

Navigating Requisitions in Manager's Role – Manager Space

This PDF will cover navigating requisitions within the role of a manager. Today we will walk you through what you can see and access within a requisition once it is created and opened.

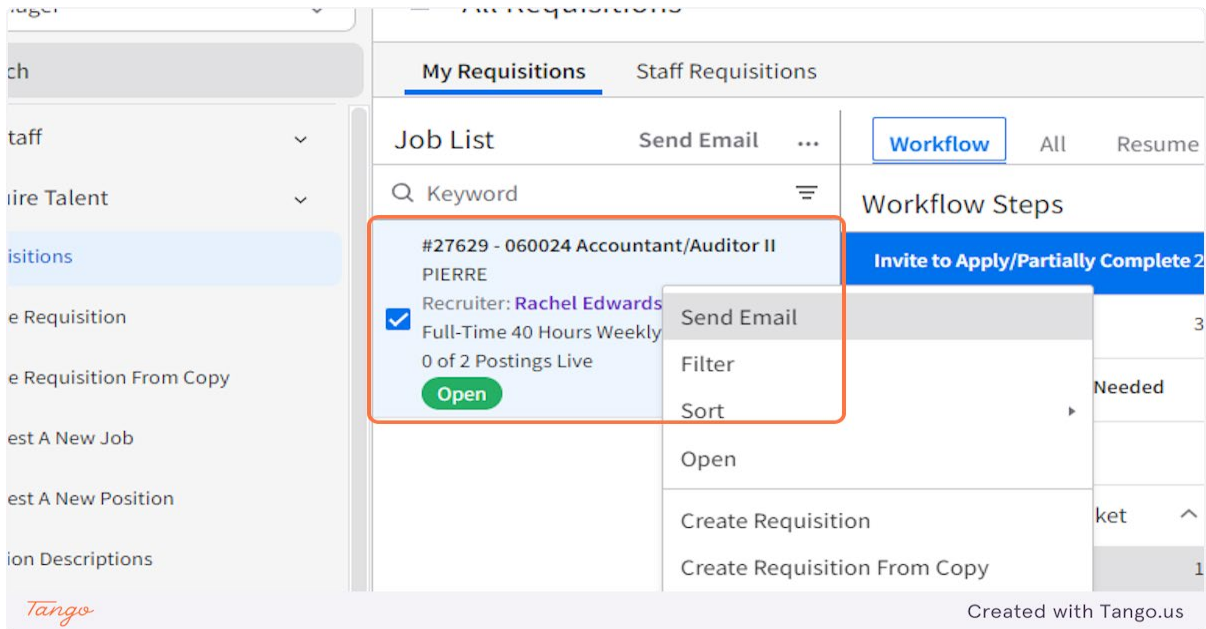
1. Click on the Manager Role.

The screenshot shows the 'All Requisitions' page in a manager's role. The top left corner displays the user's role as 'Manager'. A search bar is present below the role. The left sidebar contains a menu with options: 'My Staff', 'Acquire Talent', 'Requisitions' (highlighted), 'Create Requisition', 'Create Requisition From Copy', 'Request A New Job', and 'Request A New Position'. The main content area is titled 'All Requisitions' and has tabs for 'My Requisitions' and 'Staff Requisitions'. Below the tabs is a 'Job List' section with a search bar and a list of requisitions. The first requisition is selected, showing details: '#27629 - 060024 Accountant/Auditor II PIERRE', 'Recruiter: Rachel Edwards', 'Full-Time 40 Hours Weekly', and '0 of 2 Postings Live'. A green 'Open' button is visible. On the right side, there are buttons for 'Workflow', 'Invite to Apply', 'New Applicant', 'Additional Info', and 'Screened Out'. The bottom of the page has a 'Tango' logo and the text 'Created with Tango.us'.

