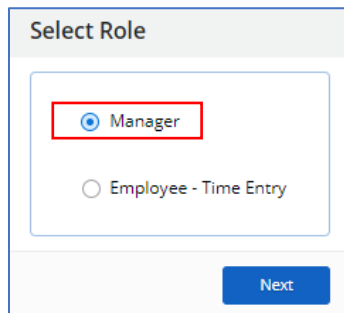


# TRCA Dayforce Recruiting – Quick Tips - Manager

## How to Submit a Job Requisition

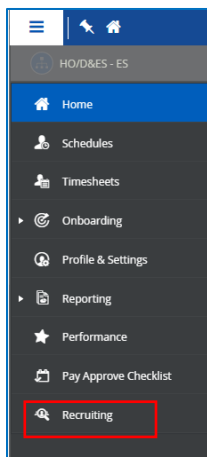
Log into Dayforce under your **Manager** user role.



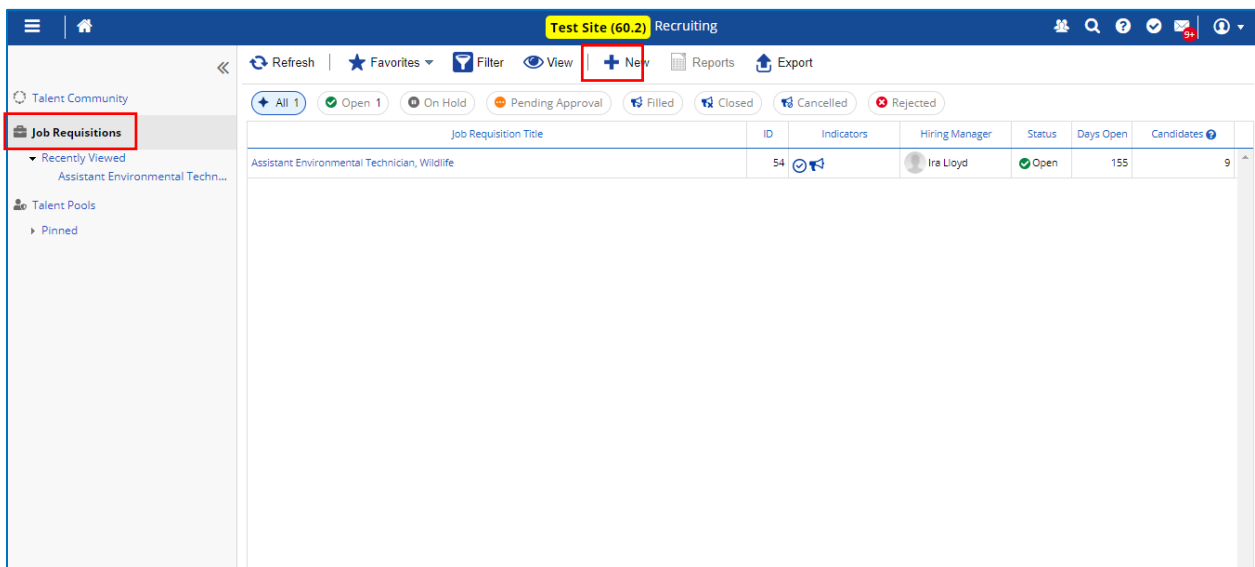
A dialog box titled "Select Role" with two radio button options. The "Manager" option is selected and highlighted with a red rectangle. The "Employee - Time Entry" option is unselected. A blue "Next" button is at the bottom right.

Role
<input checked="" type="radio"/> Manager
<input type="radio"/> Employee - Time Entry

Select **Recruiting** from the menu.



The **Job Requisition** screen is the first screen that displays when you access **Recruiting**.



The Job Requisition screen in Dayforce. The left sidebar shows "Job Requisitions" highlighted with a red rectangle. The main area displays a table of job requisitions. The top navigation bar includes "Test Site (60.2)" and "Recruiting". The table has columns for Job Requisition Title, ID, Indicators, Hiring Manager, Status, Days Open, and Candidates. One requisition is listed: "Assistant Environmental Technician, Wildlife" with ID 54, status Open, and 155 days open.

