Job Requistions

Requisitions are built by a recruiter based on a Hiring Manager's request for TA recruiting assistance. Requisitions are then submitted for approval to the recruiting manager. Approval of the requisition by a recruiting manager creates a job. The creation of a job includes a unique URL to be used on social media postings. The job URL takes a candidate to an application page where they fill out their information and upload a resume and other employment documentation. When the candidate submits their application, it is captured in Salesforce as a job application.

For detailed information on the process of creating a job requisition and best practices, go to

Creating a Job Requisition.

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