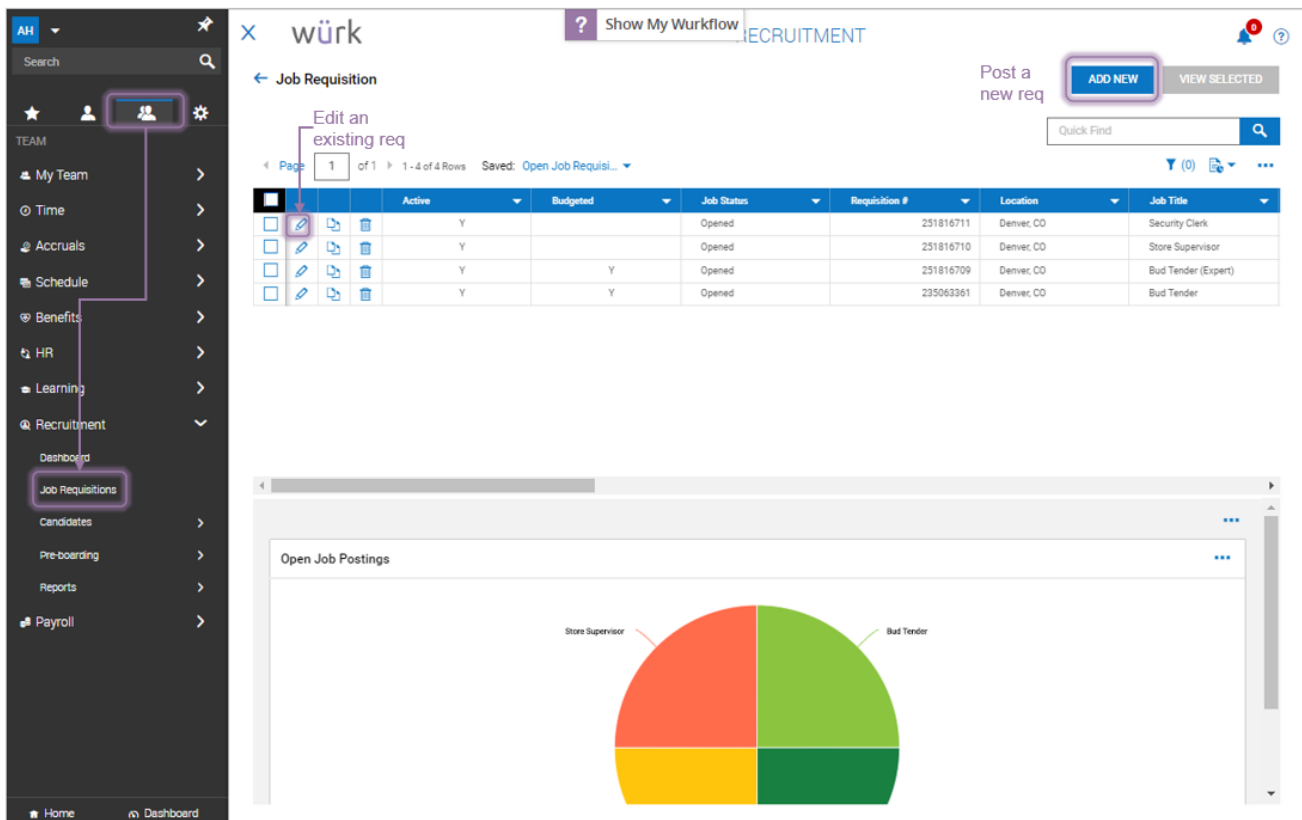# Creating Job Requisitions

Last Modified on 02/09/2022 2:38 pm EST

Job Reqs in Recruitment and in HR setup should be linked: the Job Requisition page for Recruiters is a form used to create the job listing that shows on the Applicant Portal; this form is customized by your Administrator during the implementation process. The links on the left jump to sections of the form. When a recruiter is building a req., he or she will go through each section to give as much detail as possible about the job to applicants. The jobs that list under the **Jobs(HR)** field come from job descriptions created by your HR Admin. We recommend that Recruiters and Hiring Managers make a best practice of using these in all your Recruitment reqs so that your entries during the final Applicant Hiring process in Wurk match as closely as possible the jobs defined by your HR department. If a job is not defined for use in recruitment, the Recruiter, Hiring Manager, and HR team need to collaborate to create one.

START HERE

Working with Job Requisitions

1. The Job Requisitions page is where you can create new job postings and work with existing ones. Within a job req., you enter the job description and requirements, set pay rates or salary, job title and type, department, and build screening questionnaires.

Section Name	What It's For
Requisition Details	This area lists the essentials about the job req., such as title, EIN, department, how long to list it, The **Job Requisition Template** field lets you use a preconfigured job req template (if defined for your implementation) as a quicker way to draft the req.
Job Details	This area defines the essentials about the job itself, such as location and whether to list it externally, internally (to existing employees in Wurk) and basic requirements.
Contact Information	This area is where you associate hiring managers with the job req. The **Other Hiring Managers** field is where you can associate a req with a group of applicants (to enable a hiring manager to view the employee records of internal applicants).
Requirements	This area is where you tell applicants minimum requirements to qualify for the job. This is useful, for example, when the job requires certifications such as a Cannabis or MED badge or TIPS.
Compensation	This area is where you set Base Pay, Average Bonus (if any), Average Commission (if any), Other Compensation and whether Relocation expenses are covered (Yes/No) and will be displayed to the applicant.
Summary	This is where you can write a summary of the job for use in website links etc.
Custom Fields	This section is houses any custom job applications fields you have set up (under **Company Settings>HR Setup>Applicant Tracking/Recruitment>Applicant Custom Fields**).
Career Portal Page Links	This section displays once you save your req; this is where you can get links to the job listing that you can copy and paste into emails or embed in website.
Applications	This section becomes more meaningful once applicants begin to apply for the job; this section will show you a list of who has applied for the job.

If you select the **Allow Quick Apply** checkbox (if enabled) on the Requisition Details tab, this allows applicants to apply with less detail. We recommend checking this box when the job simply doesn't require detailed information from the applicant.

☐ Allow Quick Apply

Job Requisition ID

251816713

Applicants will then see a shorter form to apply for the job.

2. *To edit a job req.*, click the Edit 🖉 icon next to it.

3. *To create a new job req*, click **ADD NEW** (shown above). Set the job title and select from the list that appears by clicking on the **Default Job** dropdown. Click **Browse...** and then select one of the positions loaded in.

A pop-up will ask you if you want to override the job information with the information from the position you selected. Click **YES**.

Override job information?
Job Title, Job Description, Job Category and Employee Type fields will be overridden with the information attached to this job. Are you sure you want to override these values?

| NO | YES |

Fields for your implementation may differ from those shown here. Your administrator determines which fields are required and the options that are present in dropdowns for you to choose from. Fields with a red asterisk (*) are required. Greyed-out fields are auto-populated and/or un- changeable. Many fields, such as Budgeted, are internal information and do not display to applicants.

If your company uses E-Verify**, we recommend that you also click the Attachment icon to attach** this poster ✎ **in your job descriptions.**

As you work with a req., you can click **PREVIEW** in the upper right corner to see how it displays to applicants anytime. As you draft your req., periodically click **SAVE.**

Additional buttons become available in the upper right corner once you save the req. These enable you to **ADD APPLICANT** (submit candidates for reqs) and **NOTIFY APPLICANT** (email the listing to applicants).

Clicking **CLOSE** will close the requisition and it will no longer be open for applications on the Applicant Portal.

ADD APPLICANT
NOTIFY APPLICANT
CLOSE