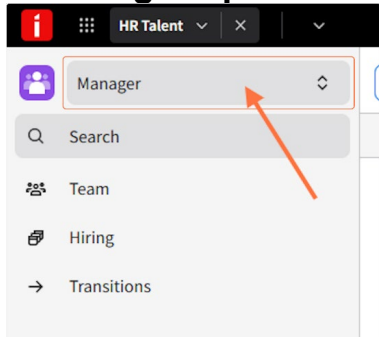


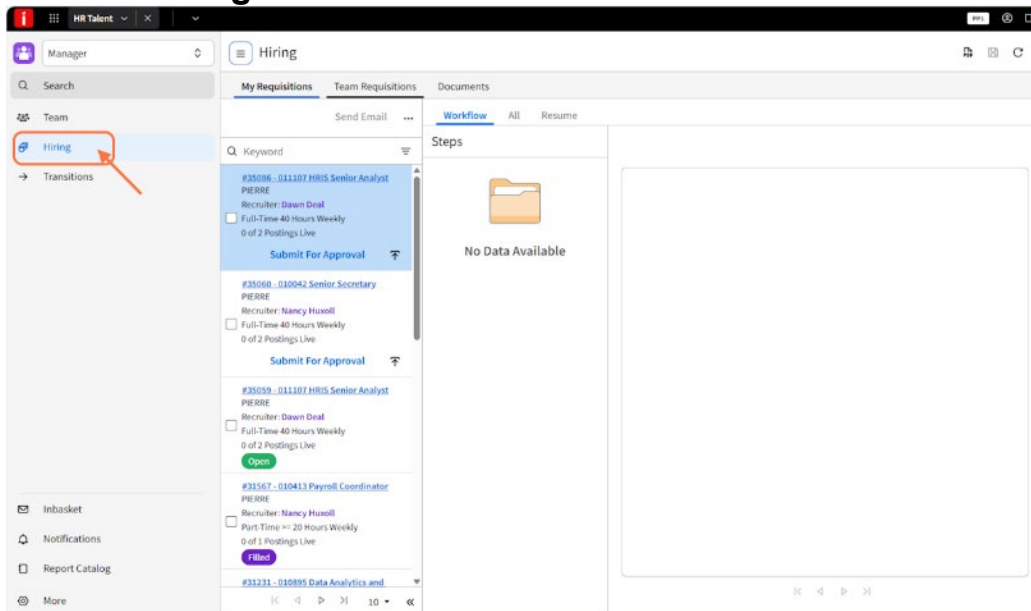
Creating a Requisition - Manager Space

This PDF Guide will walk you through how to create a requisition.

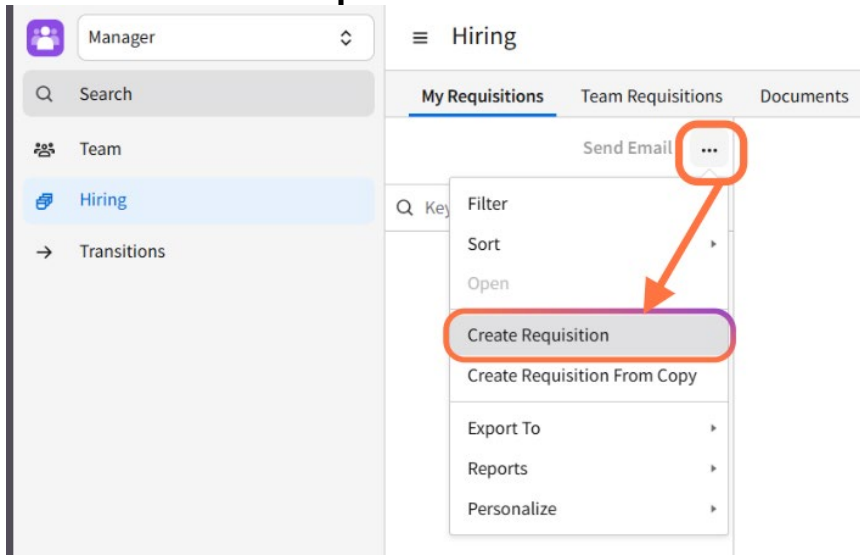
1. In Manager Space click on Manager Role



