



HRnetSourceTM

HRIS Solutions for Small to Mid-size Companies

Online Job Requisition Module

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 module streamlines the workflow for HR and your managers and can cut down the time and paperwork involved in filling open positions.