



Hiring Manager – Creating a Requisition or Copying a Requisition in Manager Space

Revised 3/07/2022



Questions? Email careers@state.sd.us

You will need to fill out the [Requisition Request form](#), in addition to creating or copying the requisition in Manager Space. Please follow the instructions on how to create a requisition or copy a requisition.

How to create a requisition for approval in Manager Space:

The process flow for the Request to [Create a Requisition](#), and request to [Create Requisition From Copy](#) is nearly the same. In most instances a requisition can be copied from a previous posting and should be used when possible.

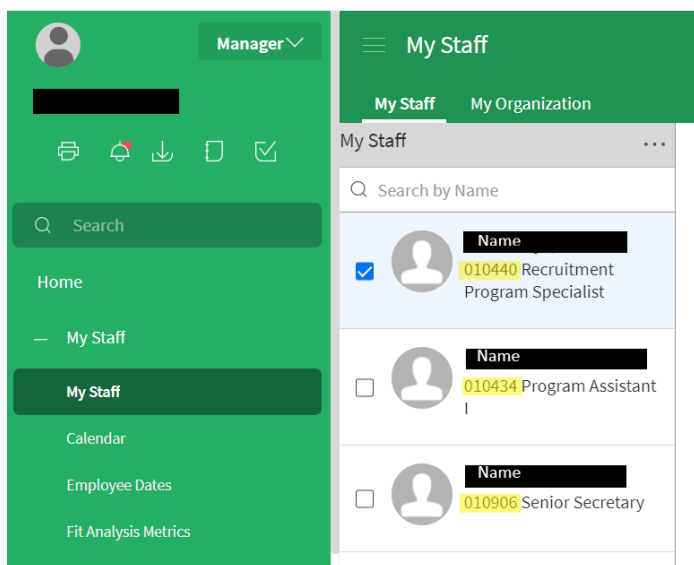
Your request will be sent to your Human Resource Specialist.

The job requisition request action triggers a process flow that routes the form to the appropriate people to review, edit, and/or approve the request. ***This is a two-step process. Once you create the requisition, then you must request approval.***

Before you start either process, you will need to know a few things:

1. If you are going to [Create Requisition from Copy](#) (see page 8), you will need to know the Job ID from the last time it was announced, and have a **new** [Requisition Request form](#) ready to attach.
 - o You can search your list by putting the position number in the keyword box or scroll down your list of announcements.
2. If you are going to [Create a Requisition](#), you will need the position number.
 - o If you don't know that number, you will need to contact your Human Resource Specialist or Human Resource Manager.

Tip: you can find the position number by going to Manager Space and going to My Staff – the position number is shown in **yellow** in screenshot in **yellow**:



3. If you time out of your session, you can go to the All Requisitions tab and you can continue by double clicking the announcement you had already started.
 - o You will see that it has a status of Draft until you request approval.

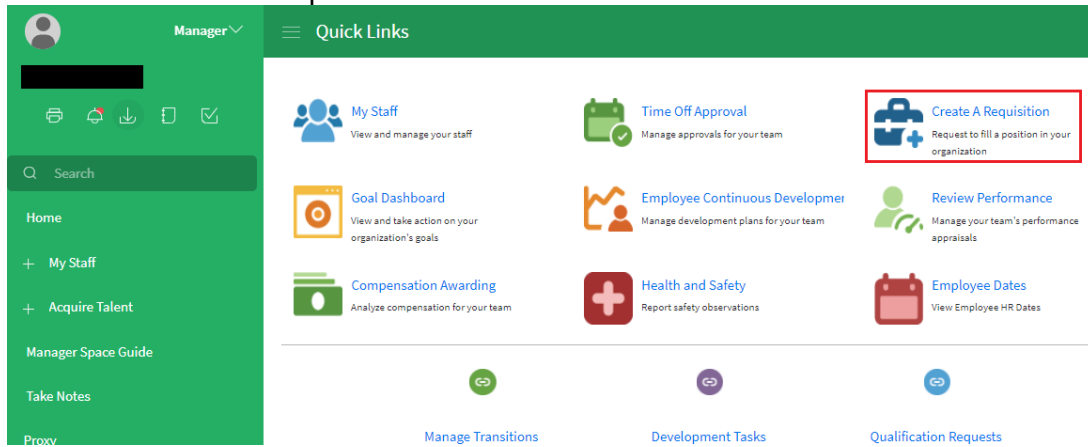
Create a Requisition:

Go to Manager Space: <https://bfm.sd.gov/hr/ms.aspx>.

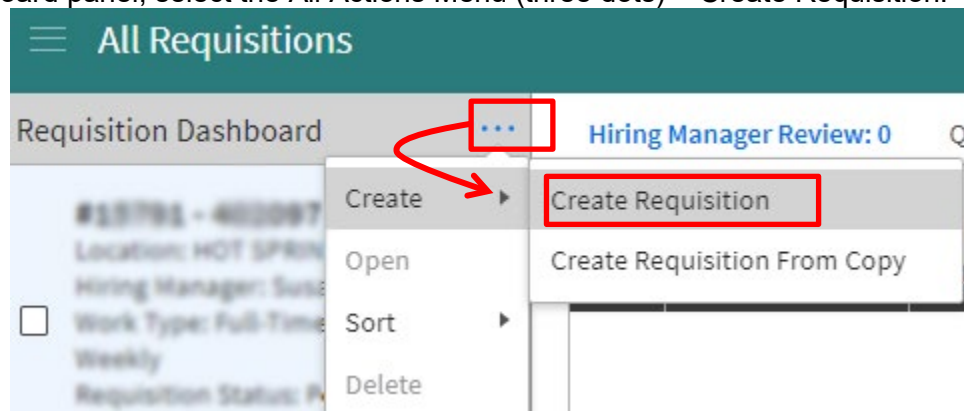
To watch a video on this process please visit: <https://youtu.be/hSlxTnlr4>

There are three ways to create a requisition.

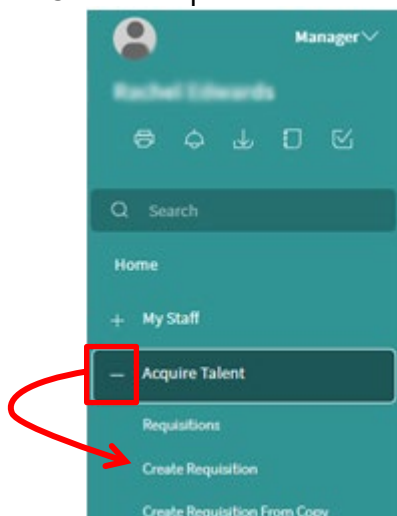
1. You can click Create Requisition from the home screen:



2. Under Acquire Talent on the left menu, select Requisitions. On the Requisitions Dashboard panel, select the All Actions Menu (three dots) > Create Requisition:



3. Click Create Requisition on the left menu:



Note: The requisition is created with a Draft status and the next requisition number available in the system. You can update any field in the requisition until you request approval.

The following fields are required – noted by red boxes. The Civil Service, Vets Preference, Background Investigation, and Abuse Neglect Screening checkboxes will default in from the position. If an edit needs to be made, it needs to be processed on the position (this will need to be done by HR).

When entering a required field select from the drop-down or click the magnifying class button to search.

Date Needed – add today’s date (enter “t” in the box and today’s date will autofill)

****You are only going to add information in the boxes highlighted with RED below. All other fields should be left blank.****

The screenshot shows a requisition form with several fields. A red box highlights the 'Status' and 'Date Needed' fields. Another red box highlights the 'Position Code' field. A third red box highlights the 'Civil Service' and 'Vets Preference' checkboxes. A note box with a red arrow pointing to the 'Status' and 'Date Needed' fields says: "NOTE- Please do NOT check either of these boxes." Another note box with a red arrow pointing to the 'Position Code' field says: "NOTE- The classification of the position might not match your title on the Request Form (we encourage relevant working titles). The position may need to be reclassified once vacant. The job posting will reflect the level needed if applicable."

