

Menu Path

Access **WVU Hire** by logging into MyAccess.wvu.edu, go to the MyHR tab, and click on the WVU Hire button. Then, from the Recruiting Center main page, click the **Create Requisition** button.

Menu Path to Start a Requisition: Recruiting > Create Requisition



Creating a Staff Requisition

At WVU, every full time employee has the ability to create a requisition. However, this responsibility will typically fall to the Hiring Manager. An HR Liaison, or the HR Recruiter can assist with creating the requisition. The Requisitions page is the location where all requisition-related operations are performed. WVU Hire provides multiple locations from which to create a requisition. One of the locations is the **Create Requisition...** button on the Requisitions List page.

Starting the Requisition Process

Requisition Contextualization:

During the Requisition Wizard steps, you will complete the SmartOrg structure. If using a template, the structure may be preloaded for users. The SmartOrg structure includes:

- Organization (where in the University)
- Location (what building/campus)
- Job Field (what type of work)

Show Required Fields:




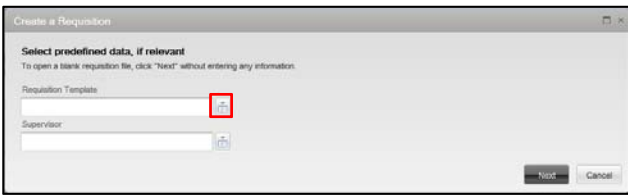
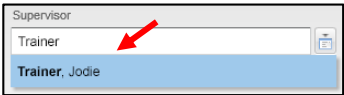
Users can specifically view fields required for Saving, Approval, and Posting if desired. Fields are marked with an asterisk if required to save, request approval, or post. Recommended best practice is to show fields which are required to request approval.

Data-Driven Fields:

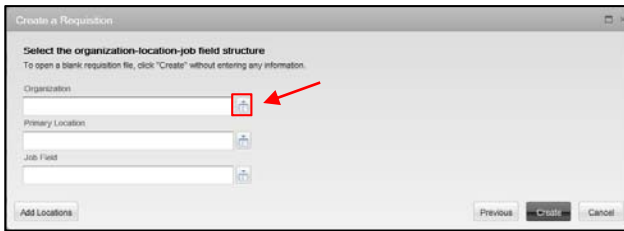
Many of the fields on the requisition form can only be completed by selecting an entry from the list already stored in the WVU Hire system. You can do this in two ways:

- Click the selector button to search for and *select* the correct choice
- Begin typing any part of the correct data entry, and click to select the suggested item that appears

Creating a Staff Requisition

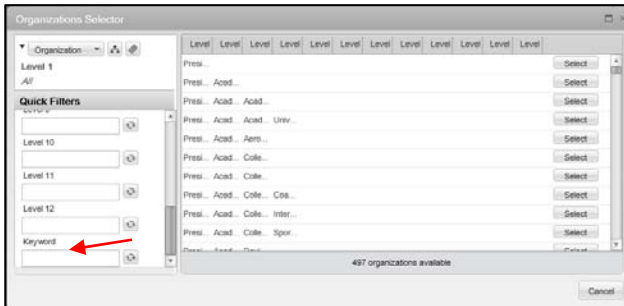
Step	Action
1.	<p>From the Recruiting Center front page, click the Create a Requisition... link.</p>  <p>The <i>Create a Requisition</i> wizard interface will open.</p> 
2.	<p>Click the radio button to select the position type you are creating: staff, faculty, or student.</p> <ul style="list-style-type: none"> Click the Next button to proceed. 
3.	<p>If you are hiring for a frequently filled position, you can select a Requisition Template that will pre-populate many fields.</p>  <ul style="list-style-type: none"> Click the selector button to search for an appropriate template Ask WVU HR Talent Strategy for help with identifying the right template, or with creating new templates. If you will not be using a template, <i>you may leave this field blank.</i>
4.	<p>Enter the name of the person who will supervise this position into the Supervisor field. You can often find that person by typing the last name into the field.</p> <p>For example, type "Lastname". It may take a moment for choices to appear.</p>
5.	<p>Click the Lastname, Firstname list item that shows the supervisor's name.</p> 
6.	<p>Click the Next button.</p>

7. The **O-L-F** (organization, location, function) structure selection will tell WVU Hire how to route several parts of the requisition process. Enter or select your unit, physical location, and job field.



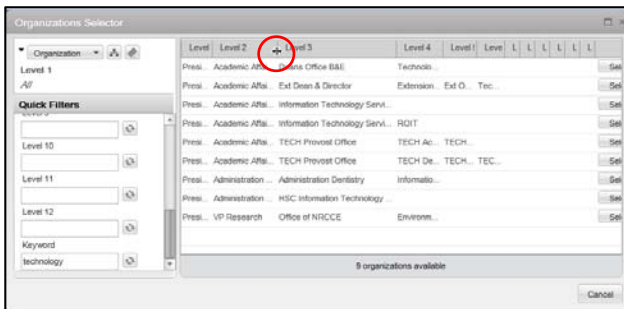
Click the **selector** button for the **Organization** field to open the selector screen.

