

Job Requisition ATw 5n v





| Step | Action |
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| 6. | The Job Opening page opens. It contains the details of the job requisition. |
| 7. | The first part of the job requisition is the Opening Information box. If applicable, it includes the name of the employee being replaced with this job opening. |





| Step | Action |
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| 8. | A second Opening Information box will indicate if the job is under utilized by a |
| | minority group, if a strong internal employee has been identified, if the position is |
| | funded by a grant, and if grant-funded, the funding source. |



| Step | Action |
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| 9. | The Additional Job Specifications box includes the schedule and salary information for the position. Additional Job Specifications |
| 10. | The job requisition continues across several screens. Clicking the Qualifications link will display the qualifications required of an applicant to fill the job. Qualifications |



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| Step | Action |
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| 11. | The Qualifications screen contains the required minimum education level, degrees, and competencies that applicants must have to qualify for this job. Work Experience & Education |





| Step | Action |
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| 16. | Additional competencies can be added to the qualifications by clicking the Add Screening Questions link. Add Screening Questions |
| 17. | The next screen that contains requisition information is accessed through the Post Description link. Post Description |



| Step | Action |
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| 18. | The Job Postings screen contains the descriptions that will be displayed when the job is posted. Job Postings |
| 19. | Click the Hiring Team link to see the list of individuals assigned to assess applicants for the position. Hiring Team |





Step