



## 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. On the right hand side, under Action, click on “Copy Req” (see arrow below)

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Req. # ▲	Req. Title ▼	Position ID	Department ▲	Division ▲	Created ▲	Action
00418	Archivist I (02-0000)	02-0000	Revenue	Tax Division	05/16/13	<a href="#">Edit</a> <a href="#">Copy Req</a> <a href="#">Cancel</a> <a href="#">History</a>

- a. A box will pop up, asking if you are sure you want to copy – Click “Ok”
3. 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
4. Click on “Save Only”
5. Review the updates made to the requisition to ensure they are correct
6. Scroll to the “Attachments” section at the bottom of the View/Edit Requisition screen. Attachments do not get copied
  - a. Click “Add New” to pull up the File Attachment screen
  - b. Attach required documents
    - i. Pre-Post Checklist
    - ii. Job Description – updated as needed
    - iii. Any other documents required by your agency
  - c. Click “Upload”
    - i. Takes you back to the View/Edit Requisition screen
7. In the upper right corner of the View/Edit Requisition screen, click “Edit”
8. Review the information one more time, ensuring your attachments are listed
9. At the bottom, click “Save and Release” 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.