

## JOB REQUISITION REQUIRED FIELD ENTRIES

When you create a new job requisition in the Applicant Tracking System, you will be required to make the following entries:

Required Field	Description
Job Code	5 character HR Job Code. If you know the code, you can enter it directly into the system. Otherwise, you can search for it by partial Job Code or by text contained in the Job Description.
Posting Title	The system defaults the job title as the Posting Title, but you can override this. The Posting Title should be the same as the SAP position title
Department	You can search for it by text contained in the name.
HR Officer	Select the HR Officer from a drop down list.
Recruiter Support	A yes/no selection. If you answer yes, an HR recruiter will contact you to consult with you on your recruiting and selection process.
Reason for Posting	Choices are New, Replace at Same Level, or Replace at Different Level.
Number of Openings	Defaults to 1. If you are creating many positions from this requisition, enter how many. <i>If you are filling multiple positions from this requisition</i> , use the Notes field to enter the reason for each position opening and the name of each person being replaced
Functional Area	A list of job categories used in job posting. Choose one from the drop down list that best fits the job.
Location	Where the job will be primarily located (Cambridge, Boston, etc.). A list of MIT job locations displays in a drop down.
Employment Type	From a drop down list, you identify whether this is a full time, part time, or per diem job. Also, whether or not the job is temporary.
Visa Sponsorship Available?	Yes or No.
Job Description	Text which will be used for job postings. You can paste the text from a Word document.
Job Requirements	Text which will be used for job postings. You can paste the text from a Word document.
Contacts	The names of hiring managers who will be involved in the hiring process. The term 'hiring manager' refers to all individuals participating in the hiring process. The specified hiring managers can view the job's requisition online and manage the job's applicants.