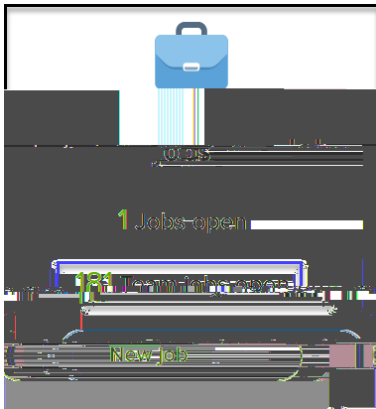
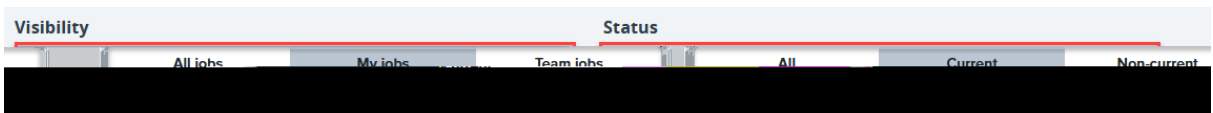


# COPY A JOB REQUISITION

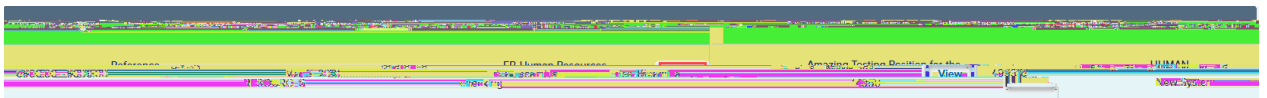
1. From your hiring manager dashboard, click the [Jobs](#) hyperlink visible on the Jobs tile



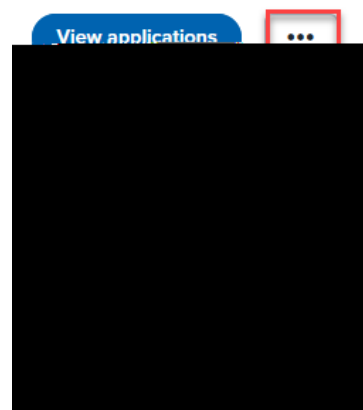
2. You will be redirected to a list of jobs for all departments in which you have access  
3. Use the [Filter](#) filter criteria to reduce the number of returned results



4. Click the [View Job Card](#) hyperlink located to the far right of the screen to access the job card for a previously submitted requisition



5. Select the [Copy Job Requisition](#) option from the ellipsis menu to copy the posting along with attached documents



6. Please review the details and make the necessary changes before you assign the proper approval process and submit for review