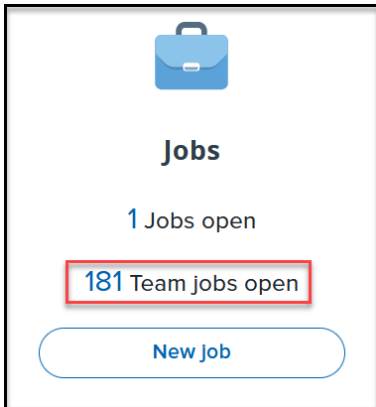
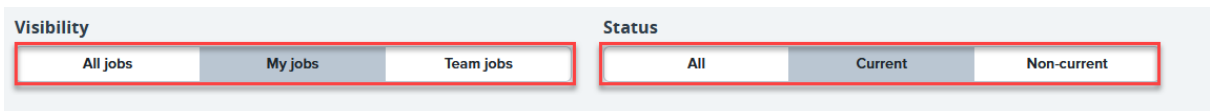


COPY A JOB REQUISITION

- From your hiring manager dashboard, click the **Team jobs open** hyperlink visible on the Jobs tile



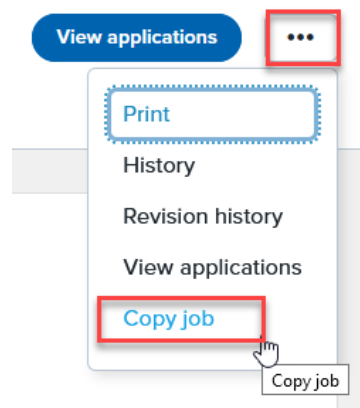
- You will be redirected to a list of jobs for all departments in which you have access
- Use the **Visibility and / or Status** filter criteria to reduce the number of returned results



- Click the **View** hyperlink located to the far right of the screen to access the job card for a previously submitted requisition

Job number	Title	Anticipated Hiring Range	College/Program	Date added ↓↑	Status	Hiring Administrator	Reports to Supervisor Name	Team (internal team)	
499316	Amazing Testing Position for the New System	6800.00 - 8000.00	HUMAN RESOURCES	Mar 3, 2021	Reference checking	Erica Escamilla	Erica Escamilla	EB-Human Resources - 14350	View

- Select the **Copy job** option from the ellipsis menu to copy the posting along with attached documents



- Please review the details and make the necessary changes before you assign the proper approval process and submit for review