How to Copy a Requisition in ATLAS

Please note that the copy feature should only be used when you’re reposting the same position. Do not copy a requisition for a different posting.

1. Log into ATLAS – please send an email to atlas@esu.edu if you are not able to log in
2. Hover over the recruit tab, then click on requisition request
   o If you do not have a recruit tab – please contact atlas@esu.edu
3. Make sure you have All Statuses selected in the dropdown menu to the left of the Search button
4. Click the double page icon under options on the requisition you want to copy
   - Create New Request
5. Make any changes you need to make in the Display Job Title box
6. Make any changes you need to make to your pay rate in the Range box
7. Make any changes you need to make in the Cost Center box
8. Make any changes you need to make in the Estimated Cost for Position box
9. Make any changes you need to make in the Budget Notes – Long Text box
10. Make any changes you need to make in the Duration of Position dropdown menu
11. Make any changes you need to make in the Justification/Notes box
12. Make any changes you need to make in the Hours of Work box
   o Make sure that you include whether it’s hours per week or hours per pay cycle, don’t just put a number here
13. Make any changes you need to make in the Description box
14. Make any changes you need to make in the Qualifications box
15. Make any changes you need to make to the Hiring Manager
16. Make any changes you need to make to the Reviewers
17. Make any changes you need to make to the Interviewer(s)
18. Make any changes you need to make to your Attachments
   o Be sure to update any job descriptions you have uploaded
19. Be sure to add the number of openings/vacancies you have for this position in the Openings box
   o You can high ball this number if you’re not sure
   o Remember that this requisition will close once that number of openings specified is filled
   o Remember that all requisitions will be removed at the end of each semester
20. Be sure to add your **Target Hire Date**

21. Make any changes you need to make to your **Job Ad**
   - Remember that this is mandatory – without this your request will be declined
   - Remember this is used to advertise your position internally and externally on ESU’s employment site. Keep in mind that those applying for this position do not see any of the details listed within your requisition request.
   - Only the **External Site** tab needs to be completed – it copies to the **Internal Site** and **Mobile** tabs automatically

22. Click **Submit Request**

   This automatically generates an email to HR that a requisition request has been submitted. After review of your submitted requisition request, we will approve it and then post it to the student employment site for applications.

   If there are any errors in your requisition request, your request will be declined and instructions will be given for corrections in the notes section (circled in red below).

Please contact **atlas@esu.edu** with any questions about this process.