8. In the *Quick Filters* area on the left, scroll to the bottom, and type part of your department name into the **Keyword** field.



Press **Enter** on your keyboard or click the **refresh** button to see Organizations that match your search.

9. Click and drag the column headers to adjust their widths to see the various Organization Levels and locate your department or unit.



10. Click the **Select** button to choose the desired department and populate the Organization field.

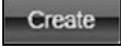
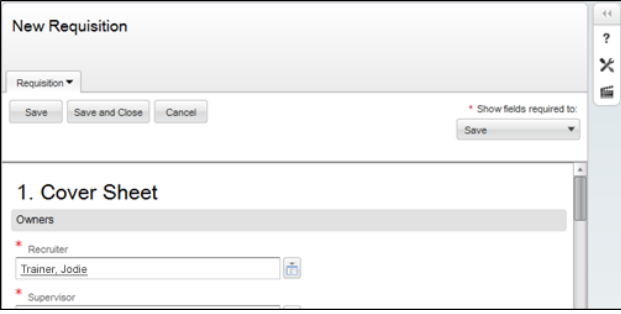

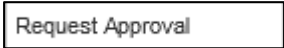
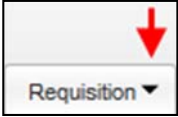





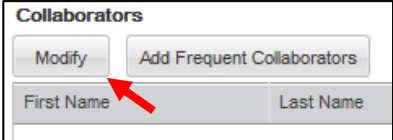

11. Locate the **Primary Location** field, and click the **Primary Location Selector** button.


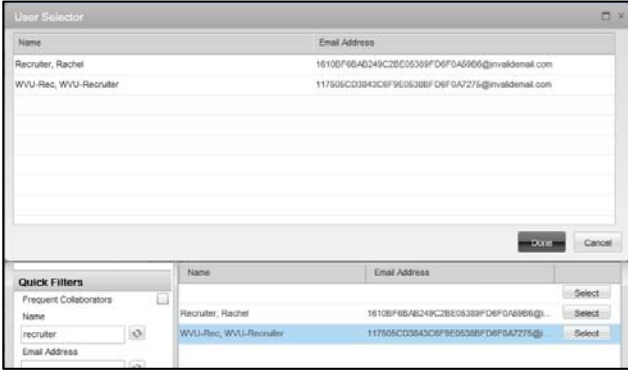
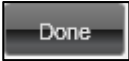
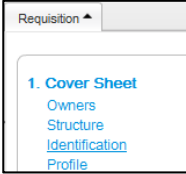


12. A list of available locations appears.

13. Use the **Quick Filters** to narrow down the location list to the city where the position will be posted.
 Locate the **City** field.
 - Enter part, or all of the name of your city into the **City** field.
 - **Example:** Enter "**morgan**" to search for Morgantown.
14. Click the **Refresh** button (or press the Enter key) to see locations that match your search.
- | Country | State | City | Worksite | Select |
|---------------|---------------|------------|-----------------------|--------|
| United States | West Virginia | Morgantown | | Select |
| United States | West Virginia | Morgantown | Downtown Campus | Select |
| United States | West Virginia | Morgantown | Everdale Campus | Select |
| United States | West Virginia | Morgantown | Health Science Center | Select |
| United States | West Virginia | Morgantown | Other | Select |
| United States | West Virginia | Morgantown | Waterfront | Select |
15. Click the **Select** button next to any location in the list where there is data in the **Worksite** field. For example, select the Waterfront or Downtown Campus worksite.
-
16. The Location field shows your selected campus location.
-
- Note:**
- You could add additional locations using the **Add Locations** button.
 - Also, if desired, you can edit the organization-location-function structure later when you work in the requisition file itself.
17. Locate the **Job Field**, and click the **selector** button at the end of the field.
-
- Note:** You can also begin typing part of the job field and click the suggested entry.
18. In the Quick Filters, enter "**Staff**" in the **Job Type** field and press Enter or click the refresh button to see all staff job types.
- | Job Type | Job Category | Job Speciality | Select |
|----------|------------------------|-----------------------|--------|
| Staff | Food Services | | Select |
| Staff | Grants Administration | | Select |
| Staff | Health Care / Wellness | | Select |
| Staff | Health Care / Wellness | Counselor / Therapist | Select |
| Staff | Health Care / Wellness | Healthcare Support | Select |
| Staff | Health Care / Wellness | Residency | Select |
| Staff | Health Care / Wellness | Specialized Care | Select |
| Staff | Human Resources | | Select |
| Staff | Information Technology | | Select |
| Staff | Lab Support | | Select |

