JOB REQUISITIONS

Hiring Manager's Guide

A job requisition is the posting of an open position for hire. Security permissions must be enabled by HR for managers looking to post a position. If this feature is not turned on, please schedule a meeting with HR for access and training through this link: https://newspring.org/hrappointment
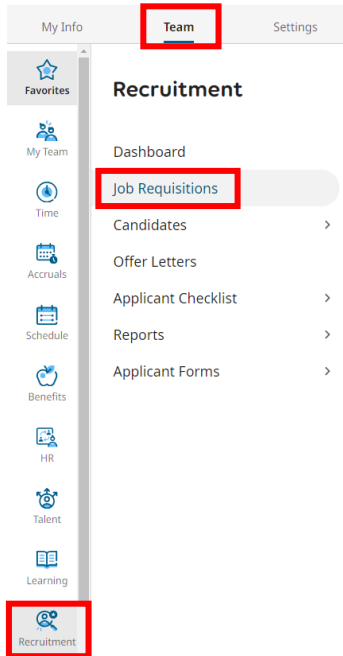
POSTING A JOB REQUISITION

To begin, open UKG and utilize the following path:

Hamburger bars > Team > Recruitment > Job Requisitions

The job page will open and reflect all open positions that you, as the hiring manager, can see. All open positions across the organization may not be visible. To create a new requisition, select *Add New.*

The Job Requisitions build page will open. To begin filling out your job details, click on the Job Requisition Template magnifier icon. Select the radio button next to NewSpring General Request Template. A warning will pop up, dismiss it by clicking "ok."

Continue to build your requisition by completing all fields identified by a red asterisk as appropriate for your position. Save as you go.

In the Description section, copy and paste your job description draft into these fields. (The job description will continue to be refined throughout the entire posting process, so this does not have to be a final draft. HR will contact you in future steps to collaborate on the final draft prior to posting.)

Description

Description

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JOB TITLE
FLSA Status: Non-Exempt or Exempt
Reports to SUPERVISOR
HR will plug in Grade information

SUMMARY OF RESPONSIBILITIES
Please type your summary here.

Hiring Stages should all reflect as "enabled." If they do not, utilize the (...) found under the Action column to change the stage to enable. Important Note: The "Enforce Sequence" toggle button should never be engaged. This will lock the requisition into walking through the hiring stages in sequential order.

⌄ **Hiring Stages**

◁ Page [1] of 1 ▷ 1 - 15 of 15 Rows | ◉✕ Enforce Sequence

Seq	Stage Name	Enabled	Required	Stage Name (as Shown to Applicants)	Workflow	Actions
1	Application Received	Yes	No	Application Received		...
2	Applicant Not A Fit	Yes	No	Resume on File	External Rejection	...
3	Applicant Not A Fit - Internal	Yes	No	Resume on File	Internal Rejection	...
4	Pre-Screen Interview Request	Yes	No	Application Being Reviewed		...
5	Interview Candidate	Yes	No	Application Being Reviewed		...
6	Interviewed - Not Moving Forward	Yes	No	Resume on File	Rejection (Interviewed)	...
7	Hiring Request	Yes	No	Application with HR		...
8	Failed Screening	Yes	No	Resume on File	External Rejection	...
9	Approved For Offer	Yes	No	Application with HR		...
10	Extend Offer	Yes	No	Offer Extended		...
11	Offer Accepted	Yes	No	Offer Accepted		...
12	Offer Declined	Yes	No	Offer Declined		...
13	Hired	Yes	No	Hire		...
14	Applicant Withdrew Application	Yes	No	Application Withdrawn by Applicant	Applicant Withdrew Application	...
15	Applicant did not apply to a job	Yes	No	Application Not Finished		...

Complete the Contact Information section, identifying the Hiring Manager. You can reflect yourself as the Hiring Manager 1. Hiring Manager 2 and Other Hiring Managers fields can identify anyone else you want alerted when applications are submitted.

The HR field needs to reflect *Shiyrah Williams*. The Primary Contact Info will also need to be input and should look like below. This gives the applicant an avenue to ask questions. General questions should be routed through the HR department.

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Contact Information

Hiring Manager 1 *	Hiring Manager 2	HR	Other Hiring Managers
Choose Employee...	Choose Employee...	Shiyrah R. Williams	Choose...

