

# Creating a Requisition (Professional)

Taleo Version 21A

Last reviewed: May 2021  
Next review: May 2022

*Saskatchewan!* 

## Table of Contents

Before You Begin .....	1
The Requisition Form.....	2
Duplicating a Previous Requisition .....	3
Creating a New Requisition From a Template .....	4

## Before You Begin

These instructions are for creating a Professional requisition. Instructions for creating a Student requisition (i.e. Co-op, Summer Student, or Student Less-than-Full-Time) are in a separate document.

See [Initiating Staffing on Taskroom](#) for more information.

You will require several pieces of information.

The following pieces of information should be obtained from Midas. Refer to [Obtaining Required Position-Related Information from MIDAS](#) for that process.

From MIDAS:

- Ministry and Entity Code
- Job Title
- Position Number
- Employment Type
- Location
- Job and Grade
- HR Organization
- Hours of Work
- Salary Range, including supplement if applicable
- Salary Modifier
- Salary Account
- Costing Code



Additional pieces of required information are:

### Competition Structure

- Number of Openings
- Appointment Mechanism (Posted competition, Non-posted competition, or Eligibility List)
- Hiring Manager
- Hiring Manager Assistants
- Collaborators

### Competition and Approval Details

- Details Required By Approvers
- Tool Allowance, if applicable
- Labour Service Section, if applicable
- Workplace Diversity Preference or Designation, if applicable

### Posting Dates, Advertisement, and Competencies

- Desired Posting/Closing Dates
- Screening Date, Time, and Location
- Assessment (Interview, etc.) Date, Time, and Location
- Candidates to Target
- Career Centre Advertisement
- Competencies

### Advertising In Addition to the Career Centre

- Desired External Advertising Media, if applicable

### Prescreening

- Desired Prescreening Questions


# The Requisition Form


## NEED HELP?


To access Taleo User Guides, please visit [Taleo Instructions](#) in Taskroom or click the dropdown arrow beside your profile name in the upper right-hand corner and choose "Help".

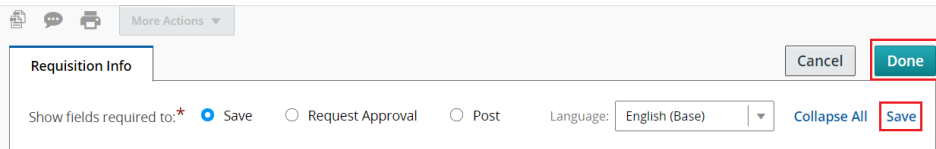
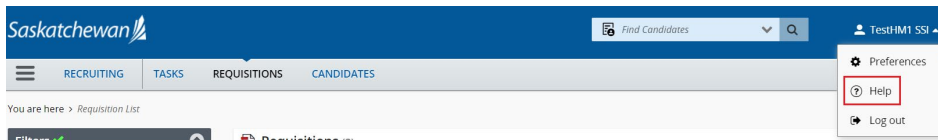
To obtain up-to-date position-related information required to create a competition, run the "Competition Creation for Taleo" report from MIDAS. See [Obtaining Required Position-Related Information from MIDAS](#) in Taskroom to learn how.

## LOOK FOR THESE SYMBOLS

 **Inspect**: this tool will help you troubleshoot any fields that still require information to complete your requisition.

 Important compliance-related information for the section or field.

 Helpful information for the section or field.



The Requisition Form is divided into sections:

1. Instructions
2. Competition Structure
3. Competition and Position Details
4. Posting and Advertising
5. Prescreening

As described in the Instructions section, each section contains links to Important Information and/or Help.

The User Guide can be found in the Instructions section or the Help link from the drop-down list of your profile name in the upper right corner of the screen.

The Instructions section provides a link to the MIDAS report available for obtaining key pieces of information required in the Competition and Position Details section.

The system will time out after 60 minutes of inactivity, and unsaved information will be lost, so **Save** the form frequently.

Click **Done** to save and exit the edit view.

## Duplicating a Previous Requisition

The screenshot shows the Recruiting home page with a 'Quick Access' menu on the left containing 'Requisitions' and 'Candidates'. The top navigation bar includes 'RECRUITING', 'TASKS', 'REQUISITIONS', and 'CANDIDATES'. Below, the 'Requisitions (8)' list is displayed with columns for ID, Title, Grade, Job, Employment Type, Status, Status Detail, and HRBP. Two requisitions are listed, both titled 'Accounting Clerk - Health level 3'. A green box highlights the title of the second requisition.


Navigate to the Requisition List by clicking **Quick Access > Requisitions** on the home page or click **REQUISITIONS** in the blue bar at the top of the screen on any pages other than the home page.