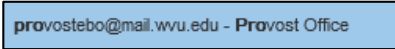
19.	Click the Select button in the row for the Job Type, Category, and/or Specialty that matches this position.
20.	All O-L-F fields should be completed and ready to create a new requisition.
21.	<p>Click the Create button.</p>  <p>The requisition file is displayed in Edit mode.</p>  <p>Note: The requisition title and number will not display until the requisition is saved.</p>
22.	<p>Before you start the requisition, select the stage of completion you would like to achieve.</p> <p>Click the Show fields required to: list at the upper right corner of the page.</p>  <p>Changing the 'Show fields required to' field will alter which fields on the form will appear with an asterisk and will help you identify which information you'll need to save or request approval.</p>
23.	<p>Click the Request Approval list item.</p>  <p>The requisition form will now require that the fields needed for approval must be completed. Those fields now display as required (with a * red asterisk).</p>
24.	<p>Next, use the Requisition table of contents to navigate to the sections on the requisition file.</p> <ul style="list-style-type: none"> Click the Requisition menu, just above the Save button at the top. 
25.	<p>Click the Owners link under <i>Cover Sheet</i>.</p> 

<p>26.</p>	<p>The Owners fields are <i>all required</i> for the requisition to be approved. You will need to enter the names of the WVU staff who will assist you in managing this requisition.</p> <p>In the Recruiter field, enter the last name of your unit's HR Talent Strategy recruiter. This will ensure that your recruiter will be able to see the requisition in their WVU Hire Requisitions list.</p> <ul style="list-style-type: none"> Type your recruiter's "lastname". <p>Note: A complete list of recruiters can be found at employmentservices.hr.wvu.edu/staff_directory.</p>
<p>27.</p>	<p>Click the Lastname, Firstname choice from the suggested list of valid entries that matches your recruiter's name.</p> 
<p>28.</p>	<p>Make sure that the Supervisor field displays the correct supervisor of this position. If not, enter and/or select the correct supervisor's name.</p>
<p>29.</p>	<p>In the Human Resources Liaison field, enter your department's HR contact. If your department does not have an HR contact, populate this field with your HR Recruiter.</p> <ul style="list-style-type: none"> Type "Lastname".
<p>30.</p>	<p>Click the correct Lastname, Firstname choice from the suggested list of valid entries.</p> 
<p>31.</p>	<p>The Expert Business Office Representative is also a required owner for requisitions.</p> <ul style="list-style-type: none"> Type your EBO representative's "Lastname".
<p>32.</p>	<p>Click your EBO representative's Lastname, Firstname choice from the suggested entries.</p>
<p>33.</p>	<p>Under the Collaborators header, click the Modify button.</p>  <p>Note: Collaborators are the search committee members or any person who should see the applicants for this position and view the details of the requisition. You can add as many collaborators as you wish.</p>
<p>34.</p>	<p>Search for names of any other individuals who should be able to view (but not edit) this requisition. Collaborators <i>can</i> alter the status of candidates who apply for this position.</p> <ul style="list-style-type: none"> Under the Quick Filters, enter "Lastname" in the Name field and click the refresh button (or press Enter). 

35.	<p>Click the Select button to choose the desired collaborator from the list.</p> 
36.	<p>Repeat searching for any other individuals who should be added to the requisition as collaborators, and Select their names to add people to the list at the top of the screen.</p> 
37.	<p>Click the Done button to add the selected individual(s) to the list of collaborators.</p>  <p>You will see the selected users in the Collaborators list for this requisition.</p>
38.	<p>Use the Table of Contents to navigate to the Identification sub-section within the Cover Sheet section.</p> 
39.	<p>In the Posting Title field, enter the job title as it should be listed on the WVU Jobs board.</p> <p>*If the final position title has not yet been selected, enter a <i>working title</i> that will be corrected before posting.</p>
40.	<p>The MAP Position Title and Number field is not required to request approval.</p>
41.	<p>The Number of Openings field will default to show one opening to be filled. If you plan to hire more than one person in this job, change the total number of openings.</p> <p>When candidates apply and are hired, the number of openings will decrease as positions are filled.</p>

