

## JOB REQUISITION PROCESS

### Step 1

#### Create Job Requisition

Navigate to:

> Talent Acquisition

> Applicant Tracking

> *Click on the Create Requisition button*

The screenshot shows the Applicant Tracking System (ATS) interface. The navigation menu at the top includes: Employees, Payroll, Talent Acquisition, Time Management, Human Resources, Talent Management, Reports, and User Options. The current page is 'Applicant Tracking > Create Requisition'. A search bar is located at the top right. Below the search bar, there is a 'Create Requisition' button highlighted with a yellow circle. Below the button, there is a 'Requisition Date Range' section with 'From' and 'to' input fields. Below that, there is a table of requisitions with the following columns: Description (ID), Status, Requisition Type, # Requested, Location, Dept. Code, Created By (Date), and Actions. The table contains several rows of data, including 'Custodian (6662)', 'Substitute Teacher-St. John the Baptist Longmont (6661)', 'Teacher - Learning Specialist (6660)', 'Part-time Teacher's Aide (6659)', 'Donor Relations and Data Processing Specialist (6657)', 'Substitute Teacher (6629)', 'Facilities Support Maintenance (6593)', 'On Call Substitute Teacher- Preschool (6591)', and 'Family Life (6582)'. The 'Create Requisition' button is located above the table.

Description (ID)	Status	Requisition Type	# Requested	Location	Dept. Code	Created By (Date)	Actions
Custodian (6662)	Requested	Replacement	1	OUR LADY OF FATIMA CHURCH	CHU	User, Example (09/14/2020)	Actions
Substitute Teacher-St. John the Baptist Longmont (6661)	Posted	Additional	4	ST JOHN THE BAPTIST CATHOLIC PARISH LONGMONT	SCH	SHIVLEY, MICK (09/11/2020)	Actions
Teacher - Learning Specialist (6660)	Posted	Replacement	1	ST MARY CATHOLIC PARISH IN LITTLETO	SCH	NORTON, SARAH (09/11/2020)	Actions
Part-time Teacher's Aide (6659)	Denied	Additional	1			Zeches, Ann (09/11/2020)	Actions
Donor Relations and Data Processing Specialist (6657)	Posted	Replacement	1	ARCHDIOCESE OF DENVER MANAGEMENT CO		Franzuebbers, Tiffany (09/11/2020)	Actions
Substitute Teacher (6629)	Posted	Seasonal	3	CHURCH OF THE MOST PRECIOUS BLOOD	SCH	KNOWLES, MARY (09/08/2020)	Actions
Facilities Support Maintenance (6593)	Posted	Replacement	1	ST THOMAS MORE CATHOLIC PARISH		WILT, KENDRA (09/03/2020)	Actions
On Call Substitute Teacher- Preschool (6591)	Posted	Additional	3	ST THOMAS MORE CATHOLIC PARISH		WILT, KENDRA (09/03/2020)	Actions
Family Life (6582)	Posted	Replacement	1	ST THOMAS MORE CATHOLIC PARISH		WILT, KENDRA (09/02/2020)	Actions

**NOTE:** When on the Create Requisition page, the list of requisitions completed (requisition's dashboard), and post status can be viewed. To create a new requisition, notice the highlighted button above.

NEW HIRE PROCESS  
STEP#2: Job Requisition  
Applicable to: Priest/Religious & Lay Employees  
May 2022

Step 2

Fill in the Requisition details

The screenshot shows the 'Requisition Details' form in the Paycom system. The form is titled 'Requisition Details' and includes a search bar at the top. Below the search bar, there is a red asterisk indicating required fields. The form contains the following fields:

- Position Family \* (Search or Make Selection dropdown)
- Position Title \* (Search or Make Selection dropdown)
- Reason for Requisition (dropdown)
- Request Type \* (dropdown)
- Number of Positions \* (text input)
- Anticipated Start Date (calendar icon)
- Primary Recruiter \* (Search or Make Selection dropdown)
- Hiring Manager (Search or Make Selection dropdown)
- Location \* (Search or Make Selection dropdown)
- Offsite Location (checkbox)
- Remote Job (checkbox)
- Additional Comments (text area)

At the bottom of the form, there are 'Cancel' and 'Submit' buttons.

