**QUICK REFERENCE GUIDE**

Creating a Requisition Request

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**Introduction**

This guide outlines the steps a Hiring Manager or Human Resources Staff will take to submit a job requisition request for approval. Please ensure you have all of the required information and attachments requested below before creating a new requisition request.

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1. Hover over the **Recruit** navigation tab and click **Requisition Requests** in the drop-down menu.

2. Click **Create New Request**.

3. Enter the correct information into each field for your position.
a. **Job Title**: Click inside the **Job Title** field box.

A **Search Position** pop-up will appear. Click in the **Title** field and insert the title code (e.g., 9139). [The ID field works the same way]. Then click **Search**.

Next, click on the Title Code/Position Title.

b. **Requisition Template**: If there is at least one custom template created, you will have the option to select a template. Otherwise, the template field will automatically populate with the **Default Requisition Template**.

If applicable, click inside the **Requisition Template** field.

Next, click on the template that corresponds to the position you are requesting. If you do not see a matching template, select **Default Requisition Template**.
Enter the desired information into each field.

c. **Display Job Title:** working title that will display on the website

d. **Cost Center**

e. **Employment Type:** Career, Per Diem, etc.

- **Full Time/Part Time:** Select Part Time if the appointment is less than 100%

f. **Type of Request:** UCLA Health Employee, Registry, Staff, etc.

g. **FTE (0-1):** Percentage of employment (e.g., for 50%, enter 0.5)

h. **Work Location Address:** Address where the new employee will be working

i. **Work Schedule:** (e.g., Monday – Friday, 8:00am to 5:00pm)

j. **Duration:** Indefinite, or if limited, how many months?

k. **Hiring Manager Email**

l. **Hiring Manager Phone**

m. **Grants?:** Yes/No (Is the position grant-funded?)

n. **Senior Associate Director**

o. **New or Replacement**

p. **Position Control Number:** Type in the position control number for replacement positions, or type in “New Position”

q. **Position Reports To (Email Address):** The email address of the direct supervisor the position will report to

r. **Replacing:** Name of the incumbent, if a replacement position

s. **Incumbent Title Code**

t. **Incumbent Leaving Date:** Date that the incumbent is leaving (*must have confirmation in writing*)

u. **SOM Department**

v. **Budget Status:** Budgeted or Unbudgeted
w. **New Position Justification**: for new positions only, provide need with metrics and detailed information for approvers

x. **Required Licenses/Certifications**

y. **Description**: Under the **External** tab, paste the job description which will be displayed on the website. The **Internal** tab will automatically update with the same language input under the External tab.

z. **Qualifications**: Under the **Minimum** tab, paste the minimum job qualifications which will be displayed on the website. Do not use the **Ideal** tab.

aa. **Hiring Manager**

bb. **Reviewers**: Add any additional employees who need access to review applicants

cc. **Attachments**: Attach the Job Description in Word or PDF format.

*For David Geffen School of Medicine Research and Education positions, also attach a document of approval from the appropriate leaders.*

4. Click **Submit Request**. If you click **Cancel**, all entered information will be deleted and you will have to restart the request process.
5. After you submit the requisition request, the status will display as **Pending**.

The Request Reviewers will display as “Employment Posting” for all requisition requests.

6. Once Talent Acquisition has created the requisition, the status will change to **Accepted**, and the **Requisition ID** will populate in the Requisition ID field.

For DGOSM Research and Education, the request will be reviewed by Talent Acquisition and your recruiter will contact you before posting the requisition.

All other requests will be submitted to SRC for review. Once approved, your recruiter will contact you before posting the requisition.