

Display a Job Requisition

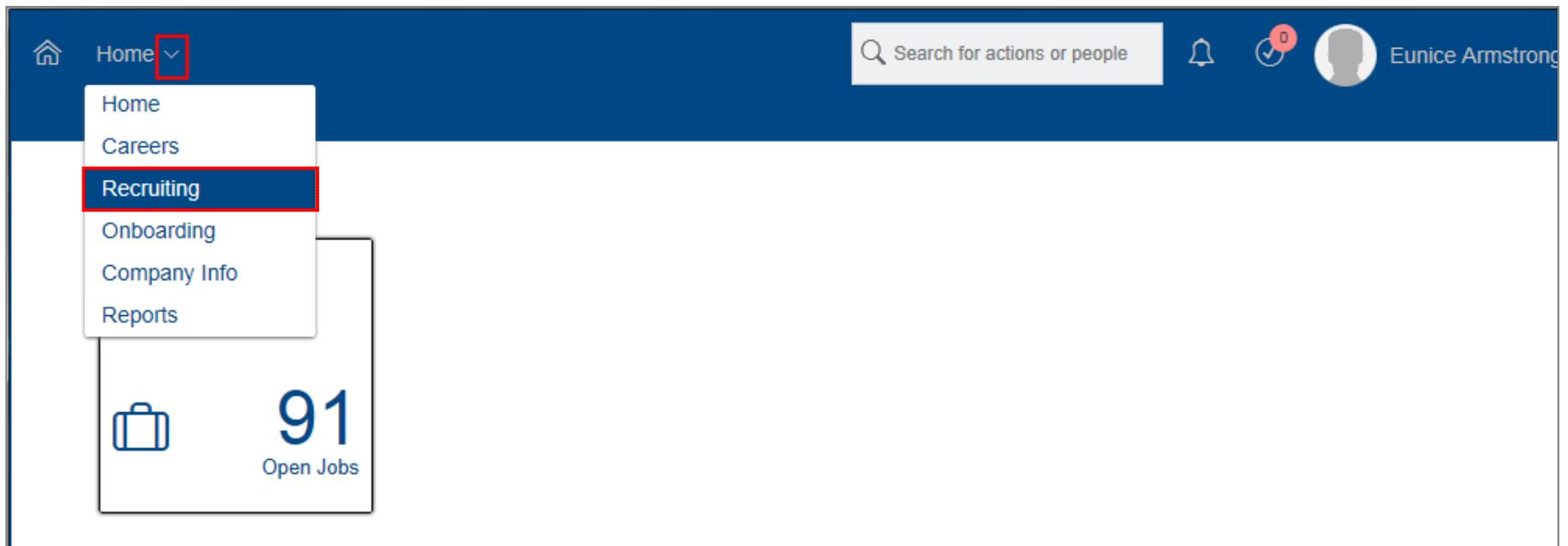
Overview

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 initiated, 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**.

Job Requisitions

Offer Approvals

0 Candidates Forwarded 5 New Candidates 2 Current External Requisitions 0 Current Internal Requisitions Average Days Open: 0

Items per page: 10

Approve Filter Job Requisitions: All job requisitions Filter Options Display Options Highlight Job Title: Highlight

Select All	Job Title	Requisition ID ↑	Org Chief	Currently With	Due	Candidates	Progress
<input type="checkbox"/>	Dietitian	2703	Eunice Armstrong	Misericordia Req Approval	11/06/2017	-	
<input type="checkbox"/>	Dietician DEV	2706	Braden Meikle		11/06/2017	1	
<input type="checkbox"/>	Dietitian - 2744	2744	Eunice Armstrong		11/09/2017	6 (5 New)	

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.

The screenshot shows the SAP SuccessFactors interface for a job requisition. The top navigation bar includes a home icon, 'Recruiting' dropdown, a search bar, a notification bell, a profile icon for 'Eunice Armstrong', and the 'SAP SuccessFactors' logo. Below the navigation bar, there are tabs for 'Job Requisitions', 'Preferences', 'Candidates', 'Interview Central', and 'Interview Scheduling'. The main content area is titled 'WRHA Requisition for Dietitian - 2744' and has a sub-navigation bar with 'JOB REQUISITION DETAIL' (underlined), 'JOB PROFILE', 'CANDIDATES (6)', 'JOB POSTINGS (1)', and 'CANDIDATE SEARCH'. There are also icons for 'Internal Posting Preview' and 'External Posting Preview'. The 'Requisition Information' section shows the following details:

Requisition Information	
* Requisition ID	2744
* Requisition Status	Open <input type="text"/> ?

Below this is the 'Position Info (SAP)' section, which is currently blank.

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.