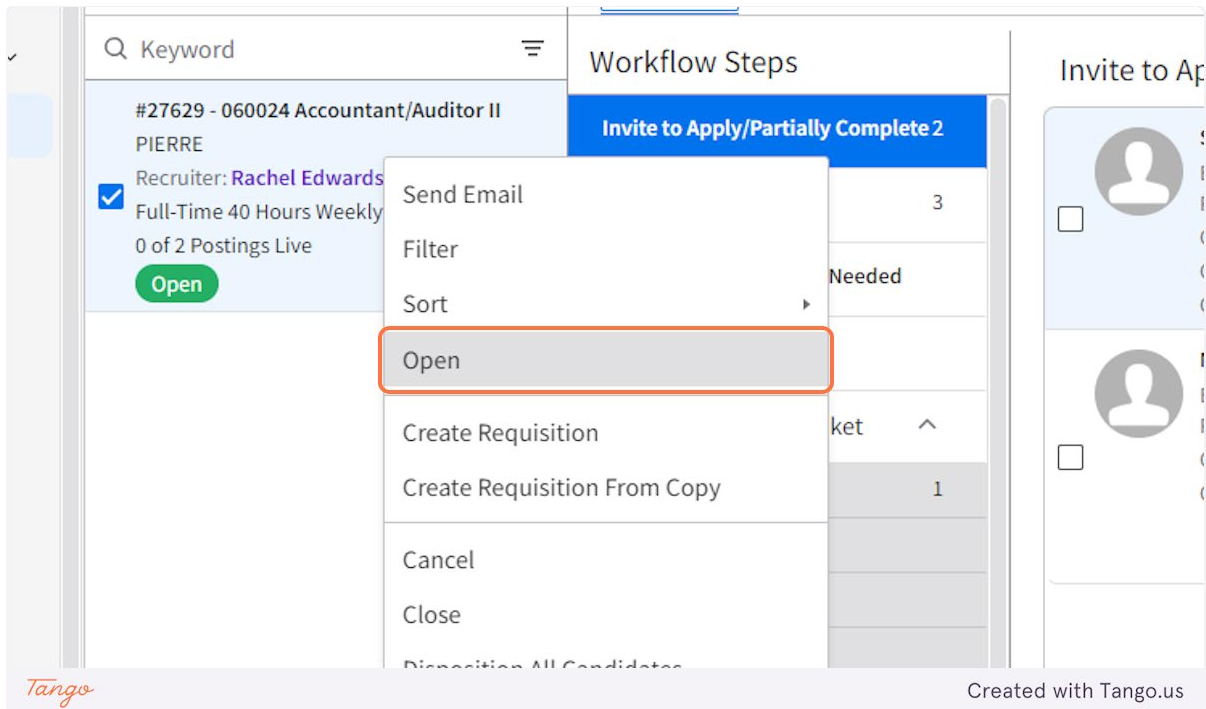
2. Click on Requisitions.

The screenshot shows the 'Job Requisition #27629 - 060024 Accountant/Auditor II' page. The top left corner displays the user's role as 'Manager'. A search bar is present below the role. The left sidebar contains a menu with options: 'My Staff', 'Acquire Talent', 'Requisitions' (highlighted), 'Create Requisition', 'Create Requisition From Copy', 'Request A New Job', and 'Request A New Position'. The main content area is titled 'Job Requisition #27629 - 060024 Accountant/Auditor II' and features a green briefcase icon. Below the icon, the requisition details are displayed: '#27629 - 060024 Accountant/Auditor II', 'Requisition Status: Open', 'Hiring Manager: Dawn Deal', and 'Recruiter: Rachel Edwards'. On the right side, there is a 'Requisition Details' section with a 'Quick' dropdown menu and links for 'Correspondence', 'Notes', 'Attachments', 'Expenses', and 'Positions'. The bottom of the page has a 'Tango' logo and the text 'Created with Tango.us'.

3. Right-click on the Requisition you would like to view.



4. Click on Open.



5. Click on Requisition Details. Here you can review more information regarding the Requisition. Click the -> on each card to view the information. Use the scroll bar on your right-hand side to view cards listed lower on the screen.

Job Requisition #27629 - 060024 Accountant/Auditor II

Requisition Status: **Open**

Hiring Manager: Dawn Deal

Recruiter: Rachel Edwards

Position: #4938 - 060024 Accountant/Auditor II

Location: PIERRE

Work Type: Full-Time 40 Hours Weekly

Number Of Candidates: 9

Filled/ Open: 1/1

Open Date: 7/16/2024

Days Open: 37

Quick Links

- Correspondence: 0
- Notes: 0
- Attachments: 0
- Expenses: 0.00
- Position/ Job Details PDF

Requisition Information

- Hiring Workflow: Default Hiring Flow
- Application Process: Default Application
- Date Needed
- Filled/ Open Positions: 1/1
- Remaining Openings
- Reason For Opening
- Detailed Reason
- Travel Required
- Location Information: Pierre, SD

