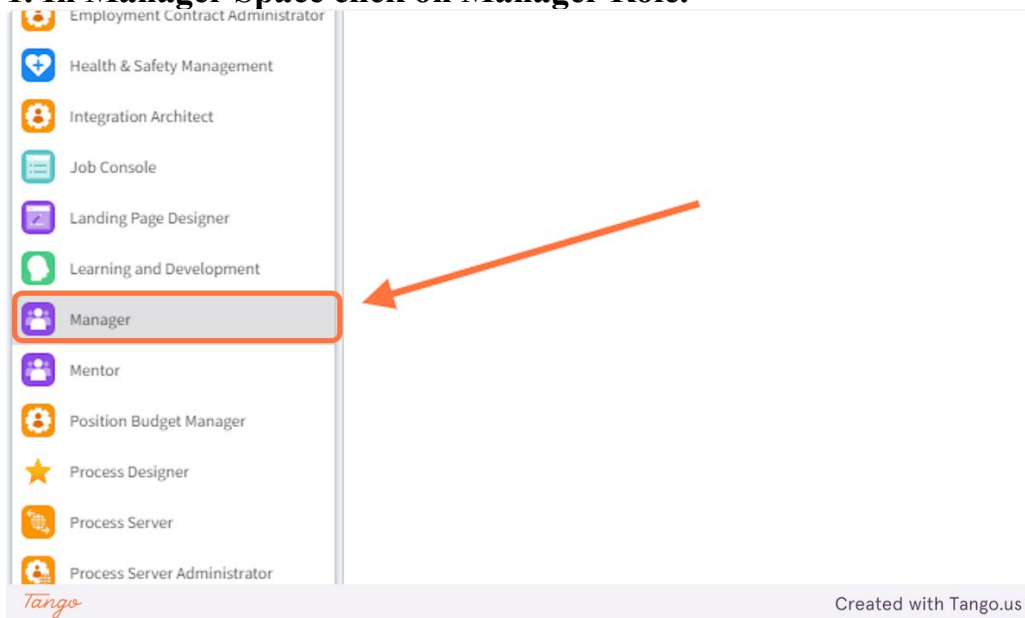


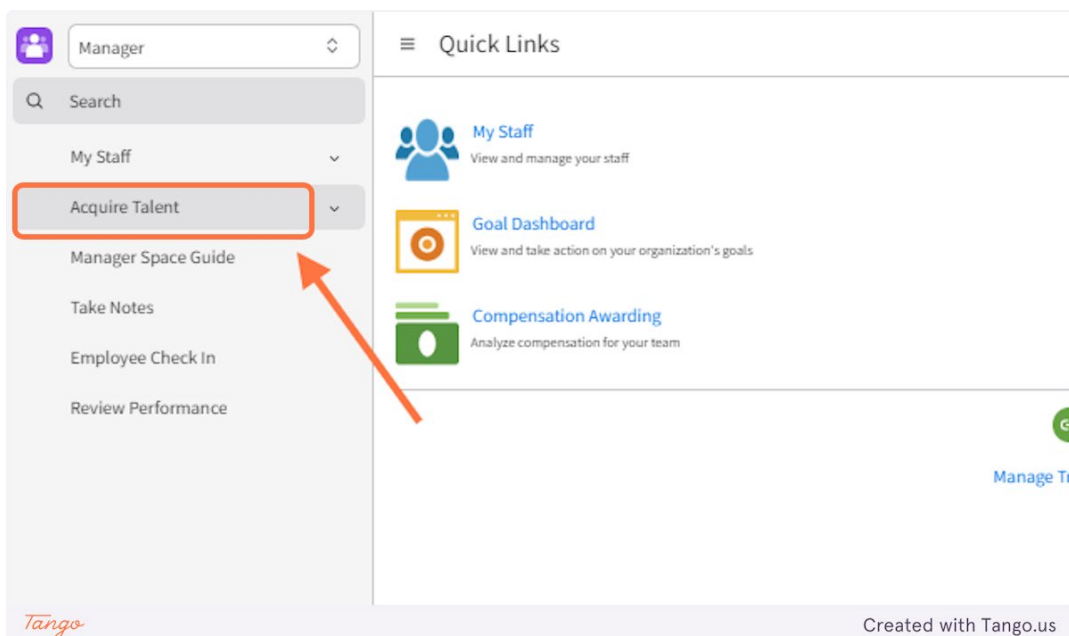
Creating a Requisition - Manager Space

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

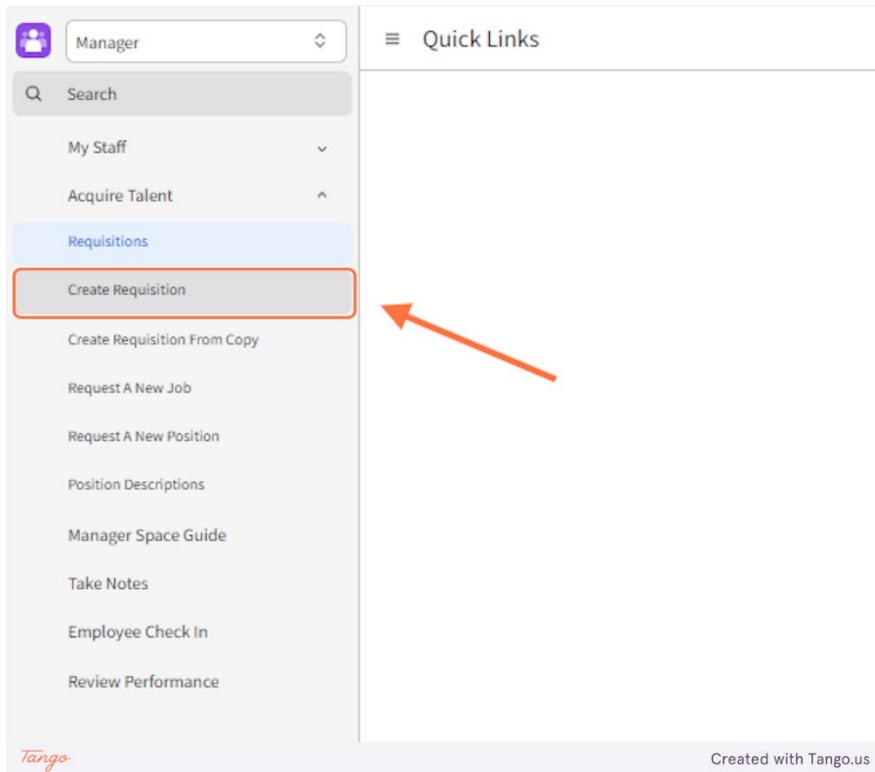
1. In Manager Space click on Manager Role.