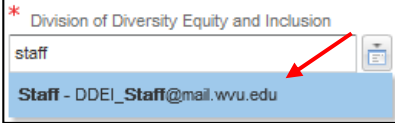
<p>42.</p>	<p>Indicate whether you plan to hire someone into an existing position, or create a brand new position in the Justification field.</p> <div data-bbox="207 247 565 430" style="border: 1px solid black; padding: 5px;"> <p>* Justification</p> <p><input checked="" type="radio"/> New Position</p> <p><input type="radio"/> Vacancy</p> <p><input type="radio"/> Vacancy Without Changes</p> <p><input type="radio"/> Temporary Position</p> </div> <div data-bbox="701 247 1481 556" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>New Position – For a new position, when you have no other vacant positions to fulfill a specific, identified need</p> <p>Vacancy – Select when there have been significant changes that warrant reevaluation of the position’s duties, its title or paygrade</p> <p>Vacancy w/o Changes – Select when nothing has changed since the last time it was reviewed by C&C</p> <p>Temporary Position – Select only if hiring a position through the Mountaineer Temp program</p> </div> <ul style="list-style-type: none"> Click the radio button for the correct position justification.
<p>43.</p>	<p>Note the Position Change Type field. Use this field only if you are filling a vacancy, but also plan to change the position, click the check box to choose the type of alteration to the position.</p> <div data-bbox="207 751 685 934" style="border: 1px solid black; padding: 5px;"> <p><small>If Vacancy With Changes is selected, please select a type of Position Change below.</small></p> <p>Position Change Type</p> <p><input type="checkbox"/> Description Change</p> <p><input type="checkbox"/> FTE Change</p> <p><input type="checkbox"/> Organizational Change</p> <p><input type="checkbox"/> Supervision Change</p> </div> <div data-bbox="711 751 1474 1071" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Description Change – There are significant changes in the position’s responsibilities and a review of the classification is being requested</p> <p>FTE Change – the number of hours worked in a week are going to be different than the previous position</p> <p>Organizational Change – the organization assignment in MAP needs changed to a new or different organization</p> <p>Supervision Change – there is a change to the current supervisor position title found in MAP</p> </div> <ul style="list-style-type: none"> This field is <i>not</i> required to request approval.
<p>44.</p>	<p>If you are posting this position to fill a vacancy, you should provide the name, employee number, position title, paygrade (for classified and temporary positions only) and last employment date of the previous incumbent in that job. This will assist HR in making sure the correct existing position is utilized.</p> <div data-bbox="207 1339 831 1591" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Incumbent Position Information</p> <p><small>Please fill out this section if refilling a vacant Staff position.</small></p> <p>Name of Previous Incumbent Person <input type="text"/></p> <p>Previous Incumbent Position Title and Number <input type="text"/></p> <p>Employee Number of Previous Incumbent <input type="text"/></p> <p>Previous Incumbent's Last Employment Date Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></p> <p>Previous Incumbent Position Pay Grade <input type="text"/></p> </div> <ul style="list-style-type: none"> This section is <i>not</i> required to request approval.
<p>45.</p>	<p>Under the <i>Requisition Notifications</i> subsection, indicate which WVU Expert Business Office should be notified when this requisition is created.</p> <ul style="list-style-type: none"> Enter your EBO’s title in the Expert Business Office field, then choose the correct suggested entry Example: type “pro” to select the Provost’s Office email

46. Click the suggested entry **email address and EBO Name** list item.



47. Ensure that the HR Division of Diversity, Equity, and Inclusion can access the requisition by selecting the *Staff* email notification address.

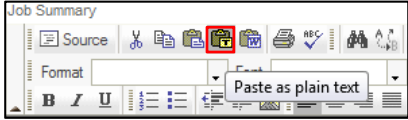
- Enter "**staff**" in the DEI field



48. Click the **Staff – DDEI_Staff@mail.wvu.edu** item from the suggested list.

49. Scroll down to the **Profile** section of the document, and then complete any lists and fields marked with an *asterisk or otherwise relevant to this position. Select or enter the appropriate information for the role you are hiring.

- Many of the fields in this section are long-form text boxes. If you have existing documents from which you would like to copy and paste content for these longer fields, please use **keyboard commands** (Ctrl+C, Ctrl+V) or the **editing tool buttons** above the field.
 - It is suggested to use the **Paste as plain text** option to ensure the information is recorded correctly.



Do not use the right-click context menu option to copy/paste. You will not be able to save the requisition!

Profile Fields	Description
Job Summary *required	A brief description of the general purpose of the position.
Duties & Responsibilities *required	The key duties and responsibilities of the position with the percentage of time required for each responsibility. Note: This field has a limit of 4,000 characters.
Duties & Responsibilities (Continued)	If more than 4,000 characters are needed to describe the duties and responsibilities, you may continue the description in this box.
Education	The minimum level of educational background required for this position. (Please note that this section may be edited and finalized by HR.)
Experience *required	The minimum level of experience required for this position. (Please note that this section may be edited and finalized by HR.)
Licenses/Certifications	Licenses and certifications needed for the position, such as a valid driver's license. Indicate whether it is required or preferred.
Knowledge, Skills, & Abilities *required	The essential attributes required for the position. Typically no more than 10 items are necessary.

