Create a Sourcing Job Requisition for Multiple Position Vacancies

Overview

A sourcing job requisition can be created to post a job that is intended to collect candidate applications for multiple positions. Each position must share the same position information with the exception of the SAP Position Control Number (e.g. job profile, rotation, salary, base hours, etc.).

An Org Chief who has several identical position vacancies that need to be filled must have a corresponding job requisition for each one generated and approved in SuccessFactors. Once the job requisitions are approved, corresponding job postings are not created. Instead, HR Shared Services creates a sourcing job requisition with reference to the approved job requisitions, and one single job posting to collect candidate applications.

An Org Chief may request that all job requisitions be combined into one sourcing job requisition, or this may be a solution that is determined at the time the applicable position vacancies are requested.

Note: A sourcing job requisition can also be used to source candidates for future opportunities that are not linked to individual approved job requisitions.

Procedure

Before you begin, ensure that all job requisitions that will be associated with the sourcing job requisition are approved. You will require the requisition ID for at least one of the approved job requisitions in order to create the sourcing job requisition.

1. Click the **Home** menu and select **Recruiting** from the drop-down.
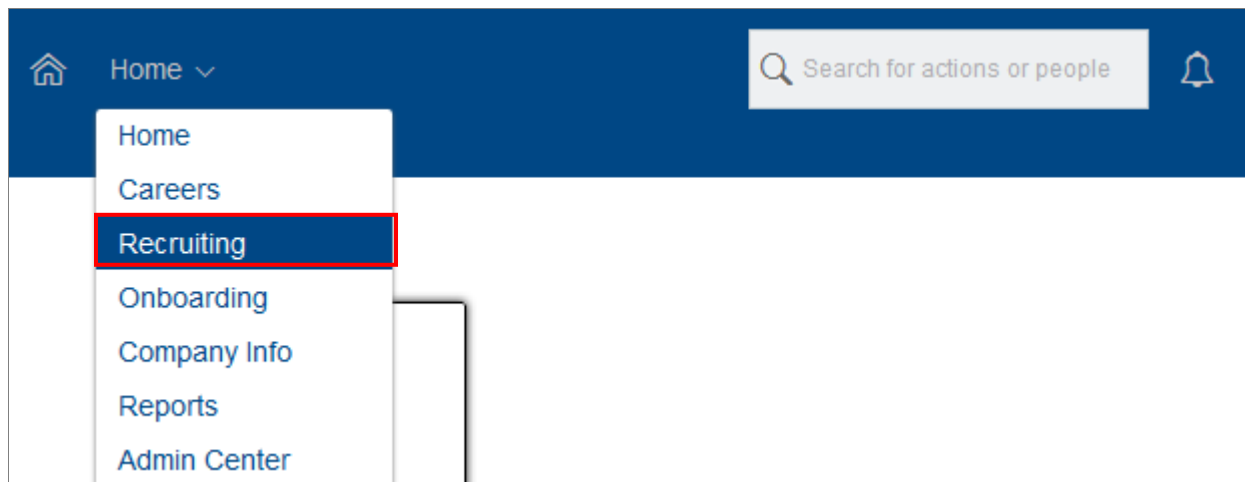
The *Recruiting* screen appears.

2. Click Create New.

3. Click **Copy Existing Job Requisition**.

- The sourcing job requisition is created by copying one of the existing approved job requisitions that will be associated with the sourcing job requisition.

The *Create New Job Requisition* screen appears.

4. Enter a **requisition ID** in the **Requisition ID** field.

- The requisition ID is the ID from one of the approved job requisitions that will be associated with the job requisition.

5. Click **Search**.

The result of the search is displayed.

6. Click the **radio button** in the **Options column** to the left of the position title to select the **applicable job requisition**.

7. Click **Copy Selected**.

Create New Job Requisition

Job Requisitions · Create New Job Requisition · RMK Dashboard · Offer Approvals

Items per page: 10 ⌄   Showing 1–1 of 1

Options	Position Title	Requisition ID	Department	Org Chief	OESH and French Language Services	Due Date	Actions
⦿	Nurse 2	2674		Eunice Armstrong	OESH/FLS Req Approval	11/03/2017	

Items per page: 10 ⌄   Showing 1–1 of 1

Copy Selected   Refine Search   Cancel

8. Click **Next**.

Create New Job Requisition

Position Title   Nurse 2   ← Position Title can be edited if required.

Due Date   02/21/2018

Cancel   **Next**

The *WRHA Additional Sites Requisition* screen appears.

In the *Position Info* section,

9. Enter the position number for each position that is associated with the sourcing requisition.

10. Click ⌄ in the **Position Sub Group** field and select the **applicable position sub group** from the drop-down.

11. Click ⌄ in the **Personnel Sub Area (Union Affiliation)** field and select the **applicable personnel sub area** from the drop-down.