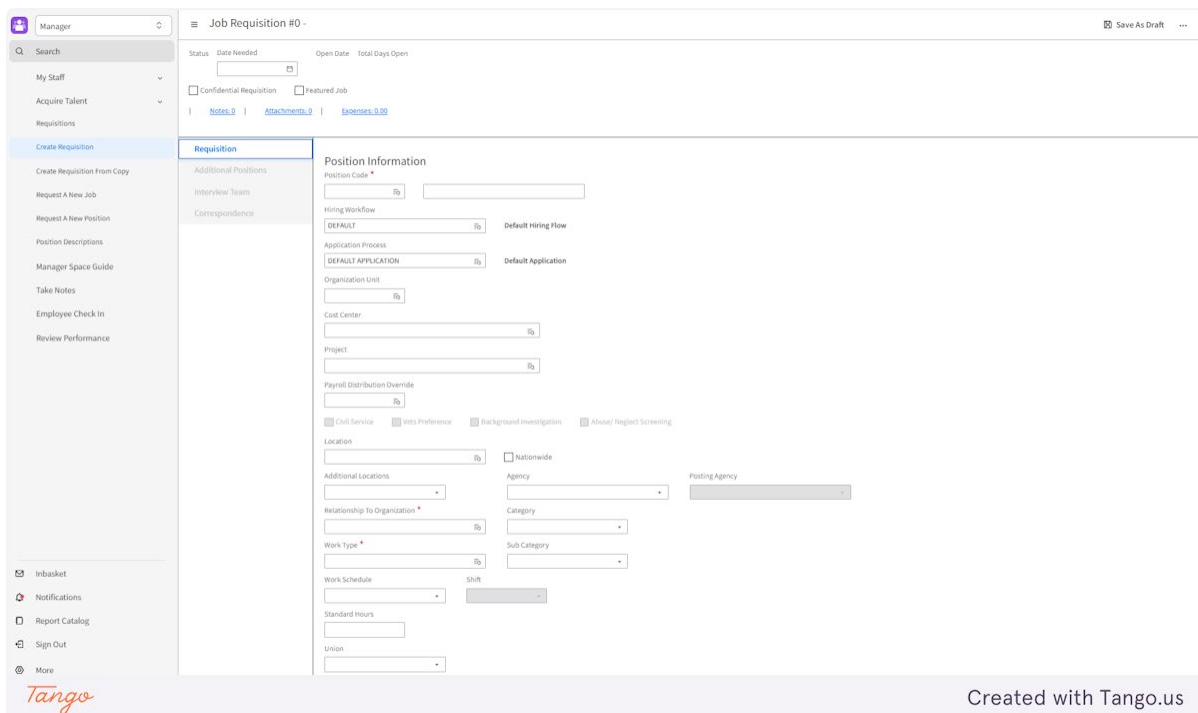
2. Click on Acquire Talent.



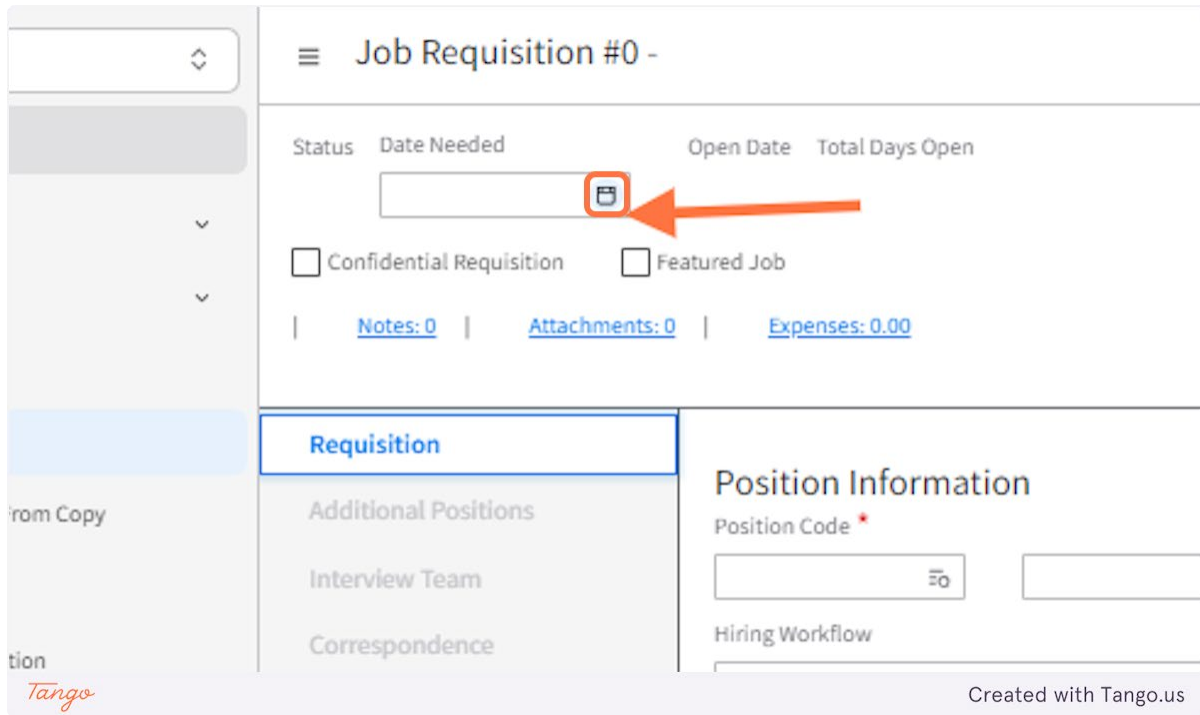
3. Then click on Create Requisition.



