Opening a New Requisition

**Recruiting – Step 1**

- **Hiring Manager**: Initiates Requisition Business Process
- **HR Liaison**: Reviews/Approves
- **SPO**: Reviews/Approves
- **Vice President**: Reviews/Approves
- **University Finance Office**: Reviews/Approves
- **HR Partner**: Reviews/Approves

**Steps**:
1. **Initiates Requisition Business Process**
2. **Reviews/Approves**
3. **Completes Costing Allocation**
4. **Posts Job**