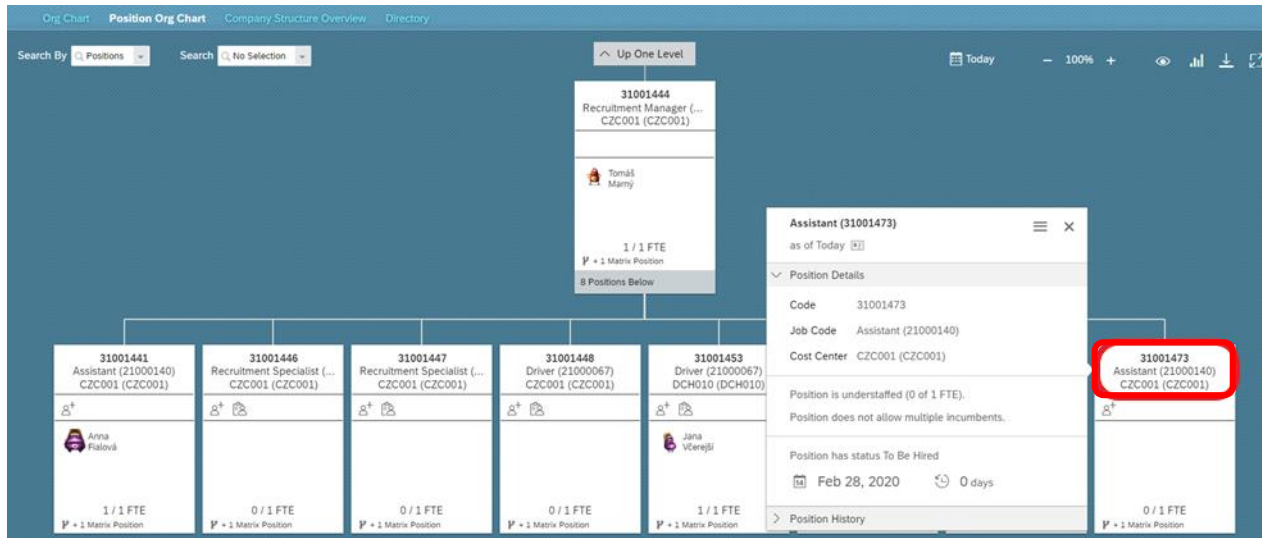




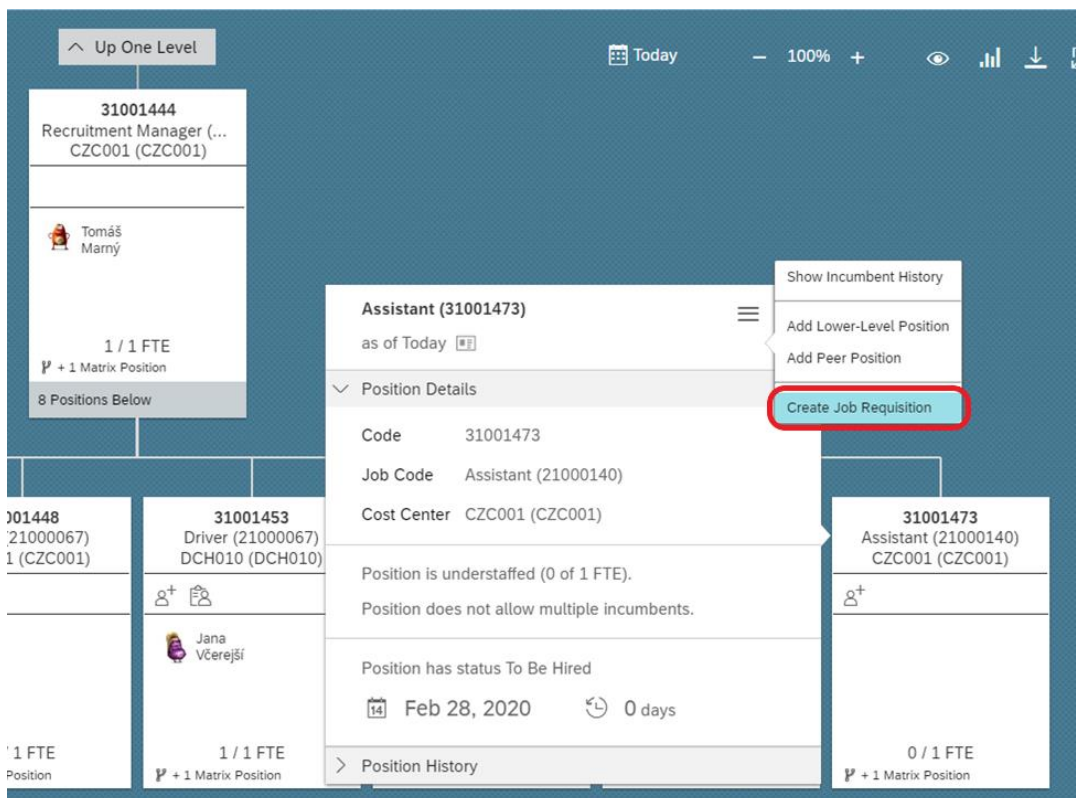
RECRUITING

New Requisition tutorial

Click on the position name and expand the menu.



Pick „Create Job Requisition“:





Click on „Create“.

✕

Manage Job Requisition

* Date of New Job Requisition

* Job Requisition Template

* Number of Openings

Create

It is important NOT TO change the default date even if you plan to hire in the future.

In case you change the date, the requisition will end up in a fault status (you will see it „Currently with SFADMIN“). If this happens, please create JIRA ticket for deleting this requisition and create a new one correctly.

Click on the icon above and then on „ID Job Requisition“ (which takes you to the recruitment module).

31001473

Assistant (21000140)

CZC001 (CZC001)

+

0 / 1 FTE

+ 1 Matrix Position



Assistant (31001473) ☰ ✕

as of Today EF

- > Position Details
- > Position History
- ✓ Job Requisition Details

Id	1471 EF
Template	Job Requisition
Job Title	Asistent(ka)
Status	pre-approved

1 Opening
0 Candidates

Hiring Manager

Tomáš Marrý A=

Recruitment Manager
1 FTE

Job Req Originator

Tomáš Marrý A=

Recruitment Manager
1 FTE

Recruiter

Adéla Myšková A=

Recruitment Supervisor
1 FTE

Please note that the position must now go through the approval process.



Job Requisitions Preferences Interview Central

Asistent(ka) (1471)

Route Map

1 Create Requisition (Actions) → 2 Recruiter Review → 3 Completed

Internal Posting Preview External Posting Preview

Job Requisition Detail - Job Profile

Job Requisition Type: Standard

Post Job in Language(s): English (United States) Update

Default Language: English (United States)

* Internal Title: Asistent(ka)

* External Title: Asistent(ka) Same as Internal

* Requisition ID: 1471

Position Number: 31001473

* Requisition Status: In Progress

Check all the fields here, **but do not fill or change any**. In case of any discrepancies, please reach out to your HRBP. In the recruiter field, there is always the recruitment supervisor pre-set. He or she will distribute the position to the respective recruiter afterwards.