4. This screen will pop up and you will be required to fill in anything that has a red asterisk * by it.

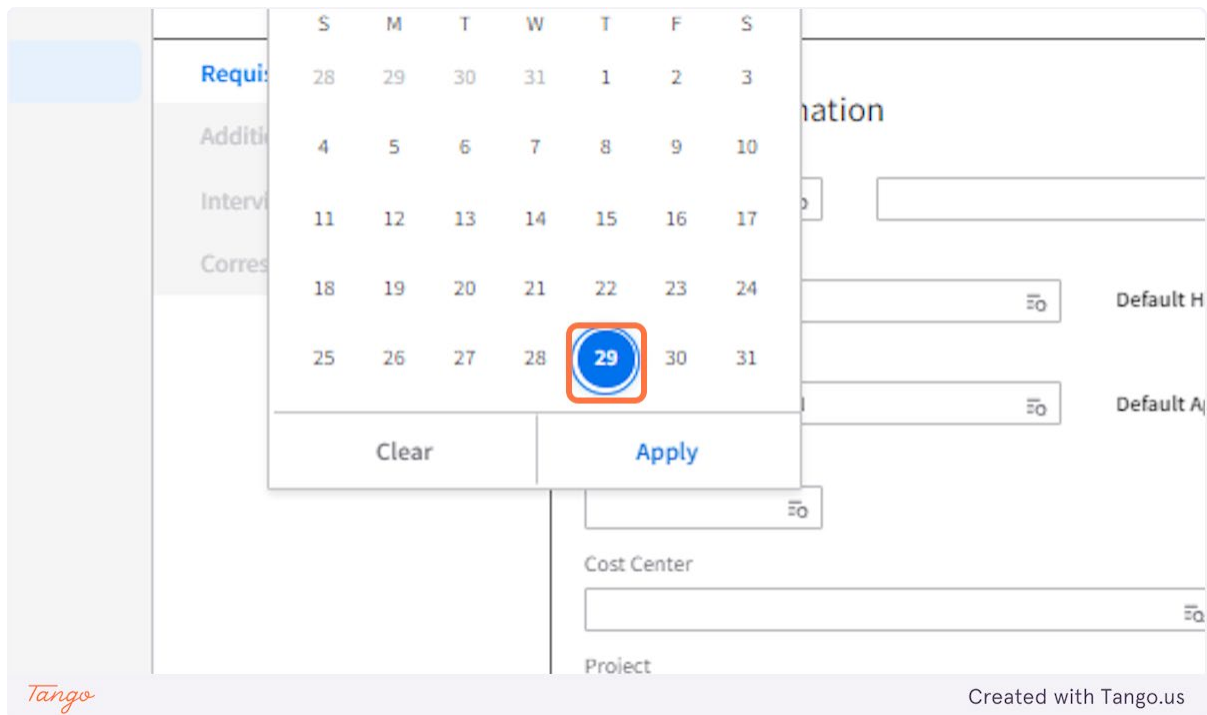


5. Click on Date needed and click on the trigger to pull up the calendar.



The screenshot shows a web interface for a "Job Requisition #0". The "Date Needed" field is highlighted with a red box, and a red arrow points to a calendar icon next to it. Below the date field are checkboxes for "Confidential Requisition" and "Featured Job". At the bottom of the form, there are links for "Notes: 0", "Attachments: 0", and "Expenses: 0.00". The right side of the form contains a "Position Information" section with fields for "Position Code" and "Hiring Workflow". The footer includes the "Tango" logo and the text "Created with Tango.us".

6. Click on the date that this is needed. For this example, we are going to use 8/29.



The screenshot shows a calendar interface overlaid on the previous form. The date "29" is highlighted with a red circle. The calendar shows the days of the week (S, M, T, W, T, F, S) and the dates from 28 to 31. Below the calendar are "Clear" and "Apply" buttons. The background shows the "Position Information" section of the form, including fields for "Default H" and "Default A". The footer includes the "Tango" logo and the text "Created with Tango.us".