***Position Code** – enter the position number under **Position number search box**, hit enter, and then click the position to select and hit ok. If position number is unknown, you can search by Manager name to filter down to only your positions or look at the tip on finding position number on page one under “My Staff”.

Select 'Position Code'

Recruiting Position List

	Position Number	Position Working Title	Organization Unit	Location	Job Code	Manager Employee Name
<input type="checkbox"/>	010434	010434 Program Assistant I	01411 Classification, Support, and Compensation	PIERRE	011041	Adams, Nickie R.
<input type="checkbox"/>	010440	010440 Recruitment Program Specialist	01411 Classification, Support, and Compensation	PIERRE	011323	Adams, Nickie R.
<input type="checkbox"/>	010906	010906 Senior Secretary	01411 Classification, Support, and Compensation	PIERRE	020215	Adams, Nickie R.

- *Agency – required
- *Relationship to Organization – required
- *Work Type – required

You can't edit Location here

NOTE
 The location shown here is the location defaulting from the position, and not necessarily the location that will be on the job posting. **You will not be able to change it here.**
 BHR will use the location(s) you indicate on the requisition request form:
<https://bhr.sd.gov/files/requisition.docx>

Location Q=

Agency Posting Agency

Relationship To Organization * Q=

Work Type * Q=

Category Q=

Sub Category Q=

Work Schedule Shift

Standard Hours 0.00

Bargaining Unit Union

Exempt From Overtime Not Applicable

Compensation

Pay Rate 0.000 US Q=

Step And Grade Schedule Q= Grade Q= Step Q=

Pay Rate Type Number Of Months

FTE

Salary Structure Q=

Geographic Differential Q=

Grade Q=

Pay Frequency Payment Schedule Q=

Bonus Other Compensation Info

***Number of Openings** – enter the number of openings

Opening Information

Of Openings * Reason For Opening Q= Travel Required

Filled Detailed Reason For Opening

Remaining Budgeted

Contacts

Direct Manager Q=

Hiring Manager Q=

HR Contact Q=

Recruiter * Q=

Alternate Recruiter Q=

Approver 1 Q=

***Hiring Manager** – Enter your employee ID or it may default as the initiator of the requisition (change name to the person that will access Manager Space) – only one person can be entered as hiring manager. Supervisors will see subordinate supervisors’ requisitions as default. [Proxy](#) must be used to allow other users to see requisition.

To search click the button with the three lines to bring up search function:

Select 'Hiring Manager'

