OHC Requisition Field Descriptions *denotes a required field

1. **Department/Division*** – Select the Department and Division for which the Requisition is being created and where the position is/will be. Tip: Begin typing the 10-digit department ID to more quickly locate the department/division. Do Not select a department without a division. Only divisions contain positions. **Once received by Human Resources, this cannot be changed**.
2. **Class Spec*** – Select a Class Spec from the list
3. **Working Title** –Optional. May be left Blank.
4. **Desired Start Date** – (optional) Used to specify the "estimated" start date.
5. **Hiring Manager*** – Select the Recruiting Lead for your Department and the position manager (See Appendix A)
6. **Job Type** – Make a selection from job types available in the drop-down menu.
7. **Position** – Leave this field Blank. If known, add the position number to the comments area. Your HR Recruiter will add it later in the selection process. **Once the requisition is completed and approved, the position cannot be changed**.
8. **List Type** – (optional) Select an item from the list that best identifies the candidate type desired; Regular (All), Promotional, Both. County Human Resources does not provide transfer lists.
9. **Number of Vacancies** – Enter 1 vacancy in this area. If requesting to fill many vacancies (regular or TAP/MAP), notate this in the comments field and talk to your HR Recruiter.
10. **Division Code** – (optional) Enter the division code if you would like it displayed more prominently. This is the 10-digit PeopleSoft HCM Department ID where the position is or will be.
11. **Type of Request*** – Make a selection from job types available in the drop-down menu.
12. **Preferred List Type*** – Make a selection from candidates you prefer to consider.
13. **Location*** – Select the appropriate location for the vacancy from the drop-down menu.
14. **Person most knowledgeable about position** (Name, Email, Phone) * – Fill in an answer. This will be the person the recruiter will contact to do a position evaluation.
15. **Requesting underfill**. (Fill at a lower level in the job series (Regular Only) * - Yes/No
16. **Bilingual Required** – Yes/No
17. **Department ID to bill** (TAP/MAP or Interns Only) – Fill in an answer.
18. **Department Fund Number** (TAP/MAP or Interns Only) – Fill in an answer.
19. **Department Account Code** (TAP/MAP or Interns Only) – Fill in an answer.
20. **Task Profile ID** (TAP/MAP or Interns Only) – Fill in an answer.
21. **Department Reference Number** (TAP Only) – Fill in a number or code for department use.
22. **Accounts Payable Contact** (TAP/MAP or Interns Only) – Fill in an answer.
23. **Name of Supervisor** the employee will report to (TAP/MAP or Interns Only) – Fill in an answer.
24. **Requested Candidate**, if any (TAP/MAP, Interns Only and cert-to-hire only) – Fill in an answer.
25. **HR USE ONLY** – Please do not fill, this is a Human Resources only field.
26. **Position Details** – Is this a new position? (Yes/No). If yes, please skip down to the Comment section. If No, you may add the position details.
27. **Add Position Details -** (optional) If wanting to record the previous incumbent click on (+) sign to add Position # *, Vacancy Date, First Name and Last Name.
28. **Comment** – List the position number, if known, or provide information regarding the status of the position. Can list necessary skills or to add any beneficial information about the request, recruitment process, or special requirements. If the hiring manager's name was not available in the Hiring Manager field, list the name here. For TAP/MAP please indicate if there are multiple recruiting locations and how many vacancies, if more than one.

If you're not quite ready to submit the requisition, click **Save & Close**. The requisition will display on your dashboard page in the **My Requisitions** section as a draft. To cancel creation of requisition click **Cancel.** To continue to the next step click **Save & Continue to Next Step**