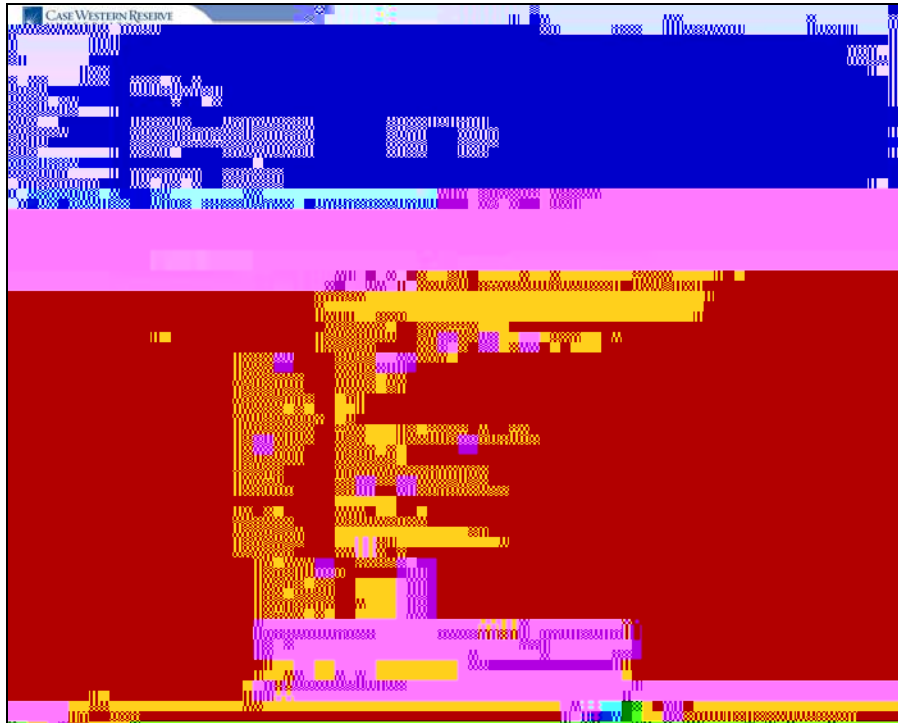




Job Requisition ATw 5n v



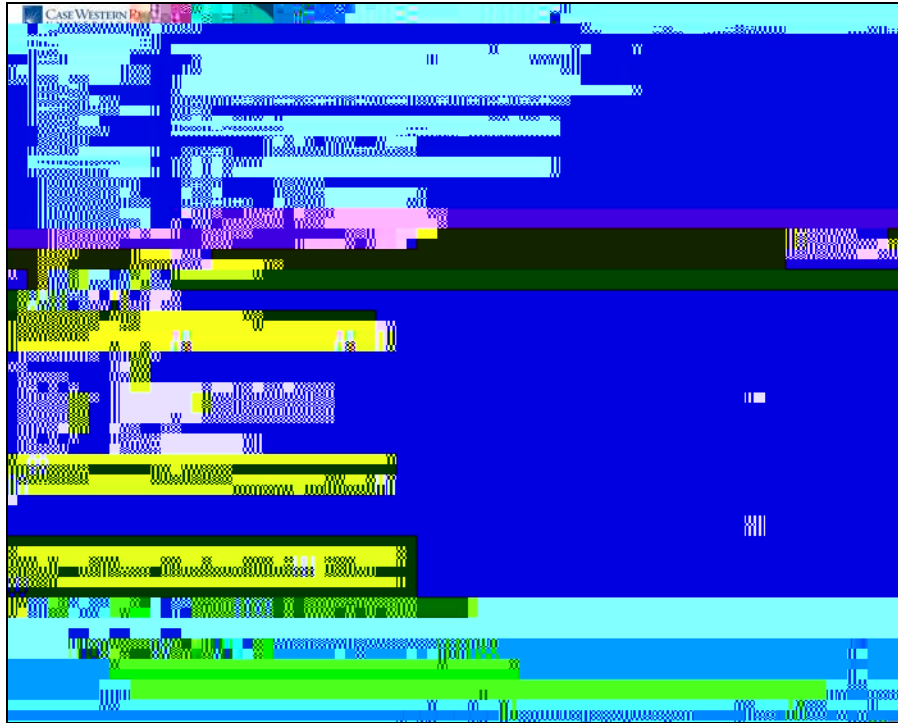
| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | The Job Opening page opens. It contains the details of the job requisition. |
| 7. | The first part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



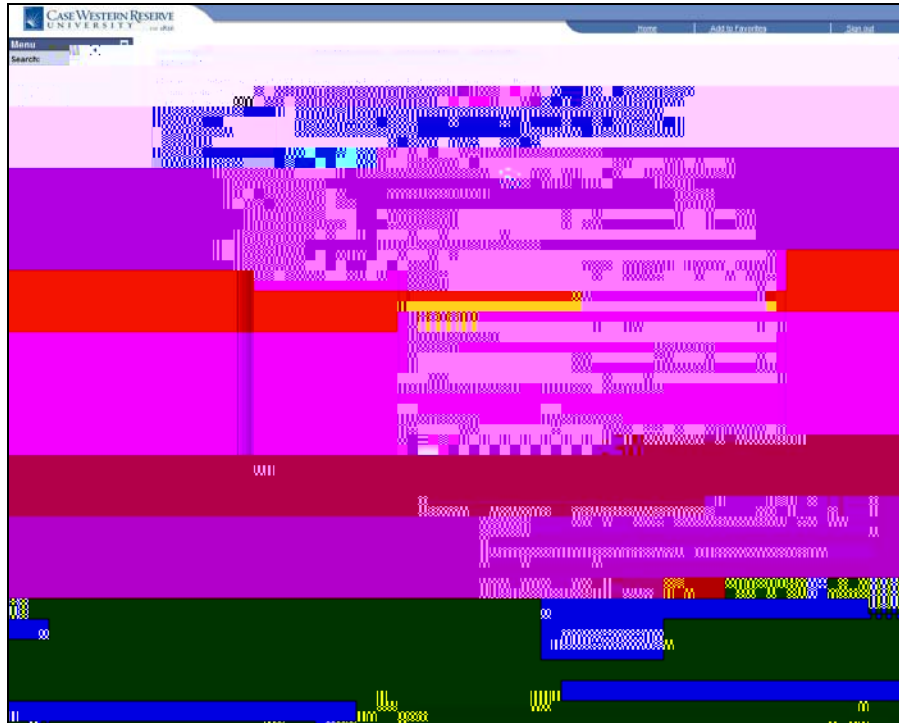
Job Requisition Approval



| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |



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

Job Requisition Approval





Job Requisition Approval

Job Requisition Approval



Step

