

Hiring Manager: Creating a Requisition


Purpose-

The purpose of this job aid is to assist the Hiring Manager with creating a new requisition for a contingent worker (Staff Augmentation) via the AccelerationVMS.

Hiring Manager – Create New Requisition

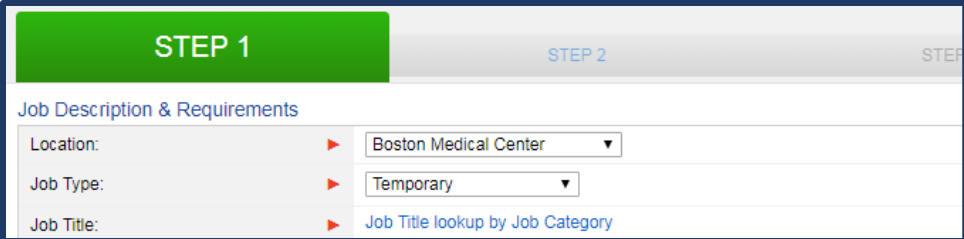
In order to create a new requisition in AccelerationVMS, you will need to log into the VMS application via Single Sign On. (Please refer to the “Getting Started with AccelerationVMS” job aid on how to login and navigate the system.)

- Once you are logged into the system, click on the **New Job Request** button and select the appropriate fields as they pertain to *Step 1*.



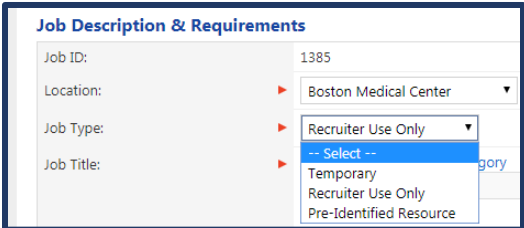
The screenshot shows a 'To Do List' with four items: 'Pending Job Approval by Others' (2), 'New Engagement Approval Required by Others' (4), 'Timecard and Expense Approval' (1), and 'New Job Request' (highlighted with a red box). Below it is a 'Create SOW' option.

- Select the **Location**: *Boston Medical Center* or *Boston Medical Center - Union*



The screenshot shows a progress bar with 'STEP 1' highlighted in green. Below it, the 'Job Description & Requirements' form has 'Location' set to 'Boston Medical Center' and 'Job Type' set to 'Temporary'. 'Job Title' is set to 'Job Title lookup by Job Category'.

- Select the **Job Type**: *Temporary*, *Direct Hire – Recruiter Use Only* or *Pre-Identified Resource*

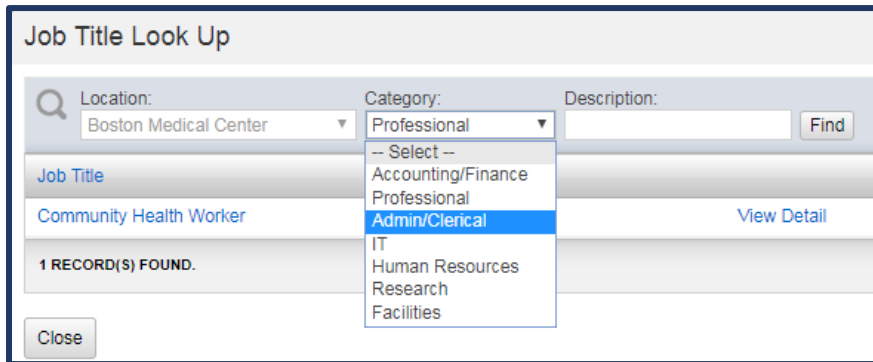


The screenshot shows the 'Job Description & Requirements' form with 'Job ID' 1385 and 'Location' 'Boston Medical Center'. The 'Job Type' dropdown is open, showing options: 'Recruiter Use Only', '-- Select --', 'Temporary', 'Recruiter Use Only', and 'Pre-Identified Resource'.

