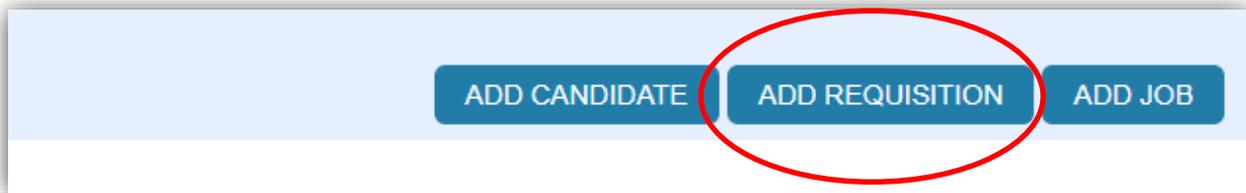


## GUIDE: How to create a requisition as a Manager:

1. Log into NJOYN: <https://www.njoyn.com/client/pembroke/>
2. Click “ADD REQUISITION”



3. If you’ve posted this job before with similar details, select “CLONE POSITION”



4. If this is your first time posting this job, proceed by selecting the Site, Division and Department.

The “Site” represents the Vice-President that this role falls under. The “Division” is the Manager that this role falls under. The “Department” is the specific unit that this role falls under.

**Hierarchy Level**

Site\*

Division\*

Department\*

5. Complete the Job Details

The job details you input will be reviewed by your Human Resources Consultant.

Field	Details
Job Title	Type in the job title. Examples: RN, Surgical; RPN, Medical; Cleaner; Food Service Worker
Job Category	Select the Category of this job from the list. This category will allow applicants to filter by fields. If you are unsure of the category, pick the one that is most aligned with the role.
# of Openings	This is the number of positions available in this requisition.
Job Type	<p>Pick the job type, whether it is permanent or temporary, and whether it is part-time, full-time, or casual.</p> <p>If you select temporary, you will be asked the duration.</p>
Placement Type	Select whether this is a New or a Replacement. If a replacement, enter the name of the employee being replaced.
Requisition reason	<p>Select the reason for this requisition.</p>
Expected Start date (dd-mmm-yyyy)	Select a realistic anticipated start date.
Bargaining Unit	Select the bargaining unit.

	<p>-- please select --</p> <p>CUPE</p> <p>ONA</p> <p>Non-Union</p>
Reporting Manager	Find and select the name of the manager of this position. Most of the times, this will be you.
Reporting Manager Title	Input the manager's title.
Shift(s)	<p>Select the type of shifts that this position will involve.</p> <p>-- please select --</p> <p>All shifts - Days, Evenings, Nights, Weekends</p> <p>All shifts - Days, Evenings, Nights, Weekends (standby hours required)</p> <p>Monday to Friday, Days</p> <p>Monday to Friday, Days (standby hours required)</p>
Hours/week	Enter the number of hours per week that this position will have.
Hours of work	Enter the normal hours of work. For example, "8-4", or, "all hours of operation".
FTE	Enter the FTE. For example, 0.8 FTE or 0.4 FTE.
Education required	Enter the minimum education required for this position. If there are no changes from the default, just type "default" or "no change".
Experience required	Enter the minimum experience required for this position. If there are no changes from the default, just type "default" or "no change".
Advertising Type	<p>Check where you want this posting posted.</p> <p>Internal postings will be posted for only internal viewing.</p> <p>External postings will be posted for the public to view/apply. External postings include the PRH External Site. Above and beyond that, you are able to request third party sites, which may have a cost associated with it.</p>
Site	<p>The site is the physical area for which the position is associated with.</p> <p>-- please select --</p> <p>Main Hospital</p> <p>Carefor</p> <p>Community Mental Health</p> <p>Renfrew</p> <p>Amprior</p> <p>Barry's Bay</p> <p>Warehouse</p>
Travel Required	<p>Is there any travel required in this position?</p> <p>-- please select --</p> <p>Yes</p> <p>No</p> <p>Some</p>
Comments	Enter any comment that you want your HR Consultant to be aware of.

**SUCCESS: You have successfully submitted a requisition!**