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

Confidential Requisition Featured Job

[Notes: 0](#) | [Attachments: 0](#) | [Expenses: 0.00](#)

Requisition

Additional Positions

Interview Team

Responsibility

Position Information

Position Code *

Hiring Workflow

Application Process

Organization Unit

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

Position Information

Position Code *

Hiring Workflow

Application Process

Organization Unit

Relationship To Organization *

Work Type *

Category

Sub Category

Select 'Position Code'

Recruiting Position List

| Positi... | Position Working Title | Organization Unit | Locati... | Job C... | Manager Employee ... |
|-----------|---------------------------------------|--|-----------|----------|----------------------|
| [A] + | [A] + | [A] + | [A] + | [A] + | [A] + |
| 010001 | 010001 Governor | 010101 Operations | PIERRE | 500001 | * Vacant * |
| 010009 | 010009 Exempt Professional | 010101 Operations | PIERRE | 203214 | |
| 010010 | 010010 Exempt Professional | 010101 Operations | PIERRE | 203214 | |
| 010042 | 010042 Secretary | 01241 State Engineer | PIERRE | 020210 | |
| 010052 | 010058 Technical HR Systems Developer | 01111 Finance and Management | PIERRE | 299098 | |
| 010058 | 010058 Technical HR Systems Developer | 01113 Financial Systems and Operations | PIERRE | 808906 | |
| 010063 | 010063 Director of Financial Systems | 01113 Financial Systems and Operations | PIERRE | 204424 | |
| 010068 | 010068 Chief Budget Analyst | 01111 Finance and Management | PIERRE | 203209 | |

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9. Once the position code is entered, some of the job information will auto-populate. You need to review ALL the boxes and be as complete as possible. The blue boxes below are some examples of what is pre-populated.

This screenshot shows a job posting form with several fields pre-populated. The "Position Code" field contains "12" and "010058 Technical HR Systems Developer". The "Organization Unit" field contains "20" and "01113-0111-011-01-CENTRAL PAYROLL-1". The "Location" field contains "PIERRE". Other fields like "Hiring Workflow" and "Application Process" are also pre-populated with default values. The form is watermarked with "Tango" and "Created with Tango.us".

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

This screenshot shows a close-up of the "Additional Locations" field in the job posting form. The field is highlighted with a red box. Other fields visible include "Location" (PIERRE), "Relationship To Organization", "Work Type", "Work Schedule", "Shift" (Shift 1), and "Category" (Finance and Management). The form is watermarked with "Tango" and "Created with Tango.us".

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

Civil Service Vets Preference Background Investigation Abuse/ Neglect Screenin

Location
PIERRE Nationwide

Additional Locations Agency

Relationship To Organization * Category
Finance and Management

Work Type * Sub Category

Work Schedule Shift
Shift 1

Standard Hours

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12. Choose the correct Relationship to Org. Click on Permanent, Seasonal, or Temporary as examples. For this example, we will choose Permanent.

Select 'Relationship To Organization'

Relationships To Organization

| Relationship ... | Description | Relat... | Ca... | Active | On L... | Exclu... |
|------------------|---------------------|----------|-------|--------|---------|----------|
| [A] ▼ | [A] ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
| DAILY RATE | Daily Rate Employee | Employee | | Yes | No | No |
| ELECTED | Elected Official | Employee | | Yes | No | No |
| INTERN | Intern | Employee | | Yes | No | No |
| LEGISLATOR | Legislator | Employee | | Yes | No | No |
| PERMANENT | Permanent Employee | Other | | Yes | No | No |
| PERMANENT | Permanent Employee | Employee | | Yes | No | No |
| SEASONAL | Seasonal Employee | Employee | | Yes | No | No |
| TEMPORARY | Temporary Employee | Employee | | Yes | No | No |

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

The screenshot shows a form with several fields. The 'Relationship To Organization' field is set to 'PERMANENT'. The 'Work Type' field is empty, and a red box highlights the look-up trigger icon (a square with a magnifying glass) next to it. An orange arrow points from the right towards this icon. Other fields include 'Location' (PIERRE), 'Agency', 'Category' (Finance and Management), 'Shift' (Shift 1), and 'Standard Hours'.

14. Choose the correct Work Type: As Needed, Full Time, PTGE 20, or PTL20 are examples of what you can choose. For this example, we will be choosing Full Time.

The screenshot shows a 'Select Work Type' dialog box overlaid on a form. The dialog box has a table with the following data:

| Work Type | Description |
|------------------|------------------------------|
| [A] ▼ | [A] ▼ |
| FULL TIME | As Needed, Sporadic |
| FULL TIME | Full-Time 40 Hours Weekly |
| NON-WORK | Non-Work Related Hours |
| PTGE20 | Part-Time >= 20 Hours Weekly |

An orange arrow points to the 'FULL TIME' row in the table. The background form shows the 'Relationship To Organization' field set to 'PERMANENT' and the 'Work Type' field empty.

15. Under Opening Information you must put the number of openings that you plan on filling with this requisition. In this example, we are using 1.

Salary Expectation Compare
Maximum Salary ⓘ
Per year

Opening Information
Of Openings ⓘ Reason For Opening ⓘ
1

Filled ⓘ Detailed Reason For Opening ⓘ
Remaining ⓘ Budgeted

Contacts

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16. Under Contacts you will need to enter the Hiring Manger. You can put the hiring manger's 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 ⓘ

Alternate Recruiter

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17. You can search by name or employee ID when using the lookup trigger.