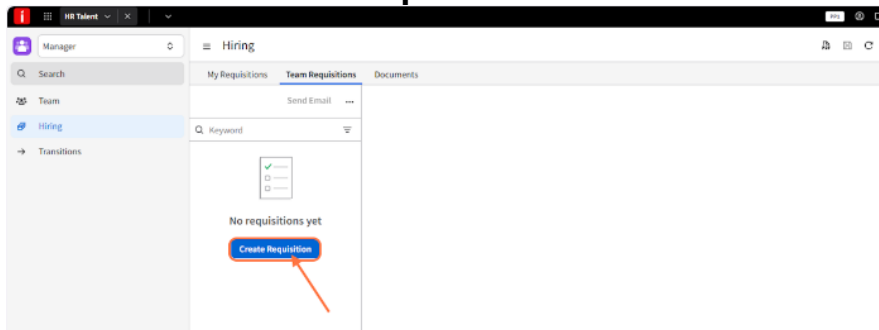
2. Click on Hiring



3. Click the three dots and then click **Create Requisition**
Click on **Create Requisitions**.

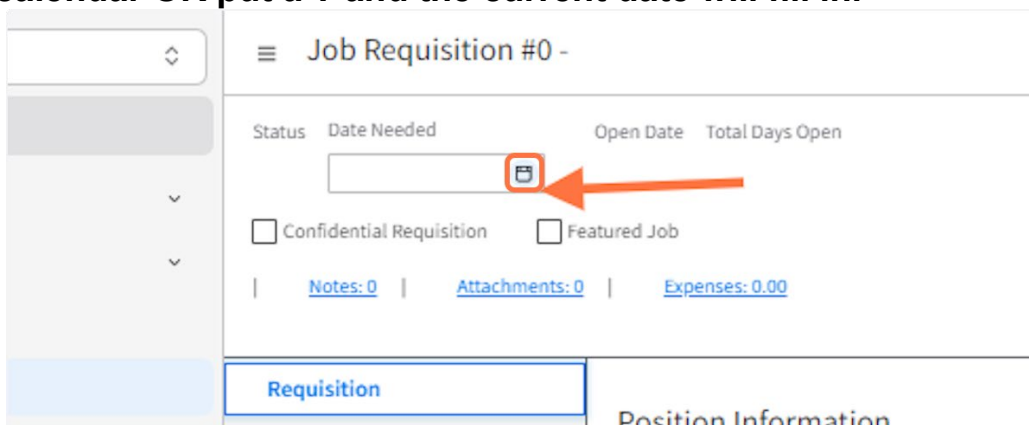


OR Click on **Create Requisitions**.

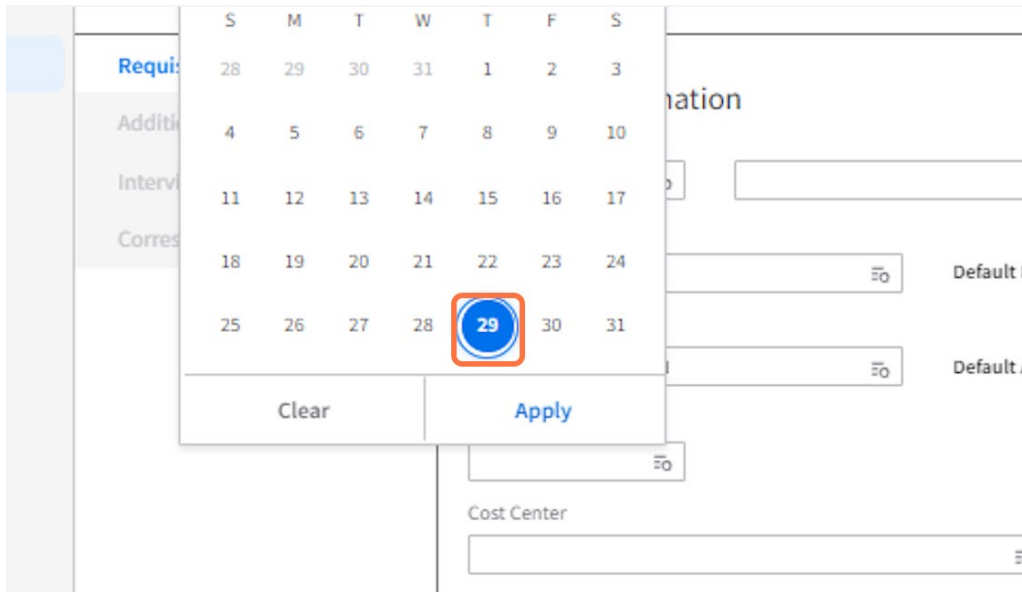


4. On the requisition screen you will be required to fill in anything that has a red asterisk * by it.

5. Click on **Date needed** and click on the calendar icon to pull up the calendar OR put a T and the current date will fill in.



