

REQUEST AND MANAGE A REQUISITION (JOB POSTING)

Maintaining adequate staffing levels is a cornerstone of any leadership position. Outlined below is how to open a requisition (job posting) if you find you need to fill a position, the requisition dashboard, and how to navigate the interview process for you to select the best candidates for your department.

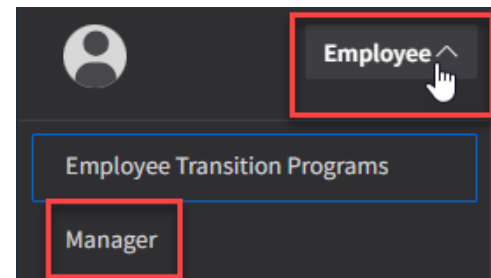
OPEN A REQUISITION

When you have a vacancy that you need to fill – you will start by opening a requisition for that position.

1. Log in to Infor ESS by selecting the desktop icon. Use two-factor authentication to access Infor.



2. On the left-hand panel, select the Employee drop down menu and select Manager.

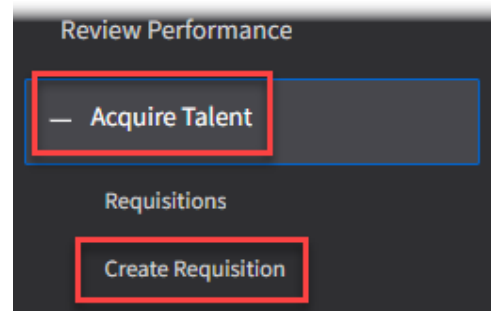


3. From the left-hand panel, click on **Acquire Talent** and then **Create Requisition**.

4. From the Create Requisition screen, continue to create the new job requisition by filling in all fields with the appropriate information beginning with the Position Code field – noting the required fields as indicated by the red asterisks.



5. If a list of searchable items is available, you will see a magnifying glass to the right of the field. If you click this, you can search by several different fields. ***Tip: There may be times where you may just wish to type in what you need – but Infor does prefer you always use the search function and click on the selection you want instead.*



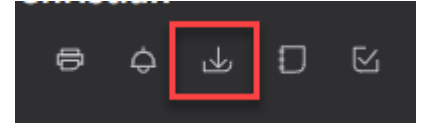
6. Once you have completed entering all necessary information, click **Save** on the top right of the page.
7. Once you receive confirmation that the requisition has saved successfully in the upper right-hand corner, click the **Request Approval** button. The requisition will then be routed to the appropriate approval chain. Your one-up leader will receive an email requesting them to approve or reject the requisition.
 - a. NOTE: An approved job requisition must be ready in order for a recruiter to post the job.
 - b. Remember – hourly employees must submit at minimum a 2-week written notice. Salaried employees must submit a 4-week written notice.
 - c. If someone is leaving your department – announce the position to the department as a whole. New positions must be posted internally at least 7 days prior to offering anyone internal a

position. This helps to prevent a decline in morale and is the right thing to do for all employees who may be interested in a job change.

SENIOR-LEVEL MANAGER, DIRECTOR, EXECUTIVE RESPONSIBILITY:

After a requisition has been submitted for approval by a leader, the requisition is routed to the appropriate one-up leader for approval. Below outlines how to approve a requisition request.

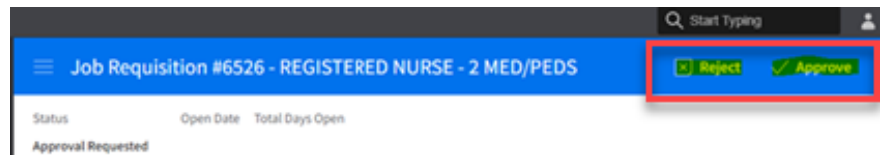
1. Begin by clicking on the My Inbasket icon in the upper-left of the manager view. Your personal inbasket appears.
2. Double-click on a requisition to review the details.



Work Items

<input type="checkbox"/>	Work...	Work Description
<input type="checkbox"/>	268615	Job Requisition 6526:REGISTERED NURSE - 2 MED/PEDS Is Available For Approval

3. Click on either Approve or Reject. If rejected, the manager who entered the requisition (and designated recruiter) will receive an email notification. If approved, the next approver in the approval chain will be sent an email notification.



