­IBM BrassRing on Cloud

**Managing Reqs Quick Reference Guide**

This Quick Reference Guide is provided without branding and can be edited by your organization as needed.

## Req Statuses

When a req status is updated the date and the person who changed the status is tracked in the **Req history**. To access the req history, select the req number and select the History hyperlink.

* **Pending**: Req is in the process of being approved.
* **Approved**: Req has all necessary approvals. BrassRing automatically updates reqs from Pending to Approved.
* **Open**: Req available for recruiting; opening is a manual action; can be posted to Talent Gateways.
* **Closed**: Req filled. From here, reqs can be reopened, restoring ability to change HR statuses assigned to candidates.
* **On Hold**: Req needs to be put on hold temporarily. This suspends the number of days counted as Open.
* **Cancelled**: No longer recruited for due to budget constraints, headcount changes, etc.
* **Deleted**: Erroneous entry. Super User action.

## Search Reqs

You can search for reqs in two ways:

1. **Quick Search** is used to search for reqs based on the complete or portion of a Job Title or req number.
   1. Select **reqs** in the pull-down menu, insert **a job title** or **req number**, and select **Search** ().



1. Select **Menu** **> Reqs > Search reqs**. Use this search to find a single or group of requisitions based on a set of criteria including the specific job title or requisition number.
   1. **Enter** the search criteria by using the filters. Select the arrow () to expand the filters and include additional criteria.
   2. As filters are added, the search results are updated with reqs that match the criteria.

## Create a Req

1. To create a new Req from scratch select **Menu (hamburger hiring icon) > Reqs > Add new Req**.
   1. If applicable, select the **Job req template** and **req languages** by using the pull-down menus and select **Add new**.
   2. Complete the Req form. Fields marked with asterisk (\*) are required.
      1. Selecting the Field Help Text () icon to open the field help text dialog box
      2. **Job code:** When a Job code is selected, some of the fields on the req form might populate with pre-defined information. When set, a filter icon () displays with the job code field. Select the icon to launch the *Select job code screen* for filtering.
      3. **Requisition team:** Select individuals on the Req team if they need to Receive a notification when the job req is opened, Access the job req after it is created, or Assign HR statuses to applicants who are filed into the req folder.
      4. **Approval Routing section**: Select the individuals who need to approve the req.
      5. **Notified Upon Approval Completion**: Select the appropriate individual.
   3. Select **Save**.
2. To create a req from an existing req, from a list of reqs, select **the req** and select **Actions > Save as new**.
   1. Update the req form with the details of the new req and select **Save**.
3. If multiple languages were selected, complete the req form in the other languages and select **Save**.
   1. If the req requires approval, **insert a message** for the req approvers, select whether to **CC the Req Team** as needed.
      1. Select **Route req for approval to send the req for approval.**
      2. Select **Save without routing for approval** to save the req in your *Pending* reqs.
   2. If the req does not require approval, **close the window**, or select **Open req** to open the req.

## Edit a Req

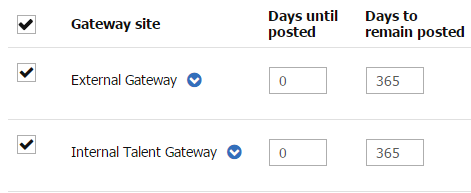
* If a req form is edited after it has been posted to a Talent Gateway the updates are automatically updated on the Talent Gateway.

1. To edit a req, select **Menu > Reqs > View my reqs** and select the **req status** that the req is in.
2. Select the **Req number**.
3. Select **Edit**, edit the req as needed, and select **Save**.

## Open and Post a Req

* When a req is opened, a req folder is automatically created for tracking candidates through the hiring process. Candidates are filed to the req folder automatically after applying.

1. Reqs can be opened by selecting **Open requisition** on the approval notification email, or in BrassRing, select **Menu > Reqs > View my reqs > Approved**, selecting the req and selecting **Actions > Open**.
2. The *Posting options* window opens, select the **Gateway sites** to post your req to.



* 1. If Days until posted is 0 the req is posted within 30 minutes.
  2. Select the **number of Days** to remain posted.
  3. If needed enter the **Time** and **Time Zone** for the posting to be removed.
  4. Select the appropriate **Gateway Questionnaire** for your job.
  5. If needed select the **Talent Gateway arrow** () to add additional questions to your posting.
     1. From the *Available Questions* section, select a question by dragging it into the *Selected questions* section.
     2. If needed, **score the answers** to the questions.
     3. Select **Save**.
  6. Select **Update all postings**.

## eLink Reqs

1. To send a copy of a req to someone to review by using email, from a list of reqs, select **the req** and select **Actions > eLink**.
2. Insert the **recipient details** and select **Send**.