If you are not assigned to the requisition as a Hiring Manager, Hiring Manager Assistant, or Collaborator, you will not have access to the requisition. If you need to duplicate a requisition to which you do not have access, contact [staffing@gov.sk.ca](mailto:staffing@gov.sk.ca) for assistance.


If the requisition you want to duplicate has already been filled or cancelled, check **Include filled/cancelled requisitions** in the Filters panel.

Find the requisition you wish to duplicate in the Requisition List.

Click the requisition title to open.

Click **More Actions > Duplicate this requisition** or the Duplicate this requisition  icon.

A new requisition has now been created.

Click on the Inspect  icon on the right of the screen. This displays which fields are required for each step in the creation process.

Scroll through the form to update fields, as appropriate. Pay particular attention to the Competition and Position Details section, as this information tends to change over time.

A new requisition number will be assigned as soon as the new requisition is saved.

Once all fields in the form have been completed, click **Done**. The requisition is now ready to be sent for approval.

The screenshot shows the 'Business Support Analyst (ID: ADM018702)' requisition form. A 'More Actions' dropdown menu is open, showing options: 'Request For Contribution', 'Cancel', 'Duplicate this requisition', and 'Add Comments'. The 'Duplicate this requisition' option is highlighted with a red box.

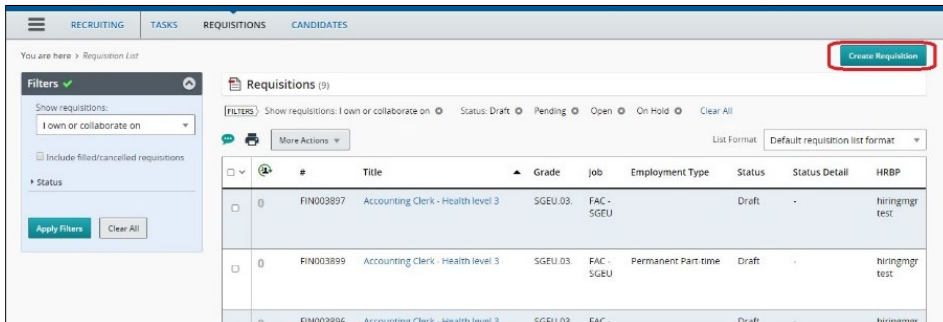
The screenshot shows the 'Create a Requisition - Duplicate an existing requisition' form. The 'Requisition Info' section is visible, with a 'Done' button highlighted in a red box. The 'Instructions' section is also visible, with an 'Inspect' icon highlighted in a red box.

## Creating a New Requisition From a Template

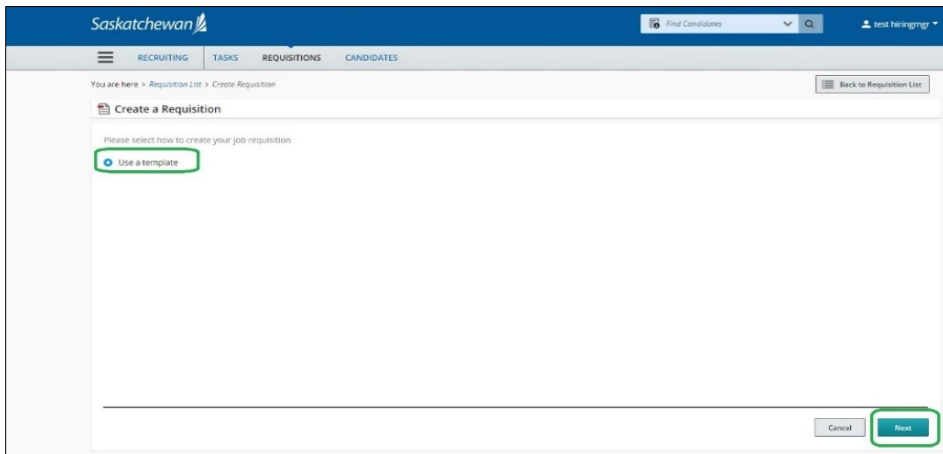


Navigate to the Requisition List by clicking **Quick Access > Requisitions** on the home page or click **REQUISITIONS** in the blue bar at the top of the screen on any pages other than the home page.

Then click **Create Requisition**.



Use a **template** is selected by default. Click **Next**.



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Find Candidates

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RECRUITING TASKS REQUISITIONS CANDIDATES

You are here > Requisition List > Create Requisition

Back to Requisition List

Create a Requisition -

1 Basic Information 2 Find Template 3 Specify Attributes 4 Complete and Save

Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created.

Select the requisition type \*

Professional

Student

Cancel Next

Step bar displays the process of creating a requisition.

Select Professional and click Next.

