



Move Job Requisition

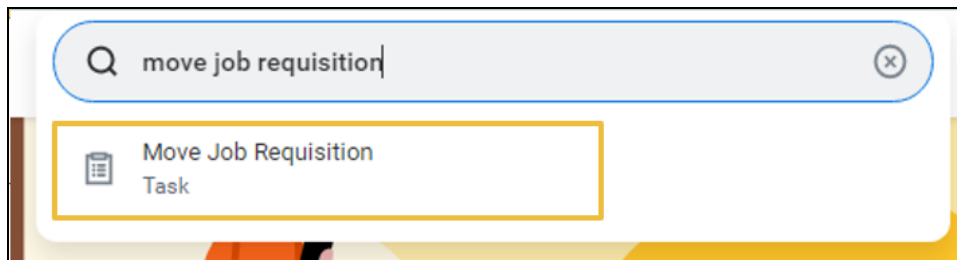
Overview

This job aid outlines the process of moving a job requisition from one supervisory organization to another.

Initiate Move Job Requisition

Security Role(s): HR Administrator, Primary Recruiter, Recruiter, Recruiting Administrator.

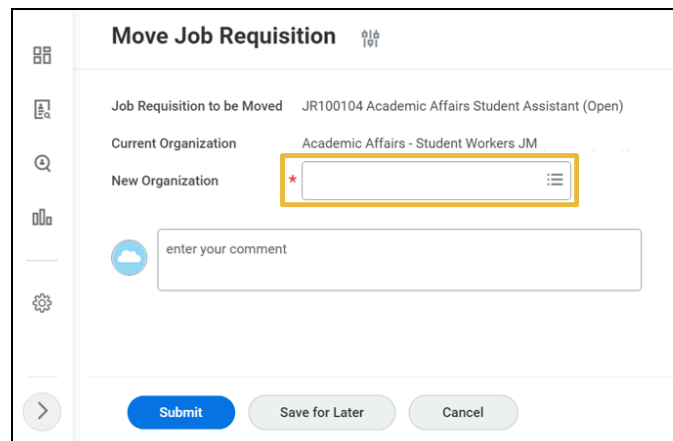
1. In the **Search Bar**, enter **Move Job Requisition** and select the **Move Job Requisition** task.



2. Enter the **Job Requisition to be Moved** in the field and select **OK**.

A screenshot of a dialog box titled "Move Job Requisition". Inside the dialog box, there is a label "Job Requisition to be Moved" followed by a red asterisk and an empty text input field. The input field is highlighted with a yellow border. At the bottom of the dialog box, there are two buttons: "OK" (blue) and "Cancel" (gray).

3. Enter the **New Organization** for which you would like to move the job requisition to.



Move Job Requisition

Job Requisition to be Moved JR100104 Academic Affairs Student Assistant (Open)

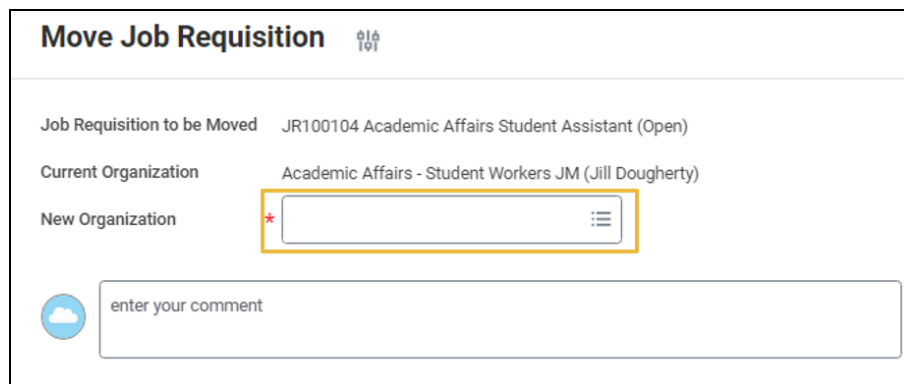
Current Organization Academic Affairs - Student Workers JM

New Organization *

enter your comment

Submit Save for Later Cancel

4. After entering the New Organization, select **Submit**.



Move Job Requisition

Job Requisition to be Moved JR100104 Academic Affairs Student Assistant (Open)

Current Organization Academic Affairs - Student Workers JM (Jill Dougherty)

New Organization *

enter your comment

Remaining Process

The process routes to the Manager of the supervisory organization for which you would like to move the job requisition for review and approval.