

## How to Create a Hiring Request

### Transcript:

Welcome to the Hiring Request Form.

Before you start, make sure you have all of the necessary information you need to begin your hiring request including a position number, job profile or job description. If you do not have an up-to-date job profile, please visit the Job Store for one-stop access to pre-written and pre-approved generic job profiles. If you require assistance obtaining a position number or need help customizing an existing job profile, you may want to access your Ministry's organizational chart or you can request a new position number by submitting a service request through Ask MyHR. Links to both of these resources are below.

When you are ready, click on Post a Job

Chose the best option for your hiring need.

Select "I need hiring advisor guidance with this competition" if you are a new hiring manager or if you have not hired recently.

Select "I do not require hiring advisor assistance for this competition, I only need my job posted to the Job Opportunities site" if you are an experienced hiring manager and are comfortable managing your hiring process with limited support from a hiring advisor.

Select "I need to hire from an eligibility list" if you would like to hire from a past competition where the eligibility list is still active.

Select "I need to hire from an established inventory" if you are interested in hiring from an inventory of pre-qualified candidates, for example, the Clerk 9 inventory in Victoria.

Select "This is an Agency, Board and Commission hiring request" if you are hiring in an agency, board or commission.

Next, enter your contact information and a secondary contact name if available.

Enter the position details in the corresponding fields starting with the number of vacancies you are hiring for. If you are posting multiple vacancies for the same classification, you only need to submit one hiring request. Additional fields to enter multiple position numbers will automatically appear on the form when you enter the number of vacancies you are planning to fill.

Now enter the position number or job store profile number. If you do not have this information, please visit the Job Store and search for an appropriate Job Store Profile. In the event you require further assistance, please submit a request for Classification Services via Ask MyHR.

Enter the position classification, title, and identify your ministry and branch or division. Identify if this is a temporary opportunity and lastly enter the geographic location of the position.

Confirm that you agree that all of the information you have entered is correct.

Use the additional comments box to record any special information. For example, you want to post for longer than two weeks or you require an update to the position location.

Attach the job profile or job description in addition to any other documents you have such as a draft posting.

You can now submit your hiring request.

You will automatically receive a ticket number which confirms that your submission was successful.

A member of the Hiring Services team will contact you to discuss next steps in your hiring request and assist you with posting your position.

If you have additional questions about this form, please see the information below for further assistance.