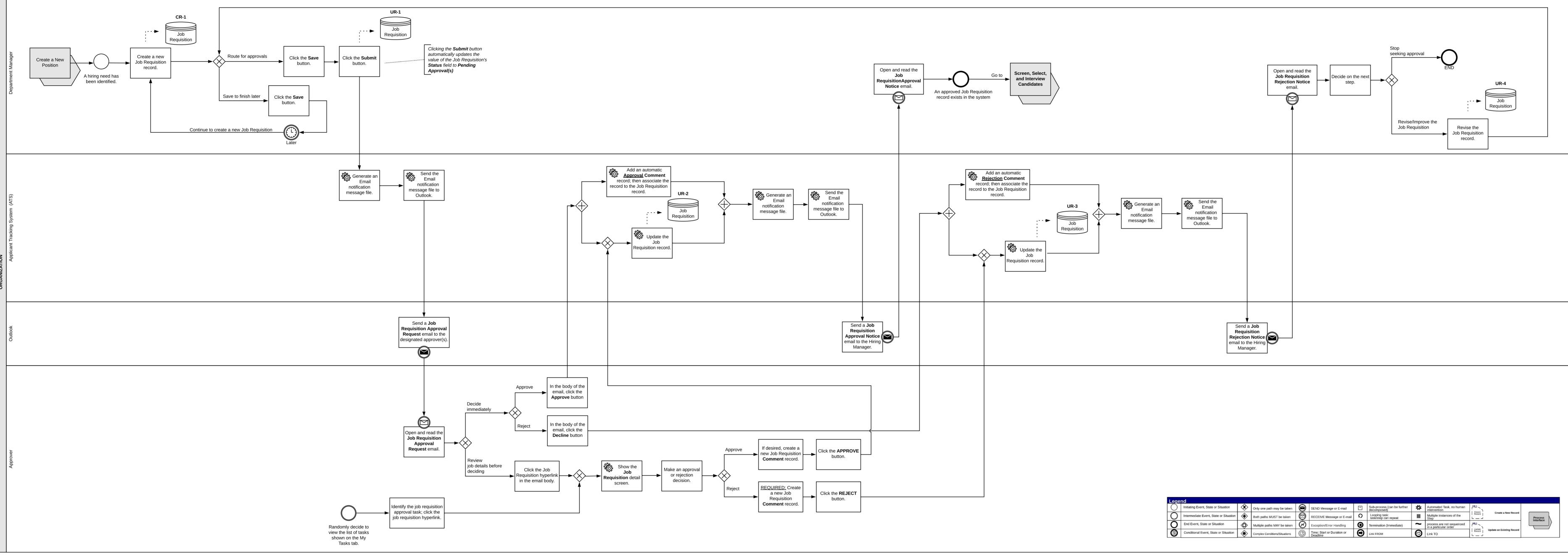
Create a New Job Requisition			
Created/Updated by: Jim Reardan Date Updated: 1-6-2021 16:01			
Version #: FINAL			

Diagram URL: https://lucid.app/documents/view/d25bc58f-ac1a-49c2-b573-b79090de032c

Process1st CONSULTING www.process1st.com





Lege	nd										
0	Initiating Event, State or Situation	\$	Only one path may be taken	Θ	SEND Message or E-mail	+	Sub-process (can be further decomposed)	*	Automated Task, no human intervention	CR-1	
0	Intermediate Event, State or Situation	۲	Both paths MUST be taken	\bigcirc	RECEIVE Message or E-mail	0	Looping task: task/step can repeat	Ш	Multiple instances of the Step	Create Record	Create
0	End Event, State or Situation	٨	Multiple paths MAY be taken	\oslash	Exception/Error Handling	0	Termination (Immediate)	~	process are not sequenced in a particular order		
	Conditional Event, State or Situation	۲	Complex Conditions/Situations	٢	Time: Start or Duration or Deadline	Θ	Link FROM	Θ	Link TO	Update Record	Update an E



CR-1			
Job Requisition			
Data Entry Field	Valid Values		
External ID	alphanumeric		
Requisition Title	alphanumeric		
Requisition Description	alphanumeric		
Requisition Created Date	Automatically populated by the system		
Number of Openings	positive integer		
Reason for Hire	Vacancy		
Status	New		
Position	Select from a system-generated List of Values		
Hiring Manager	Select from a system-generated List of Values		
Recruiter	Select from a system-generated List of Values		
Requestor	Automatically defaults to the logged-in User's User ID		
Business Unit Name	Select from a system-generated List of Values		
Cost Center	Select from a system-generated List of Values		
Department	Select from a system-generated List of Values		
Grade	Select from a system-generated List of Values		
Target Compensation	\$\$,\$\$\$,\$\$		
Wage Type	Select from a system-generated List of Values		
Regular/Temporary	. Regular . Temporary		
Target Start Date	mm/dd/yyyy		
Primary Work Location	Select from a system-generated List of Values		
Skills	alphanumeric		
Education	alphanumeric		
Certifications	alphanumeric		
Assessment(s)	Select from a system-generated List of Values		

UR-1			
Job Requisition			
Data Entry Field	Valid Values		
Status	Pending Approval(s)		

UR-2		
Job Requisition		
Data Entry Field	Valid Values	
Status	Approved	
Dispositioned By	Automatically populated by the system	
Dispositioned Date	Automatically populated by the system	

UR-3		
Job Requisition		
Data Entry Field	Valid Values	
Status	Rejected	
Dispositioned By	Automatically populated by the system	
Dispositioned Date	Automatically populated by the system	

UR-4		
Job Requisition		
Data Entry Field	Valid Values	
Status	New	
Dispositioned By	Automatically populated by the system	
Dispositioned Date	Automatically populated by the system	