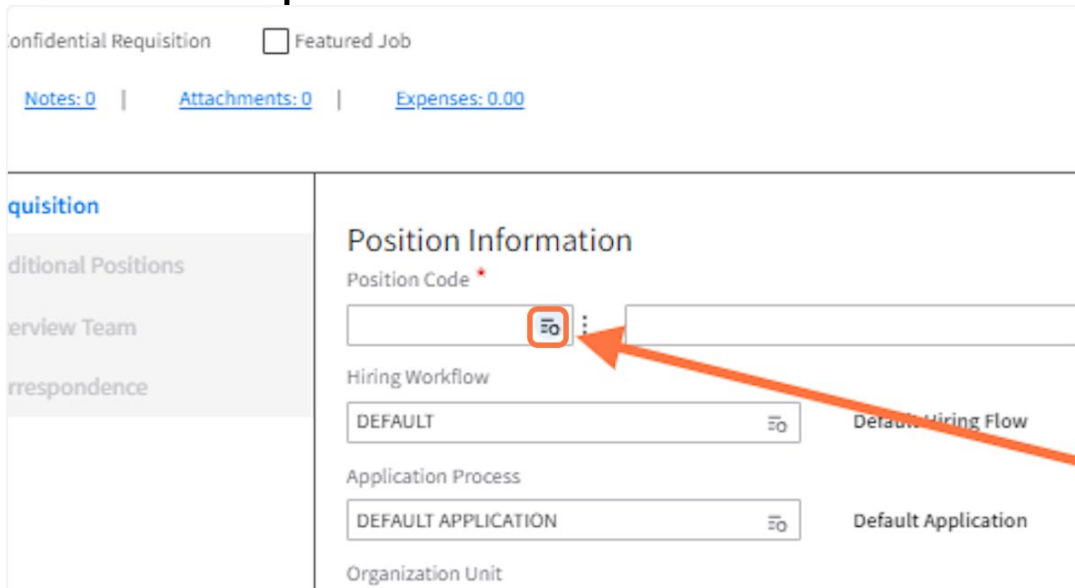
6. If you click the calendar icon, you will then select the date.



A screenshot of a web application interface showing a calendar. The calendar is a grid with days of the week (S, M, T, W, T, F, S) as columns and dates (28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31) as rows. The date 29 is highlighted with a blue circle and a red square. Below the calendar are buttons for 'Clear' and 'Apply'. To the right of the calendar, there are several input fields with dropdown arrows, labeled 'Default H' and 'Default A'. Below these are 'Cost Center' and another input field with a dropdown arrow.

7. Now, go to Position Code and click on the lookup trigger to look up the position.

* You can not enter the position number or code in this box. You need to use the lookup screen.



A screenshot of a web application interface showing a 'Position Information' form. The form has a sidebar on the left with navigation links: 'Requisition', 'Additional Positions', 'Interview Team', and 'Correspondence'. The main content area is titled 'Position Information' and contains several fields: 'Position Code *' with a red asterisk and a lookup trigger icon (a square with a magnifying glass) circled in red and an orange arrow pointing to it; 'Hiring Workflow' with a dropdown menu showing 'DEFAULT' and a 'Default Hiring Flow' label; 'Application Process' with a dropdown menu showing 'DEFAULT APPLICATION' and a 'Default Application' label; and 'Organization Unit' with an empty input field. At the top of the form, there are checkboxes for 'Confidential Requisition' and 'Featured Job', and links for 'Notes: 0', 'Attachments: 0', and 'Expenses: 0.00'.

8. When looking up the position code you can search any of the boxes that are open below.

In the example below, we extended the position number column so we had the option to type the position number in that box.

The screenshot shows a 'Select Position Code' dialog box with a table of recruiting positions. The table has columns for Position Number, Position Working Title, Organization Unit, Location, Job C..., and Manager Employee... Several input fields are highlighted with orange boxes: the Position Number column header, the Position Working Title input field, the Organization Unit input field, and the Manager Employee... input field. The row for position 011125 is highlighted in blue.

Position Number	Position Working Title	Organization Unit	Location	Job C...	Manager Employee...
[A] - []	[A] - senior secretary	[A] - []	[A] - []	[A] - []	[A] - []
010127	010127 Senior Secretary	01241 State Engineer	PIERRE	020215	Watters, Stacy M.
010258	010258 Senior Secretary	01233 Buildings and Grounds	PIERRE	020215	Day, Kristine
010335	010335 Senior Secretary	01238 Federal Surplus Property	HURON	020215	Kettwig, Jason
010906	010906 Senior Secretary	012918 Talent Acquisition	PIERRE	020215	Telford, Chad
011125	011125 Senior Secretary	012919 Shared Services	PIERRE	020215	Bush, Jenna
020036	020036 Senior Secretary	0220 Business Tax	RAPID CITY	020215	Glasgow, Eric C.
020093	020093 Senior Secretary	02101 Administrative Services	PIERRE	020215	Adams, Roberta A.

9. Once the position code is entered some of the job information will auto-populate.

You need to review ALL the boxes. Please be as complete as you can be. The blue boxes below are some examples of what is pre-populated.

The screenshot shows a job requisition form with several fields highlighted in blue. The 'Position Information' section is highlighted with a large orange box. The 'Organization Unit' field is highlighted with a blue box and contains the value '01113-0111-011-01-CENTRAL PAYROLL-1'. The 'Location' field is highlighted with a blue box and contains the value 'PIERRE'. The 'Position Code' field contains the value '12' and the 'Position Title' field contains the value '010058 Technical HR Systems Developer'.

