

Posting / Requisition Checklist

A "requisition" is the streamlined flow of collected information used to post jobs along with your approval process. It means hiring supervisors can electronically submit a request for a job to be posted.

The request is stored within the system and may move through a series of approval steps, allowing other members of the organization to review, edit, approve or deny.

Submitting a Requisition for a Job Posting: Log into Applitrack: www.applitrack.com/anoka

Home/My Dashboard



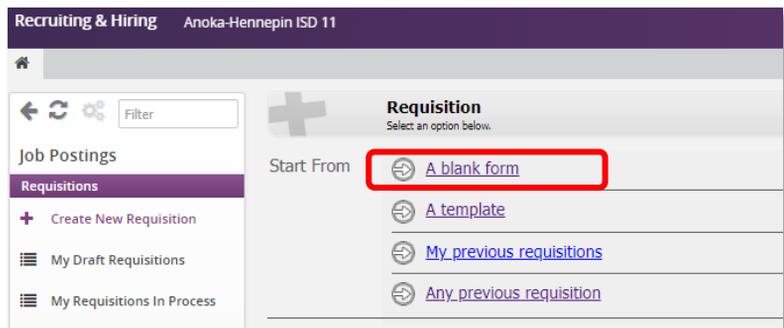
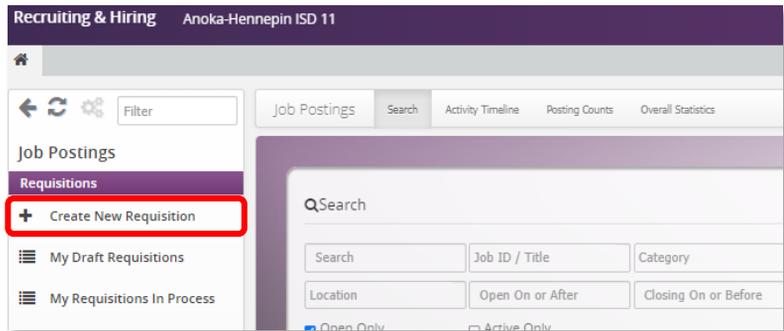
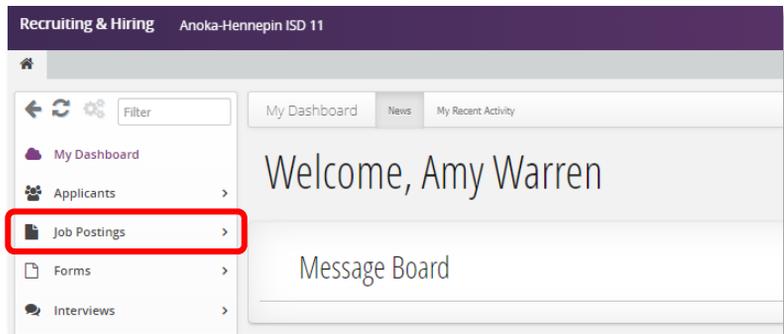
Job Postings



Create New Requestion



Select 'A Blank Form'





Requisition

Edit/Create your Requisition below.

- Main
- Description
- Per Posting Questions
- Approval Process

Title
 Tip: Be as descriptive as possible in less than five words.

Override the sort order of this listing.

Enter the title of the open position

Position Type

Recruitment Type:
 This job posting must have a valid recruitment type for cross posting.

Select the position type from the drop down
 Contact Employee Services if the position you are hiring for is not listed. Do not proceed.

Location

This job posting must have a valid location for cross posting.

Is this position in a high-needs school as defined by NCLB?

Select the location from the drop down

Requisition

Occ Code:

1 Find Occ Code(Assignment Type Code) in Skyward in the "Assignments Tab" of the person you are replacing

License Field:

Enter the required license for position

Start Date:

Days:

Months:

Hours a day:

FTE:

Be sure to enter the desired start date
Fill in all details: Days, Months, Hours Day and FTE

Person Replaced:

Enter the name of the person being replaced

Employee No.

