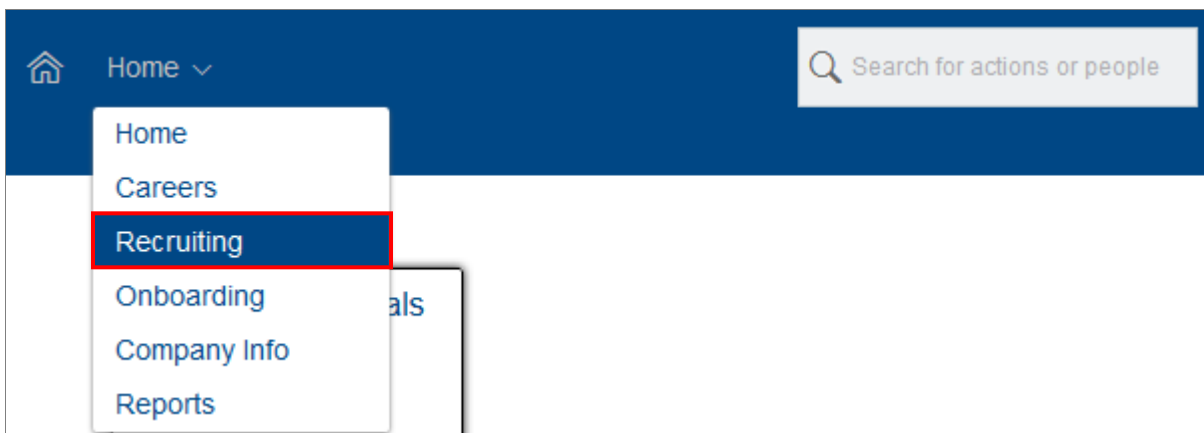# Display Job Requisition History

Overview

After a job requisition is opened, a number of users may interact with it. This can include users who have a role on the requisition, job posting(s), offer approval, and offer letter (e.g. Org Chief, HR Shared Services).

A history of the actions taken with a job requisition from its creation through job posting can be displayed using the Info button within the job requisition screen.

Note: Any changes that are made to a position in SAP may update the corresponding SuccessFactors job requisition.
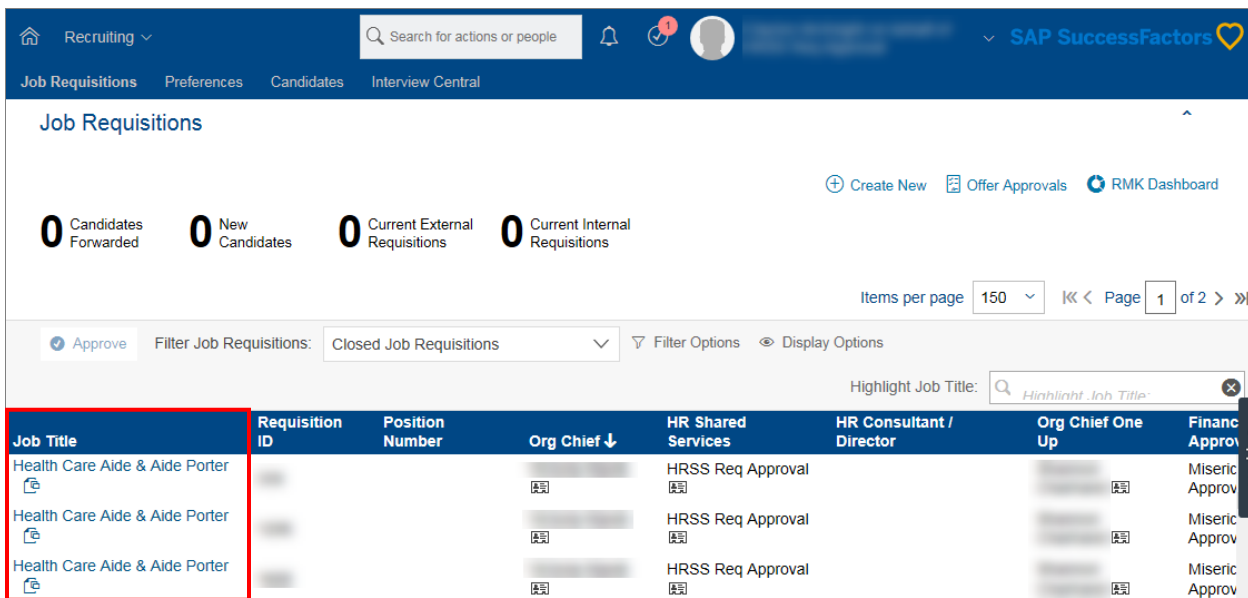
Procedure