Compensation

- Pay Rate: 0.00 US
- Step And Grade Schedule
- Grade
- Pay Step
- Pay Rate Type: Hourly
- Number Of Months
- FTE: 1.000000
- Salary Structure: Acct/Aud Salary Band H
- Geographic Differential
- Grade: A2
- Salary range: 25.85 - 33.28
- Market: 60.83
- Maximum: 60.83
- Pay Frequency: Semi Monthly
- Payment Schedule: ST40

6. Click on Position/ Job Details. Here you can review more information regarding the position. Click the -> on each card to view the information. Use the scroll bar on your right-hand side to view cards listed lower on the screen.

Job Requisition #27629 - 060024 Accountant/Auditor II

Requisition Status: **Open**

Hiring Manager: Dawn Deal

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Quick Links

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- Notes: 0
- Attachments: 0
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- Position/ Job Details PDF

Employment Conditions

- Location: PIERRE
- Work Type: FULL TIME
- Category
- Sub Category
- Work Schedule
- Shift

Position Information

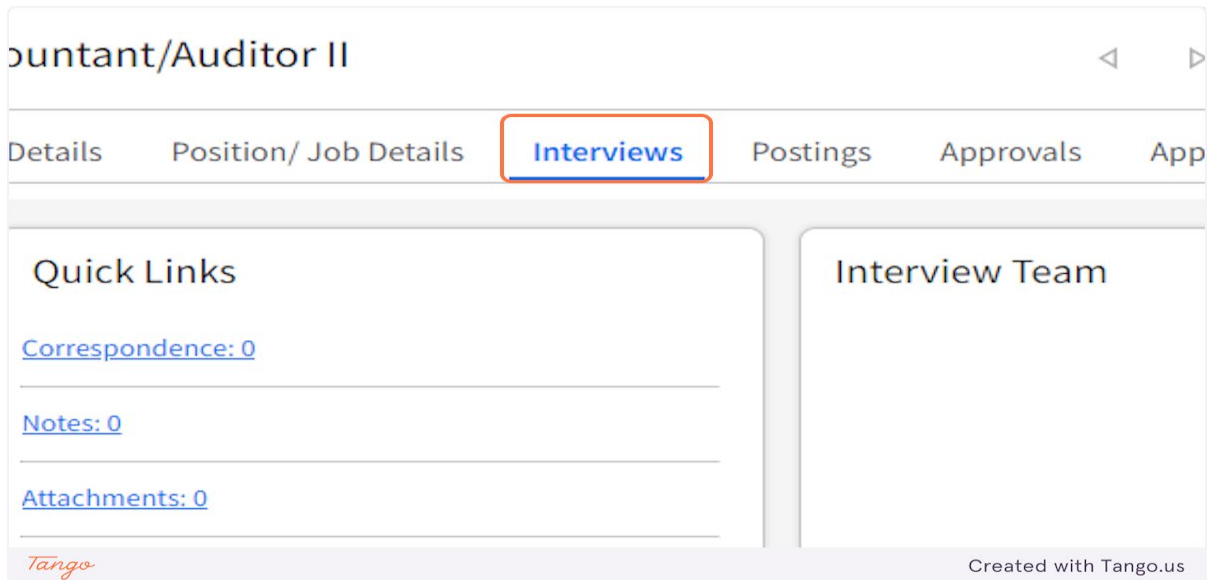
- Position Code: 4938
- Position Description: 060024 Accountant/Auditor II
- Organization Unit: 109
- Organization Unit Description: 03000-0300-030-03-CENTRAL PAYROLL-1
- Legal Entity
- Cost Center
- Cost Center Description
- Project
- Project Description
- Payroll Distribution Override
- Relationship To Organization: PERMANENT