- From the Job Title menu, click **“Job Title lookup by Job Category.”**



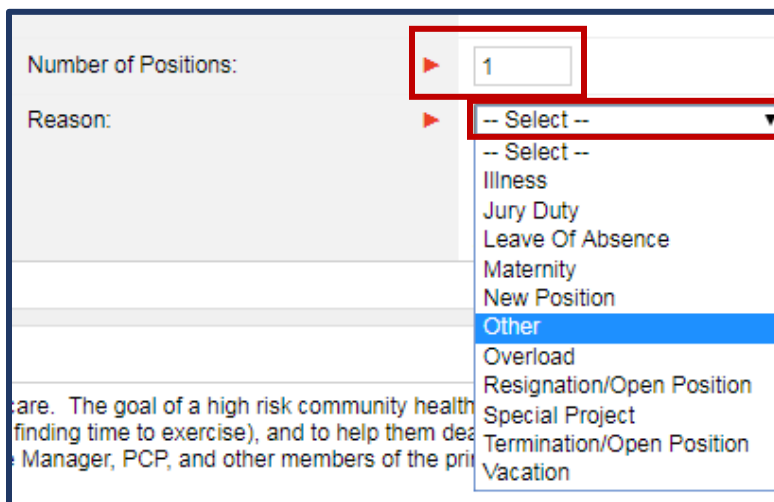
- Select a **Category** from the drop-down and click **Find**.



- Once the Job Title is found, either select the job title name to make the selection or **View Detail** to obtain additional information.

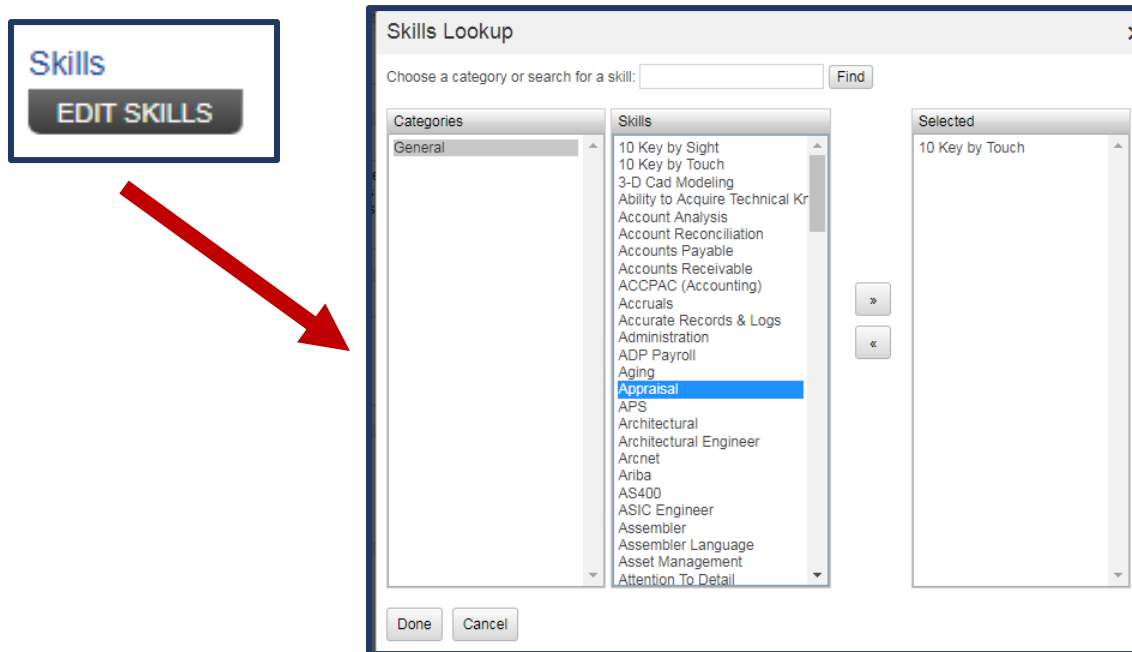
NOTE: *View Detail* allows the user to view the specifics about a particular job title in order to ensure that the job title is the one that is needed.

- By selecting the job title, any applicable *Qualifications, Responsibilities, Skills*, etc. that are associated with the job title will automatically populate.
- Select the **Number of Positions** and a **Reason** from the drop down.



9. The *Qualifications* and *Responsibilities* sections are free-form fields, so information can be added or removed as necessary. These fields will auto-populate with details specific to the Job Title selected. Information in each of these fields should be reviewed accordingly prior to moving onto the next page of the requisition creation.