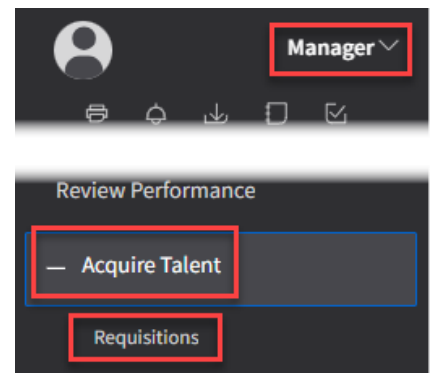
MANAGE A REQUISITION

When you have open requisitions, you can review, manage, and disposition candidates from the Manager view.

VIEW A REQUISITION

After a requisition

1. On the left-hand side of the screen – click on **Acquire Talent**, then click on **Requisitions**.
2. This screen will bring you to where you can see open, closed, or filled requisitions that you have been assigned the hiring manager of. You can see a general overview of each requisition including: job title, work type, FTE, requisition status, who approved the position, and posting status.



REVIEW, MANAGE AND DISPOSITION A REQUISITION

3. To view information about the requisition, double-click the requisition. There will be a hyperlink called Position and Job Details to view the position information. Click the back arrow in Infor to view the listing of requisitions screen again.
4. Single-click on a requisition to view the applicants for the position. Applicants will display in the area to the right.
5. You will be able to review the applicant's name, workflow (application) step and date, type of applicant (internal or external), date of application, and the applicant's resume, if they submitted one. If the applicant did not submit a resume, a yellow caution symbol will be displayed.

☰ All Requisitions

Requisition Dashboard 🔍 Filter ..

Requisition#9949 - EMPLOYEE
 Title: ASSISTANCE THERAPIST
 EMPLOYEE WELLNESS
 Hiring Manager: LYNN CHRISTIAN

Work Type: Full time
 FTE: 1.000000
 Requisition Status: Approval Requested
 Current Approver: Janet-Jensen
 Posting Status: 0 of 0 Postings Live

<input type="checkbox"/>	First Name	Last Name	Workflow Step	Date In Step	Email	Type	Date Applied	Resume
<input type="checkbox"/>			Interviewed - Not Selected	12/13/2022		External	8/29/2022	View Resume
<input type="checkbox"/>			Interviewed - Not Selected	12/13/2022		External	11/18/2022	View Resume

6. Double click the applicant's name to view more information about the applicant. Across the top of the applicant information screen is the applicant's contact information. Click on the back arrow in Infor to view the listing of requisitions and applicants screen again.
 - a. Workflow Step History: Displays the history of the application process for the applicant
 - b. Talent Profile: Displays applicant's employment and education history
 - c. Preferences: Displays application preference information
 - d. Correspondence: Displays the applicant's resume and any additional forms submitted
 - e. Interview: Displays interview history
7. To schedule an interview with the applicant, right-click on the applicant, and select **Move to Step** in order to request that the recruiter schedule an interview. Update the Workflow Step field to **Interview Requested**. Click **Submit**.

<input type="checkbox"/>	First Name	Last Name	Workflow Step	Date In Step
<input type="checkbox"/>			Interviewed - Not Selected	12/13/2022
<input type="checkbox"/>			Interviewed - Not Selected	12/13/2022
<input type="checkbox"/>			Offer Extended	1/3/2023
<input checked="" type="checkbox"/>			Hiring Manager Reviewed - Not Selected	
<input type="checkbox"/>			Interviewed - Not Selected (EMAIL)	

Move To Step

Workflow Step *

Hiring Manager Reviewed - Not Selected ▼

Disposition Reason

Cancel Submit

8. After the interview, to send an offer to an applicant, right-click on the applicant and click **Move to Step**. Update the Workflow Step field to **Hiring Manager – Offer Requested**. Click **Submit**.
9. To inform the recruiter that you're not interested in a candidate, right-click on the applicant and click **Move to Step**. Update the Workflow Step to **Hiring Manager Reviewed – Not Selected**. Select a disposition reason from the drop-down list that most closely matches your reasoning.