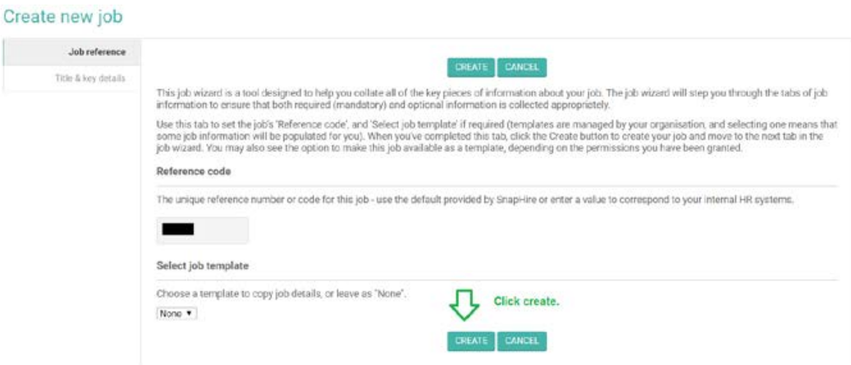
Create a vacancy in SnapHire (with business case)

Instructions:

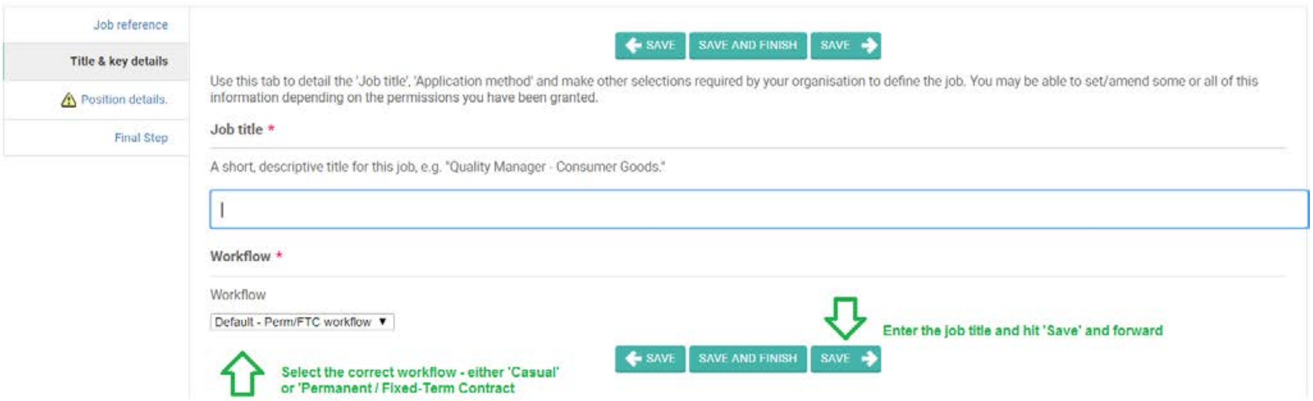
1. Log-in to SnapHire.

If you have issues accessing your account you can contact the Recruitment Team.

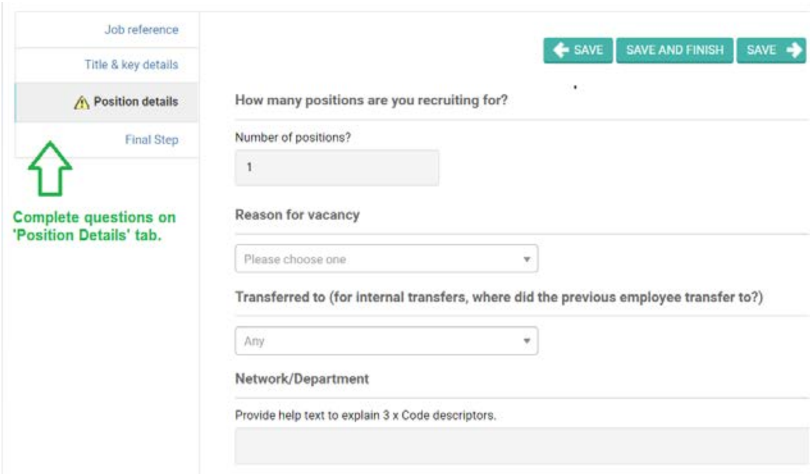
2. You will enter the 'create new job' screen. Hit 'Create'.



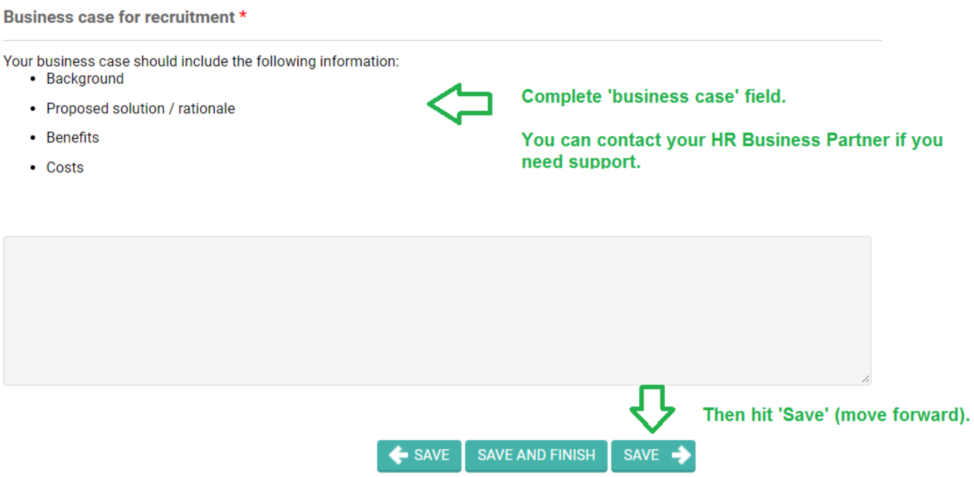
3. Enter the job title of the position and hit 'Save' (right arrow) to progress to the next screen.



4. Complete the 'Position Details' tab.



5. At the bottom of the 'Position Details' screen you will be able to enter your 'business case for recruitment'. Your [HR Business Partner]() is available to support you with the content should you need it.

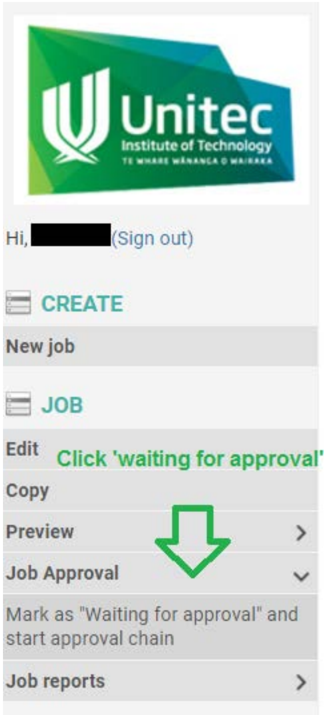


6. Hit 'Save and Finish' and your request is complete.

7. To start the approval process

   Go to the JOB menu on the left hand side of the screen, click on Job Approval and then click on Mark as "Waiting for approval" and start the approval process.

   Click OK to submit the job for approval.



   Your Recruitment Business Partner will add your approval chain and start the approval chain.