



# HRnetSource<sup>TM</sup>

*HRIS Solutions for Small to Mid-size Companies*

## *Online Job Requisitions*

Simplify the steps and paperwork involved in creating and filling open positions within your company, by using the Online Job Requisition Module.

### **How it works:**

- A manager submits a Job Requisition Form online, for a new position or to fill an existing position.
- Once received, HR or the authorized manager can approve and post the position within the company and any desired listing agencies.
- When a position is open, it can be viewed and referenced by applicants as they complete their online employment application forms.
- This time-saving modules streamline the workflow for HR and your managers and can cut down the time and paperwork involved in filling open positions.