

# Create a New Job Requisition

From the Job Requisitions Page, select New to begin the creation of a job requisition.

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For a new job requisition, you want the New Job Requisition option selected. Click Next.

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## Job Requisition Required Details

When you begin a new requisition, the following screen will appear. You will notice there are two main sections to creating a job requisition: Information and Job Profile.

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## Filling in the Job Requisition form

The way in which the Job Requisition is filled out is very important. Salesforce is the system of record. The required fields affect the ways that Salesforce processes the information. These records are also exported to external job boards, and your inputs will define the way in which they appear.

**Consistency and accuracy are imperative.**

When building your Requisitions in Salesforce ensure you are using the correct City, State and Installation Name. Check Spelling too!

The sync between Salesforce and the .com relies on City, State, and Installation Name to place pins on the .com jobs map.

Spell out the installation name i.e. Joint Base San Antonio - Randolph, Wright- Patterson Air Force Base.

Any field with a red asterisk is a Required Field. This means that you will not be able to publish the job until they are all filled in.

## Job Requisition Name

In the Job Requisition Name field, use the Position Title. This ensures that jobs are easy to view and search. The Job Requisition Name field is the public-facing field. This is what a candidate sees when applying for a job.

**Only the Position Title should go in the field: no other information should be placed in this field.**

**Note:** This is a required field.

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The public-facing application page:

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## Position Title

The Position Title field can be identical to the Job Requisition Name or contain additional information, such as Job Grade, location, etc.

## City

City where the position is located. Ensure that you are using the correct city, **The sync between Salesforce and the .com relies on City, State, and Installation Name to place pins on the .com jobs map.**

**Note:** This is a required field.

## State

The state where the job is located. **The sync between Salesforce and the .com relies on City, State, and Installation Name to place pins on the .com jobs map.**

**Note:** This is a required field.

## Geolocation

Leave blank. (This is used to integrate with Google Maps on the Find a Job page).

## Organization Name

The name of the organization that made the request (i.e., AFNWC, AFLCMC, etc.).

**Note:** This is a required field.

## Installation Name

This is the name of the base or installation.

**Spell out the installation name i.e. Joint Base San Antonio - Randolph, Wright-Patterson Air Force Base. The sync between Salesforce and the .com relies on City, State, and Installation Name to place pins on the .com jobs map.**

**Note:** This is a required field.

## Total Openings

The number of vacancies associated with this job.

**Note:** This is a required field.

## Owner

Auto filled with the creator of the requisition.

## Stage

Will automatically save as New.

## Recruiter

The name of the recruiter who is working the request.

## Recruiting Manager

The person identified with proper administrative rights to approve the requisition.

## Hiring Manager

The position selection authority who has been given hiring manager rights within Salesforce. This field must be completed before submitting a job for approval. **See [Adding Recruiter, Recruiting Manager, and Hiring Manager](#)**

## Job Close Reason

Leave as None.

## Date Assigned

Date is assigned to the recruiter.

**Note:** This is a required field.

## Pay Plan, Job Series, Job Grade, Position Schedule

This information can all be found in the Position Description (PD) associated with the requisition request from the hiring manager.

**Note:** These are all required fields.

## Pay Min Range – Pay Max Range

These are optional fields. This information can be found at OPM.gov. **Note:** There may be special salary rate tables associated with specific positions.

## Open Date

The date that the position is open and accepting applications.

**Note:** This is a required field.

## Close Date

The date that the job is no longer accepting new applications.

## Agency Marketing Statement

The job summary or advertisement. This should be a description of the job, no more than 500 words, in plain language with technical and government jargon removed. **See [Model Agency Marketing Statement](#)**

**Note:** Remove special characters when cutting and pasting into this field.

## Qualification Summary

The requirements (KSAs), experience/educational requirements, etc., of the job. **See [Model Qualifications Summary](#)**

**Note:** Remove special characters when cutting and pasting into this field.

## Job Posting Made On

Select the places you will be (manually, outside of Salesforce) adding the job postings.

This is a picklist:

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Highlight the places you will add the job posting and click the arrow, and it will appear in the Chosen field.

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You may add multiple places.

If you accidentally add a location, simply reverse the process. Highlight the location you wish to

remove. And click the bottom arrow.

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**Note:** Remember to hit save after making any changes.

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Once you have completed filling in the job requisition, it will automatically be assigned a New status.

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At this stage, it has not yet converted to a job.

This stage allows you to review how the Job will appear. This is important as sometimes cutting and pasting from another document will introduce errors, odd spacing, or extraneous characters.

**Note:** You must remove all special characters before cutting and pasting from another document into the Agency Marketing Statement and Qualification Summary fields.

For example:

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Revision #11

Created Fri, Apr 9, 2021 3:56 PM by [Kyle Brown](#)

Updated Tue, Jun 29, 2021 7:16 PM by [Kathleen Murray](#)