<p>50.</p>	<p>Continue to complete the remaining fields in the Profile section as needed.</p> <table border="1" data-bbox="204 231 1516 659"> <thead> <tr> <th data-bbox="204 231 643 268">Profile Fields</th> <th data-bbox="643 231 1516 268">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 268 643 375">Physical Demands & Physical Coordination</td> <td data-bbox="643 268 1516 375">This field is required only for Classified positions. The special physical demands required of the job, such as lifting up to 20 lbs.</td> </tr> <tr> <td data-bbox="204 375 643 480">Does this position have any supervisory responsibilities? <i>*required</i></td> <td data-bbox="643 375 1516 480">Use the drop-down selector to choose the appropriate response; the field defaults to 'No'.</td> </tr> <tr> <td data-bbox="204 480 643 659">Please list the position titles...that this position will supervise.</td> <td data-bbox="643 480 1516 659">If the position being created/filled will supervise others, list the details about the positions they will supervise. These details include position titles, FTE, if they have hire/fire responsibilities, training responsibilities, performance management responsibilities and if supervision is direct or indirect.</td> </tr> </tbody> </table>	Profile Fields	Description	Physical Demands & Physical Coordination	This field is required only for Classified positions. The special physical demands required of the job, such as lifting up to 20 lbs.	Does this position have any supervisory responsibilities? <i>*required</i>	Use the drop-down selector to choose the appropriate response; the field defaults to 'No'.	Please list the position titles...that this position will supervise.	If the position being created/filled will supervise others, list the details about the positions they will supervise. These details include position titles, FTE, if they have hire/fire responsibilities, training responsibilities, performance management responsibilities and if supervision is direct or indirect.
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Does this position have any supervisory responsibilities? <i>*required</i>	Use the drop-down selector to choose the appropriate response; the field defaults to 'No'.								
Please list the position titles...that this position will supervise.	If the position being created/filled will supervise others, list the details about the positions they will supervise. These details include position titles, FTE, if they have hire/fire responsibilities, training responsibilities, performance management responsibilities and if supervision is direct or indirect.								
<p>51.</p>	<p>Organizational Chart An organizational chart is <i>required</i> for staff positions, and must be attached to the requisition document. See steps for adding an attachment in step 69.</p>								

52.

Position Attributes

In the Position Attributes sub-section you will define the arrangements of this position. To send the requisition or approval, only the Job Type, Schedule, and Appointment Length fields are required.

- Complete the following fields by selecting from the drop-down menus or entering data as required.

If you need assistance, please contact your HR Recruiter.

Position Attribute Fields	Description
Job Type <i>*required</i>	Defaults to <i>Regular Employment</i> . Choose the appropriate type: <ul style="list-style-type: none"> • Regular • Faculty • Student • Seasonal • Temporary (Mountaineer Temp) • Apprenticeship
Select FTE	Choose the Full Time Equivalency of this position from the list, or type the entry and select the correct one.
Schedule <i>*required</i>	Select a full-time or part-time schedule.
Shift	The expected shift this position will work.
Appointment Length <i>*required</i>	The number of months this position will last. Choose the annual duration of this position from the drop-down list.
Does this position qualify for the Affordable Care Act eligibility?	Will this position qualify for ACA coverage?
Hours Per Week	Enter the expected number of hours the position will work in one week. (For example 37.5 or 30.)
Contract Start Date	For 12-month positions, this field should always be the beginning of the fiscal year (July 1). For less than 12-month positions, this field should be the actual date the position begins.
Contract End Date	For 12-month positions, this field should always be the end of the fiscal year (June 30). For less than 12-month positions, this field should be the actual date the position ends.
Campus Address	Several fields are available to describe where this position will be located at WVU. Some details may be completed based on the O-L-F location selection provided above. These fields are not required to request approval.
Campus Work Phone	This field shows a default WVU phone number, but it should be changed to the actual number for the position or the general number for the office/department.
Department Name	Enter the name of the department or unit.
Department PO Box	Enter the delivery address of the department.
Building Name	Enter the building where this job is located.
City	Enter the city where the job is located.
State/Province/Region	Enter the state where this job is located.
Zip Code	Enter the ZIP or postal code where this job is located.

53.


Once you have completed the **Profile** section, scroll down or click the Requisition menu on the top tab, to navigate to the **Additional Information** section.

54.

Additional Information

There are a few more questions you'll need to answer about the position being created or filled. Select or enter the appropriate information in the following fields. Remember only those fields marked with an asterisk are required for approval.

- Complete the following fields by selecting from the drop-down menus or entering data as required.