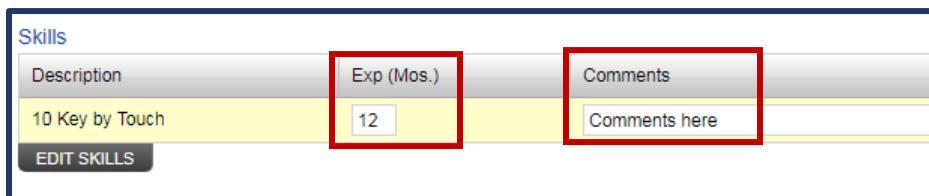
10. To add Skills, click **“Edit Skills.”**



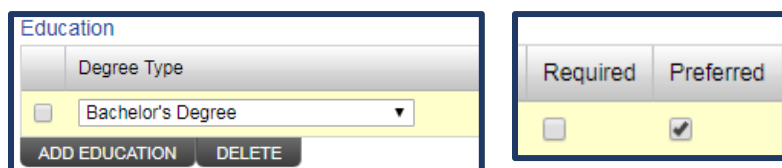
11. Select **General** and a list of skills will populate. Select the appropriate skills and click the right arrow to move the skill(s) to the **Selected** column.

12. Once all skills have been selected, click **Done**.

13. Enter in the amount of **Exp (in months)** and any necessary **Comments** relevant to the skill. (This is an optional field.)



14. To add any Education, click **“Add Education.”**



Education

ADD EDUCATION

15. Enter in a *Major/Certification* if desired – optional. Check whether the education is either **Required** or **Preferred**. Only one option can be checked.

16. If you cannot complete the requisition creation, click **“Save as Draft”** and come back to it at a later time to complete.

Cancel

Save as Draft

NOTE: If the system times out prior to saving the requisition as a draft, you will be required to start from the beginning.

17. Click **Step 2** when you are ready to move to the next step.

Step 2 »

18. Fill in the necessary Assignment Details, Work Location information and Special Bill specifics.

NOTE: All items that are required are marked with a red triangle.

STEP 1	STEP 2	STEP 3	REVIEW
Assignment Details			
Requested by:	▶ Elise Krob	Alternate: [?]	▶ Elise Krob
Report To:	▶ Elise Krob	Travel Required:	▶ -- Select --
Report To Phone:	Ext:	Frequency:	▶ -- Select --

19. *Requested By*, *Report To* and *Alternate* will default to the user logged into the system. If this needs to be changed, select the magnifying glass and search the appropriate name.

- **Requested By:** Hiring Manager - overall owner of the contingent worker’s assignment details
- **Report To:** Timesheet Approver – this person will have access to review and approve the contingent worker’s timesheet / expense reports
- **Alternate:** This person has the same access as the Requested By

20. Select whether or not **Travel is Required**. If **“Yes,”** the **Frequency** is required. If **“No,”** frequency is not required.

Travel Required:	▶	Yes ▼
Frequency:	▶	10% ▼

- From the **Work Location** section, click on the magnifying glass and select the appropriate location.

Work Location Look Up ✕

Location	Company	Address	Region
170 Parking Garage	Boston Medical Center	710 Albany Street, Boston, MA 02118	United States
41 Teed Drive	Boston Medical Center	41 Teed Drive, Randolph, MA 02368	United States
610 Parking Garage	Boston Medical Center	610 Albany Street, Boston, MA 02118	United States

- Once selected, the address information will auto-populate.
- From the **Special Bill** section, click on the magnifying glass and select the appropriate **Billing Value**.

NOTE: If the **Billing Value** does not appear on the first page, enter in the **Value** and **Find**. Otherwise, there are additional page numbers located on the bottom right-hand corner of the search parameters.

Special Bill Look Up - Cost Center

Billing Value	Description
100.1010110.0000000	5W Nrsng ICU - MP
100.1010115.0000000	5E Nrsng Medical ICU - MP
100.1010120.0000000	3IMCU
100.1010125.0000000	Menino 7East
100.1010130.0000000	CCU
100.1010135.0000000	Menino 4West
100.1010210.0000000	6E Nrsng Medical Unit - MP
100.1010215.0000000	6W Nrsng Medical Unit - MP
100.1010220.0000000	7W Nrsng Med/Surg Unit - MP
100.1010225.0000000	Patient Isolation Unit

2966 RECORD(S) FOUND. 1 2 3 4 5 6 7 8 9

- Enter the **Shift** and acknowledge whether or not *travel expenses will be reimbursable* via the magnifying glass.