Primary Contact

Name	Phone	Email
NewSpring Church HR	316-630-8500	hr@newspring.org

In the Requirements field, copy and paste the Education/Training, Experience, Required Skills, Physical Demands, and Working Conditions from your job description.

Requirements

Job Requirement

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REQUIRED SKILLS

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WORKING CONDITIONS

This position works primarily indoors.

Once these fields are complete, utilize the "Save" button to save your build.

→| ⚡ Quick Actions

Preview

Save

After you save, additional features will become accessible.

→| ⚡ Quick Actions

Preview

Save

Submit

Close

∨ 📎 Supporting Documents

ⓘ A maximum of 5 files are allowed to be selected per upload.

⬆ Upload Document

Choose   No file chosen

- Utilize the Upload Document to attach the electronic copy of the job description draft, as well as a schedule.
- Preview allows you to view your build so far.

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- Submit should only be clicked once you are satisfied with your build so far.

Upon submission, the Job Requisition will move along the following path for approval.

Once the requisition reaches the Human Resources step, the HR department will review and collaborate with the hiring manager to refine the job description. Once HR has completed this step, it goes up to Senior Leadership to approve and post the requisition.

INFORMATION ON APPLICANTS

Once the requisition is live, internal and external applicants are free to apply. Open positions can be viewed externally at newspring.org/jobs or internally through UKG.

INTERNAL APPLICANTS: HR will notify existing staff members of an open position via UKG. Internal applicants can apply by logging into UKG and utilizing the following path:

My Info > My Career > Search for Jobs. The Jobs Page will open, allowing them to review and "Apply for Job."
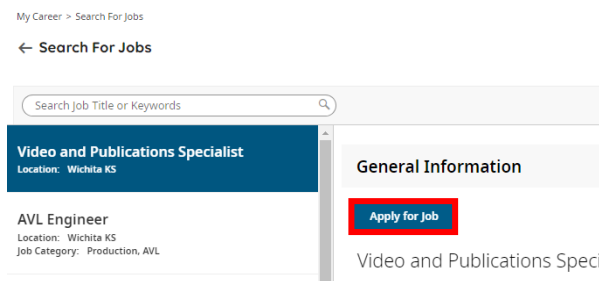
An "Apply for Job" pop up appears. Internal applicants will not fill out an application. They can place comments in the text box, as well as attach a resume. Clicking "Apply for This Job" will submit their interest in the position.

Apply for Job: Office Coordinator ✕

Please paste your text format cover letter or any additional comments in the space below.

Add Resume

To change your current Resume, please select 'Choose' to search and upload a new file. Be sure your resume meets the upload requirements.

- Valid resume formats are PDF, DOC, DOCX, TXT, RTF.
- Uploading your resume could take several minutes depending on file size and your internet connection.
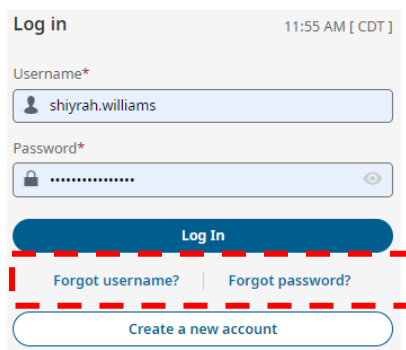
⬆ Choose

Document attached : No file chosen 🗑

Cancel   **Apply for This Job**

The development of NewSpring staff is important to the leadership of NewSpring Church. It is the Senior Pastor's intent to give qualified employees preference over others when filling job openings within the church. The Senior Pastor reserves the right to promote and transfer employees at his sole discretion, with or without cause or advance notice. (See Section 3 of the Staff Handbook.) Internal applicants are encouraged to keep his/her current manager apprised if there is intent to apply for another internal position.

EXTERNAL APPLICANTS: to apply for a position at NewSpring Church, external applicants will be required to create a UKG profile. This profile allows an applicant interested in a position with NewSpring Church to apply for one or more jobs. The applicants profile will require him/her to set up a username and password. Note: HR will be able to "unlock" an applicant's account but are not able to troubleshoot other access issues (such as a forgotten password or username). An applicant can be routed to hr@newspring.org to request their applicant profile be unlocked. Other access issues can be handled by selecting the Forgot Username or Forgot Password links on the application page.

See Job Requisitons, Part 2 Reviewing Applicants for next steps.