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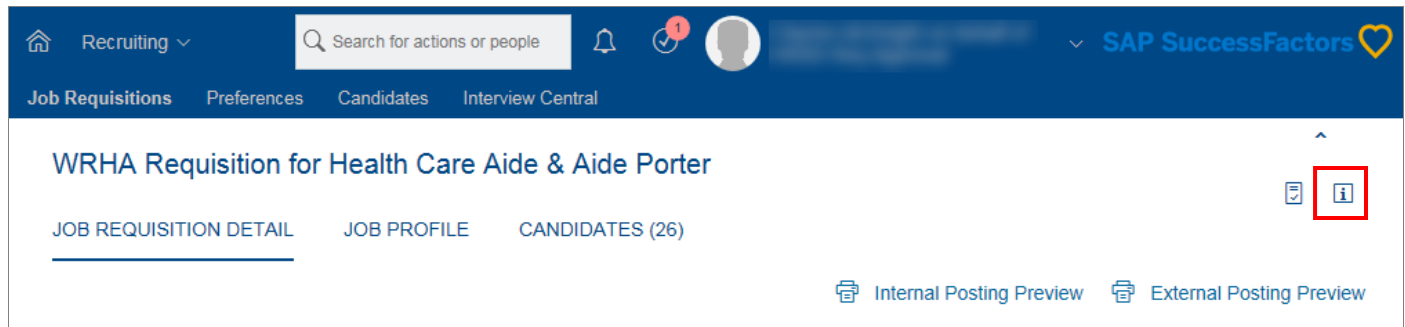

    The *Job Requisitions* screen appears.

2. Click the **applicable job requisition link** in the **Job Title** column.

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

3. Click 📋 (*Info about this form*) at the top right of the screen.

The *Info about this form* screen opens in a new browser window. Job requisition history information is displayed under three section headings:

- Properties
- Approval Chain
- Change History

The table below provides the section heading names and a corresponding description of the information contained.

Section Heading	Section Sub Category and Description
Properties	Information entered when the document was created that is updated automatically. • **Originator**: How the requisition was created (e.g. API Admin = SAP) • **Subject**: Same as "Originator" above • **Type**: The document type (e.g. Job Req) • **Req ID**: The unique numerical ID assigned to the job requisition • **Title**: SuccessFactors document title (includes position title) • **Due Date**: Not applicable • **Status**: Status of the document (e.g. Modify stage – Req approval in process, Completed – Req Approved) • **Document ID**: SuccessFactors specific ID for document
Approval Chain	**Routing Map** Lists HR Shared Services user – this is the only user role in the job requisition approval workflow – and the corresponding status. **Audit Trail** A log of the document flow throughout the workflow. Users and their action(s) taken with the document are logged, including any comments entered, and the corresponding status of the document and the action date. See example on next page.
Change History	A log of all changes occuring to the document. Modifications applied to the document are logged. Data includes the orginal content of the field and what the new value of the field was modified to. User information and time/date stamp are also logged.

Example Audit Trail:

Audit Trail					
Currently With	Employee	Action	Comments	Status	Act By
	API - Admin	Create		Completed	06/11/2020
	HRSS Req Approval by WRHA Temporary	Modify		Completed	06/13/2020
	Final Form				06/12/2020