The screenshot shows a 'Select Hiring Manager' dialog box overlaid on a form. The dialog has a title bar and a search field. Below the search field is a table with the following columns: Name, E..., Relationship To Organization, and Primary P... The table contains several rows of employee data. The search field is highlighted with an orange circle, and the search icon is also highlighted with an orange circle.

| Name | E... | Relationship To Organization | Primary P... |
|----------------------------|--------|---------------------------------------|--------------|
| [A] [] | = [] | [A] [] | [A] [] |
| 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 |

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18. Click on the hiring manger's name/

The screenshot shows a 'Select Hiring Manager' dialog box overlaid on a form. The dialog has a title bar and a search field. Below the search field is a table with the following columns: Name, E..., Relationship To Org..., and Prim... The table contains several rows of employee data. The name 'Silbernagel, Jennifer' is highlighted with an orange circle.

| Name | E... | Relationship To Org... | Prim... |
|-----------------------|--------|------------------------|---------|
| Silbernagel, Jennifer | = [] | [A] [] | [A] [] |
| Silbernagel, Jennifer | 170816 | Permanent Employee | 011128 |


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19. Review ALL the boxes to ensure they are filled out completely. You are required to add the Recruiter – use the Lookup trigger as needed.

1927 011163 HRIS Analyst

Hiring Manager *
170816 Silbernagel, Jennifer

HR Contact
163014 Sale, Rich

Recruiter
 
❗ Field Recruiter is required

Alternate Recruiter

Approver 1

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20. This example is using the lookup trigger. We will be using Rachel as the recruiter example.

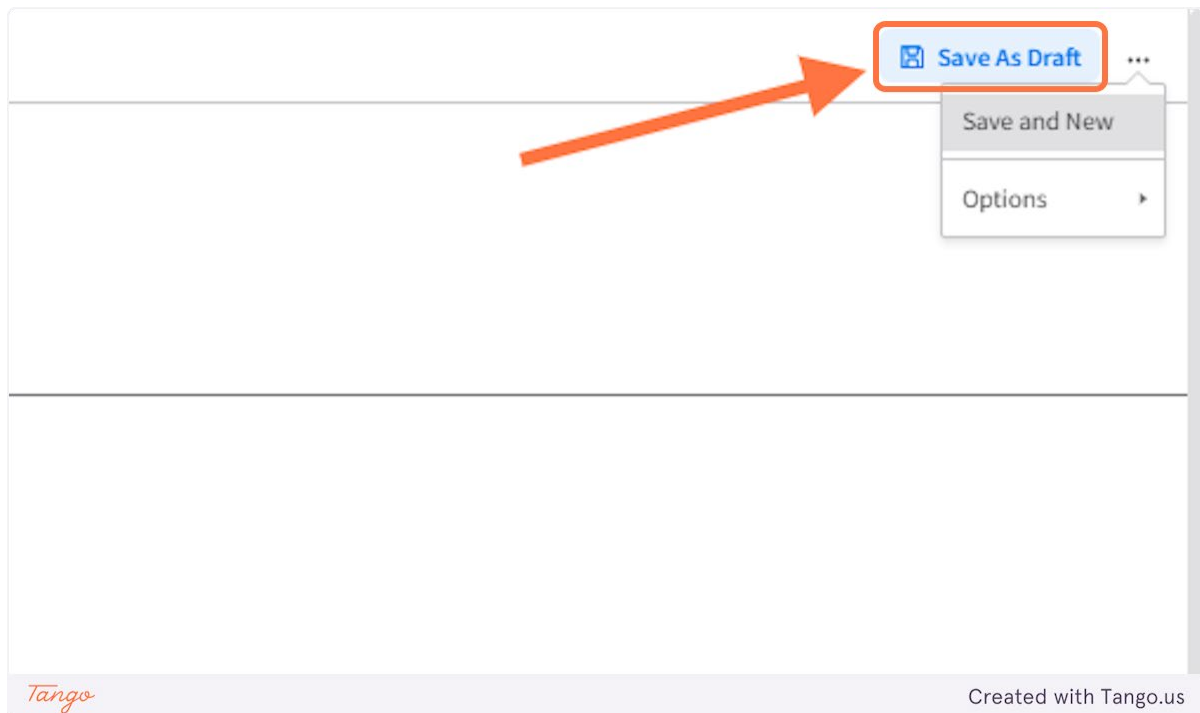
Select 'Recruiter'

Recruiters

| Name | Recruiter |
|---------------------------|----------------------|
| [A] <input type="text"/> | <input type="text"/> |
| Brale, Jessi | 161785 |
| Bunker, Laurie J. | 170130 |
| Deal, Dawn C. | 15075 |
| Edwards, Rachel A. | 134113 |
| Hamak, Nancy | 172098 |
| Heuert, Juliane | 145223 |
| Holzer, Sarah J. | 170131 |
| Huxoll, Nancy R. | 129896 |

