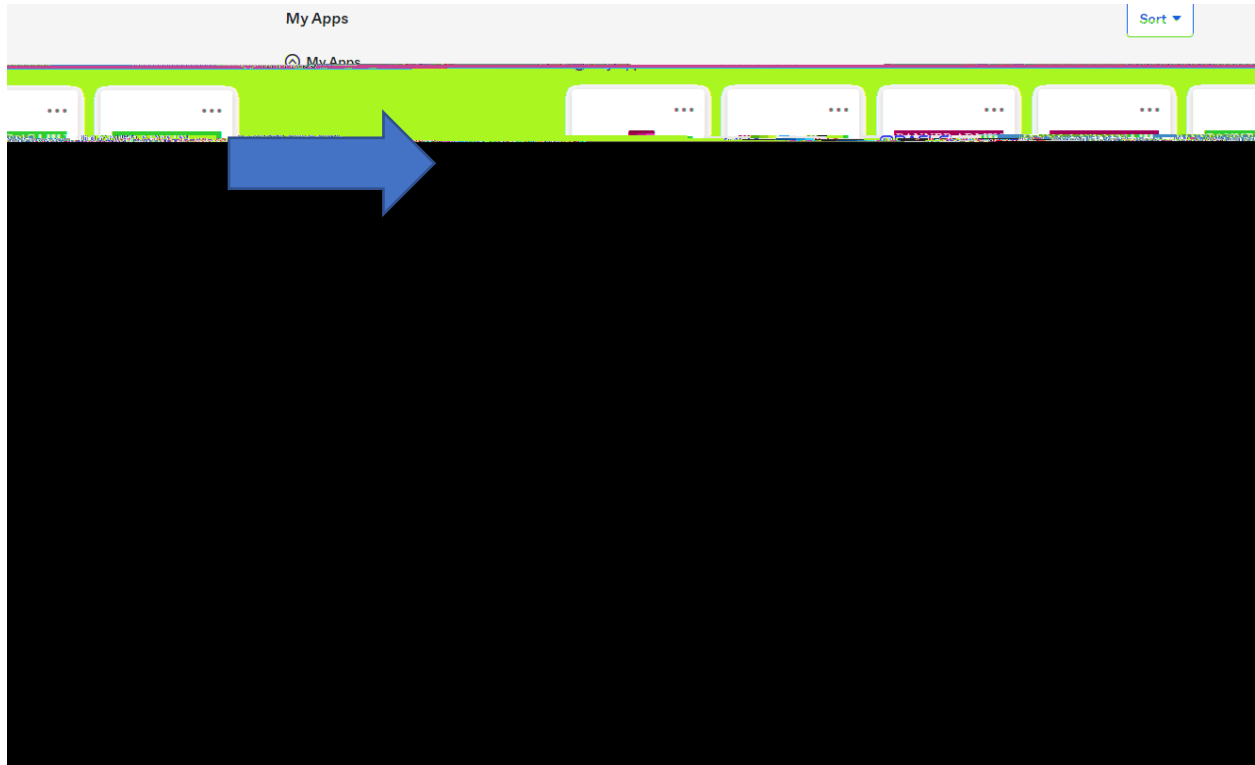


## Creating a Requisition/Job Posting in Oracle

When you reach your Okta screen, click on your Oracle tile.



It should bring you to the screen below. Select the word Hiring as shown below.



On this next screen select the Hiring tile.



At this screen click on the "+Add" choice on the top right. (If you do not have the "+Add" option, please contact Human Resources as they provide permission to initiate job requisitions.)"

On this next screen,

Select continue and another screen will appear. See below.

