JOB REQUISITION PROCESS

Step 1

Create Job Requisition

Navigate to:

> Talent Acquisition

 > Applicant Tracking

  > *Click on the Create Requisition button*

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.

For Questions, contact People.Support@archden.org

Step 2 — **Fill in the Requisition details**

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.

For Questions, contact People.Support@archden.org

Step 3 **Answer the Requisition Questions needed for approval/denial of the requisition.**

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.**

Step 4 **View the Requisition on the Requisition dashboard**

For Questions, contact People.Support@archden.org

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)

For Questions, contact People.Support@archden.org
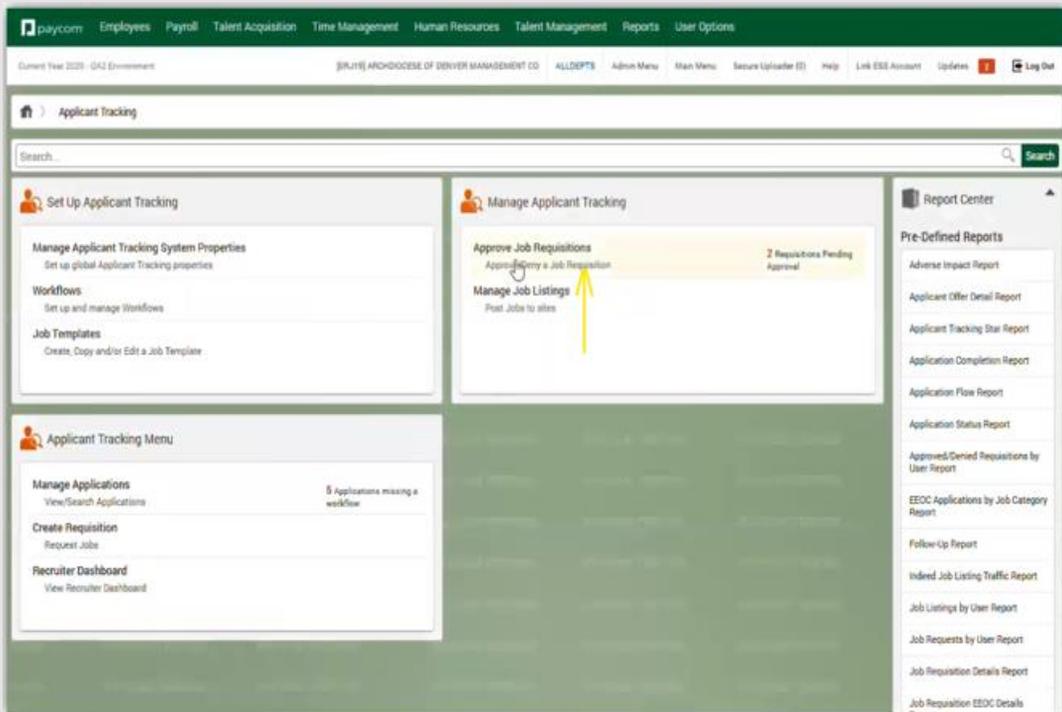
Step 5
Approving & Posting a Job Requisition

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.

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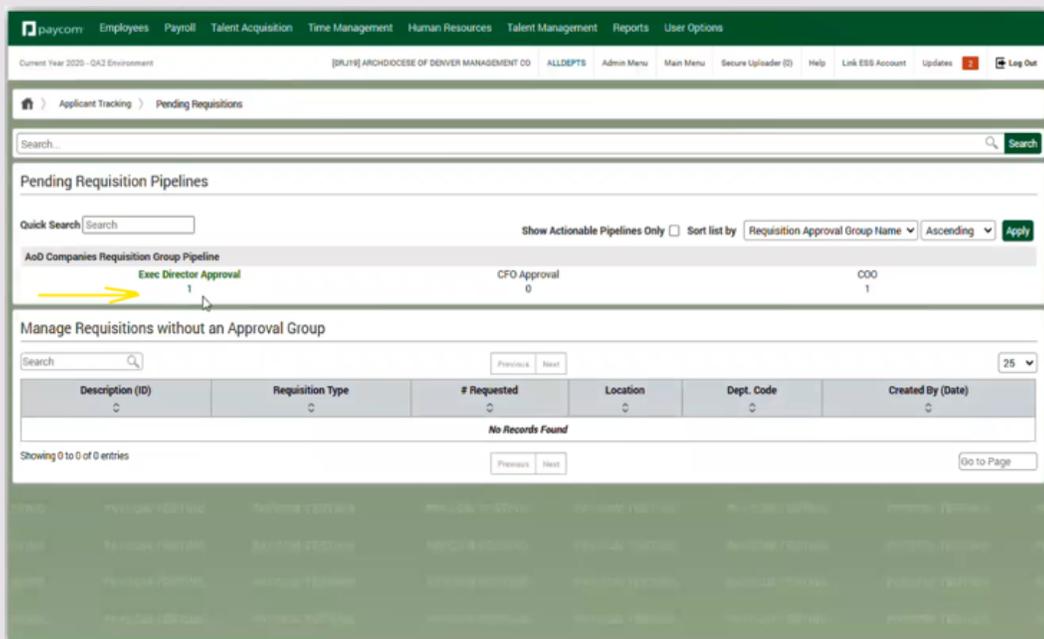
Step 5

Approving & Posting a Requisition

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

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.

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Step 5
Approving & Posting a Requisition

Add listing dates under job post preference

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.

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