UNIVERSITY OF CENTRAL MISSOURI
HUMAN RESOURCES

Additional Requisition Actions You May Perform

Copy a Requisition

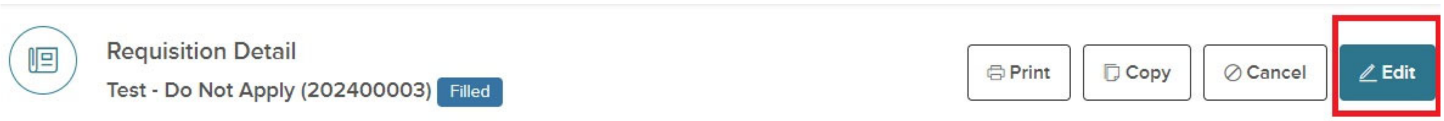
Open requisition > Click Copy

Hints: Use the Copy feature to duplicate similar requisitions or when you need to refresh the pre-built workflow. Always create a copy from the most recent approved requisition.

Edit a Requisition:

Open requisition > Edit

- You can update all details and approval workflow before the req is submitted to the workflow.
- After the req enters the workflow, you can update all detailed information except Class Specs and Department/Division. You may also update the workflow, except when the req is ON HOLD.

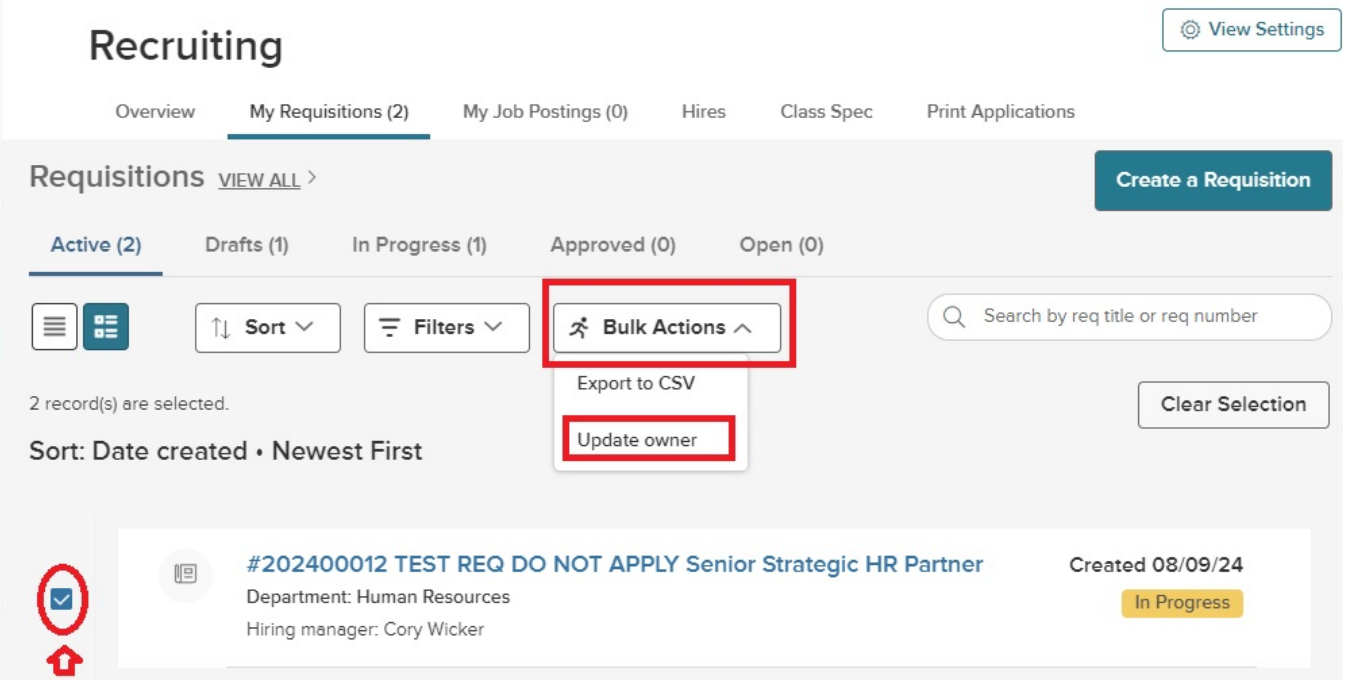


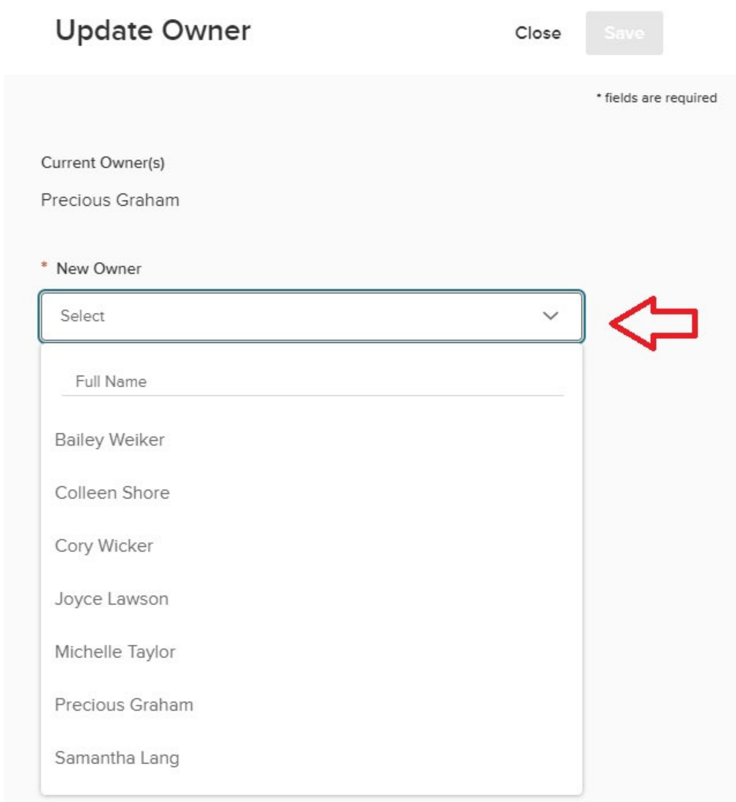
Hints:
- To update Class Specs, the Department / Division asks the next approver to deny and return the req to you.
- Ask the next approver to return an ON HOLD req to you if you need to modify the workflow.

Transfer ownership:

Both the creator and the hiring manager of a requisition can transfer ownership to another person in the office with the same user privileges.

- Step 1: Dashboard > Quick Actions > View My Requisitions > Check the box next to the Requisition > Click Bulk Actions from the menu bar
- Step 2: Select update Owner > Select from those listed.


Recruiting
View Settings
Overview
My Requisitions (2)
My Job Postings (0)
Hires
Class Spec
Print Applications
Requisitions
VIEW ALL
Create a Requisition
Active (2)
Drafts (1)
In Progress (1)
Approved (0)
Open (0)
Sort
Filters
Bulk Actions
Search by req title or req number
Export to CSV
Update owner
2 record(s) are selected.
Clear Selection
Sort: Date created • Newest First
#202400012 TEST REQ DO NOT APPLY Senior Strategic HR Partner
Department: Human Resources
Hiring manager: Cory Wicker
Created 08/09/24
In Progress


Update Owner
Close
Save
* fields are required
Current Owner(s)
Precious Graham
* New Owner
Select
Full Name
Bailey Weiker
Colleen Shore
Cory Wicker
Joyce Lawson
Michelle Taylor
Precious Graham
Samantha Lang