1. **Position Family:** Choose **YOUR PARISH** under the Position Family
2. **Position Title:** Indicate the position description under this drop-down menu. If there hasn't been a position created, you will be prompted to create a position. See the instructions given by People Support how to create a position if needed. Once the position has been created, the system will bring you back to this screen to continue the Job Requisition Process.
3. **Reason for Requisition:** Choose item applicable (Additional, Replacement or Seasonal)
4. **Request Type:** Choose item applicable (Additional, Replacement, Seasonal or Evergreen)
5. **Number of Positions:** Once the number of positions has been filled, the system will close the job listing.
6. **Primary Recruiter:** This is the business manager/Paycom Administrator that will be managing the candidate through the employee life cycle in Paycom.
7. **Hiring Manager:** The supervisor at the Parish/School/Location that is hiring for the position.
8. Complete all other relevant details on this form.
9. **Click Submit**

**IMPORTANT NOTES (Refer to the Position Set-Up Guide, page 9):**

- **POSTING IMMEDIATELY VS APPROVING THE REQUISITION:** If you do not select an approval group on your position, then the position can be posted immediately. If an approval group IS selected on the position description, the requisition will need to be approved.
- **UPDATE APPROVAL GROUPS:** Always ensure approval groups are up-to-date paying special attention to update approval groups when there have been a change in pastors and/or business managers.

Step 3

**Answer the Requisition Questions needed for approval/denial of the requisition.**

The screenshot shows a web form titled "Requisition Questions". At the top, there are two dropdown menus: "Location" set to "ARCHDIOCESE OF DENVER MANAGER" and "Requisition Approval Group" set to "AoD Companies". Below these are several sections:

- Requisition Questions** (header with an expand/collapse arrow)
- \* Position Status:** A dropdown menu with "Budgeted" selected.
- \* Annual Salary:** A text input field with a dollar sign (\$) and a cursor.
- \* Hours per year=2,080 (equal to 40 hour work week; 52 work weeks annually) if hours per week are less than 40, multiply hours per week by number of work weeks:** A small text input field.
- \* Hours worked: Example: 8 AM - 5 PM:** A text input field.
- \* Days worked: Check all that apply to employee's normal projected schedule.** Three checkboxes for "Sunday", "Monday", and "Tuesday", all of which are currently unchecked.

**NOTE:** This step is Applicable ONLY IF the requisition is set-up for approval

The individual set up to approve/deny a requisition will view the answers to these questions to determine approval/denial of requisition.

1. Some questions are required and others optional.
2. Once Requisition Questions are completed, **the requisition is submitted for posting.**

NEW HIRE PROCESS  
STEP#2: Job Requisition  
Applicable to: Priest/Religious & Lay Employees  
May 2022

Step 4 View the Requisition on the Requisition dashboard

The screenshot shows the Paycom Requisition dashboard. At the top, there is a navigation bar with links for Employees, Payroll, Talent Acquisition, Time Management, Human Resources, Talent Management, Reports, and User Options. Below this is a breadcrumb trail: Applicant Tracking > Create Requisition. A search bar is located below the breadcrumb. The main content area is titled 'Requisitions' and features a 'Create Requisition' button. Below the button is a 'Requisition Date Range' filter with 'From' and 'to' input fields. A search bar is also present. The table below has columns for Description (ID), Status, Requisition Type, # Requested, Location, Dept. Code, Created By (Date), and Actions. A yellow arrow points to the first row, 'Custodian (6663)', which has a status of 'Requested'.

Description (ID)	Status	Requisition Type	# Requested	Location	Dept. Code	Created By (Date)	Actions
Custodian (6663)	Requested	Replacement	1	ARCHDIOCESE OF DENVER MANAGEMENT CO	CHU	User Example (09/14/2020)	Actions
Custodian (6662)	Requested	Replacement	1	OUR LADY OF FATIMA CHURCH	CHU	User Example (09/14/2020)	Actions
Substitute Teacher- St. John the Baptist Longmont (6661)	Posted	Additional	4	ST JOHN THE BAPTIST CATHOLIC PARISH LONGMONT	SCH	SHIVLEY, MICK (09/11/2020)	Actions
Teacher - Learning Specialist (6660)	Posted	Replacement	1	ST MARY CATHOLIC PARISH IN LITTLETO	SCH	NORTON, SARAH (09/11/2020)	Actions
Part-time Teacher's Aide (6659)	Denied	Additional	1			Zeche, Ann (09/11/2020)	Actions
Donor Relations and Data Processing Specialist (6657)	Posted	Replacement	1	ARCHDIOCESE OF DENVER MANAGEMENT CO		Franchabbers, Tiffany (09/11/2020)	Actions
Substitute Teacher (6629)	Posted	Seasonal	3	CHURCH OF THE MOST PRECIOUS BLOOD	SCH	KNOWLES, MARY (09/08/2020)	Actions

NEW HIRE PROCESS  
STEP#2: Job Requisition  
Applicable to: Priest/Religious & Lay Employees  
May 2022