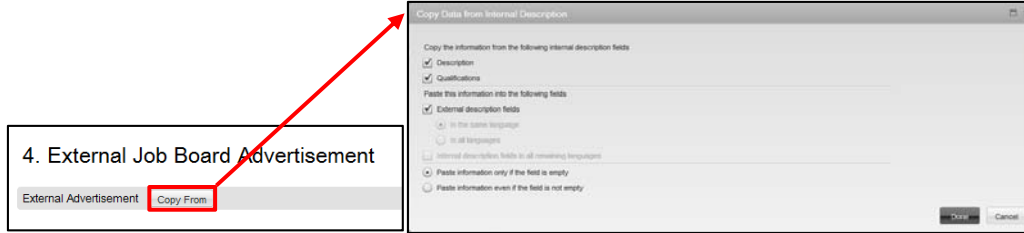
Additional Info Fields	Description
Is this a Mountaineer Temp position? <i>*required</i>	Will this position be a Mountaineer Temp job? This field defaults to NO.
If this is a Temp position, and you want to request someone	Is there a specific individual you want to request for a Mountaineer Temp Position? Enter their name here.
Additional Requirements	
Does this position require Medical Monitoring? <i>*required</i>	Click the drop-down list to select Yes or No for this position.
Does this position require drug testing? <i>*required</i>	Click the drop-down list to select Yes or No for this position.
Does this position handle cash? <i>*required</i>	Click the drop-down list to select Yes or No for this position.
Does this position fall under food handling regulations?	Click the drop-down list to select Yes or No for this position.
Does this position fall under Department of Transportation regulations?	Click the drop-down list to select Yes or No for this position.
Does this position require a valid driver's license?	Is a driver's license required for this position?
If a driver's license is required, what is the minimum license classification?	If relevant to this position, select the type of license required from the drop-down list.
Waiver	
Are you requesting a waiver of posting? <i>*required</i>	If you do not want to post this job, you may request a waiver of posting. This field defaults to NO.
If you are requesting a waiver of posting, please select the appropriate justification.	<p>You must provide a justification for why you do not want to post this job.</p> <div data-bbox="659 1486 1203 1556" style="border: 1px solid black; padding: 5px;"> <p style="font-size: small; margin: 0;">If you are requesting a waiver of posting, please select the appropriate justification.</p> <div style="border: 1px solid gray; height: 20px; width: 100%; margin: 5px 0;"></div> <div style="text-align: right; margin: 0;">  </div> </div> <ul style="list-style-type: none"> • Click the selector button to choose a reason.
Additional Information	<p>If you choose the 'Special Opportunity/Special Talent' justification for a waiver, please explain <i>in detail</i> the situation that necessitates not posting this position.</p> <ul style="list-style-type: none"> • Type a description in the text field.

<p>55.</p>	<p>Scroll down to view and complete any fields in the Administration area of the requisition. This information is not required to request approval for a requisition, but you may enter the Budget details if they are known.</p> <div data-bbox="207 268 829 478" style="border: 1px solid black; padding: 5px;"> <p>2. Administration</p> <p>Budget</p> <hr/> <p>Anticipated Salary Range <input type="text"/></p> <p>Funding Source(s)</p> <p><input type="checkbox"/> State</p> <p><input type="checkbox"/> Federal</p> <p><input type="checkbox"/> Grant</p> <p><input type="checkbox"/> Fees</p> </div>						
<p>56.</p>	<p>Budget: In the Anticipated Salary Range field, you may enter the general range that your department expects to pay this position. The full compensation details will be entered by HR Classification and Compensation upon their review.</p>						
<p>57.</p>	<p>In the Check Distribution Number field, enter the department's check distribution number, if known.</p>						
<p>58.</p>	<p>In the Funding Source(s) field, check any boxes that apply to the funding situation of this position. You may select multiple boxes to indicate split-funding.</p>						
<p>59.</p>	<p>Compensation: This section of the requisition will be completed according to all relevant WVU, State, and Federal regulations by WVU's Human Resources Classification & Compensation unit.</p>						
<p>60.</p>	<p>Scroll down again to enter posting descriptions in the WVU Job Board Advertisement. The position description and qualifications you enter here will become the posted advertisement on the WVU Jobs bulletin board.</p> <ul style="list-style-type: none"> The fields in this section are long-form text boxes. If you have existing documents from which you would like to copy and paste content for these longer fields, please use keyboard commands (Ctrl+C, Ctrl+V) or the editing tool buttons above the field. You can copy the data in the WVU Job board field to the External job board field by clicking the <i>Copy from</i> button. Your HR Recruiter can assist with completing these fields and writing the job advertisement. <table border="1" data-bbox="207 1325 1528 1535"> <thead> <tr> <th style="background-color: #e0e0e0;">WVU Job Board Fields</th> <th style="background-color: #e0e0e0;">Description</th> </tr> </thead> <tbody> <tr> <td>Description - Internal</td> <td>Enter the job description as desired for display in WVU advertisement.</td> </tr> <tr> <td>Qualifications – Internal</td> <td>Enter the candidate qualifications that have been approved by Classification and Compensation for display in WVU advertisement.</td> </tr> </tbody> </table>	WVU Job Board Fields	Description	Description - Internal	Enter the job description as desired for display in WVU advertisement.	Qualifications – Internal	Enter the candidate qualifications that have been approved by Classification and Compensation for display in WVU advertisement.
WVU Job Board Fields	Description						
Description - Internal	Enter the job description as desired for display in WVU advertisement.						
Qualifications – Internal	Enter the candidate qualifications that have been approved by Classification and Compensation for display in WVU advertisement.						