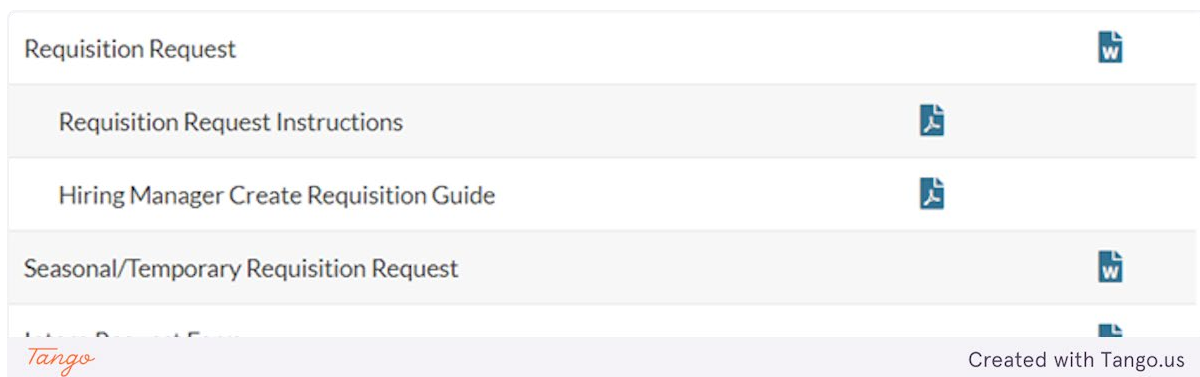
Tango Created with Tango.us

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

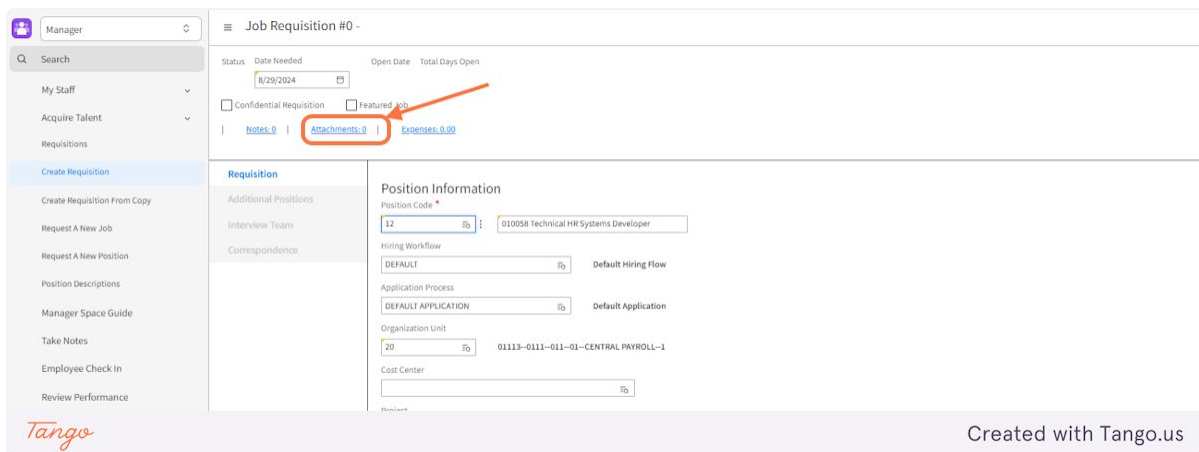


22. Fill out and attach the Requisition Request Form. We continually update this form. Please always go to this link and fill out the most current form: <https://bhr.sd.gov/policies-forms/forms/#supforms>. Then scroll down to Requisition Request.

Fill out the appropriate request form and save it to your computer.

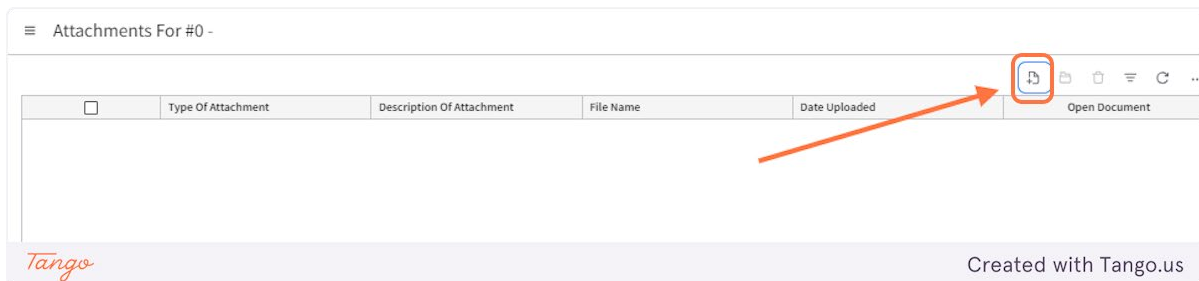


23. Click on Attachments.



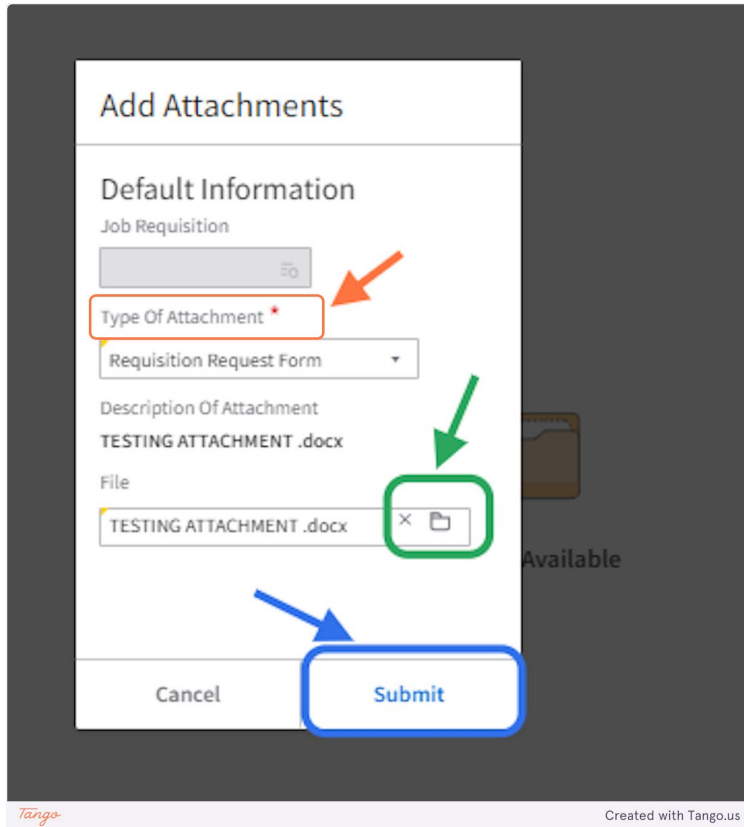
The screenshot shows the 'Job Requisition #0' form. At the top, there are fields for 'Status', 'Date Needed' (8/29/2024), 'Open Date', and 'Total Days Open'. Below these are checkboxes for 'Confidential Requisition' and 'Featured Job'. A navigation bar at the bottom of the form includes links for 'Notes: 0', 'Attachments: 0', and 'Expenses: 0.00'. An orange arrow points to the 'Attachments: 0' link. The main content area is divided into 'Requisition' and 'Position Information' sections. The 'Position Information' section includes fields for 'Position Code *' (12), 'Hiring Workflow' (DEFAULT), 'Application Process' (DEFAULT APPLICATION), 'Organization Unit' (01113-0111-01-CENTRAL PAYROLL-1), and 'Cost Center'. The footer of the page features the 'Tango' logo and the text 'Created with Tango.us'.

