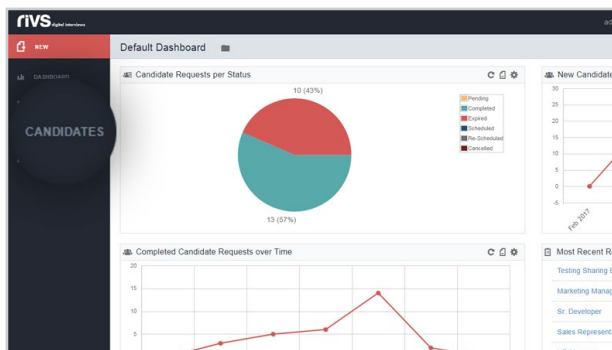
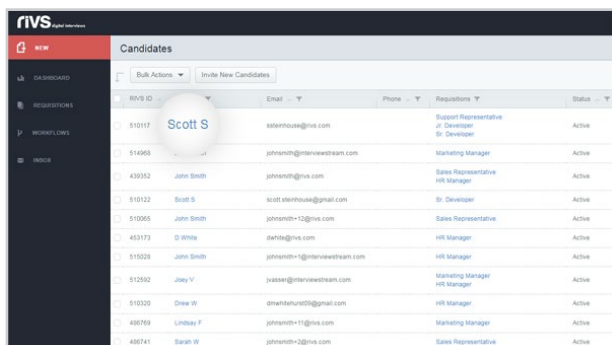


# REQUISITION SETTINGS GUIDE

This guide will cover the process of configuring a requisition after it has been created in your RIVS account.



1 From your dashboard, select the Requisitions Menu.

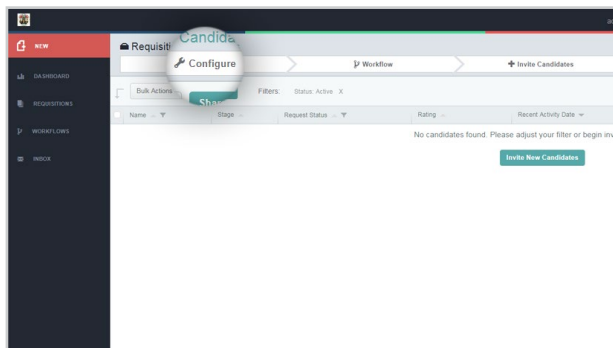


The screenshot shows the 'Candidates' list in the RIVS system. A callout bubble highlights the entry for 'Scott S'. The table lists various candidates with their RIVS ID, Email, Phone, Requisitions, and Status.

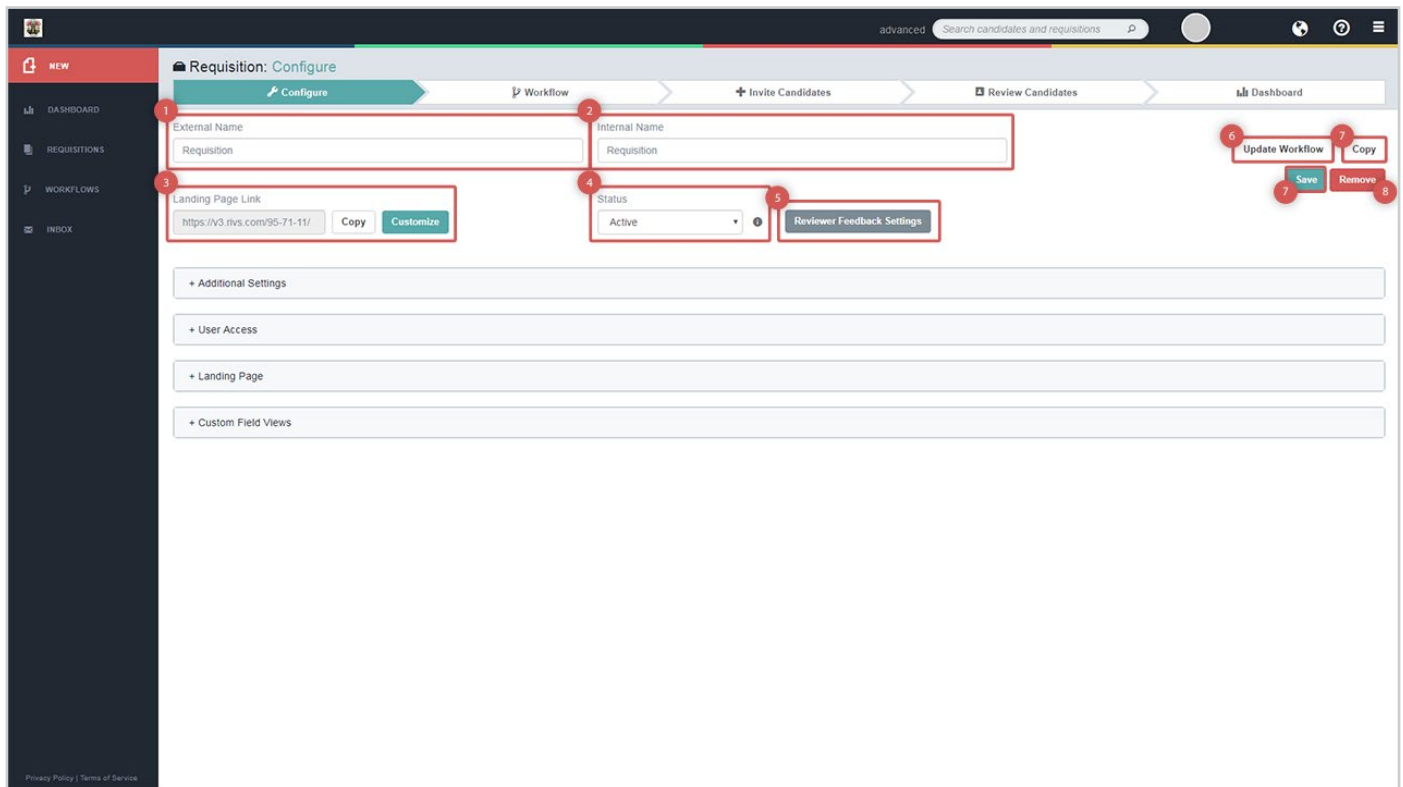
RIVS ID	Email	Phone	Requisitions	Status
510117	scottstevens@rivs.com		Support Representative Sr. Developer	Active
514968	johnsmith@manviewstream.com		Marketing Manager	Active
439352	johnsmith@rivs.com		Sales Representative HR Manager	Active
510122	Scott S		Sr. Developer	Active
510065	johnsmith+12@rivs.com		Sales Representative	Active
453173	dwhite@rivs.com		HR Manager	Active
510028	johnsmith+1@manviewstream.com		HR Manager	Active
512592	jwaller@interviewstream.com		Marketing Manager HR Manager	Active
510308	dmanhattan@rivs.com		HR Manager	Active
486769	johnsmith+11@rivs.com		Marketing Manager	Active
486741	johnsmith+2@rivs.com		Sales Representative	Active