Position Information

Position Code: 12

Position Title: 010058 Technical HR Systems Developer

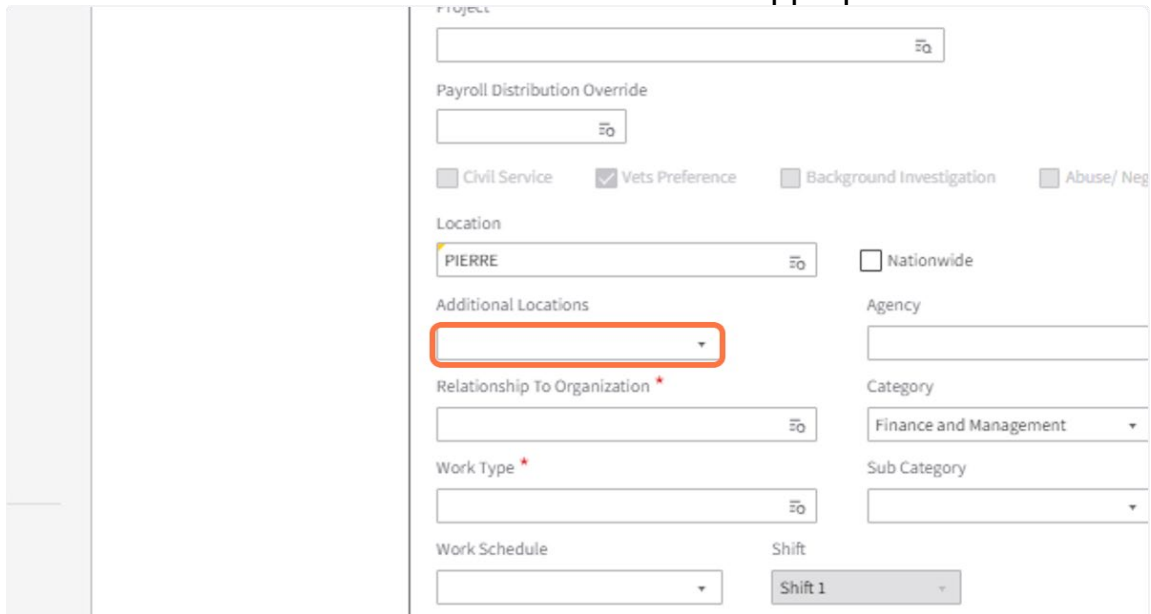
Hiring Workflow: DEFAULT

Application Process: DEFAULT APPLICATION

Organization Unit: 20 01113-0111-011-01-CENTRAL PAYROLL-1

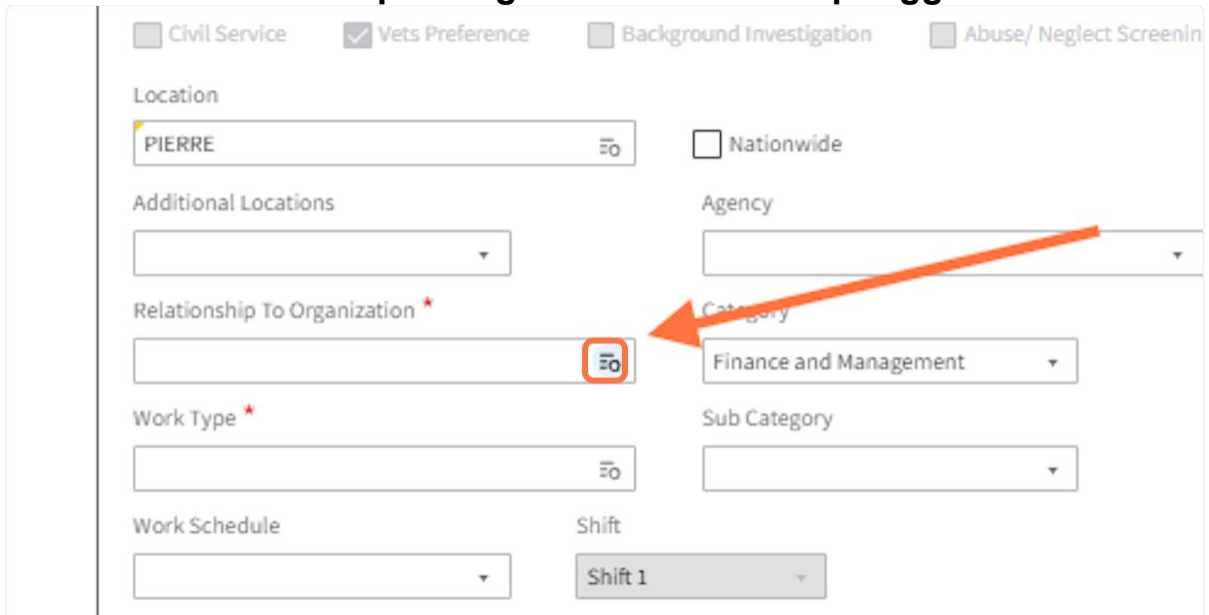
Location: PIERRE

10. Enter additional locations if you want more than one.
You can also choose statewide if that is more appropriate.



This screenshot shows a form with several fields. The 'Additional Locations' dropdown menu is highlighted with a red rectangular box. Other visible fields include 'Project', 'Payroll Distribution Override', 'Civil Service', 'Vets Preference' (checked), 'Background Investigation', 'Abuse/ Neg', 'Location' (PIERRE), 'Nationwide' (unchecked), 'Agency', 'Relationship To Organization', 'Work Type', 'Work Schedule', and 'Shift' (Shift 1).

