



## DOP&LR Recruitment Services Guidance

### OHC – Copying a Requisition

The copy process from requisition to posting involves both the hiring manager and Agency HR. If you have questions, please contact your Agency HR.

#### Copying a Requisition – Online Hiring Center – Hiring Manager

1. Locate the requisition to be copied on your dashboard
  - a. Note the requisition number as you will need this in the next step
2. Click on the Requisition Title

Req #	Requisition Title	Department	Division	Hiring Manager	Approval	Created On
00506	<a href="#">Open</a> Human Reso...	Administration	Personnel and Labor Relati...	Holly Cox +1	✓ Complete	05/19/2017

3. In the upper right corner click the “Copy” button
  - a. A box will pop up, asking if you are sure you want to copy – Click “Ok”
4. Update the requisition information as needed (working title, desired start date, hiring managers, PCN, etc)
  - a. **REQUIRED:** In the Comments section, note the original requisition number that you copied. This is necessary for Agency HR to know which requisition the new request is copied from
5. Click on “Save & Continue to Next Step”
6. Update desired Approval Workflow. If no approvals are necessary, click “Cancel” and then “Save & Continue to Next Step”.
7. Add attachments using one of the following methods:
  - a. Drag and Drop attachments into the attachments box
  - b. Click the “browse” link to find the required documents on your computer and click “Open”

Note: Required documents include:

- Pre-Post Checklist
- Job Description – updated as needed
- Pre-Interview Criteria
- Any other documents required by your agency

- c. Click “Save & Close” to review the requisition before submission
8. In the upper right corner click “Edit”
9. Review the information one more time, ensuring your attachments are listed

10. In the upper right corner click “Save & Submit” to send your requisition to your Agency HR

Your Agency HR will copy the posting associated with the original requisition and make the requested updates to the new posting. The recruitment proceeds normally once your Agency HR has posted the job posting on the Workplace Alaska Job Opportunities page.