Additional Positions

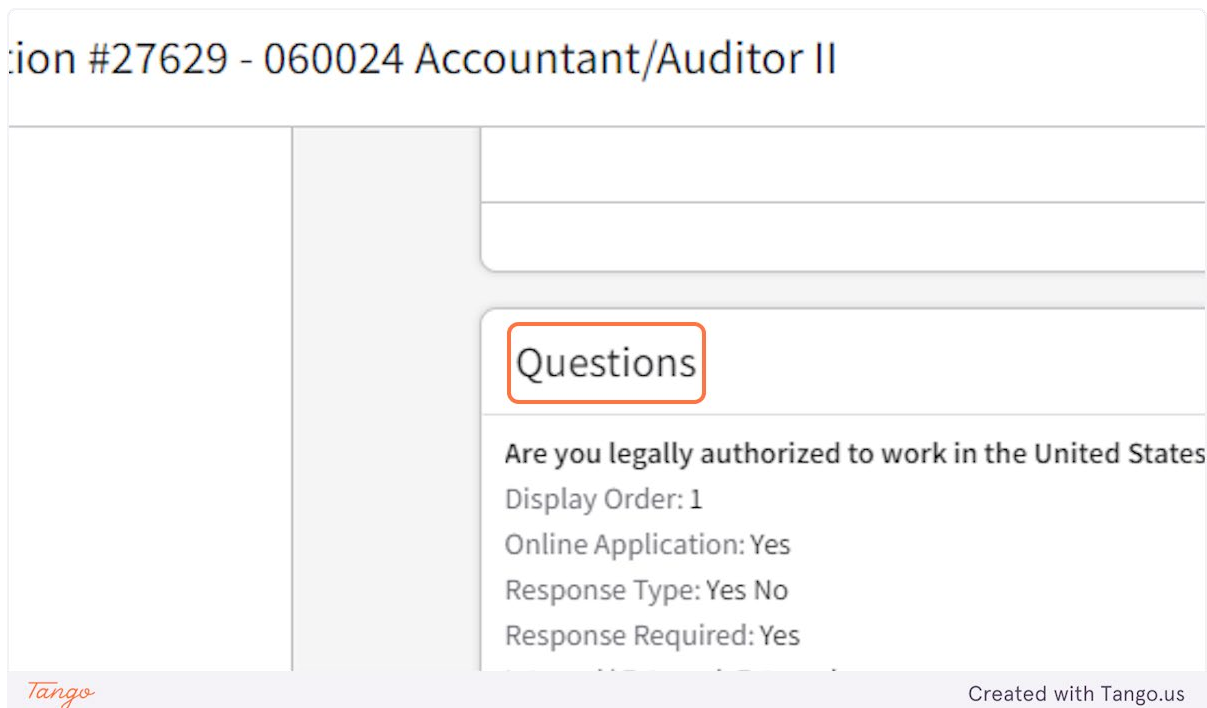
Use additional positions when defining an offer or hiring candidates.

Add Position

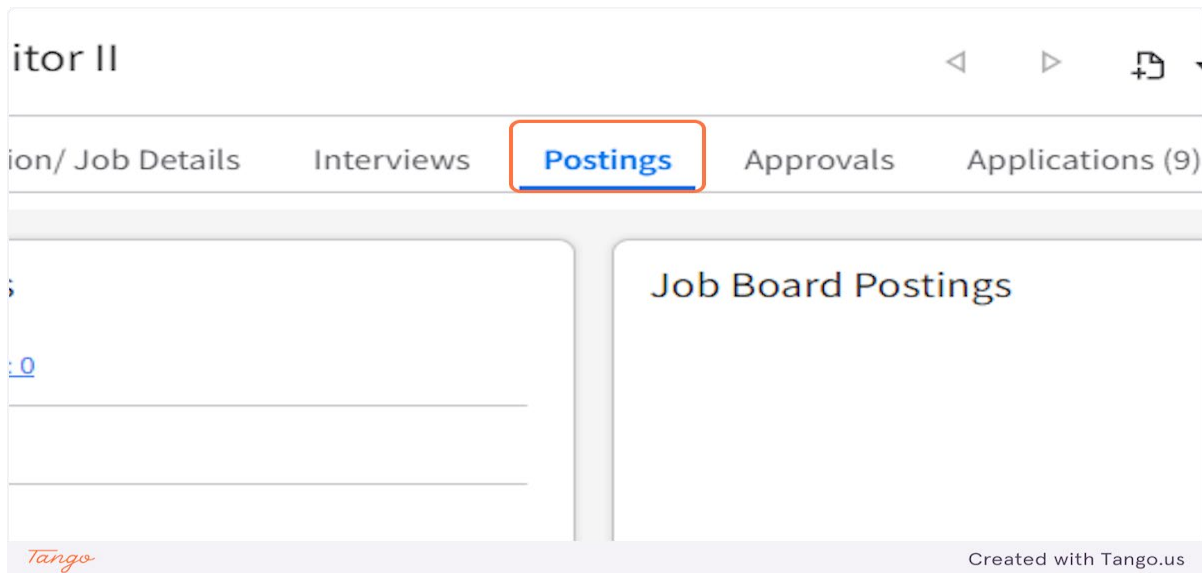
7. Click on Interviews. Here, information would be listed regarding any interviews you have scheduled with the candidate. The system has a feature to schedule interviews with a candidate if you choose to do so.