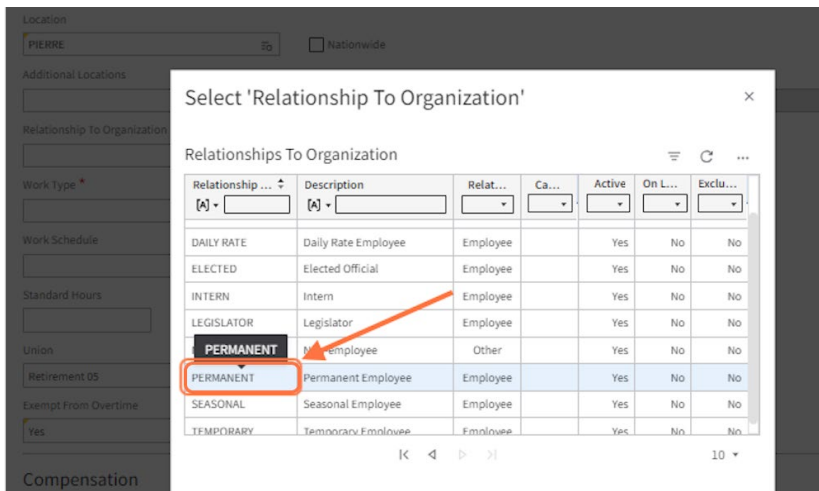
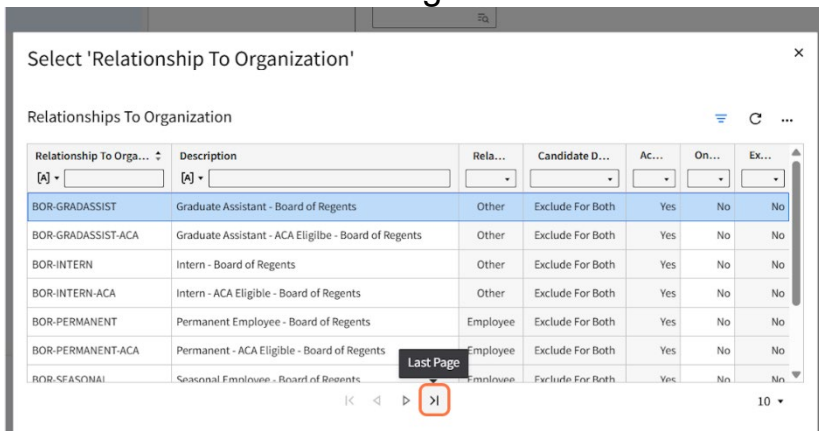
11. To choose Relationship to Org click on the lookup trigger



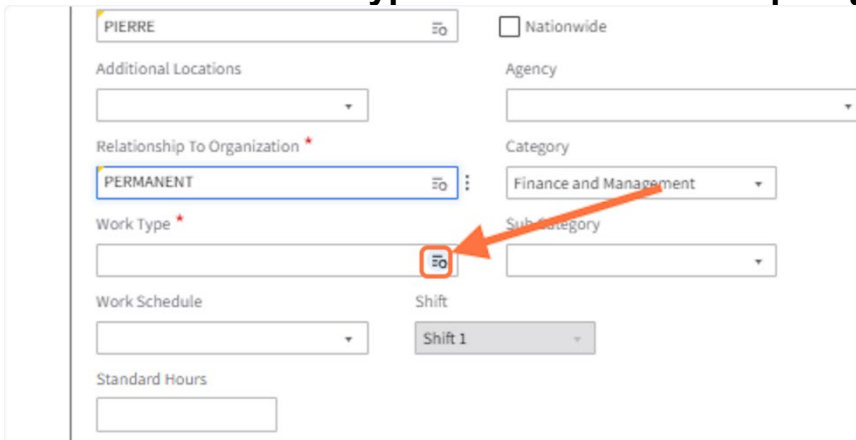
This screenshot shows a close-up of the 'Relationship To Organization' field. A red arrow points to the lookup trigger icon (a small square with a magnifying glass) on the right side of the text input field. Other visible fields include 'Civil Service', 'Vets Preference' (checked), 'Background Investigation', 'Abuse/ Neglect Screenin', 'Location' (PIERRE), 'Nationwide' (unchecked), 'Agency', 'Category' (Finance and Management), 'Sub Category', 'Work Type', 'Work Schedule', and 'Shift' (Shift 1).

12. Choose the correct Relationship to Org.

Click on Permanent, Seasonal, Temporary or Intern. You will need to use the arrow on the bottom to go to the end of the list to see these options.