Hiring Manager: Tomáš Marrý, Recruitment Manager Find User...

Recruiter: Adéla Myšková, Recruitment Supervisor Find User...

Recruiter Team: Admin-selected Groups: Recruiter Manage Additional Users

Business Partner: Evžen Paříák, HR Business Partnering Manag Find User... Clear

Inboarding Specialist: Find User... Clear

Inboarding Specialist team: Admin-selected Groups: Onboarding Specialist Manage Additional Users

Questions

Questions	Required	Disqualifier	Score	Weight	Actions
Add more questions					
Required Score: 0.0					

Save and Close Close Without Saving **Send to Next Step**

The screenshot displays the recruitment workflow in the myFOX system. At the top, a navigation bar shows the following steps: **Nový požadavek / New Requisition** (highlighted in red), **Vystavení pozice / Posting**, **Výběr kandidátů / Candidate screening**, **Pohovory / Interviews**, **Nabídka / Offer**, and **Nalodění / Onboarding**.

The main interface shows the requisition details for **Asistent(ka) (1471)**. A **Route Map** section indicates the current progress: **1 Create Requisition** (active), **2 Recruiter Review**, and **3 Completed**. Below this, the **Send to Next Step** section provides instructions: "This requisition will now be sent to the recruiter to approve. You're about to send this form to the next person(s) specified in the workflow. Forward Form to **Adéla Mysková**." There is a text area for **Email Notification Comments**.

At the bottom right, there are two buttons: **Cancel & Return to Form** and **Send to Next Step** (highlighted with a red box).

Write a comment if needed and click on „Send to Next Step“. Once the position reaches the recruiter, he or she will contact you for more details (in case of a new headcount, a meeting called vacancy briefing is usually set up).

After that, the recruiter begins the search for the perfect candidate.