers. More than two approvers may be added if needed. Approvers will be notified to approve in the order in which they are added. Once complete, click **Save & Begin Approval**.
Congratulations, you have created your requisition! The approvers you listed will be sent email notifications to approve or decline the requisition. You can check the progress of the approval process at any time by clicking on the Approval tab within the requisition.