

AFCS Job

Requisition Process

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Job Requisitions at a Glance

Step 1: A hiring manager will create a request through MyPers.

Step 2: A recruiting manager will assign the request to a recruiter.

Step 3: Using the information provided by the Hiring Manager, a recruiter will create a new job requisition in Salesforce.

Step 4: The recruiter will indicate the appropriate recruiting manager who will review the requisition.

Step 5: The Recruiting Manager will either Approve or Reject the requisition.

- Approved: Creates a job posting with an open status, meaning it can be searched and assigned candidates and will have a live URL for the application.
- Rejected: Status updated by the recruiting manager and is returned to the recruiter for further action.