Requisition Information	
* Requisition ID	3402
* Requisition Status	Open ⌄ ⑦

Note: The applicable *position sub group* and *personnel sub area* can be found in the approved job requisitions that will be associated with the sourcing job requisition.

Position Info (SAP)	
Position Number	22007255, 22007256, 2200
* Position Title	Nurse 2
* External Posting Title	Nurse 2 Same as Internal
Job Code	30000436
* Position Sub Group	Full Time ⌄
* Personnel Sub Area (Union Affiliation)	MNU ⌄
Annual Base Hours	2015

Use commas to separate position numbers:

22007255, 22007256, 22007257

12. Scroll down the screen to the **Posting Information** section.

13. Enter the **number of vacancies associated with the sourcing job requisition** in the **Number of Vacancies** field.

- This field will default to 1.

14. Click **Add more questions** under the **Questions** heading to add qualification screening questions to the job posting if required.

Screening questions can be used to identify applicants who do not meet language requirements for a designated bilingual position, or automatically disqualify applicants who do not possess the required qualification(s) for the position (e.g. registration/licensure).

If qualification screening questions are not required, continue at Step 18.

15. Click **Browse** to view available screening questions.

Options for displaying and selecting available screening questions display.

16. Click ⟩ winnipeghcP and then click ⟩ Language and ⟩ Licensure to display available questions.

17. Click the **checkbox** next to the **applicable question(s)** to select them, and then click **Add**.

Questions		Required	Disqualifier	Score	Weight	Actions

⊖ Add more questions

Search   Browse   Create

Find additional questions to add to this job requisition.

品 Cascading question

Select language [English ⌄]

⟩ My Saved Questions

⌄ winnipeghcP

⌄ Language

☐
This position has been designated bilingual (French/English). ☐ Are you able to meet the French language requirements for comprehension, speaking, reading and/or writing?

⌄ Licensure

☐
Are you currently registered with, or eligible for registration with, the College of Audiologists and Speech Language Pathologists of Manitoba (CASLPM)?

☐ Are you currently registered with, or eligible for registration with, the College of Dietitians of Manitoba (CDM)?

☐ Are you currently registered with, or eligible for registration with, the College of Licensed Practical Nurses of Manitoba (CLPNM)?

☐ Are you currently registered with, or eligible for registration with, the College of Midwives of Manitoba (CMM)?

☐ Are you currently registered with, or eligible for registration with, the College of Occupational Therapists of Manitoba (COTM)?

☐ Are you currently registered with, or eligible for registration with, the College of Pharmacists of Manitoba (CPM)?

☐ Are you currently registered with, or eligible for registration with, the College of Physiotherapists of Manitoba (CPHM)?

☐ Are you currently registered with, or eligible for registration with, the College of Registered Nurses of Manitoba (CRNM)?

☐ Are you currently registered with, or eligible for registration with, the College of Registered Psychiatric Nurses of Manitoba (CRPNM)?

☑ Are you currently registered with, or eligible for registration with, the Manitoba Association of Registered Respiratory Therapists (MARRT)?

☐ Are you currently registered with, or eligible for registration with, the Manitoba College of Social Workers (MCSW)?

Add

The question(s) that you added now display under the **Questions** heading.

18. Click the **checkboxes** below the **Required** and **Disqualifier** and/or **Score** headings as required.

Disqualifier: Intended to automatically remove applicants from consideration for the competition if they do not possess required qualifications (e.g. registration/licensure). This means the applicant will be moved into the *Automatic Disqualified* segment within the *Talent Pipeline*. Org chiefs have the ability to view applicants in the *Automatic Disqualified* segment, and move them if required (e.g. if the question was answered incorrectly).

Score: Intended to identify applicants who do not meet a qualification that is not disqualifying. For example, a designated bilingual position can be underfilled with an applicant who does not meet the French language requirements. This means the applicant will remain in the *New Applicant Review* segment within the Talent Pipeline, and will have a numeric score indicated in the *Rating* column based upon their answer to the question(s).

19. Enter a **numeric value** (e.g. 1) in the **Weight** field to assign the applicable weighted value for a **Score** question. *Weight* is not a requirement for a *Disqualifier* question.

Note: In the example below, a *Disqualifier* question is added in order to remove applicants who do not possess (or are ineligible for) a required registration.

Questions	Required	Disqualifier	Score	Weight	Actions
Are you currently registered with, or eligible for registration with, the Manitoba Association of Registered Respiratory Therapists (MARRT)? Multiple Choice	☑	☑	☐		Select ⌄

⊖ Add more questions

Search   Browse   Create

To remove a question that is not required, or has been added in error, place your cursor over the Select menu, and then select Remove Question from the drop-down.