13. To choose the Work Type click on the Look Up Trigger.



14. Choose the correct Work Type:

Options: As Needed, Full Time, PTGE 20, or PTL20

For this example, we will be choosing Full Time

Relationships To Organization

Relationship To Orga...	Description	Rela...	Candidate D...
[A] ▾	[A] ▾	▾	▾
ELECTED	Elected Official	Employee	
INTERN	Intern	Employee	
LEGISLATOR	Legislator	Employee	
NON-EMPLOYEE	Non-employee	Other	Exclude For Both
PERMANENT	Permanent Employee	Employee	
SEASONAL	Seasonal Employee	Employee	
TEMPORARY	Temporary Employee	Employee	

< << >> >

Posting Agency

15. Click on the drop down for Agency and select your agency.

Additional Locations

RAPID CITY, ABERDEEN ▾

Relationship To Organization *

PERMANENT ⌵

Work Type *

FULL TIME ⌵

Agency

▾

Category

▾

Sub Category

16. Under Opening Information you must put the # of openings that you are planning on filling with this requisition.

Salary Expectation Compare

Maximum Salary ⓘ

Per year

Opening Information

Of Openings Reason For Opening

1 ⌵

Filled Detailed Reason For Opening

Remaining


Budgeted

- 17. Under Contacts you will need to enter the Hiring Manger.**
You can put the hiring manger number in or use the lookup trigger.
The Direct Manager and HR Contact will auto-populate.

Remaining Budgeted

Contacts

Direct Manager
1927 011163 HRIS Analyst

Hiring Manager * 

HR Contact
163014 Sale, Rich

Recruiter

- 18. You can search by name or employee ID when using the lookup trigger.**
You may need to extend the column so you enter the employee number.

Detailed Reason For Opening

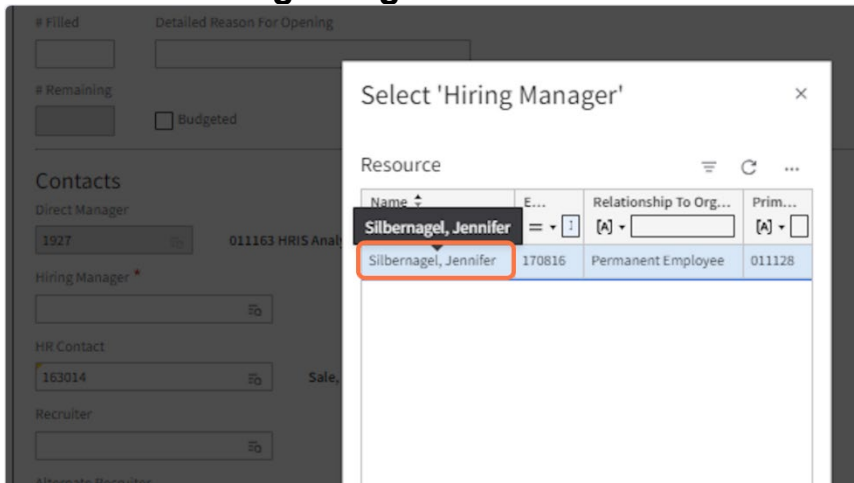
Budgeted

Select 'Hiring Manager'

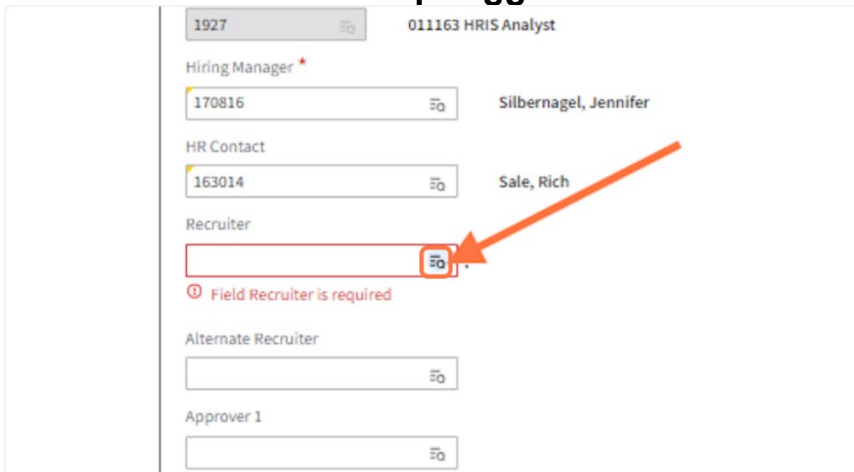
Resource ≡ ↻

Name [▲]	E...	Relationship To Organization	Primary P.
[A] <input type="text"/>	= <input type="text"/>	[A] <input type="text"/>	[A] <input type="text"/>
Aaberg, Casey	146800	Daily Rate Employee	010007
Aaker, Benjamin C.	534359	Permanent Employee	010063
Aamold, Edward T.	132976	Permanent Employee	010219
Abbasi Sarabestani, Sahand	535573	Permanent Employee - Board of Regents	BOR000800
Abbott, Ray	110700	Temporary Employee	010836