Resources

Keyword

Employment ID Last Name First Name


Organization Unit Location Position

Employment Education Credential

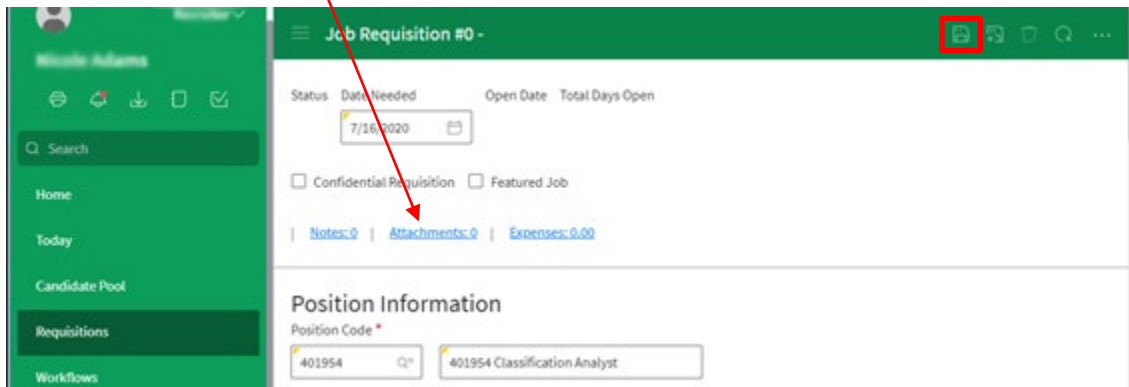
Clear Search

***HR contact** – defaults as Human Resource Manager (HRM)

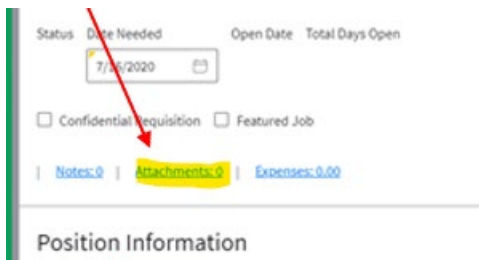
***Recruiter** – Click the magnifying glass symbol to select the recruiter from the drop-down list. **If you don’t know your recruiter, you can just select a name and HR will edit it.**

- Click the Save icon - 
- It should say “Job Requisition Created” (you may need to allow popups) – **continue to next page of this document to learn how to attach your requisition request form and Request Approval. Your request is not sent to HR until you do the last two steps.**

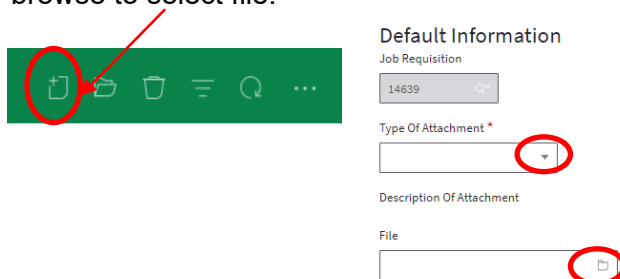
- Use the **Attachments** link that appears in the requisition header to attach your completed [Requisition Request Form](#).




- Click **Attachments**

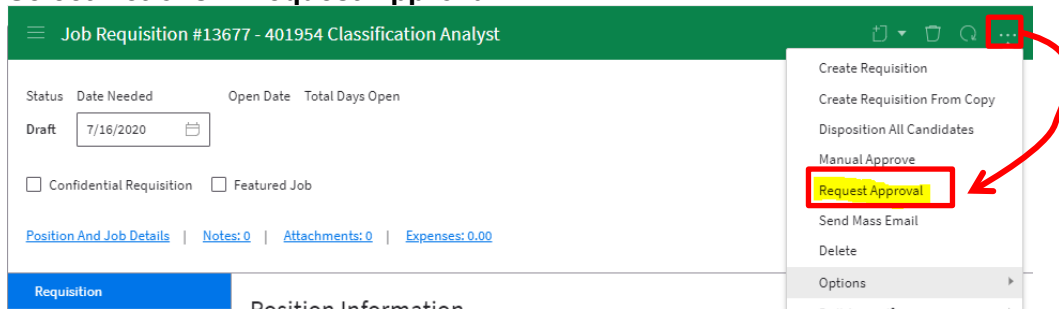


- Click the create button and select type of attachment (Requisition Request Form) and browse to select file.



- Click the Save icon  -
- It will say “Job Requisition Document Created” (you may need to allow popups).
- Hit the back button on browser twice to return to the requisition main screen.

Select Actions -- Request Approval



The requisition status now changes to Approval Requested.

An auto generated notification will be sent to your HRS/Generalist who will continue the posting process. Once the job is posted, the hiring manager and those listed on the Requisition Request Form will get a POSTED email from our support staff. Please pay attention to close dates, once job has closed it cannot be extended.

The hiring manager listed on the requisition will get auto generated system emails from "noreply-cloudnotification@infor.com" when new applicants are moved to hiring manager review.

