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
   - 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

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
    - 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 **Interviwer(s)**
18. Make any changes you need to make to your **Attachments**
    - 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
    - You can high ball this number if you're not sure
    - Remember that this requisition will close once that number of openings specified is filled
    - 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**
    o Remember that this is mandatory – without this your request will be declined
    o 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.
    o 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 instruction will be given for corrections in the notes section (circled in red below).

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