24. 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.

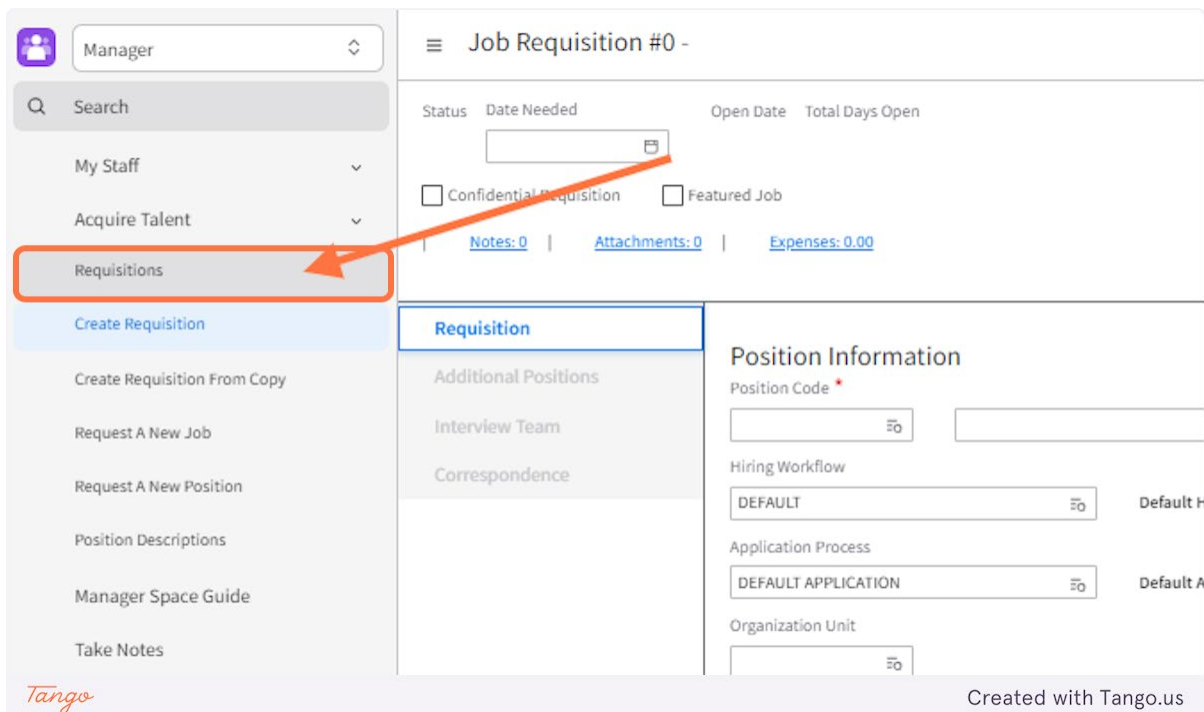


The screenshot shows the 'Attachments For #0' screen. It features a table with columns for 'Type Of Attachment', 'Description Of Attachment', 'File Name', 'Date Uploaded', and 'Open Document'. The table is currently empty. In the upper right-hand corner, there is a toolbar with several icons. An orange arrow points to a 'create' button, which is represented by a paper icon with a plus sign. The footer of the page features the 'Tango' logo and the text 'Created with Tango.us'.

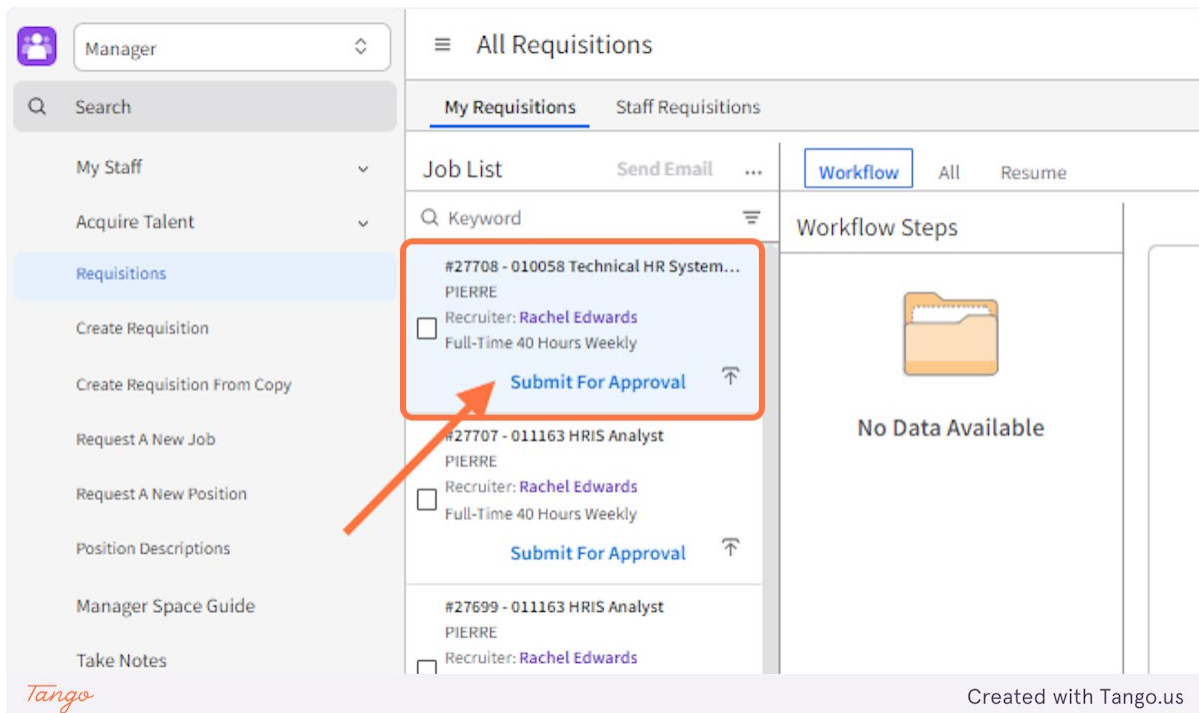
25. Click on the Type of Attachment and make sure to choose Requisition Request Form under File use the lookup trigger, add the file you saved to your computer, and then click submit.