Special Bill	
Description	Value
Cost Center	100.1010120.0000000
Shift	Permanent Day (Day)
Will travel expenses be reimbursable?	Yes

25. Select a **Start Date** and an **End Date*** **NOTE: Duration cannot exceed 12 months (1 year).**

26. The Work Days will automatically populate to a Monday through Friday workweek, but can be adjusted by checking / unchecking the days needed.

27. Enter a **Start Time** and **End Time**. The system will default from 8:30am to 5pm with a one hour **Lunch Period**. Make the necessary adjustments to align with the assignment needs.

28. Check whether or not **Overtime is Required**.

NOTE: Total Weekly Hours and Estimate Job Order Hours will adjust based on the duration of the assignment as well as the hours per day worked.

Schedule			
Start Date:	12/3/2018	Work Days:	Sun <input type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/>
End Date:	9/30/2019		
Start Time:	8:30 AM	Total Weekly Hours:	37.50
End Time:	5:00 PM	Estimate Job Order Hours for 1 Contingent Worker(s):	1620.00
Lunch Period:	1 Hour		
Overtime Required:	<input type="checkbox"/>		

29. Rates will be pre-determined based on the Job Title selected. If there are any **Other Expenses** or **Additional Spend** that should be taken into account, please note in the appropriate fields.

Mark Up:	N/A
Other Expenses:	0.00 USD
Additional Spend:	0.00 USD
Estimated Job Order Cost for 1 Contingent Worker(s):	24613.84 USD
Total Estimated Cost:	24613.84 USD

30. Review the **Total Estimated Cost** for the assignment and move onto **Step 3**.

31. Job Fulfillment Options allow you to specify different items as it pertains to the requisition.

- **Resume Required:** This section is auto-filled as checked off. If no resume is required for review purposes, uncheck the box.
- **Interview Required By:** Should a date be entered, this will notify the suppliers that you prefer candidates to be interviewed by this date.

- **No. of Resumes per Vendor:** This value represents the max number of candidate submittals a vendor can make per requisition.
- **Submittal Deadline By:** Should a date be entered, no additional candidate submittals will be allowed after this date.

32. The **Screening Preference** section will auto-populate the necessary requirements and provides the manager insight into knowing which screenings are needed prior to onboarding. All items required are marked with a green checkmark. If additional screenings are necessary, select the **“Add Screening”** button at the bottom of the section and choose from the list of applicable screenings.

Screening Type
7 Year Statewide Criminal Records Search
Anti-harassment Policy
Background Check
BMC GHRR CORI Background Acknowledgement
Code of Conduct
Confidentiality and Use of Information
Drug and Alcohol Policy
Influenza Immunization
Information and Systems Confidentiality and Usage Agreement
License, Certification, Registration Verification




33. The **Attached Job Documents** section allows the manager to upload any necessary documents applicable to the job requisition. This field can be used specifically for the manager’s view (check the *Hide From Vendor* box) or can be made visible to the supplier community (i.e an official job posting for supplier job boards)

Attach Job Documents

Description:

Hide From Vendor

Select the File to Upload:  No file chosen

Document Type:

- Select **“Choose File”**
- Pick the appropriate document and click **“OK”**
- Select the *Document Type* from the drop-down
- Click **“Upload”**

34. Scrolling down on the page, there is a field for **Approver List** and **Comments – Notes to Approver** and **Comments to Vendor**.

- The **Approver List** shows the sequence of necessary approvers prior to requisition distribution.
- **Comments** all the user to include any additional notes to the Approver(s) and/or Supplier community.

Approver List for this Job	
Approver Name	Order
Elise Krob	1
Ravin Davidoff	2

Comments

Notes to Approver:

Available: 1000 (Max. 1000 characters)

Comments/Special Instructions to Vendor:

Available: 1000 (Max. 1000 characters)

35. Once finished, click the **“Review”** button to move to the last step of the requisition creation process.

« Step 2
Review »

36. Review the information in full and ensure that all details are correct. If corrections are needed, click the **“Step #”** button to move back. **NOTE: DO NOT use the browser back arrow.**

« Step 3
Finished

37. Submitted requisitions will route through the appropriate approval chain. To learn more on how to approve a requisition, please refer to the *Approving a Contingent Labor Requisition* job aid.

SUCCESS! Your job requisition has been submitted. Please see below for details