19. Click on the hiring mangers name

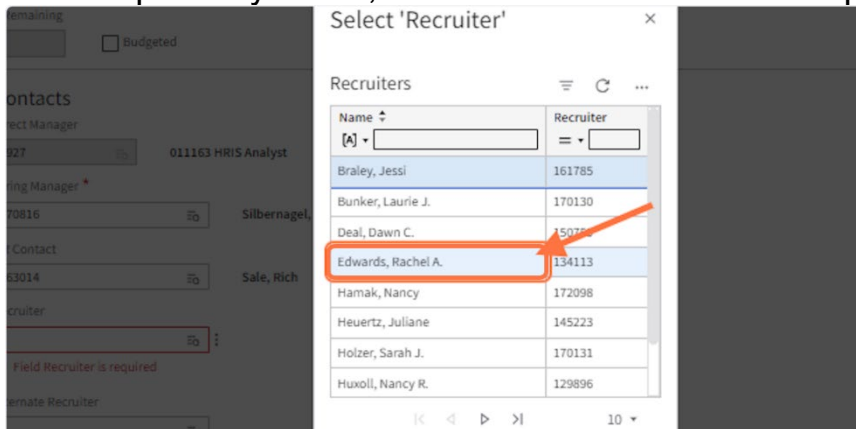


20. Recruiter doesn't have a red asterisks, but you need to add the Recruiter - use the Lookup trigger as needed.



21. We will be using Rachel as the recruiter for this example.

You can pick any name, we will edit/correct when we post the job.



22. Once you have reviewed and completed all steps for the requisition click on **Save As Draft**.



23. **Fill out and attach the Requisition Request Form.**

We continually update this form. Please always go to this link and fill out the most current form:

https://www.sd.gov/bhra?id=kb_article_view&sysparm_article=KB0044662

Click Supervisor on the main links - then click one of these options:

- Requisition Request
- Seasonal/Temporary Requisition Request
- Intern Request Form



Policies & Forms: All Forms

19d ago 1678 Views ★★★★★

All Policies & Forms

Click here for a complete list of Statewide Policies. As a reminder, you will need to check your downloads folder when you click on a PDF.

Jump to category:

Benefits Claims Forms | Employee Forms | FMLA Forms | Health and Flex Benefits Forms | How To Guides | Pharmacy Forms | Payroll Forms | Classification Forms | Seasonal/Temporary Forms | **Supervisor Forms** | Workers' Comp Forms

Supervisor Forms

- **A** Pay Increase Request Form
- Requisition Request
- Requisition Request Instructions
- Hiring Manager Create Requisition Guide
- **B** Seasonal/Temporary Requisition Request
- **C** Intern Request Form
- Risk Management Training Form
- Volunteer Agreement

24. Once you have the form done and save on your computer- Click on Attachments

Manager

Job Requisition #0 -

Status Date Needed Open Date Total Days Open

8/29/2024

Confidential Requisition Featured Job

Notes: 0 Attachments: 0 Expenses: 0.00

Requisition

Additional Positions

Interview Team

Correspondence

Position Information

Position Code *

12 : 010058 Technical HR Systems Developer

Hiring Workflow

DEFAULT : Default Hiring Flow

Application Process

DEFAULT APPLICATION : Default Application

Organization Unit

20 : 01113-0111-011-01-CENTRAL PAYROLL-1

Cost Center

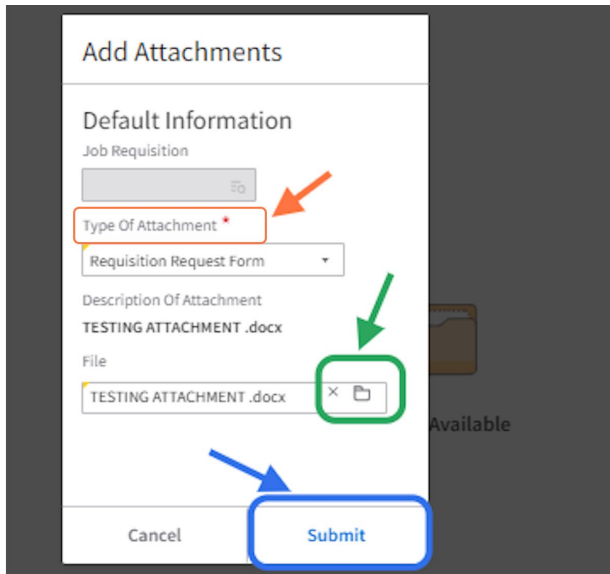
25. You will go into a new screen and click on the create button (the paper with a plus sign) in the upper right-hand corner.