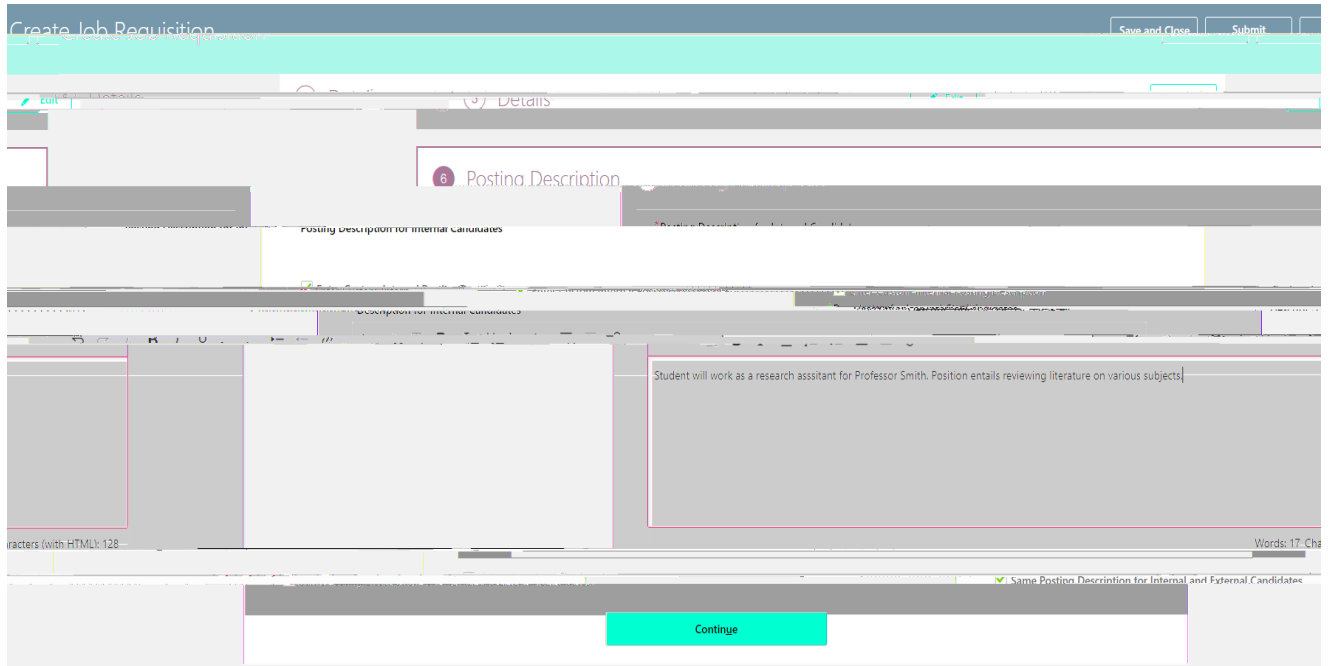
The screenshot shows a web form titled "Basic Info" for a requisition. The form includes several fields and a "Continue" button. The "Languages" field has two dropdown menus, both showing "American English". The "Requisition Title" field contains the text "SW-Gallery Assistant". The "Number of Openings" field has a dropdown menu with "Limited" selected. A red error message "error: A selection is required." is visible near the "Requisition Title" field. The "Continue" button is a green rectangle at the bottom right of the form.

You can change or add something to the requisition which we recommend doing if your job is more specific than the auto-populated Job Title. **This is the job title the student will see when they are applying. We suggest in your requisition title that you include your department so the student will see who is hiring for this position. It is very important that you keep the beginning of the title labeled beginning with SW-**

\*







For the next screen you can adjust the delay before posting expires or just keep it as no expiration and select continue.

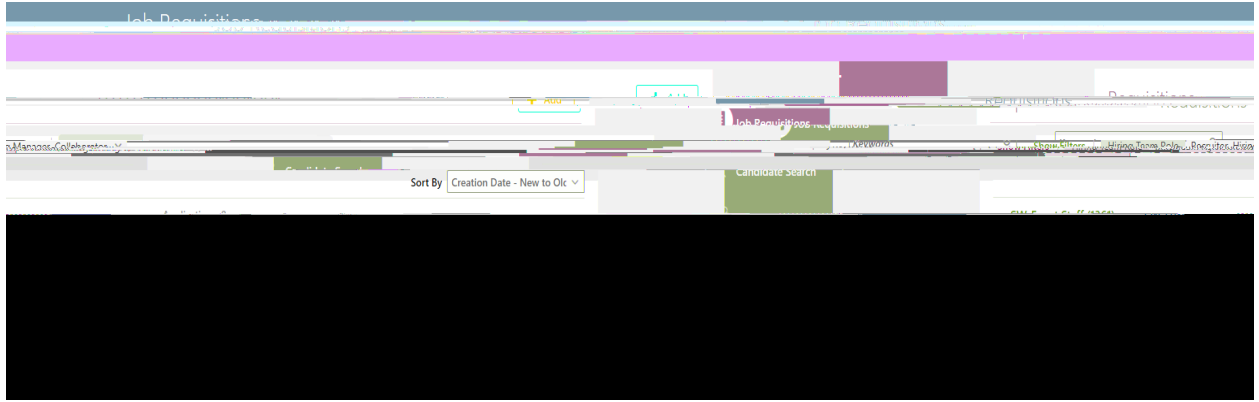




to ask us to do this before you create the Requisition, otherwise the option will not be available for you to select.)

Select continue

You can select save and close if you just want to save job for later or select submit if you would like the job to be reviewed to be listed and available to students. See below.



You'll see your job appear and it shows as approval-pending status.

Student employment will review your job posting and you will receive a bell notification when it has been approved.