26. To request approval from the HR Generalist go to requisition in the left menu bar – click requisitions.

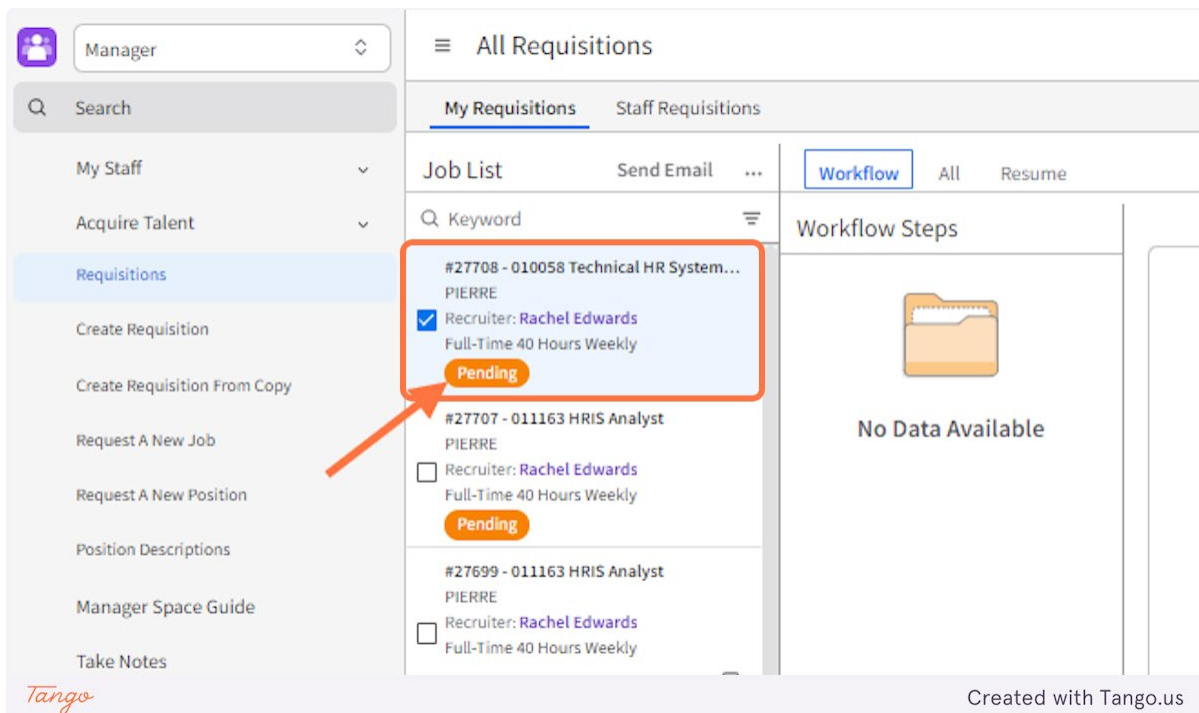


27. Newly created requisitions will be shown in a status of “submit for approval.” Click submit for approval to send to the next step which is the HR Generalist.



The screenshot shows the 'All Requisitions' interface. On the left is a navigation menu with 'Requisitions' selected. The main area displays a list of requisitions. The first requisition, #27708 - 010058 Technical HR System... PIERRE, is highlighted with a red box. It has a checkbox, the recruiter 'Rachel Edwards', and the role 'Full-Time 40 Hours Weekly'. A blue 'Submit For Approval' button with an upward arrow is visible next to it. An orange arrow points to this button. Below it, another requisition #27707 - 011163 HRIS Analyst PIERRE is also visible with a similar 'Submit For Approval' button. The right side of the screen shows a 'Workflow Steps' section with a folder icon and the text 'No Data Available'. The bottom of the image has a 'Tango' logo on the left and 'Created with Tango.us' on the right.

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



This screenshot shows the same 'All Requisitions' interface as the previous one. The first requisition, #27708 - 010058 Technical HR System... PIERRE, is now marked with a checked checkbox and has an orange 'Pending' button below it. An orange arrow points to this 'Pending' button. The rest of the interface, including the navigation menu, the second requisition, and the 'Workflow Steps' section, remains the same. The bottom of the image features the 'Tango' logo on the left and 'Created with Tango.us' on the right.