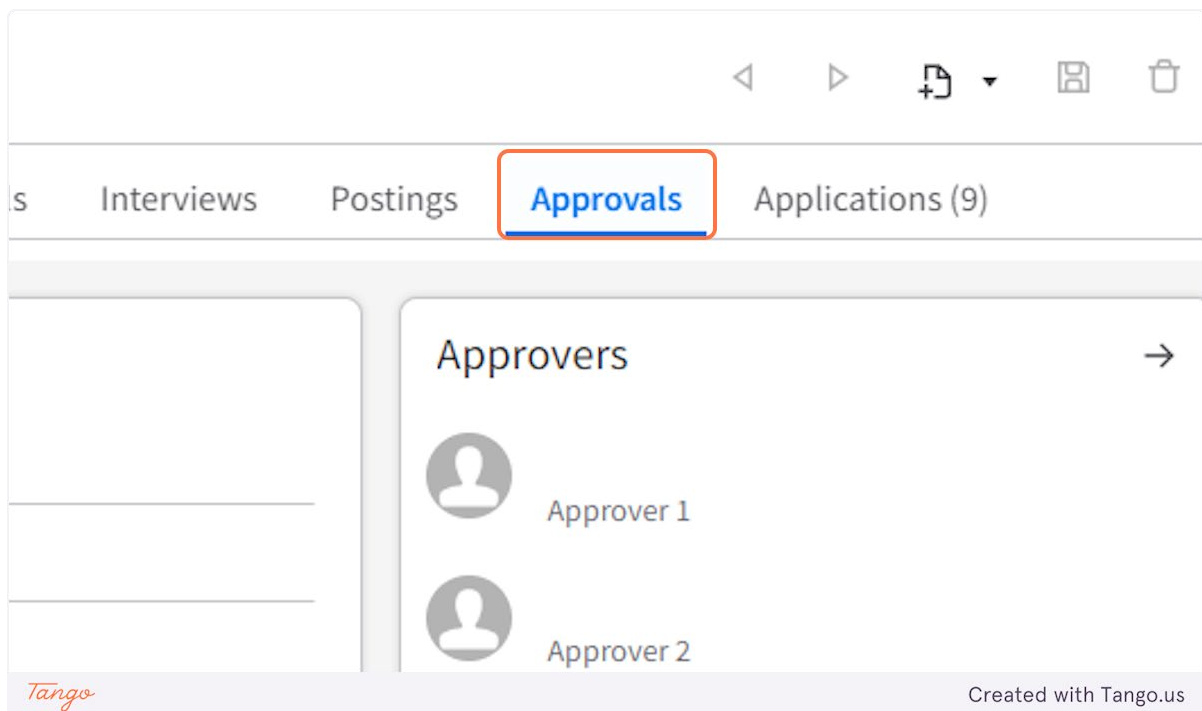
8. Scroll down to find the “Questions Card”. Here you can view the application questions and the candidate’s response.



9. Click on Postings. Here you can view the posting text along with the Job Board Posting.



10. Click on Approvals. If you listed approvers when creating the Requisition, they would be listed here.



11. Click on Applications. This will show you all candidates who have applied to the requisition.

The screenshot shows a web application interface. At the top, there is a toolbar with icons for navigation (back, forward), document management (download, save, delete), and refresh. Below the toolbar is a navigation menu with several items: 'ws', 'Postings', 'Approvals', and 'Applications (9)'. The 'Applications (9)' item is highlighted with a blue border and a blue underline. Below the navigation menu is a table with the following headers: 'Vets ...', 'Othe...', 'W...', 'Date I...', 'Email', 'Appli...', 'Re...', and 'Sh...'. The table body is currently empty. At the bottom of the interface, there is a footer with the 'Tango' logo on the left and the text 'Created with Tango.us' on the right.