61.

Scroll down or use the Requisition menu to navigate to the **External Job Board Advertisement** section. This section allows a different advertisement to be sent to other, external, publications where the job may be posted. Your HR Recruiter can assist with developing an advertising plan.

- If you will be posting the same information to both places, click the **Copy From** button in the section header. This will allow you to pull both the description and qualifications from the other advertisement fields without retyping the data.



External Job Board Fields	Description
Description - External	Enter the job description as desired for display in external advertisement.
Qualifications – External	Enter the candidate qualifications that have been approved by Classification and Compensation for display in external advertisement.

62.

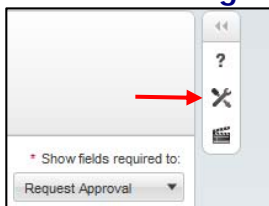
The next section includes two sets of **Prescreening Questions** that will appear on the application form when candidates apply for this job. Prescreening questions must be added by an HR Recruiter.

- The **Disqualification Questions** are built-in to the requisition and address some federally mandated topics the University is required to ask, such as the age and legal status of the applicant.
- The **Questions** section is where your HR Recruiter can assist you with adding questions specific to the position. This is where you can ask candidates about their abilities, licensure, or other qualifications; and these questions allow you to set a 'minimum' response that will be counted as correct.
 - ★ Candidates who answer the screening questions with the 'correct' responses will appear in the candidate list with a gold star (★) next to their name. You may use this field to sort your list of candidates based on your desired criteria.

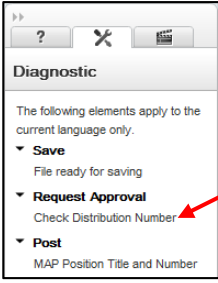
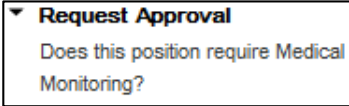
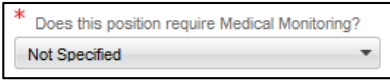
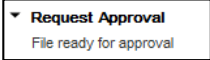
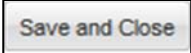
63.

You are almost finished filling in the requisition. You will do a final check for required fields before saving. In order to determine if there are any remaining fields to complete, use the **Diagnostic Tool**.

- Click the **Diagnostic Tool** button in the upper right of the screen.

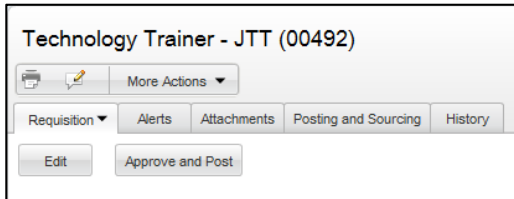


Note: The right pane will expand automatically when you click on the Diagnostic Tool.

<p>64.</p>	<p>The Diagnostic tool will show whether your requisition is ready to Save, Request Approval, or Post. In the panel, under each header, you will see either a statement that the file is ready or a list of the required fields which are not yet complete.</p>  <ul style="list-style-type: none"> • If you have missed any required fields, you can click on the field name in the Diagnostic Tool list to be taken to that section of the requisition form, where you can complete the required data. • Once the required field has been completed (data entered) it will vanish from the Diagnostic Tool list.
<p>65.</p>	<p>Notice if any field is listed under the Request Approval section in the Diagnostic tool, meaning it must be completed before you can forward this requisition for approvals.</p> <ul style="list-style-type: none"> • Click the requisition question? link. 
<p>66.</p>	<p>Result: The system navigates directly to the field for completion. The question will usually appear at the <i>bottom</i> of your screen.</p> <p>Complete the question/field that was missing.</p> 
<p>67.</p>	<p>After you've entered all required fields, the Diagnostic Tool now indicates that the requisition file is ready for requesting approval.</p> 
<p>68.</p>	<p>The requisition file is complete. Click the Save and Close button to complete the requisition.</p> 

69.

The Requisition file is now saved with a name and number, and displays in **View** mode. Fields that were left empty in **Edit** mode do not display in **View** mode.



