



Creating a Requisition using ORC

This Guide is for Hiring Managers

Author	Version	Edit Date
Alix Harley	1.0	14/07/25
Alix Harley	2.0	20/01/26
Kat Davey-Reid	3.0	22/01/26
Alix Harley	4.0	11/06/26



Important: Please note that Walsall Council's Recruitment and Selection Policy stipulates that all panel members should have completed the council's recruitment and selection training and unconscious bias training; the panel chair must have completed both.

Preparation:

Before you begin your requisition, make sure that you have completed the following steps:

- Hiring Manager submits a new job into Job Evaluation, with the up-to-date job description and employee specification, in a **word document** for grading. To be completed for a new job or re-grading where a job has been amended. If you have any queries, please check with Job Evaluation – email: jobevaluation@walsall.gov.uk
- Job Evaluation grades the job and will also create a unique Job Code that is entered onto the JD/ES template (Do not edit this). This alongside the confirmation of the grade outcome will be provided to the hiring manager.
- Managers provide the Job Code to the recruitment team, who will access the JE SharePoint site to search for and download the correct JD/ES for the advertisement.
- **Important Note: Unless your post is exempt, you will be required to obtain Authorisation to Recruit approval from HR Proud before creating your requisition. Further information about the current approval process can be found [here](#).**
- You can access Recruitment guidance, links to policies, procedures, guides and useful forms on our [SharePoint site](#)

Steps to create a requisition on Oracle Cloud are below



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**Step
Number**
1

Step Description

Sign into
OneSource.

Step Image

ORACLE Cloud

English ▼

Sign in

Username

Password

[Forgot Password?](#)

Next

Or

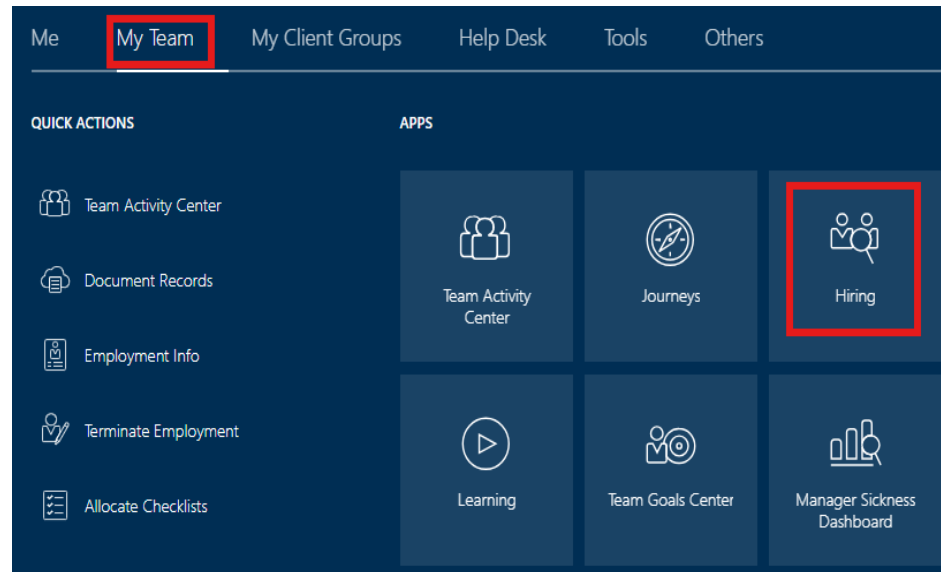
 Sign in with Walsall SSO

[Need help signing in?](#)

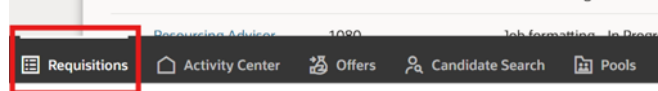
Notes

There is no need to enter a username or password, simply click the 'Sign in with Walsall SSO' option.

