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

   ![Team jobs open link](image)

2. You will be redirected to a list of jobs for all departments in which you have access

3. Use the **Visibility and / or Status** filter criteria to reduce the number of returned results

   ![Filter criteria](image)

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

   ![Job card](image)

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

   ![Ellipsis menu](image)

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