Create Future Hiring Request

Step 1

Select Job Requisitions Template:

- Academic Hiring Requisition form
- Academic Support Saff Hiring Requisition form
- Admin Staff Hiring Requisition form
- Future Hiring Requests
- Part-Time Admin Staff Hiring Requisition Form

Select "Future Hiring Requests"

Step 2

* Internal Job Title   Future: Office Secretary

* Due Date   03/18/2023

* Cabinet Member

* Recruiter

While entering the Job Title, enter the keyword "Future:"

Step 3

Dashboard   Job Requisitions   Preferences   Candidates   Interview Central   Interview Scheduling   Marketing

Future: Office Secretary

Route Map

| Assessment | | | Completed |

1 Hiring Manager ⓘ ____ 2 Cabinet Member ⓘ ____ 3 Recruiter ⓘ ____ 4 Completed

⁚ Actions

To enter the Job Description, click on "Job Profile."

Job Requisition Detail · Job Profile

Next Academic Year Manpower Request

* Status   Pending Approval

* Job Title   Future: Office Secretary

* Expected Start Date   03/01/2023

* Division   No Selection

* College/Office   No Selection

* Employee Type	Full Time Permanent ⌄

* Enter Comprehensive Justification

Enter a detailed justification here to help the Cabinet understand the precise need for this hiring request.

✔ spell check... ⚖ legal scan...

* How will this position add value to the College/Office?

✔ spell check... ⚖ legal scan...

* How are the duties of this position currently taken care of? How were they done in the previous years?

✔ spell check... ⚖ legal scan...

Enter other details

* Do you think that a new technology would help you better? If yes, please explain:

✔ spell check... ⚖ legal scan...

* If this position is not approved, what alternative can you go for? Ex. Part-time student, temporary staff, freelancers, outsourcing...etc

✔ spell check... ⚖ legal scan...

* Hiring Manager Final Comments:

✔ spell check... ⚖ legal scan...

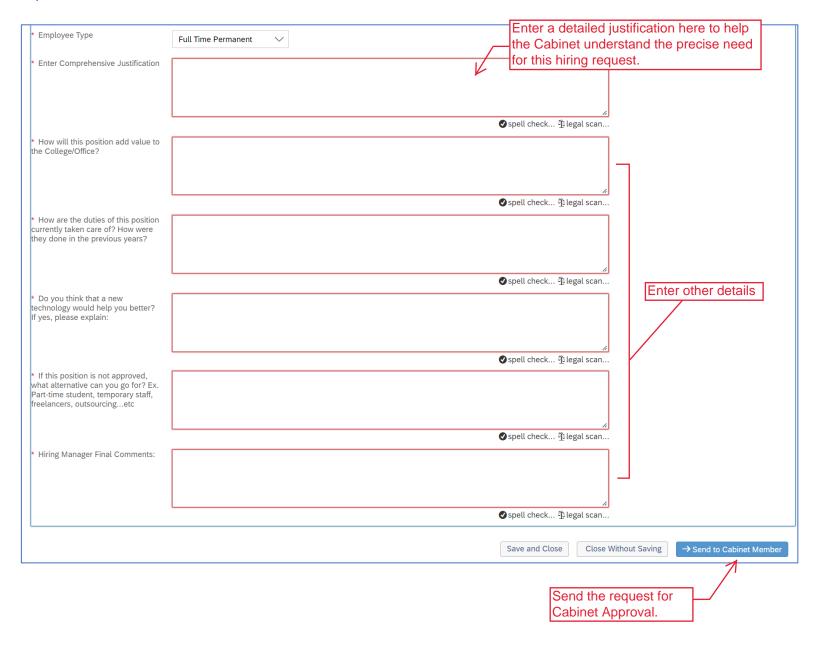| Save and Close	Close Without Saving	→ Send to Cabinet Member

Send the request for Cabinet Approval.

Thank you!

In case of facing any difficulty performing steps, please get back to HR by writing email to hrdepartment@ajman.ac.ae