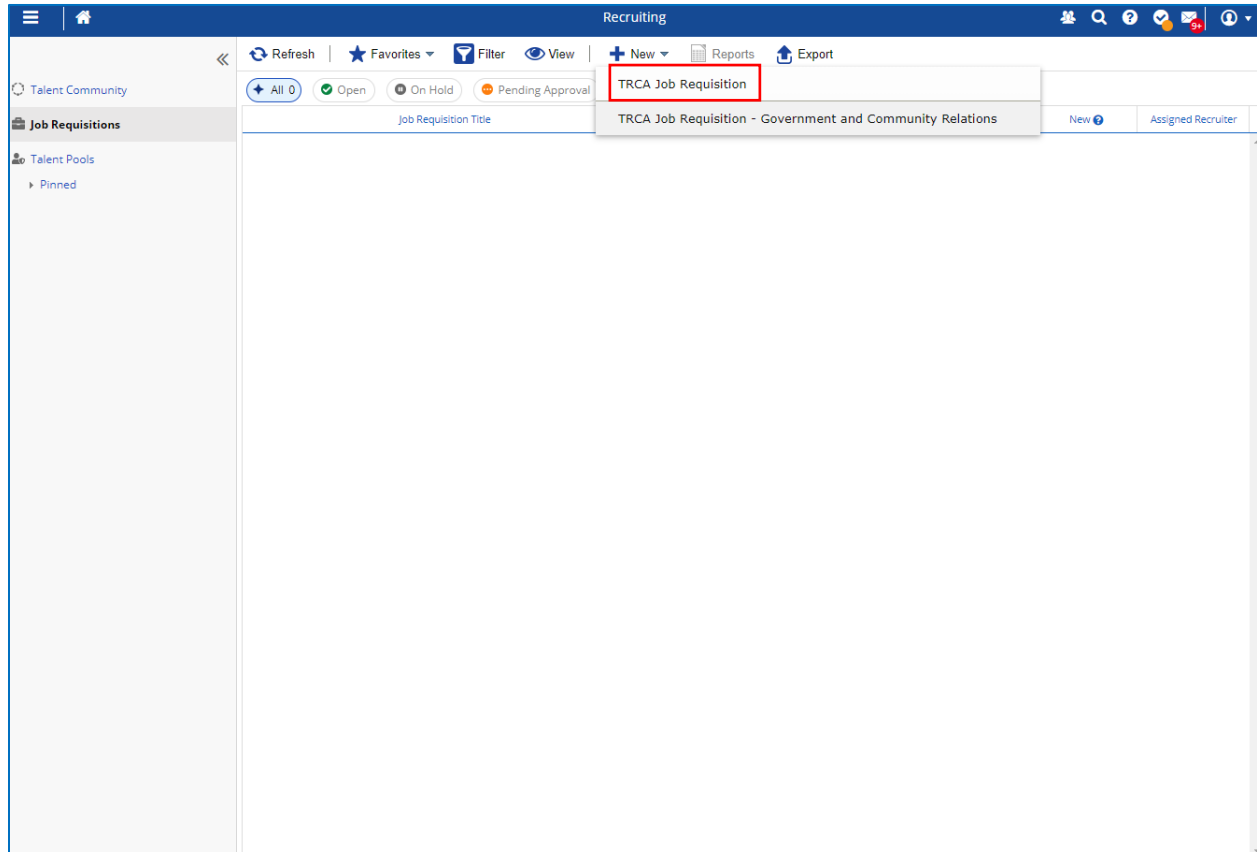
Job Requisition Title	ID	Indicators	Hiring Manager	Status	Days Open	Candidates
Assistant Environmental Technician, Wildlife	54		Ira Lloyd	Open	155	9

# TRCA Dayforce Recruiting – Quick Tips - Manager

## How to Submit a Job Requisition

Click **+New**.

Then select “TRCA Job Requisition”.



The **Job Requisition** form displays, as shown on the next page.

# TRCA Dayforce Recruiting – Quick Tips - Manager

## How to Submit a Job Requisition

### TRCA Job Requisition

TRCA Job Requisition

Job Requisition

Job Requisition Details

Provide details for the new job requisition. Fields marked with an asterisk are required values.

Request Date\*

8/5/2021

Reason For Opening

Select an Option...

Justification For Request

Select an Option...

Location\*

Select an Option...

Position Title\*

Select an Option...

Hiring Manager\*

Anyana Lawson

Submitter

Anyana Lawson

Job Requisition Title\*

Recruiter

Select an Option...

Job Rationale

- Why is this position needed at this point?
- Is there a risk if the position is not approved?
- What is the funding strategy?
- Please list the account codes.

Job Rationale (Mandatory)

Additional Notes

Job Description

Position Details

Provide details for the new Job Requisition's Position. Fields marked with an asterisk are required values.

Number Of Openings\*

Employment Indicator

Select an Option...

Weekly Hours

Numbers only

Job Details

Selected Job Details

Hiring Range Minimum

Numbers only

Hiring Range Maximum

Numbers only

Job Requisition Additional Users

Select additional users who should have access to this job requisition.

Contract Employment Duration\*

Work Location\*

Division\*

Business Unit\*

☐ Internal Posting

☐ External Posting

Save Draft

Submit

Cancel

Print

# TRCA Performance – Quick Tips - Manager

## Submit Job Requisition

There are three main sections that make up the form.

- Job Requisition Details
- Job Rationale
- Position Details / Job Details

You need to complete all fields in the requisition before you submit. Make sure you consult with your HRBP before submitting the form.

It is important that you complete the **Job Rationale** notes field thoroughly to support the request as best as possible.

As indicated in the panel instructions for this section, the field needs to be updated with:

- Why is this position needed at this point?
- Is there a risk if the position is not approved?
- What is the funding strategy?
- Please list the account codes.

### Approval Workflow

The job requisition form is subject to an approval workflow:

- **Manager**
- **Director**
- **Jenifer Moravek** (Manager, Strategic Business Planning and Performance)
- **Human Resources** (HRBP)

### Notifications

When the job requisition is approved, you will receive a notification to your Dayforce Message Centre, and a related notification to your business email.

For more detailed instructions about how to update required fields and submit a job requisition, please refer for the **Manager User Guide – Dayforce Recruiting** and the Job Requisition section.