Required	Disqualifier	Score	Weight	Actions
☑	☑	☐	0.0	Select ⌄

✎ Edit Question

👁 Show Description

🗑 Remove Question

20. Complete the **Internal** and/or **External Job Description Headers and Footers** based on the posting requirements.

Note: Refer to the Create a Job Posting how-to for detailed information about completing the Internal and External Job Description Headers and Footers.

Internal Job Description Header   [Update]

```
Requisition ID: [[id]]
Position Number: [[sapPositionID]]
Posting End Date: Please enter the posting end date
City: [[filter1]]
Site: [[filter4]]
Work Location: [[cust_location]]
Deptartment / Unit: [[cust_department]]
Job Stream: [[filter2]]
Union: [[sapPersonnelSubAreaTxt]]
Anticipated Start Date: [[jobStartDate]]
FTE: [[cust_FTE]]
Anticipated Shift: [[mfield2]]
```

[Add Header and Footer Content]

Internal Job Description Footer   [Update]

This position is subject to a Criminal Record Check, including Vulnerable Sector Search, an Adult Abuse Registry Check and a Child Abuse Registry Check. The successful candidate will be responsible for any service charges incurred.

Please note that an employee is not permitted to hold two or more positions across the WRHA legal entity that combine to equal more than 1.0 EFT. The WRHA legal entity includes Deer Lodge Centre, Grace Hospital, Health Sciences Centre, Middlechurch Home of Winnipeg, River Park Gardens, Victoria General Hospital, WRHA corporate programs, and WRHA community health services.

Interviewed candidates may be called upon to participate in a skills assessment.

Any application received after the closing time will not be included in the competition.

21. Scroll down the screen to the **Requisition Users** section.

22. Enter and select the following users in the **Org Chief Team, Manage Additional Users** fields:

- The **Hiring Org Chief**
- **HRSS Req Approval** (generic account)

23. Enter comments in the **Comments** field to indicate the which job requisition IDs are associated with the sourcing requisition.

24. Click **Job Approved**.

Requisition Users

Org Chief Team

Manage Additional Users

Eunice Armstrong, | HRSS

HRSS Req Approval (N/A, N/A)

After a user name is entered into a field, an additional field opens to the right, allowing for another user to be added.

Restore admin defaults

Re-apply personal preferences

Comments

Comments

Sourcing requisition created to collect candidate applications for req IDs:
9971 (position 22007255)
9972 (position 22007256)
9973 (position 22007257)

Enter comments to indicate why the sourcing job requisition is being created. For example, to source candidates for Org Chief's individual job requisition IDs and position numbers.

✔ spell check... ⚖ legal scan...

Cancel Job Requisition

Save and Close   Close Without Saving   → Job Approved

The *WRHA Additional Sites Requisition* screen appears.

25. Click **Job Approved**.

You return to the *Job Requisitions* screen, and the new sourcing job requisition now appears in the requisitions list.

26. Click the newly created **sourcing job requisition** in the **Job Requisitions** screen.

The *Requisition* screen appears and displays the details for the requisition.

27. Click the **Job Postings** link at the top of the screen.

WRHA Additional Sites Requisition for Nurse 2

JOB REQUISITION DETAIL   JOB PROFILE   CANDIDATES (0)   **JOB POSTINGS (0)**   CANDIDATE SEARCH

🖶 Internal Posting Preview   🖶 External Posting Preview

The *Job Postings* screen appears.

28. Enter the **posting dates** for the **applicable Posting Type(s)**.

Note: Refer to the Create a Job Posting how-to for detailed information about entering posting dates.

Job postings

Posting Type	Posting Status	Posting Start Date	Posting Start Time	Posting End Date	Posting End Time	Last Modified Date	Last Modified By	Action
Internal Posting	Not Posted	12/08/2017		12/15/2017		--	--	Post Job
External Posting	Not Posted	12/08/2017		12/15/2017		--	--	Post Job
Internal Private Posting	Not Posted	MM/DD/YYYY	--	MM/DD/YYYY	--	--	--	Post Job
External Private Posting	Not Posted	MM/DD/YYYY	--	MM/DD/YYYY	--	--	--	Post Job

Note: Postings expire at 11:59 pm at the end of the selected expiration date. Please note, new postings can take several minutes before they are returned in search results on the career sites.

Next Steps

HR Shared Services will:

- Change the Job Requisition Status for each of the approved job requisitions associated with the sourcing job requisition to *On Hold-HRSS* and enter comments to indicate they are associated with the Requisition ID for the sourcing job requisition.

- Contact the Org Chief to provide the Sourcing Job Requisition ID. The Org Chief can then use SuccessFactors to review new applicant information in real-time as it is submitted, and forward successful applicants to the individual approved job requisitions to complete the recruiting process.

- Close the Sourcing Job Requisition after the Org Chief completes the recruiting process for each job requisition associated with the sourcing job requisition.