2 Current employee's number from Skyward

Reason for vacancy:

Select a Reason for Vacancy

If other, explain:

Budget Code 1:

3 Budget Code = Current employee's "Account Distribution" number from Skyward in the Assignments tab

Budget Code 2:

Budget Code 3:

Budget Code 4:

Notes:

Add special instructions, information or questions for Employee Services regarding this requisition

Find info in Skyward Assignments Tab



Hit Save & Next

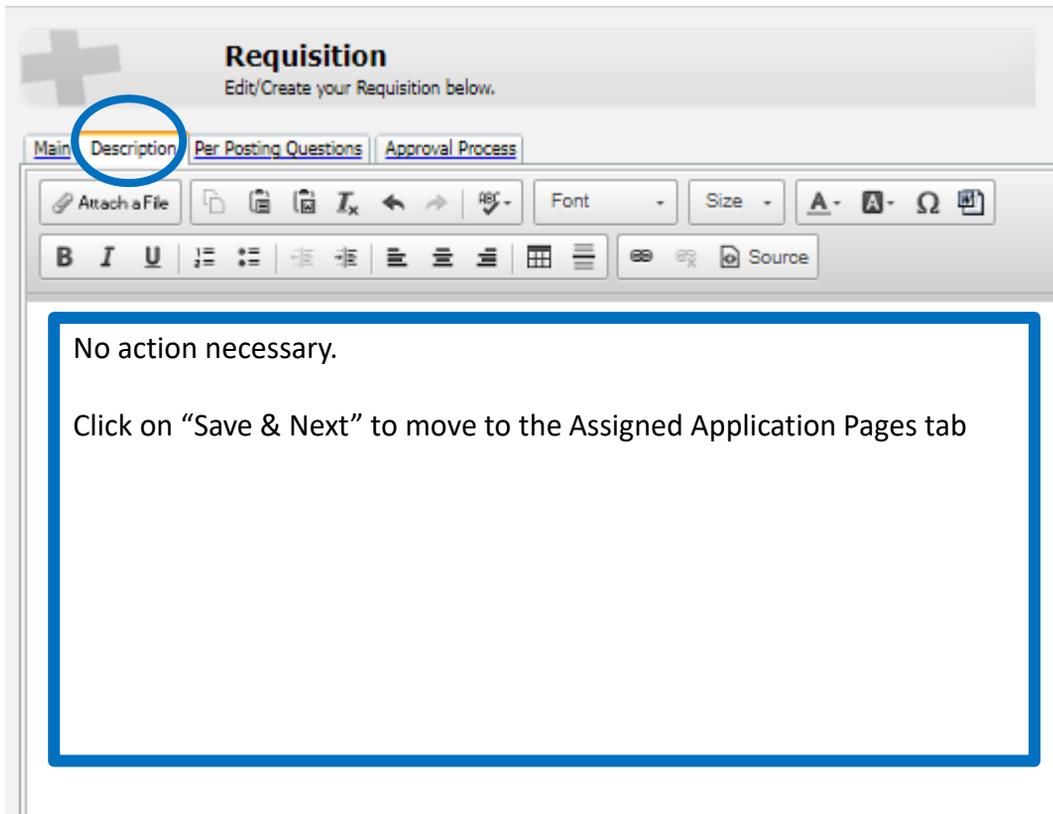
Employee: Type to search... **2** Filter: All Employees **1** Filter

Full Name	Employee Number	Position	Assign Type Codes	Building Codes	Hire Date	Start Date	End Date	Employment Status
Doe, John	012345	00005401 - 20	2000	0117	08/06/2004	08/06/2004		01 - FT 12 month

ASSIGNMENTS

Start Date	End Date	Position Type Code	Position Number	Assignment Type Codes	Assignment Type Descriptions	Building Codes	Position Distributions	Building Descriptions	Account Distribution
07/01/2019	06/30/2020	20	00005401	2000	Principal Elementary School	0117	Sand Creek		01 E 111 111 111 111 111
07/01/2020	06/30/2021	20	00005401	2000	Principal Elementary School	0117	Sand Creek		01 E 111 111 111 111 111

