# Display a Job Requisition

Overview

After HR Shared Services creates an SAP position vacancy and a corresponding SuccessFactors job requisition, users who are associated with the job requisition (e.g. Org Chief/Delegate, OESH, FLS, Finance, etc.) can display it in SuccessFactors.

In most cases, the job requisition will be available the next business day after a request is intiated, however a notification is not sent to indicate it is available.

Procedure

1. Click the **drop-down arrow** next to the main menu on the **Home page**, and then click **Recruiting**.
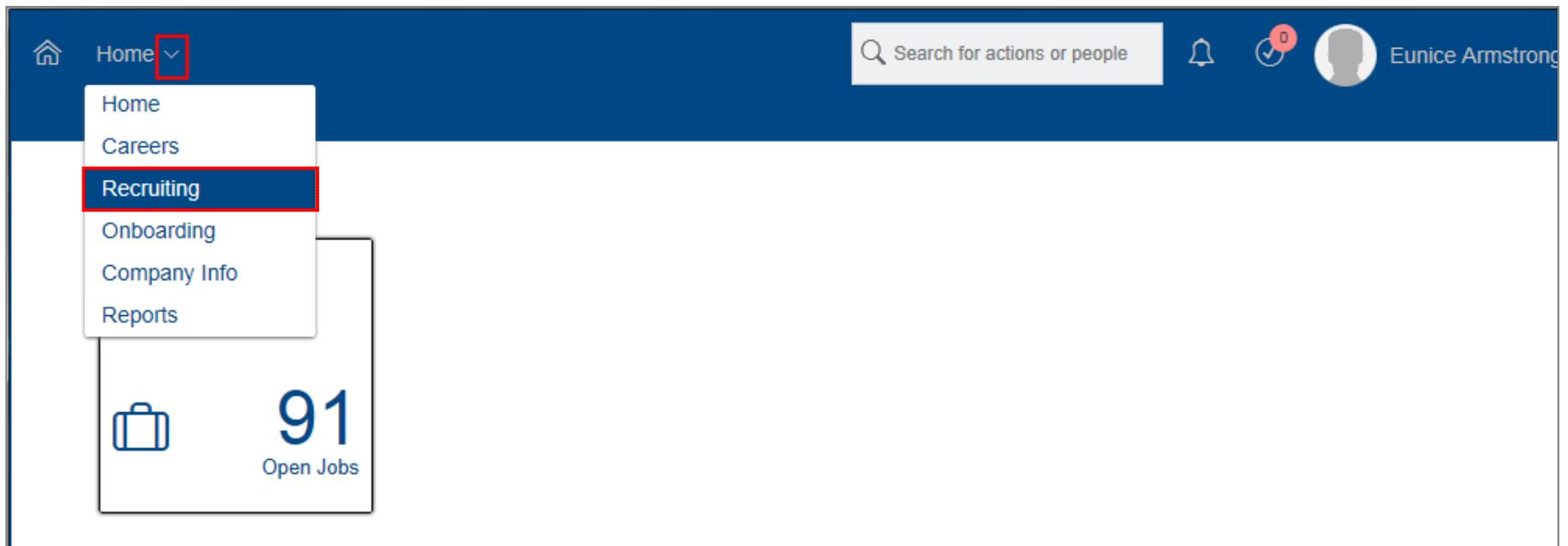
The *Job Requisitions* screen appears.

2. Click the **applicable job requisition**.

The *Job Requisition Detail* screen appears, displaying all information associated with the requisition, organized by headings.

3. You can **review the requisition** to identify any missing information.

Note: See the Job Requisition Field Reference for a complete description of all requisition fields.

See how to Attach or Delete a Supporting Document for a Job Requisition for instructions on attaching (or deleting) a relevant supporting document.

Next Steps

After a job posting becomes live on the applicable Careers website(s) for the job requisition, candidates can submit their applications until the posting expires.

The Org Chief (and delegates) can use SuccessFactors to review new applicant information in real-time as it is submitted, and complete recruiting activities.