

# Creating a Requisition (Student)

Taleo Version 21A

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*Saskatchewan!* 

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## Before You Begin

These instructions are for creating a Student requisition. Instructions for creating a Professional requisition (i.e. anything non-Student) are in a separate document.

See [Hire a Student 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
- 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
- Applicable Student Program (summer student, co-op, or student-less-than-full-time)
- 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 (only applicable to student-less-than-full-time)
- Screening Date, Time, and Location
- Assessment (Interview, etc.) Date, Time, and Location
- Advertisement
- Competencies


# 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".

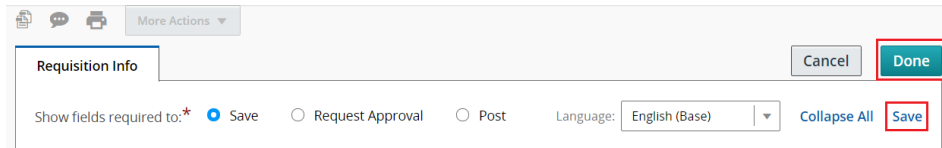
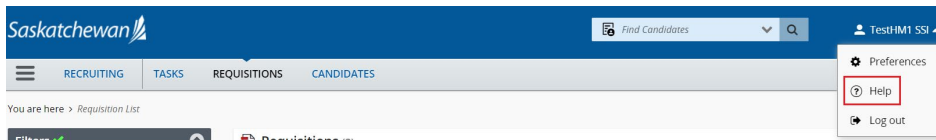
To obtain up-to-date position-related information required to create a competition, run the "Competition Creation for Taleo" report from MIDAS. See [Obtaining Required Position-Related Information from MIDAS](#) in Taskroom to learn how.

## 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 Taleo Recruiting interface. On the left, a 'Quick Access' menu is highlighted with a red box, containing 'Requisitions'. The main content area shows a 'Welcome to Taleo!!!' message and a navigation bar with 'RECRUITING', 'TASKS', 'REQUISITIONS', and 'CANDIDATES'. Below the navigation bar, the 'Requisitions (8)' list is displayed. A table lists requisitions with columns for ID, #, Title, Grade, Job, Employment Type, Status, Status Detail, and HRBP. The first two rows are highlighted with a green box, showing 'Accounting Clerk - Health level 3' for both.

ID	#	Title	Grade	Job	Employment Type	Status	Status Detail	HRBP
0	FIN003896	Accounting Clerk - Health level 3	SGEU.03	FAC - SGEU		Draft	-	hiringmgr/test
0	FIN003897	Accounting Clerk - Health level 3	SGEU.03	FAC - SGEU		Draft	-	hiringmgr/test

NOTE: Only student requisitions may be duplicated to create a new student requisition. Professional requisitions cannot be used to create a new student 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.

The screenshot shows the details for a 'Business Support Analyst (ID: ADM018702)' requisition. 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.

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.

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. Below the form, there are radio buttons for 'Save', 'Request Approval', and 'Post', and a 'Language' dropdown set to 'English (Base)'. A 'Collapse All' button and another 'Save' button are also present. At the bottom right, an 'Inspect' icon is highlighted in a red box.

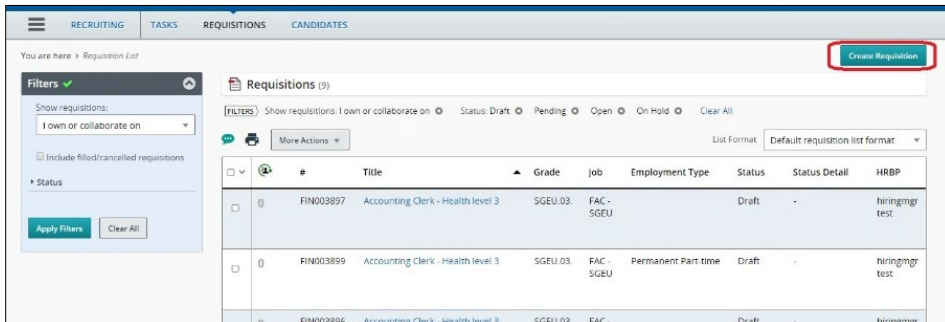
A new requisition number will be assigned as soon as the new requisition is saved.

