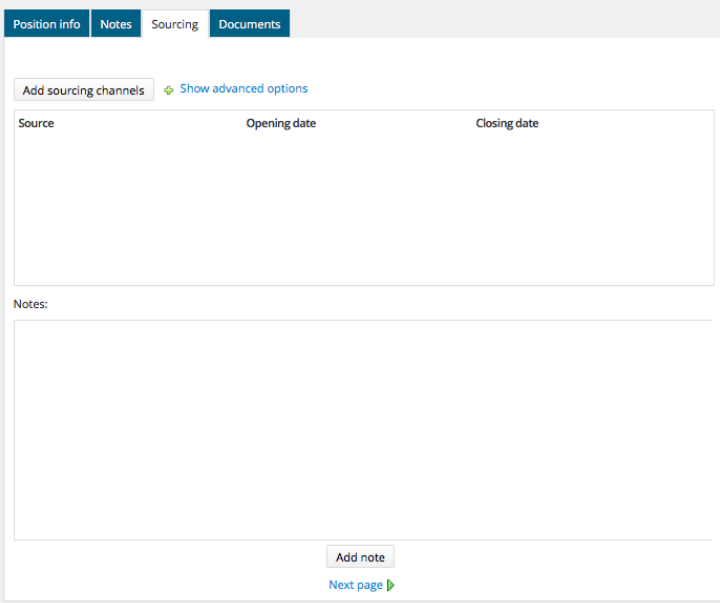
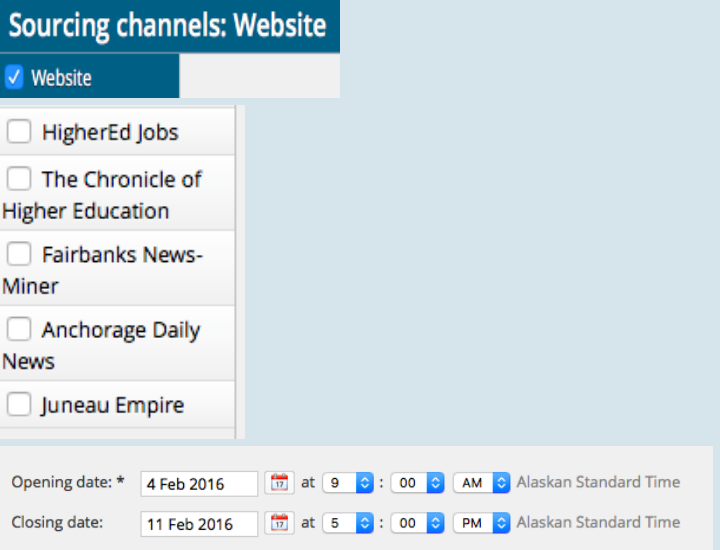
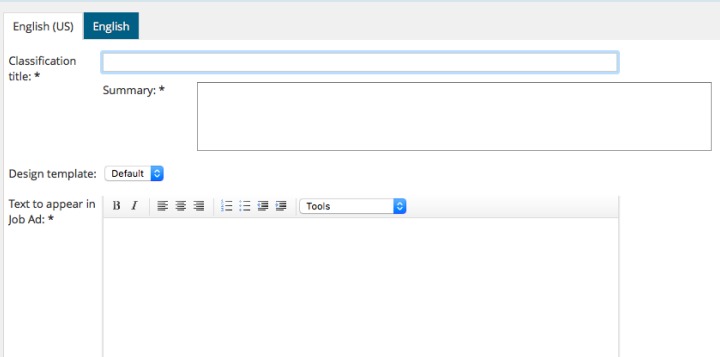




## Quick Reference Guide – Sourcing a requisition (HR Only?)

What you need to do	What you will see
<p><b>STEP 1: Access the Sourcing tab</b></p> <p>On the <b>Job card</b>, select the <b>Sourcing</b> tab. Click the <b>Add sourcing channels</b> button.</p>	
<p><b>STEP 2: Enter the opening and closing dates</b></p> <p>Select the relevant sourcing channel by clicking on the name of the channel – it will highlight in blue.</p> <p>Enter an <b>Opening date</b>. Your job will appear on the website on the specified date at the specified time.</p> <p>The <b>Closing date</b> field will also be mandatory. This indicates the date and time that the job will come off the website.</p>	
<p><b>STEP 3: Review text and enter details</b></p> <p>Review your <b>summary</b> and the <b>main body</b> of the ad text. The default text for the ad is the text that was entered on the <b>Position info</b> tab. If you need to modify the text for an individual sourcing channel only, make the modifications on the sourcing window.</p> <p>For direct appointments, emergency hires, temporary, casual labor, or seasonal rehire, check the <b>Blind Job</b> checkbox.</p>	



Application form: \* General Application form Preview

Default language: English (US)

☐ Blind job (only visible when searched for by job number)

- Select appropriate location for the job on the website sourcing channel. This will fill in from the previously created PD.
- Select appropriate search categories for the job on the website sourcing channel.
- Select the appropriate work type(s) for the job on the website sourcing channel. This will fill in from the previously created PD.

#### Locations:

- ☒ Anchorage-Matsu
- ☒ Gulf Coast
- ☒ Interior
- ☒ Kenai Peninsula
- ☒ Northern
- ☒ Southeastern
- ☒ Southwestern

#### Search categories: \*

##### ☒ Ungrouped

- ☐ Select all
- ☐ Marine Worker
- ☐ Academic Advising/Support
- ☐ Administrative/Personnel
- ☐ Agricultural/Life Sciences/Vet Medicine

#### Work types: \*

- ☐ Select all
- ☐ Adjunct Faculty
- ☐ Any
- ☐ Crafts and Trades
- ☐ Faculty Full-time
- ☐ Faculty Part-time
- ☐ Graduate Student Worker

#### STEP 4: Save and review

Click **Save**.

Review the information on the Sourcing tab. Ensure that the details are displayed in black text. If you see red text, you have most likely missed a mandatory field. Click on the name of the sourcing channel or click **Edit** from the **Actions** list to review and correct the information.

If you are happy that all information is correct, click **Save** at the bottom of the page. At this point your job will be posted on the website.

Save Cancel Spell check

Source	Opening date	Closing date	Actions
Website	4 Feb 2016, 9:00 am	11 Feb 2016, 5:00 pm	
This sourcing channel is not filled out correctly. This job will not be sourced out to this channel until this channel is filled out correctly			