For more tips see the Manager Space Guide - <https://bhr.sd.gov/files/mgrspaceinfo.pdf> and our manager information page - <https://bhr.sd.gov/manager.html>

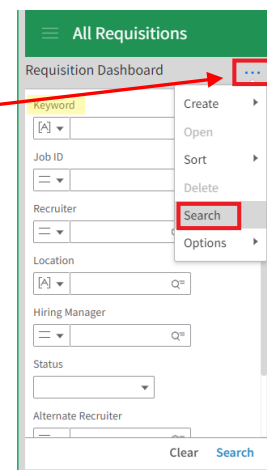
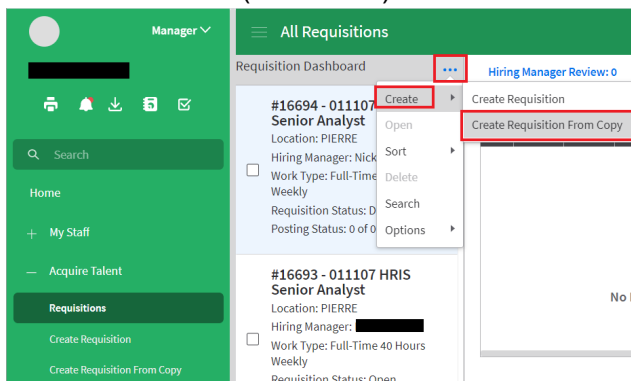
Request - Create Requisition from Copy:

An existing requisition can be copied if it is similar to a requisition previously announced, or if it is a re-announcement of a position. To find if the position was previously announced type in the position number in the keyword box. **If you change anything in the Description, Requirements or KSA's, you should create a New Requisition.**

To watch a video on this process please visit: https://youtu.be/FV7CfAiDD_8

To open the search box click all actions (three dots) and click search. Search box will appear.

- Select All Actions (three dots) > Create > Create Requisition From Copy.



- Click magnifying glass

Create A Draft Requisition From An Existing Job Requisition

From Job Requisition *

Cancel Submit

- Click the search button.

Select 'From Job Requisition'

Job Requisition

Keyword [A] [Q] Job Requisition [13648]

Employment Type [A] [Q] Work Type [A] [Q] Open Date [] [] []

Category [A] [Q] Status [] Closed Date [] [] []

Reason For Opening [A] [Q]

Clear Search

Req #	Title	Location	Hiring Manager	Status	Applications
13648	080632 Secretary	US:St.Huron	High-Compass...	Open	1

10 Records per page

- Enter Job Requisition ID and hit enter or search.
- Double click the job listing and click OK.
- Click Submit.

Create A Draft Requisition From An Existing Job Requisition

From Job Requisition *

Cancel Submit

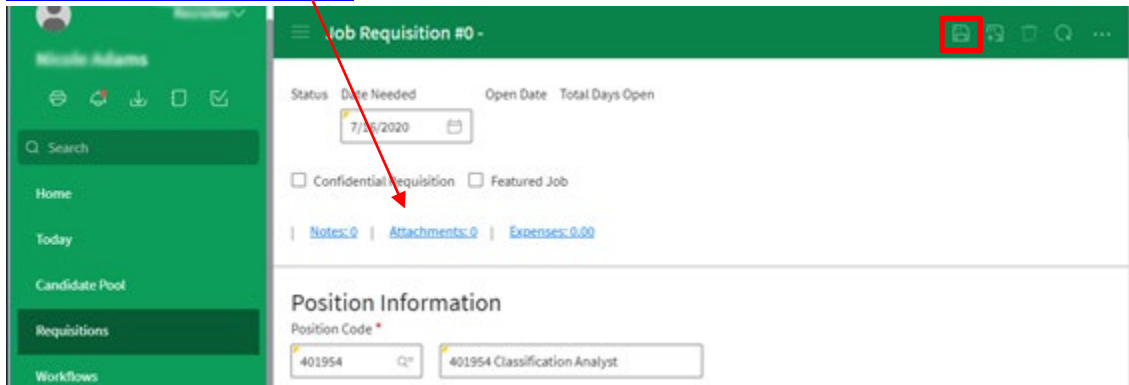
It will say "Job Requisition Created" (you may need to allow popups).

