



# 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'.

Create new job

Job reference

CREATE CANCEL

Title & key details

This job wizard is a tool designed to help you collate all of the key pieces of information about your job. The job wizard will step you through the tabs of job information to ensure that both required (mandatory) and optional information is collected appropriately.

Use this tab to set the job's 'Reference code', and 'Select job template' if required (templates are managed by your organisation, and selecting one means that some job information will be populated for you). When you've completed this tab, click the Create button to create your job and move to the next tab in the job wizard. You may also see the option to make this job available as a template, depending on the permissions you have been granted.

Reference code

The unique reference number or code for this job - use the default provided by SnapHire or enter a value to correspond to your internal HR systems.

None

Select job template

Choose a template to copy job details, or leave as 'None'.

None

Click create.

CREATE CANCEL

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

Job reference

← SAVE SAVE AND FINISH SAVE →

Title & key details

⚠ Position details.

Final Step

Use this tab to detail the 'Job title', 'Application method' and make other selections required by your organisation to define the job. You may be able to set/amend some or all of this information depending on the permissions you have been granted.

Job title \*

A short, descriptive title for this job, e.g. "Quality Manager - Consumer Goods."

Workflow \*

Workflow

Default - Perm/FTC workflow

Enter the job title and hit 'Save' and forward

Select the correct workflow - either 'Casual' or 'Permanent / Fixed-Term Contract'

← SAVE SAVE AND FINISH SAVE →



4. Complete the 'Position Details' tab.

Job reference

Title & key details

**Position details**

Final Step

← SAVE SAVE AND FINISH SAVE →

How many positions are you recruiting for?

Number of positions?

1

Reason for vacancy

Please choose one

Transferred to (for internal transfers, where did the previous employee transfer to?)

Any

Network/Department

Provide help text to explain 3 x Code descriptors.

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.

Business case for recruitment \*

Your business case should include the following information:

- Background
- Proposed solution / rationale
- Benefits
- Costs

← Complete 'business case' field.  
You can contact your HR Business Partner if you need support.

Then hit 'Save' (move forward).

← SAVE SAVE AND FINISH SAVE →

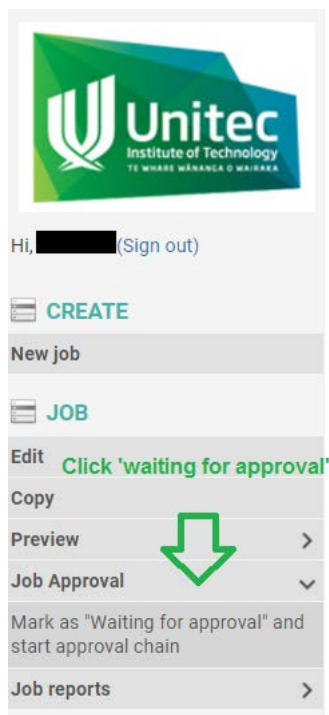
6. Hit 'Save and Finish' and your request is complete.



## 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.