**Step 5**  
**Approving & Posting a**  
**Job Requisition**

**Navigate to approve the Job Requisition**

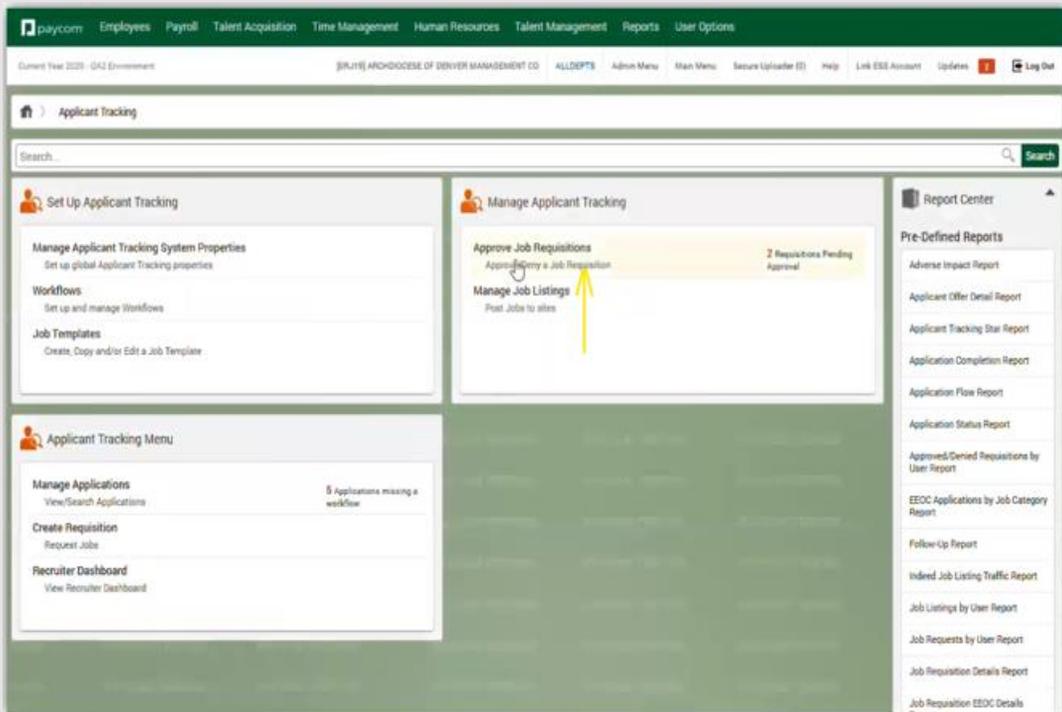
Navigate to:

>Talent Acquisition

>Applicant Tracking

> *Approve Job Requisition*

*(Under the Manage Applicant Tracking Menu)*

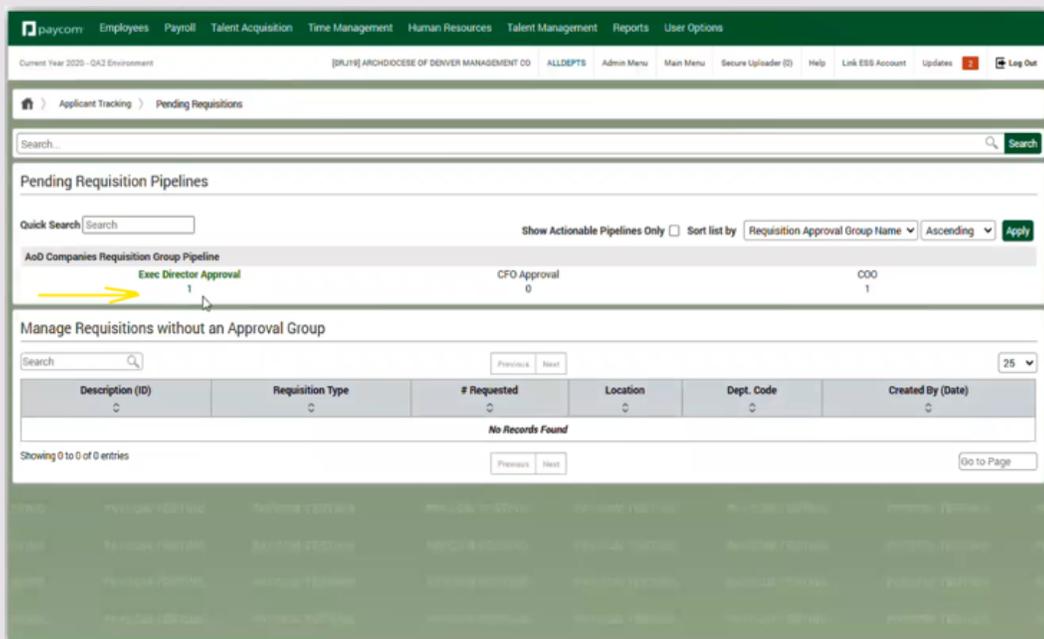


**Step 5**  
**Approving & Posting a**  
**Job Requisition**

**View pending requisitions in the pipeline**

Under Pending Requisition Pipelines, the number of pending requisitions in the pipeline for each approval group is viewable.