Your HR Recruiter will now see this requisition in their list inside the WVU Hire system. They can assist you with the required HR and Classification & Compensation reviews and any other approvals that may be needed.

70.

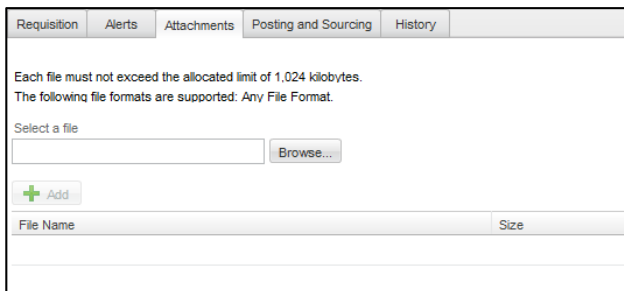
Staff requisitions require an organization chart to be attached.

- Click the **Attachments** tab at the top of the document to include an organizational chart with the requisition.



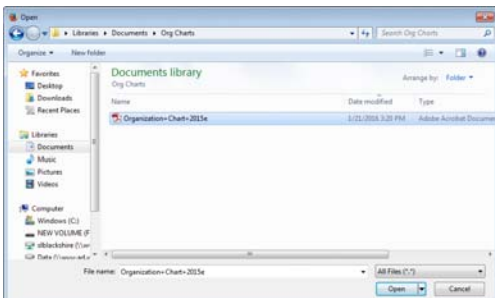
71.

You will see the Attachments tab, where you can browse your computer for a file.



72.


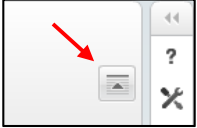
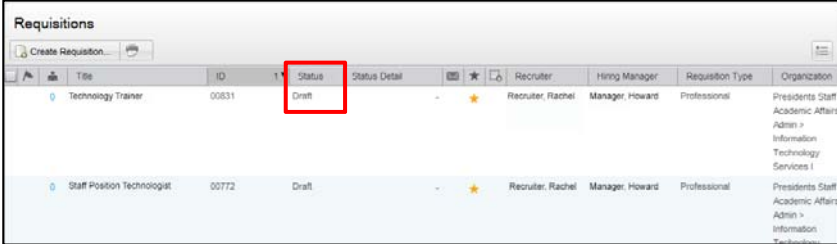

Click the **Browse** button to select the file containing this positions' organizational chart from your computer.



73.

Within the **Open** dialog box, browse to the file location, and select the file containing this position's org chart.

- Click the **file name** to select it.
- Click the **Open** button to return to the Attachments tab in WVU Hire.

<p>74.</p>	<p>Click the Add button to attach the organizational chart to this requisition.</p>  <p>You will now see the org chart attached. Click on the file name to view or save the file.</p>																								
<p>75.</p>	<p>Locate the navigation buttons in the upper right corner next to the Diagnostic tool.</p> <p>Click the Up to the Requisition List button.</p> 																								
<p>76.</p>	<p>Verify that the status listed for your requisition is Draft.</p>  <table border="1"> <thead> <tr> <th>Title</th> <th>ID</th> <th>Status</th> <th>Status Detail</th> <th>Recruiter</th> <th>Hiring Manager</th> <th>Requisition Type</th> <th>Organization</th> </tr> </thead> <tbody> <tr> <td>Technology Trainer</td> <td>00531</td> <td>Draft</td> <td></td> <td>Recruiter: Rachel</td> <td>Manager: Howard</td> <td>Professionals</td> <td>Presidents Staff Academic Affairs Admin > Information Technology Services I</td> </tr> <tr> <td>Staff Position Technologist</td> <td>00772</td> <td>Draft</td> <td></td> <td>Recruiter: Rachel</td> <td>Manager: Howard</td> <td>Professional</td> <td>Presidents Staff Academic Affairs Admin > Information Technology</td> </tr> </tbody> </table>	Title	ID	Status	Status Detail	Recruiter	Hiring Manager	Requisition Type	Organization	Technology Trainer	00531	Draft		Recruiter: Rachel	Manager: Howard	Professionals	Presidents Staff Academic Affairs Admin > Information Technology Services I	Staff Position Technologist	00772	Draft		Recruiter: Rachel	Manager: Howard	Professional	Presidents Staff Academic Affairs Admin > Information Technology
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<p>77.</p>	<p>Click the Recruiting link to return to the front page.</p> 																								
<p>78.</p>	<p>You have created a requisition. Contact your WVU Human Resources Recruiter for assistance with completing and posting this position.</p> <p style="text-align: center;">WVU Talent Strategy http://employmentservices.hr.wvu.edu/</p> <p style="text-align: center;"><u>Office contact information:</u> 304.293.5700x1 employment@mail.wvu.edu mountaineertemps@mail.wvu.edu dualcareer@mail.wvu.edu</p>																								