

QUICK PROCEDURE

TO CREATE REQUISITION FOR FILLING A VACANCY

- 1 Login to Insight OHC
- 2 Navigation Path 1
On the Add New menu [+], click Requisition. This can be done from any page.
- Navigation Path 2
On the Jobs menu, click Requisitions. Then click Add.
- 3 The first of three requisition form pages will display.
- 4 Choose Department/Division using search button.
- 5 Use the Class Spec search button to find the job to recruit.
- 6 Type the Job Title in the Working Title space or tweak it for this particular posting.
- 7 Fill in Desired Start Date (date you want the job to be filled by) (mm/dd/ccyy)
- 8 Use the Hiring Manager search button to find the Hiring Manager(s) to be assigned (Click box by name then Done when finished)
- 9 From Job Type drop down select as appropriate
- 10 From List Type choose Regular (Advertise to External/General Public) or Promotional (Advertise to Internal County Employees Only) as appropriate. Ignore the other options.
- 11 Number of vacancies is usually 1 but type according to need
- 12 What type of posting? Choose Internal or External as appropriate
- 13 Duration of Temporary Position - enter time (days, months) appropriate
- 14 Hours required for the position - (example 40 hours/week)
- 15 Shift hours and/or days worked - (example M-F, 8-5)
- 16 Location of Work Area - (example Public Safety Building)
- 17 Job Description dropdown box - choose accurate, revised or new
- 18 Salary dropdown box - select as appropriate
- 19 Posting Salary detail - enter detail for hourly rate or other salary
- 20 Date Position to be posted (mm/dd/ccyy)
- 21 How is Job to be posted? Dropdown box - choose as appropriate
- 22 Number of weeks Standard Advertising - enter number
- 23 Additional Advertising detail - enter very detailed text for any ad outside of standard
- 24 Number of weeks for Additional Advertising - enter number
- 25 Department budget code - enter account to be charged for advertising costs or "NA" if using standard
- 26 Position Details - Select one radio button: Existing or New as appropriate
- 27 Click "Add Position Detail" and four cells appear
- 28 If Existing: In Position # key Job Code, the First, Last name of incumbent and termination date
- 29 If New: In Position # key Job Code, in First type NA, in Last type NA and effective date of new position
- 30 Add any comments that are needed to provide clear instructions for posting the job and setting up the selection process
- 31 Click Save and Close in order to come back later and complete
- 32 Click Save and Continue to Next Step to go to the Approvals form
- 33 If you are the sole approver click Save and Continue to Next Step
- 34 If additional approvals are needed click Add Approval Step

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- 35 Drag and Drop files or browse for files to attach (Examp: revised/new job description, advertisement drafts, and/or supplemental materials, if needed)
- 36 Click Save & Close to keep to edit later or Save & Submit to send to HR or the Approver if appropriate

TO COPY A REQUISITION

- 1 Open a Requisition
- 2 Click the Copy button near the top right of screen (Information can be changed to suit)