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RECRUITING TASKS REQUISITIONS CANDIDATES

You are here > Requisition List > Create Requisition

Back to Requisition List

Create a Requisition -

1 Basic Information 2 Find Template 3 Specify Attributes 4 Complete and Save

Template (sample completion to build from). Enter a key word from job title being staffed. For a blank template, enter "blank". \*

account

Accounting Clerk

Accounting Clerk - Entry Level

Accounting Clerk - Health Level 3

Accounting Clerk - Health Level 4

Previous Cancel Next

Enter a key word from the job title then wait a moment for the system to present a pick-list of templates that match.

If none of the suggested templates is suitable, type the word blank and wait a moment, then select A Blank Template.

Alternatively, click on the Open Selector icon to launch the Find Template window to select from.

Click **Next**.

Enter a key word from the Hiring manager's name, the ministry name and the location, then wait a moment for the system to present a pick-list for you to choose from.

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RECRUITING TASKS REQUISITIONS CANDIDATES

You are here > Requisition List > Create Requisition

Back to Requisition List

Create a Requisition -

1 Basic Information 2 Find Template 3 Specify Attributes 4 Complete and Save

For help with Job Category, open a new internet browser window and go to <http://www.careers.gov.sk.ca/OCL>. For Location, do not leave "City" level blank.

**Requisition Structure**

Select the requisition type  
Professional

Requisition Style  
Requisition File Apr 3 2018

Template Used  
Administrative Support (Child and Family Services 05 PSC)

Job Category (for help go to <http://www.careers.gov.sk.ca/OCL>)  
Administrative Support

Hiring Manager

Ministry

Primary Location

0 Add additional locations

Previous Cancel Next

Alternatively, click on the Open Selector icon to launch the Selector window to select from.

Most templates will insert a value in the Job Category field. However, if this field is blank, go to <https://staffroom.saskatchewan.ca/-/media/project/staffroom/documents/other/selectingjobcategory.xls> to determine which Job Category to choose.

**Location Selector**

435 Locations are available Select Location to proceed

Filters: No filters are applied

Location  
State/Province  
Region  
City  
Keyword  
Address  
Zip/Postal Code

State/Province	Region	City	Action
China			Select
China	SH		Select
China	SH	Shanghai	Select
India			Select
India	ND		Select
India	ND	New Delhi	Select
Japan			Select
Japan	TKY		Select
Japan	TKY	Tokyo	Select
MB			Select

Page 1 of 29 (1-15 of 435 items)

Locations Selected (0)

Primary	Name	Actions
No data to display.		

Apply Filters Clear All Done Cancel

If the requisition is for more than one location, click **Add additional locations** to open **Location Selector** to select the other locations.

Use the **Filters** on the left to search for the additional locations, then click **Select** to add them. Do not select a value where the City column is blank.

Click **Done** when all locations are selected.

Click **Next**.

A new requisition has now been created. Scroll through the form to enter and/or update fields as appropriate.

**Create a Requisition -**

Basic Information Find Template **Specify Attributes** Complete and Save

For help with Job Category, open a new internet browser window and go to <http://www.careers.gov.sk.ca/OCL>. For Location, do not leave "City" level blank.

**Requisition Structure**

Select the requisition type: Professional Hiring Manager  
 Alison Lara

Template Used: Accounting Clerk - Health level 4  
 Ministry: Executive Government > 033 Public Service Commission

Requisition Style: Requisition File Apr 3 2018  
 Job Category (for help go to <http://www.careers.gov.sk.ca/OCL>): Finance and Revenue  
 Primary Location: SK  
 0 Add additional locations

Previous Cancel **Next**

**Create a Requisition -**

Requisition info

Show fields required to: Save Request Approval Post Language: English (Base) Collapse All Save

1 of 2 Next

HR Business Partner: hiringmgr, test  
 Hiring Manager Co-Assistant (Please enter user "None, None" if not applicable): [ ]  
 Hiring Manager: Lara, Alison

Hiring Manager Assistant (Please enter user "None, None" if not applicable): [ ]

**Inspect**

Inspect this requisition

- Saving (2)
  - Hiring Manager Co-Assistant (Please enter user "None, None" if not applicable): Required
  - Hiring Manager Assistant (Please enter user "None, None" if not applicable): Required
- Approval (7)
  - Hiring Manager Co-Assistant (Please enter user "None, None" if not applicable): Required
  - Hiring Manager Assistant (Please enter user "None, None" if not applicable): Required
  - HR Organization: Required
  - Position Number: Required
  - Grade: Required
  - Is this position a supervisor or

Instructions: Select a User Group. Refer to User Group Help section in Additional Taleo Information for Student Requisitions in Task

\* Business Partner Team E

Click on the **Inspect** icon on the right of the screen. This displays which fields are required for each step in the creation process.

A new requisition number will be assigned as soon as the new requisition is saved.

Once all fields in the form have been completed, click **Done**. The requisition is now ready to be sent for approval.