2 Click on the Requisition you'd like to configure.

# REQUISITION SETTINGS GUIDE



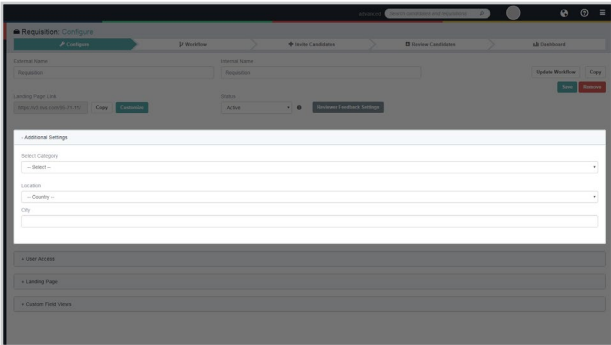
3 Select the Configure tab.



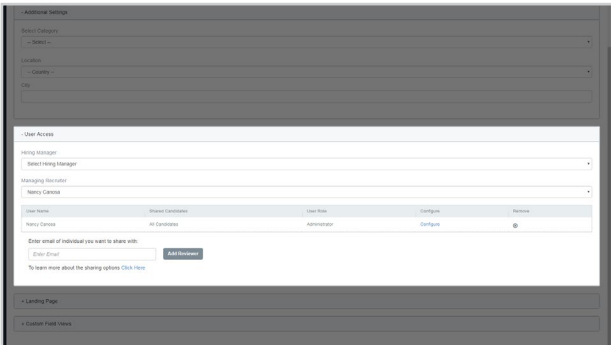
4 In the top section of the page you have the option to:

1. Edit the External Name, which is the name candidate will see.
2. Editing the Internal Name, which is the name internal recruiters will see in RIVS.
3. Copy or customize a landing page link which can be shared directly with candidates.
4. Deactivate the Requisition.
5. Configure Reviewer Feedback Settings.
6. Update the Workflow, which will navigate the user to the Workflow tab allow you them to [create](#) and [configure Workflow Stages](#).
7. Copy the Requisition, which will create a copy of the selected Requisition in the Requisitions Menu.
8. Save changes.
9. Remove the Requisition.

# REQUISITION SETTINGS GUIDE



**5** In the Additional Settings section, select a category, location, and city for the Requisition.



**6** In the User Access section, select a Hiring Manager, Managing Recruiter, configure user access to the requisition, and give access to internal and external users.

\*Step 7 begins on next page.

# REQUISITION SETTINGS GUIDE

The screenshot displays the 'Landing Page' configuration window. It includes several sections: 'Initial Stage' with a dropdown menu; 'Template' with a dropdown menu; 'Company Name' and 'Link' input fields; 'Company Description', 'Requisition Description', and 'Instructions' each with a rich text editor; 'Company Logo' with a 'Select Logo' button; 'Auto-Qualified Stage' with a dropdown menu; and 'Add Question', 'Document Upload', and 'Attachments' sections, each with an 'Add' button.

**7** In the Landing Page section, you can configure the following options:

- Initial Stage – which allows you to choose which stage new candidates are automatically invited to.
- Template – which will automatically adjust the style of the landing page.
- Company Name – add a company name to the landing page.
- Link – add a link to the company name. This link will navigate the candidate to a new page when clicked.
- Company Description – add a company description.
- Requisition Description – add a requisition description.
- Instructions – give instructions to the candidate.
- Company Logo – add a company logo to be displayed onscreen.
- Auto-Qualified Stages Settings – Select a stage to advance the candidate to upon qualification. Then add a question which will determine the candidate's qualification.
- Document Upload – add a section to the landing page requesting a specific document for the candidate to upload.
- Attachments – add an attachment for the candidate to review.