Post a Job Opening - (All Other)

This guide will help you do the following. Follow along for visual steps, or skip to the checklists.

1. Post an Opening (Requisition)
2. Step-by-Step Check List

Icons used in this guide:

1. Refers to a step or an option that you should follow.

2. Refers to clicking/selecting.

3. Refers to typing.
Information you need to get started.

1. Date the position will be posted.
2. Position Number: Newly created, or reused from vacant
3. Work type: Full time, part time, temporary, or seasonal
4. School year applicable to this posting.
5. Subject areas (Teaching positions only)
6. Grade level (Teaching positions only)
7. Notes to HR (optional)
8. Reason for opening & number of openings

90001

12 10 11 6 7 8 9 K 1 2 3 4 5
Step 1. From the Manager Home Page click on Acquire Talent, and then click Create Requisitions.

Before you begin, [Log into Infor HR](#).

**Post an Opening (Requisition)**
Post an Opening (Requisition)

- **Step 1.** Ensure that you’re on the Requisition tab.

- **Step 2.** Enter the date that the position will be posted in the Date Needed field.

```plaintext
Job Requisition #0 -

<table>
<thead>
<tr>
<th>Status: Confidential Requisition</th>
<th>Date Needed: <em>02/01/2019</em></th>
<th>Open Date:</th>
<th>Total Days Open:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Confidential Requisition</td>
<td>Priority Requisition (HR Use Only)</td>
<td>Expenses: 0.00</td>
</tr>
<tr>
<td>Requisition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interview Team</td>
<td>Position Information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
New vs. Replacement Position Numbers. If this is an (A) new position, you must first create a new position number. (see Create a New Position (Manager) guide). If you are (B) replacing someone who is leaving without making any changes to the position, you will use the existing position number of the person leaving, found on that employee’s profile under Work Assignments. If you are (C) replacing someone, but want to change the attributes of the position first (responsibilities, FTE, etc.), you must first request an update to the position (see Request a Position Update-Manager guide). Please contact your HR Partner before submitting a position update if the changes impact pay.

Step 3. Enter the position number for the position you are posting. Additional information will auto-populate.

Step 4. Choose the appropriate work type. Only work types that begin with a number can be used by hiring managers.

Step 5. School year is only required for school-based teaching positions. Choose Not Applicable for year-round Central Office positions.
Post an Opening (Requisition)

**Step 6.** The FTE field is automatically populated. Double-check to make sure it’s correct.

**Step 7.** The Reason for Opening field should be filled based on whether it’s a new or replacement position.

**Step 8.** Choose the “# of Openings” for this position. If there are more than one openings you’ll need a unique position number for each opening.
Step 9. Scroll to the top of the screen and click the Save button. After you save your requisition it will change to a status of “Draft.”

Step 10. Once the requisition is saved, click on the Actions button and select Request Approval. This will route the requisition to HR. Once you have Requested Approval, the requisition will change to “Pending” and an email will be sent automatically to HR for approval. HR will complete your request within 2 business days.
1. Log into thecommons.dpsk12.org

2. Select Portals and Tools from the Navigation bar. Then select Employee Action Center.

3. Select The Visit button under Employee Space.

4. Log into Infor HR using your DPS username and password.

5. Ensure you’re in Manager Space.

6. Click Acquire Talent.

7. Click Create Requisitions.

8. Ensure that you’re on the Requisition tab.

9. Enter the date that the position will be posted in the Date Needed field.

10. Enter the position number for the position you are posting. Additional information will auto-populate.

11. Choose the appropriate work type. Only work types that begin with a number can be used by hiring managers.

12. School year is only required for school-based teaching positions. Choose Not Applicable for year-round Central Office positions.

13. The FTE field is automatically populated. Double-check to make sure it’s correct.

14. The Reason for Opening field should be filled based on whether it’s a new or replacement position.

15. Choose the “# of Openings” for this position. If there are more than one openings you’ll need a unique position number for each opening.

16. Scroll to the top of the screen and click the Save button. After you save your requisition it will change to a status of “Draft.”

17. Once the requisition is saved, click on the Actions button and select Request Approval. This will route the requisition to HR. Once you have Requested Approval, the requisition will change to “Pending” and an email will be sent automatically to HR for approval. HR will complete your request within 2 business days.