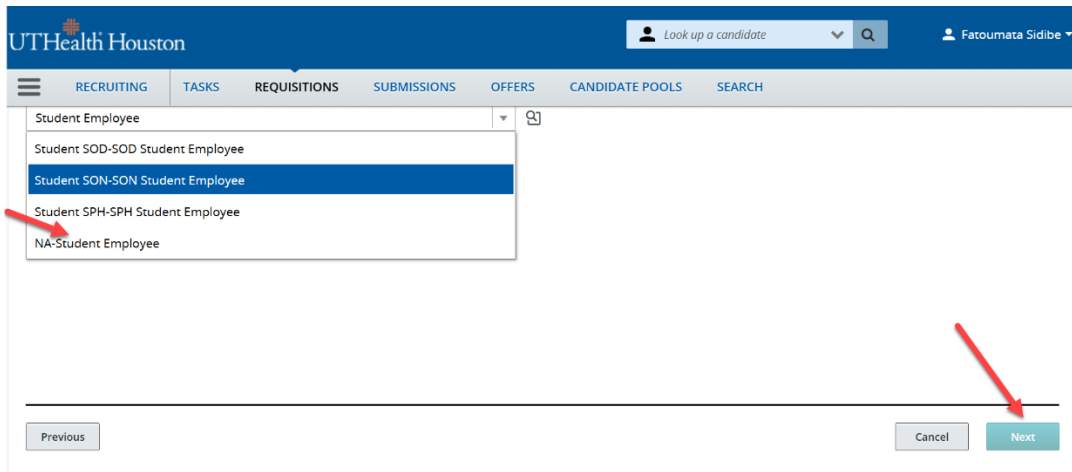# Creating a Requisition

1. Department creates a requisition if needed (Template: Type "Student Employee", select **NA Student Employee,** and click on "Next"). Otherwise, you can ask HR to create a duplicate for easy editing and submission.
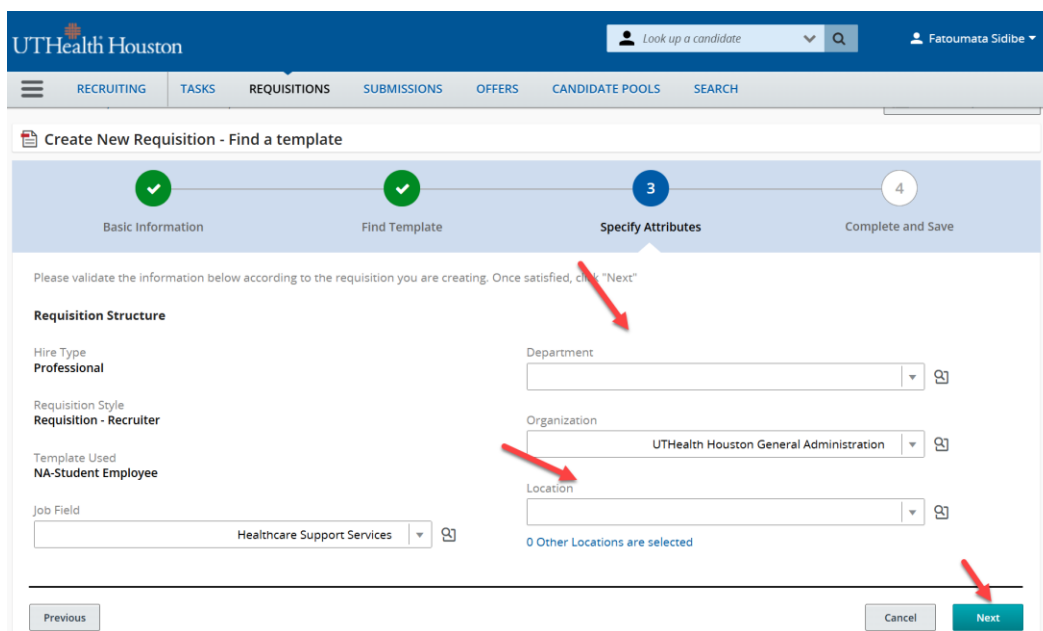
2. Enter the department number or name, select location, and click on "Next"

3. The requisition template will now appear! You must change the title to GRA, add the department name, and fill in all the required fields (Required fields have a red asterisk* next to them

4. Department submits the information to HR using the email template provided.

5. Once the requisition is posted, HR will send you a link for the candidates to apply.

6. After the candidate applies and signs their offer letter, please attach it or send it to HR.

7. HR will then initiate their onboarding, and once the candidate clears, you will receive a work authorization email. Additionally, HR will follow up with an email confirming that you have received the clearance email and will notify you if there are any delays.

8. Department should let us know if the start date changes.