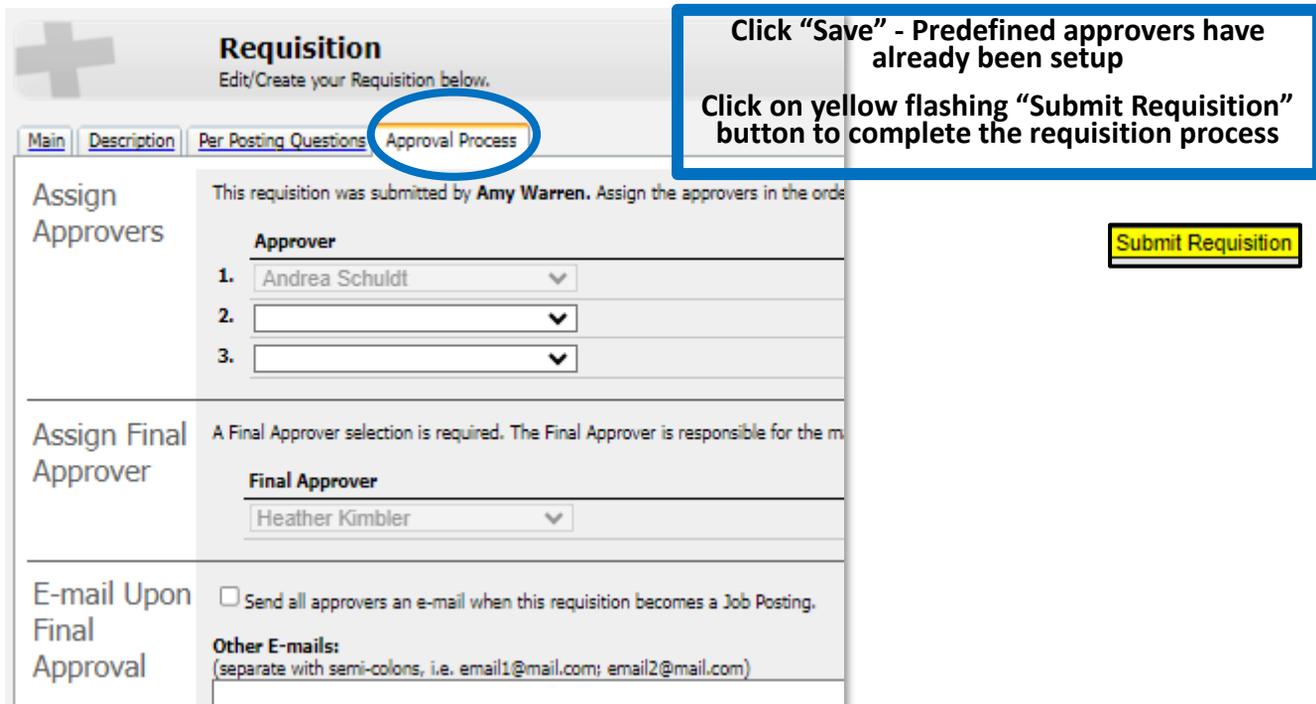
Description Tab



The screenshot shows the 'Requisition' form with the 'Description' tab selected. The 'Description' tab is circled in blue. The main content area is a large text box containing the text: 'No action necessary. Click on "Save & Next" to move to the Assigned Application Pages tab'. The text box is outlined with a blue border. The top navigation bar includes 'Main', 'Description', 'Per Posting Questions', and 'Approval Process'. Below the navigation bar is a rich text editor toolbar with options like 'Attach a File', 'Font', 'Size', and 'Source'.

Per Posting Questions tab

- No action required
- Click on "Save & Next" to move to the Approval Process tab



The screenshot shows the 'Requisition' form with the 'Approval Process' tab selected. The 'Approval Process' tab is circled in blue. The main content area is a form with three sections: 'Assign Approvers', 'Assign Final Approver', and 'E-mail Upon Final Approval'. The 'Assign Approvers' section has a dropdown menu for 'Approver' with 'Andrea Schuldt' selected. The 'Assign Final Approver' section has a dropdown menu for 'Final Approver' with 'Heather Kimbler' selected. The 'E-mail Upon Final Approval' section has a checkbox for 'Send all approvers an e-mail when this requisition becomes a Job Posting.' and a text field for 'Other E-mails:'. A yellow button labeled 'Submit Requisition' is located on the right side of the form. A blue box with white text contains the instructions: 'Click "Save" - Predefined approvers have already been setup' and 'Click on yellow flashing "Submit Requisition" button to complete the requisition process'.

Additional Support

