[Cloning A Requisition]

In PeopleSoft, you may use the **Clone Job Requisition** function when posting a position vacancy that is very similar to a posting you have already completed in the **Create A Requisition** function. Use the **Clone Job Requisition** function when you have more than one vacancy for the same job code, or when you have a new posting that is only slightly different from the original posting for a prior vacancy with the same job code.

- Log into the system via the myUFL portal, using your GatorLink User ID and password (http://my.ufl.edu).
- Navigate to Manager Self Service > Manager Home > Recruiting Activities Home > Clone Job Requisition

**PART I: CLONE JOB REQUISITION**
- Enter the original requisition number or use the look-up to find the number.
- Enter how many new requisitions you wish to clone.
- Click on “Clone Requisition.”
- Note message of successful cloning.
- Note the **new** requisition number.
- “Would you like to view your Requisitions?” – Click on “Yes.”
- Select **new** job requisition number from Job Requisitions listing.

**PART II: REVIEW AND EDIT CLONED REQUISITION**
You have now returned to the Create A Requisition function where the information in your newly cloned requisition must be reviewed and edited.

**8-Step Process for Creating Requisitions**
At any point, you can tell where you are in this process by looking at the numbered steps at the top of the screen. The step circled in yellow reflects where you are in the process. Steps that are shaded reflect steps already completed. You can move between steps by clicking on shaded circles or by using the “Previous” or “Next” buttons located on each screen. Although you may not need to add information in each step, you will, at minimum, need to move through each step by clicking on “Next.”

- **Step 1: Requisition Job Information**
  - Review information fields populated from cloning.
  - Note “Requisition Status” is “open.”
  - Click “Next.”

- **Step 2: Requisition Authorization**
  - Your name will appear as the “Originator.”
  - Select “Authorized By” (your Level 1 Approver from your dean’s or director’s office) using the magnifying glass view icon.
  - Select “Recruiter” (your Level 2 Approver in a central office) using the magnifying glass view icon.
  - Click “Next.”
Step 3: Proposed Interview Team
- This is where you will identify your interview team or search committee.
- To add a person, click “Add New Interviewer.”
- Select an employee by using the magnifying glass view icon.
- For each employee added, specify the “Interviewer Role” by using the drop down menu.
- At least one person listed must be the department interviewer (the equivalent of a hiring authority).
- Interviewers can only be added who have a UF ID; and, only those interviewers identified here can complete interview evaluations in the system.
- When you’re finished adding all interviewers, click “Next.”

Step 4: Screening Questions (This step is not used for faculty positions.)
- Screening Questions will be defaulted from the original requisition.
- Question Sets include: OPS-Temporary; Student Assistant; TEAMS Exempt; and TEAMS Non-Exempt. Review whether the question set is still appropriate for the cloned requisition.
- The questions are mandatory. Please do not add or remove any questions.
- Click “Next.”

Step 5: Requisition Posting Information
- This is where the original Posting Description was built and can now be edited.
- The information provided here is what will be seen by applicants.
- Click on “Preview Entire Posting” to review wording from the original requisition. After you have reviewed it, click “Return.”
- To change the wording of the posting:
  - Select the “Description Type.”
  - Click on “Edit” for that selection.
  - Type changes in the “Description” field on the page that opens.
  - Click on “OK.”
- To “Add A New Posting Description”:
  - Click on “Add a New Posting Description.”
  - Select the Description Type: Marketing Statement (Job Summary); Salary; or, Qualifications.
  - Enter description information in the “Description” field.
  - Click on “OK.”
- Check that “Internal and External” are selected from the drop down menu for the “Visible” field for each “Description Type.”
- When you have made all the needed changes and additions, you may want to click on “Preview Entire Posting” again. After you have reviewed it, click “Return.”
- To proceed to the next step, click “Next.”

Step 6: Requisition Posting Information
- “Posting Types” of “External Posting” and “Internal Posting” should default from the original.
- “Internet” should default as the “Posting Medium” for both “Posting Types.”
- Click on “Edit” for “External Posting” Type.
  - Enter “Required Open Date.”
  - Enter “Posting Duration (Days).” A minimum of 14 days is required for faculty vacancies; and, 7 days are required for TEAMS/USPS positions.
  - Click on “OK.”
- Click on “Edit” for “Internal Posting” Type.
  - Enter “Required Open Date.”
  - Enter “Posting Duration (Days).” A minimum of 14 days is required for faculty vacancies; and, 7 days are required for TEAMS/USPS positions.
  - Click on “OK.”
- Click on “Next.”
Step 7: Requisition Summary
- Review the requisition summary for correctness and completeness.
- Click the triangle in each blue line to collapse the associated information for easier review.
- If needed, return to the appropriate step to make changes or additions.
- At the bottom of the screen, click “Next” to move to the last step.

Step 8: Requisition Submission
- In the “Comments” field, provide comments for your Level 1 or 2 approvers. An example might be “List of Five required” or “Advertising in Chronicle and Gainesville Sun.”
- Now, “Save for Later” or “Submit for Approval.”
- Upon submitting for approval, you will get a Submit Confirmation page.
- Click “OK” to complete the “Clone A Requisition” process.
- From here, your newly cloned requisition will be submitted automatically to your Level 1 approver as named in Step 2.
- Make a note of your cloned requisition number.

Best Practices
- Keep a log of your requisitions, including the requisition number, date submitted, and position title. This log can serve as a reference for you to determine if and when you last posted a position for which you now have a vacancy. By reviewing your log you should be able to determine whether you need to use the Create A Requisition function or the Clone Job Requisition function to post your position.
- When you decide to use the Clone A Requisition function, think about how the new requisition is similar to and different from the original requisition.
- To facilitate approval, edit and review all the information carefully as you move through the 8-step process so that all information is correct.

Tracking Your Posting
- Upon successful submission
  - Email confirmation to you offering a link to view the requisition in Manager Self Service
- Upon Authorizer (level 1) approval
  - Email notification to you
- Upon Recruiter (level 2) approval
  - Email notification to you of approval and confirmation that requisition is posting
- To view the posting
  - Go to http://jobs.ufl.edu (just as an external applicant would)