Attachments For #0 -

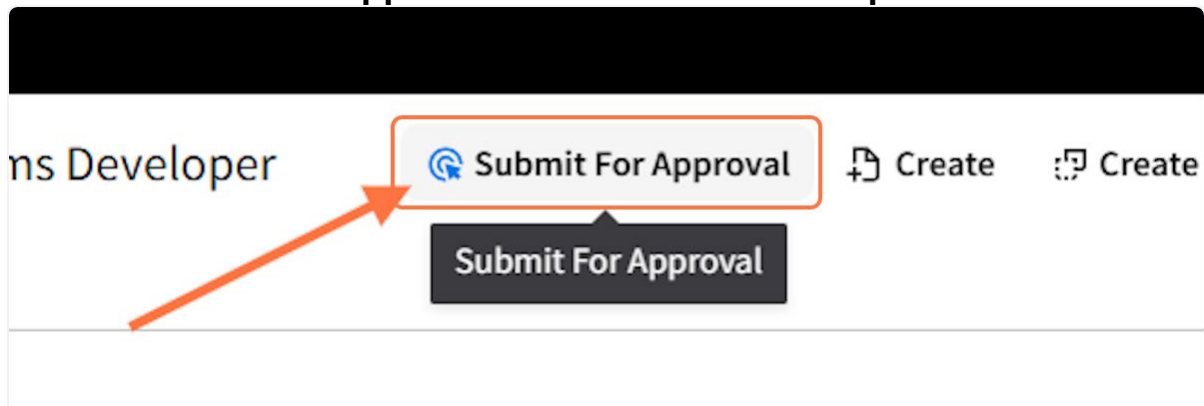
<input type="checkbox"/>	Type Of Attachment	Description Of Attachment	File Name	Date Uploaded	Open Document
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Tango Created with Tango.us

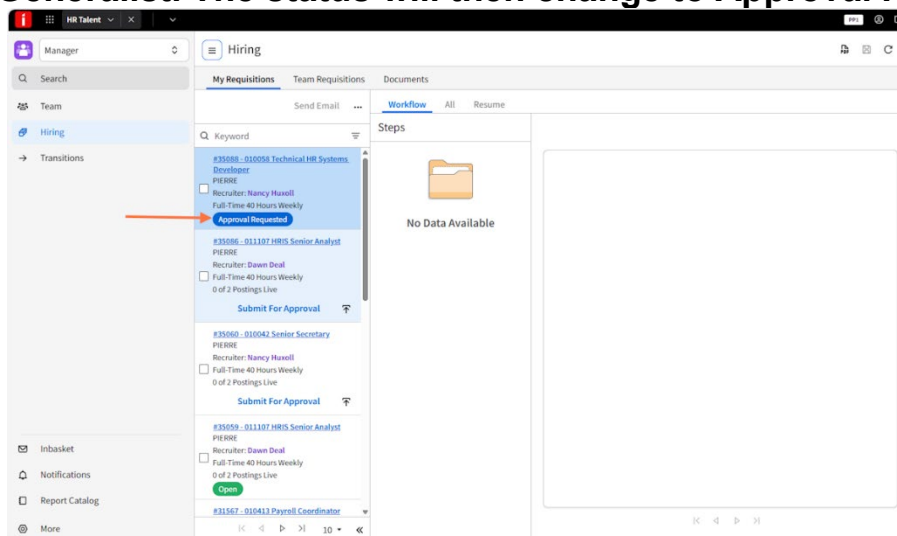
26. Click on the Type of Attachment and choose Requisition Request Form. Use the lookup trigger for File and add the file you saved to your computer. Click submit.



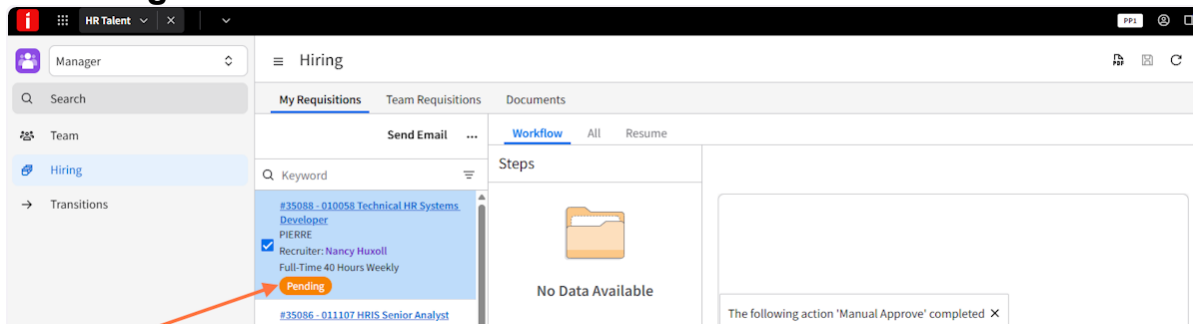
27. Click on Submit for Approval. This will send the request to BHRA.



28. Newly created requisitions will be shown in a status of “Draft”. Click submit for approval to send to the next step which is the HR Generalist. The status will then change to Approval Requested.



29. Once the HR Generalist has approved you will see the status change to Pending.



30. You will receive a POSTED email as soon as the announcement is posted. The status will show as Open.

We recommend you click the link in that email as soon as possible to view the announcement as the candidate will.

- **Open does not always mean Posted.**

You can see in the example below that 36123 has ended and is not posted but we haven't closed it yet. We change the status to Closed after we have moved all the candidates. It is common for you to get applications after the posting has ended because we have to review applications before we forward them to the manager.