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

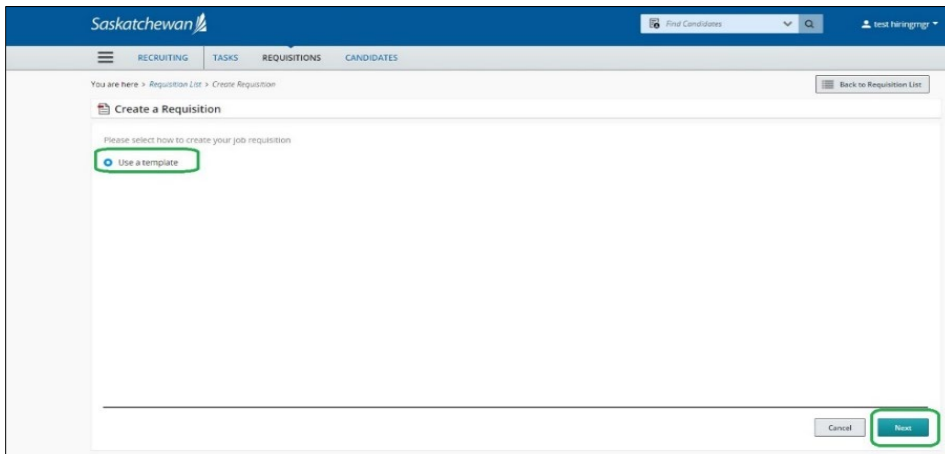
## Creating a New Requisition From a Template



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**.

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 Student and click **Next**.

Find Template

Filters

- Organization
- Location
- Job Category
- Keyword
- Job Title to Be Advertised
- HRBP

Apply Filters      Clear All

17 Requisition templates are available. Select a template to proceed

FILTERS No filters are applied

Language	Job Title to Be Advertised	Category	Action
English	Student - Agriculture & Environmental Services	Research and Policy	Select
English	Student - Agrology Assistant	Agrology	Select
English	Student - Business & Finance	Administrative Support	Select
English	Student - Communications	Communications	Select
English	Student - Engineering Assistant	Engineering	Select
English	Student - Facilities & General Labour	General Operations and Labour	Select
English	Student - Geological Survey	Geosciences	Select
English	Student - Highway Maintenance	General Operations and Labour	Select
English	Student - Human Services	Human Service Program Delivery	Select
English	Student - Law	Court Services	Select
English	Student - Office Administration	Administrative Support	Select
English	Student - Park Gate Attendant	Park Operations	Select
English	Student - Park Interpreter	Park Operations	Select
English	Student - Park Maintenance Worker	Park Operations	Select
English	Student - Parks & Culture	Park Operations	Select

Page 1 of 2 (1-15 of 17 items)      K < 1 2 > X

Cancel

Click on the Open Selector icon to launch the Find Template window to see the list of sample competitions for student positions. **Select** the template which best matches the position you're staffing. You will be taken back to the previous screen.

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

Student - Communications

Previous      Cancel      Next

Click **Next**.

**Saskatchewan** Find Candidates TestHM1 SSI

RECRUITING TASKS REQUISITIONS CANDIDATES

You are here > Requisition List > Create Requisition Back to Requisition List

**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**

Requisition Style  
Administrative Support 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**

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.

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

The template will insert the appropriate value in the Job Category field. Do not change the job category.

**Location Selector**

Filters: No filters are applied

435 Locations are available Select Location to proceed

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.		

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.

**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**

Template Used  
**Accounting Clerk - Health level 4**

Requisition Style  
Requisition File Apr 3 2018

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

Hiring Manager  
Alison Lara

Ministry  
Executive Government - 033 Public Service Commission

Primary Location  
SK

0 Add additional locations


Previous Cancel **Next**

Click **Next**.

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



The screenshot shows the 'Create a Requisition' form with an 'Inspect' pop-up window. The form includes fields for 'HR Business Partner' (hiringmgr, test), 'Hiring Manager Co-Assistant' (None, None), and 'Hiring Manager' (Lara, Alison). A red box highlights the 'Inspect' icon in the top right corner of the form. The 'Inspect' window displays a list of required fields for each step: 'Saving (2)' and 'Approval (7)'. The 'Saving (2)' step lists 'Hiring Manager Co-Assistant' and 'Hiring Manager Assistant' as required. The 'Approval (7)' step lists 'Hiring Manager Co-Assistant', 'Hiring Manager Assistant', 'HR Organization', 'Position Number', 'Grade', and 'Is this position a supervisor or' as required.

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.