- Update the Date needed to Today's Date.
Fields copy from previous requisition, double check fields – including the position number and number of openings.
If you make a change hit Save at the top right.



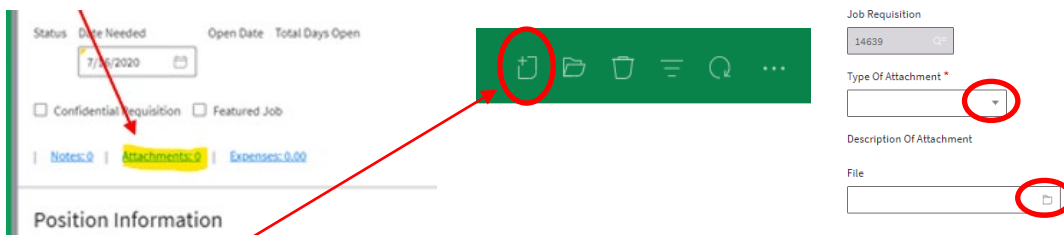
- Always attach an updated **Requisition Request Form**.
 - [Permanent](#)
 - [Intern](#)
 - [Seasonal](#)

- Use the **Attachments** link that appears in the requisition header to attach your completed [Requisition Request Form](#).




***Go to next page for final steps.**

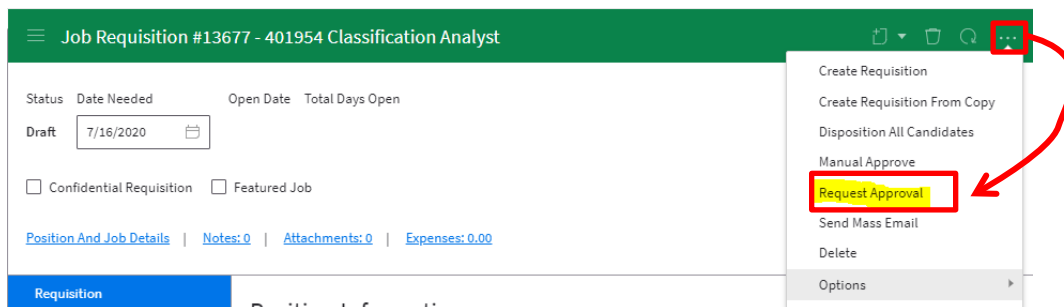
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For more tips see the Manager Space Guide - <https://bhr.sd.gov/files/mgrspaceinfo.pdf> and our manager information page - <https://bhr.sd.gov/manager.html>

Helpful Hints:

Requisition Statuses

(Draft, Approval Requested, Pending, Open, Closed, Filled, and Cancelled):

During the requisition creation, approval, and announcement process, the requisition will have several different statuses on the Requisition Dashboard.

- 1.) Draft: The announcement status when initially created.
- 2.) Approval Requested: The announcement status when routed through the approval process.
- 3.) Pending: The announcement status after Recruiter approval.
- 4.) Open: The announcement status when the position is posted.
- 5.) Closed: The posting closing date has ended; BHR support staff closes the requisition.
- 6.) Filled: Once a selection(s) has been made and candidate(s) are under hire, and all other candidates are dispositioned, the HRS will fill the requisition.
- 7.) Cancelled: No hire was made.

Print candidate list: (See more information on page 3 of the Manager Space guide regarding printing lists - <https://bhr.sd.gov/files/mgrspaceinfo.pdf>)

- 1.) Search by the Job ID number.
- 2.) Select the All tab.
- 3.) Choose Actions and Print to File.

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