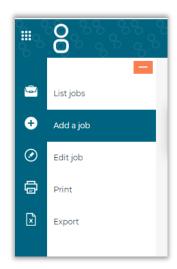# Submitting a Recruitment Request

Select **Add a Job** from the left-hand menu.

Click the search icon in the **Copy from a job template** field.

Various job templates have been created for frequently recruited roles, to see if one is available for your role, start to type the template title (or a word from the title) in the look up field and details of any matching template jobs will be shown, select and click **Use Template**.
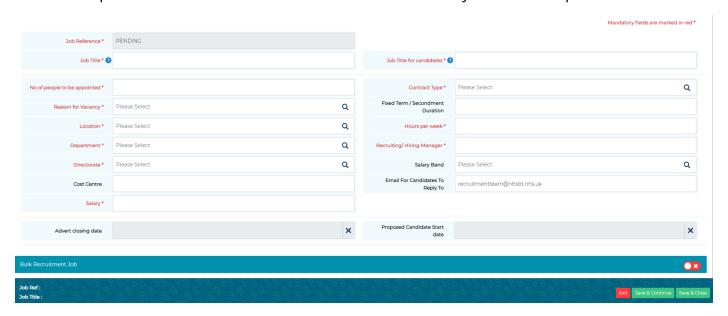
If there is not an appropriate template, select template titled "**Add a Job – Update Job Title Here**" also found under the "Copy from a job template" header and click **Use Template**.

Copy from an existing job

Do not raise request using this option.

Job Details

Please complete the fields with the relevant information for your role / request.

- **Job Reference** – this is automatically populated.

Once you have completed all fields, click **Save and Continue** to progress.

> *Note – all mandatory fields are highlighted in red; the system will alert you if you have missed a mandatory field so you can complete before you progress to the next stage.*

Approval Form

You will notice that some information automatically transfers from the details tab.

Complete all the other required information.

> *Note – fields in red are mandatory.*

Once you have completed all the relevant fields, select the relevant approval option in the **Job Approval Workflow** section.

This will ensure your vacancy goes through the correct approval process.
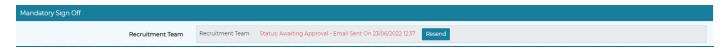
Click **Save and Start Approval** to submit your recruitment request.

You will be able to see that the request has been submitted under the **Mandatory Sign Off** section.

You can now close the request form using the **exit** button. Once your recruitment request is approved, it will be allocated to a member of the recruitment team, who will contact you to commence the recruitment as soon as possible. Please note: you DO NOT have to complete the **"Post The Job"** tab.

Checking the progress of your job approval

Your assigned jobs are displayed on the **List of Jobs** page. Any jobs awaiting authorisation will have the status of **Waiting for Approval**.