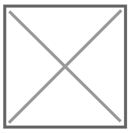
Requisition Process

The following process explains how the Originator (Line Manager) submits a requisition form for an existing job title as well as all the approval levels that this requisition undergoes.

2.1.1 Step 1: Originator creates the requisition form

- The Line Manager are informed of a position that will become vacant. The first step is to complete the requisition form and send it for approval.
- Under the Portal Menu Items, the line manager will navigate to the Recruitment Requisition.
- From here all requisitions that the Line Manager has submitted are displayed under the "My Requisitions" tab.
- Any requisitions that need approval, are displayed under the "Awaiting your Approval" tab.
- All requisitions that have been completed are displayed under the "Historic Requisitions" tab.
- The Line Manager creates the requisition form by selecting the "Create Vacancy" button.
- There will be an option for creating a requisition form for an existing job title or new job title.



2.1.1.1 Sections on the Requisition Form

- The requisition form opens and needs to be completed. All mandatory fields are indicated with an asterisk (*).
- The following section describes the sections found on the requisition form.

2.1.1.2 Previous Incumbent Section

- When a previous incumbent is selected, the Incumbent's last day field is pre-populated by using information from the system:
  - *Incumbent’s last day* the system calculates the last day by taking the current date and the notice period from *Manage Employees* to set a last date. This date can be

changed.

2.1.1.3 Position Information Section

- When a previous incumbent is selected, the following field is pre-populated with information from the system:
  - *Job Title* of the previous incumbent that is selected;
  - *Job Grade* of the previous incumbent that is selected;
  - *Business Unit* of the previous incumbent that is selected.

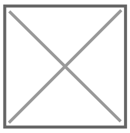
- The following fields are mandatory and needs to be completed:
  - *Appointment Type* this is master data from *Manage Employees.*
  - *Cost Centre.*
  - *Reason for vacancy* this is master data from the Recruitment Module.
  - *Province* this is related to the operating country’s provinces.
  - *HR Practitioner* this is the BUHRM that will be responsible for this vacancy. This BUHRM will receive the notifications in case of escalations and will have the ability to approve, decline or put a vacancy request on hold on behalf of the approvers.
  - *Work Schedule* this is master data from the Leave Module.
  - *Commencement date* the day on which this vacancy request must be filled if possible.

2.1.1.4 Remuneration and Benefit Section

- The positions’ remuneration and benefit details are captured.

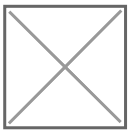
2.1.1.5 Budget available for External Sourcing

- The external budget is used to indicate whether advertisements can be placed through sources such as Pnet.

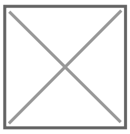


2.1.1.6 Submit for Review

- After completing the above sections, the form can be saved for submission at a later stage or it can be submitted for review.

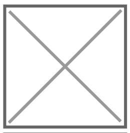
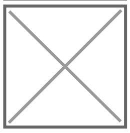


- Upon *Save* or *Submit,* the request will be available under the *My Requisitions* tab until is submitted or approved. The requisition will remain visible on this tab until it is approved/declined, then it will become visible on the *Historic Requisitions* tab



2.1.1.7 Email Notifications

- An email is sent to the Originator and to the level 1 approver Line Manager.

2.1.2 Step 2: Line Manager +1 Approval

- The line manager +1 receives the email informing him that a requisition is awaiting his approval.
- The line manager +1 logs into the system and navigates to *Recruitment Requisition* found under the My Quick Start Menu Items.
- On the *Awaiting Your Approval* tab, the manager navigates to the *Actions* button and selects *Review.*

- The requisition details will be displayed. On the left side of the screen, Requisition Details of who the originator was and the date the request was submitted will be shown. The levels of approval can also be seen. The requisition can be Approve, Declines or put On Hold.

An email notification is sent to the originator informing him of the LM+1 decision and the assigned Business Unit HR Manager.

The requisition now goes to the Recruitment Phase

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