When the number underneath the approval group is clicked on, all the job requisition details entered can be viewed.



Step 5  
Approving & Posting a  
Requisition

Viewing requisition details of a particular  
job requisition and navigating through  
approval groups

Listing Details

This requisition matches no existing job listings. [Show Less](#)

Requisitions will match existing job listings when the listing is active and the following fields match: location, application builder, job template, position, knockout questions, global questions, and job level questions.

Tie Requisition to Existing Job Listings  Yes  No

Lock Application on Submit  Yes  No

Listing Dates \*

External From  to

Internal From  to

Hidden  From  to

Hot Job  Yes  No

Remove Listing(s) When Filled  Yes  No

[View Change History](#)

Requisition Group: AoD Companies

Step	Primary Users	Status	Decision Reason
Exec Director Approval	User, Example	Approved	Reason
CFO Approval	User, Example	Pending	
COO	User, Example	Pending	

Approve/Deny Request

Decision For Approving/Denying

1. The Status button and Decision Reason for each approval step needs to be marked approved & the decision reason filled out to move forward to post the job.
2. If multiple approval groups are set up, click on the **Send to This Step** button to move to the next approval group in the workflow set up.

Step 5  
Approving & Posting a  
Requisition

Add listing dates under job post preference

The screenshot shows the 'Tie Requisition to Existing Job Listings' section with radio buttons for 'Yes' and 'No'. Below it is the 'Lock Application on Submit' section with 'Yes' and 'No' radio buttons. The 'Listing Dates' section has three rows: 'External', 'Internal', and 'Hidden', each with 'From' and 'to' date fields. To the right are 'Hot Job' and 'Remove Listing(s) When Filled' sections with radio buttons. A 'View Change History' button is on the right. Below is a table for 'Requisition Group: AoD Companies' with columns for Step, Primary Users, Status, and Decision Reason. The 'Approve/Deny Request' section has a text area for 'Decision For Approving/Denying' and 'Cancel', 'Deny', 'Post', and 'Save' buttons. The Paycom logo and footer are at the bottom.

Step	Primary Users	Status	Decision Reason
Exec Director Approval	User, Example	Approved	Replacement
CFD Approval	User, Example	Approved	Replacement
COO	User, Example	Approved	Reason Replacement

Once the final approval has taken place, the person responsible for posting the job will fill out the listing dates under the selected job post type:

- **External** = Use if posting on the external Archden.org/career site.
- **Internal** = Posting on Paycom where access is only via the ESS portal.  
**You may post both External and Internal at the same time.**
- **Hidden** = Confidential postings set up for individuals as an invitation to apply. Often used if an individual has already been hired and the application online needs to be acquired. The only way to apply would be to send the applicant the direct link for the posting.

**END DATE:** Leave open so job stays open until filled.

**HOT JOB:** If yes is chosen, this job will be listed first on the external site.

Once the Listing date section is filled out, **SAVE** and **POST** the job.

## Job Requisition FAQ's

- 1. Which New Hire Template should we be using?** Self-Onboarding (Ownership on employee to enter their own information, especially their SSN#); New Hire by Employer (Ownership on employer to input the correct information). It's preferred to have the employee enter their own information overall. There is a gap in entering the employee's SSN# when using the New Hire by Employer, therefore whenever you can have the employee enter their own information, this is preferred.
- 2. What's the distinction between a candidate and an applicant?**

An Applicant is the person who has completed the Application and you are wanting to hire. You will then click on "offer" in the upper right-hand corner of their application (you may also opt out of sending them an offer letter at this time if you have sent one via email, snail mail or personally handed to them).

The Applicant then becomes a "Candidate" and you should then go to My Candidates. Once there, click on the person's name and then click on "hire" in the far-right area. This sends their information to Create New Hire and you can then decide if you want self on boarding or create the hire manually.
- 3. What's best practice if the pastor prefers not to post a job and rely on word of mouth to fill a position?** Best practice is to go through the Requisition, new hire steps in this video to capture the information needed in the correct manner with the correct audit trail in place. Therefore, a hidden job requisition should be posted, the confidential application link sent to the candidate being hired so that the application details are captured via Paycom.
- 4. Do we have to do all this if the department already knows who we are hiring?** See the answer to #3 above. Compliance of steps trumps the timing of the steps in importance.