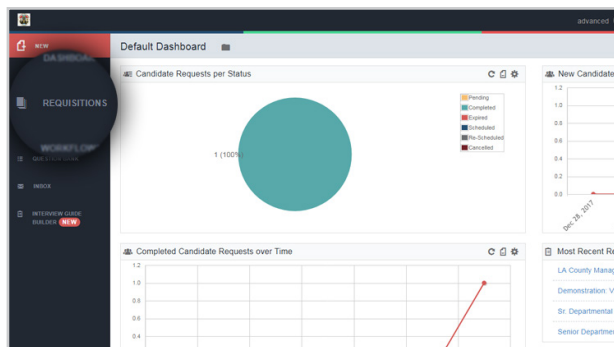


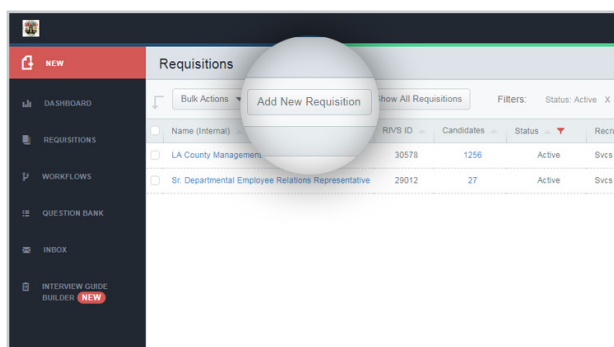
CREATING A NEW REQUISITION

This guide will cover the process of creating a new requisition in your RIVS account.



1

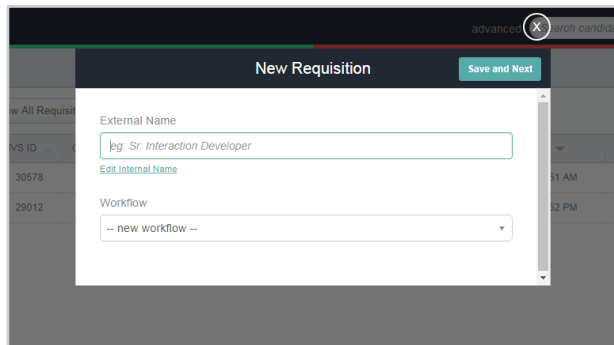
From the dashboard, select the requisitions menu.



2

Click the Add New Requisition button.

CREATING A NEW ONE-WAY INTERVIEW



The screenshot shows a web application interface for creating a new requisition. The main heading is "New Requisition" with a "Save and Next" button. Below this, there are two input fields: "External Name" and "Workflow". The "External Name" field contains the text "eg. Sr. Interaction Developer" and has a link "Edit Internal Name" below it. The "Workflow" field is a dropdown menu showing "-- new workflow --". In the background, a table of requisitions is visible with columns for "RQS ID", "Status", and "Created".

- 3 Name the Requisition (or Exam) accordingly. Keep in mind the External Name is visible to the candidates and the Internal Name can be changed for organizational reasons and is only viewable to users on the RIVS platform. When building a new exam or One-Way Interview for the first time, you will need to use a "New Workflow". You can reuse Workflows for future use.