



ENTERING A REQUISITION GUIDE



WV DIVISION OF PERSONNEL

Creating a Requisition (Request a Register)

The completion of the requisition form is **required** to begin the approval process for your internal job postings.

An approved job vacancy posting is required to obtain a list of names from the register.

From the main page (dashboard) hover over or click the plus sign (+) under your name in the top right corner and click on Requisition.

Instructions for each field of the requisition form. Items in **bold are required** fields. Required fields are marked with an asterisk in NEOGOV.

1. **Always fill in the first Requisition# box!** (This field is not marked with an asterisk). **Use the Job Vacancy Posting Number for the Requisition #** (the numbers should be exactly the same, except when reordering a list.)
2. **Use the search option to locate your Department/Division from the box.** There may be only one department to select. Large agencies may have facilities, district offices, etc. to select.
3. **For the Class Spec, you may type the job classification number or job title or use the search option. Be sure to select the correct title.** (Once the requisition has been created and saved, the title (job spec) cannot be changed. It would be necessary to cancel the requisition and create another one. This also applies to the Department/Division field). If you are requesting an office assistant register, please indicate TYPING or NON-TYPING in the comments box at the bottom of the requisition form.
4. Working Title IS **NOT REQUIRED AND MUST BE LEFT BLANK**. If the working title is different from the official job title, it will result in your referred list having the incorrect job title. **LEAVE THIS FIELD BLANK!**
5. Desired start date (not required)
6. **The Hiring Manager is the person who will be managing the list (printing applications, entering contact results, etc.). Use the search option to locate the name of the person(s) who will manage the list.**
7. Job Type (permanent full-time, permanent part-time, etc.). (not required)
8. List type is most often "Regular". (not required)

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9. **Enter the number of approved vacancies. THIS IS A REQUIRED FIELD!!**
10. EEO/Census Data Template is a new field that has been recently added. It is not required.
11. **Position Number(s) is required.**
12. Section is not required.
13. Unit is not required.
14. Full-Time Equivalent is not required.
15. **Posting/Requisition Number is required.** Be sure this number matches exactly what is on your job posting.
16. **Enter the county or counties in which the vacancy is located.** DO NOT PUT “STATEWIDE” UNLESS POSTING IS APPROVED FOR ALL COUNTIES. Please include in your job description, Nature of Work on the job posting form.
17. Shift is not required.
18. Position Area of Employment, if designated.
19. **Requestor’s Phone** is for the requester of the list to put their contact number.
20. **The Requestor's Name** should be the person who can answer questions about the posting and requisition.
21. **Primary Interviewer** or Applicant Contact Person’s name.
22. **Primary Interviewer’s** or Applicant Contact Person’s phone number.
23. Name of hiring/interviewing manager who needs access to online eligibles list and application.
24. Hiring/Interviewer manager’s official agency email address
25. Special Hiring Rate % – See Comp Plan.
26. Special Hiring Rate Salary – See Comp Plan.
27. Starting Salary – Not required.
28. Is this position filled with a Provisional status employee is not required.
29. If yes, Name of Provisional is not required.

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30. **Status** should be marked Classified for employees covered under the merit system. At-will employees should be marked Exempt. Most requisitions are for classified positions.
31. (DOP Class & Comp) Approval Date – **for Division of Personnel use only.**
32. (DOP Class & Comp) Close Date – **for Division of Personnel use only.**
33. Is this a Supervisory/Managerial Position? If yes, list the number of employees supervised and their job class titles. If not, please put N/A.
34. Position Details – New Position? Is not required.

Save & Continue to Next Step to continue. If you need to stop and come back later, click Save & Close. This will put the requisition into Draft status.

35. The second page is the Approval Workflow. This page is where the agency and/or department and the DOP's Class & Comp approvers will be added.

Select Add Approval Group.

On the next page, choose your first level Approval Group which will be your agency or department depending upon your agency's internal setup. Also, select the agency or department approver. After you have entered all of your agency/department Approval Groups and Approvers you **MUST** add Class & Comp as the **final** approval group and select DOP Approver as the approver and not an individual. You will click Add Approval Step for each Approver Group you enter. Once you have entered all approvers you will select **Save & Continue to Next Step**.

If you are not sure about your approval levels or whom the approvers are you will need to contact Class & Comp. If the level approvers are not set up in the correct order this will cause delays. Once the requisition reaches each level for approval, the assigned approvers will receive an email notification stating action is needed.

If you are an approver, when you receive an email notification the requisition to be approved is located in **OHC** under **My Tasks** and will appear as **In Progress**. Select the requisition to Approve, Deny, or Hold. Be sure to review the posting form and requisition form for errors before approving. If everything is correct, **Save & Continue to Next Step**.

If this is a **REORDER** request, select **NO APPROVALS** and **do not** complete a Job Posting form. A reorder request will **not** need to go through the approval process again. If you are unsure, please contact Registers Staff.

36. The **Attachment Tab** is where a word document containing the job description will be uploaded. This is the same information that is listed in the Nature of Work field on the job posting form. This is what will appear on the internal job posting page, so make sure it has been proofread and is free of any errors. You must include your contact information, including an email address, so applicants can email their electronic applications directly to the hiring agency. It is also required that the posting number, position number, and the county/counties the vacancy is in are listed.

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In addition to the job description, please update the State Budget Office approval at this step if the position(s) have been vacant for over 12 months. Please contact Class & Comp if you have any questions.

Hit **Save & Submit**. This will enter the requisition into the approval workflow.

The requisition will show as **In Progress** as it goes through all the approval steps. Class & Comp will take the job posting form out of **Draft** which will post the vacancy on the internal posting page. The status of the requisition will then change from **In Progress** to **Approved**.

If this is for a **TRANSFER** posting, the Registers section will see the approved requisition and refer a list of eligibles from the competitive register. This will change the status from **Approved** to **Open**. If there are no available names your requisition status will be changed from **Approved** to **Canceled** and you will be notified with instructions to request a Public Service Announcement (PSA).

If this is for a **PROMOTIONAL** posting, a referred list is not needed, so the requisition will be canceled. Be sure you have added the verbiage to the posting to indicate that it is an internal posting.

Step-by-step tutorials:

Creating a requisition with approval levels:

<https://community.neogov.com/insight/w/training/486/insight-111-create-a-requisition-and-route-f-or-approvals>

Approve or deny a requisition:

<https://community.neogov.com/insight/w/training/487/insight-112-approve-or-deny-a-requisition>

We are always here to help! If you need assistance, reach out to us by calling Classification & Compensation at 304-414-1856 or Registers at 304-414-1854.

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