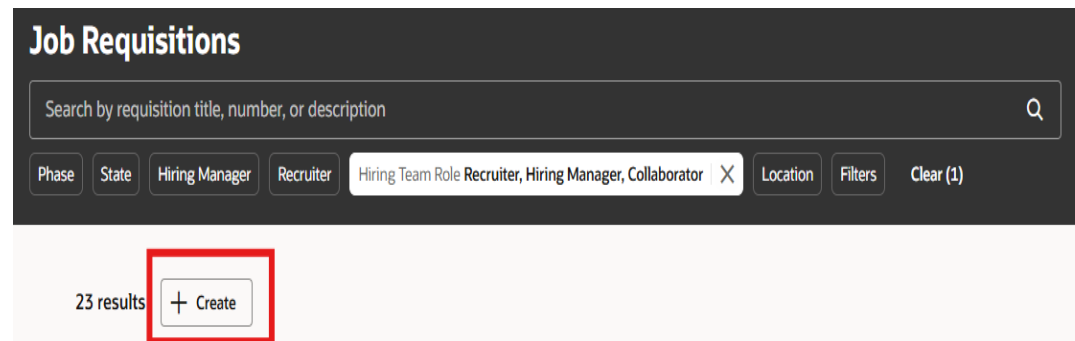
2 Click **My Team** and then **Hiring**



3 Click **Requisitions** at the bottom of the page



4 Click **Create** to create your requisition.





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How to start: Under **Requisition Type**, Standard is pre-populated. You don't need to change this. Under **Create Requisition Using**, choose either **Position** to create a new requisition, or **Existing Requisition** to use one of your previous requisitions as a template.

New Job Requisition

How to start

Requisition Type
Standard

Create Requisition Using
Position
Existing Requisition

Note that if you are using a previous requisition as a template, the post number cannot be amended.

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If you have chosen to create a new requisition, under **Position** start

New Job Requisition

How to start

Requisition Type
Standard

Create Requisition Using
Position

Business Unit
Walsall Council BU

Position



Walsall Council

typing the post
number you wish to
advertise or click
the drop-down
arrow to view and
select the post.



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If you are using an existing requisition as a template, start typing the previous reference number/job title in the **Requisition** box

New Job Requisition

How to start

Requisition Type
Standard

Create Requisition Using
Existing Requisition

Requisition

Required

Note that if you are using a previous requisition as a template, the post number cannot be amended.



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Once you have selected the post you wish to advertise, select **Continue**.

New Job Requisition

How to start

Requisition Type Standard	Create Requisition Using Position
Business Unit Walsall Council BU	Position Children & Family Officer

Cancel Save and Close Continue Submit



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Basic info: Click on **Business Justification** and choose the option relevant to your vacancy.

Requisition Type, Requisition Title and **Position** will be automatically filled.

New Job Requisition

Basic info

Requisition Type
Standard

Requisition Title
Children & Family Officer

Position
Children & Family Officer (CHSC017600)

Business Justification ▼

New Position

Replacement

Extension

Previously Unfilled Requisition

Backfill

Restructure

Opening Type
☒ Limited

Number of Openings
1

☐ Unlimited

☐ Display in organization chart

Comments



10

Enter the number of available posts in **Number of Openings**. Choose Unlimited if you are recruiting to a large amount of roles.

In the **Comments** box, you can add any information which would be helpful during recruitment – for example the post numbers of additional posts, if the post is internal only or external advertising options

Opening Type

☒ Limited

Number of Openings

2

☐ Unlimited

☐ Display in organization chart

Comments

Second post number: CHSC000000q



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Click **Continue** to progress to the next section.

Last updated 21 minutes ago

Cancel

Save and Close

Continue

Submit



12

Hiring team: Add your name under **Hiring Manager** by beginning to type your name in the box.

Recruiter is pre-populated with Recruitment Team – please do not amend this as this will automatically alert the team that your requisition has been created.

New Job Requisition

Hiring team

Hiring Manager

Required

Recruiter

Recruitment Team

Collaborator Type

Employment Services Team

+ Add

ES

Employment Services

C4008167



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Click on **Collaborator Type** to add additional collaborators or interview panel members. This will ensure that other members of the recruitment panel will be able to view and shortlist the applicants for the role. Select either **Collaborator** or **Interview Panel** from the drop-down list to add.

New Job Requisition

Hiring team

Hiring Manager
Alix Harley

Recruiter
Recruitment Team

Collaborator Type

Collaborator

Interview Panel



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In the **Collaborator** (or **Interview Panel**) box, start typing the name of the collaborator you wish to add – the name will display and you can select it.

New Job Requisition

Hiring team

Hiring Manager
Alix Harley

Recruiter
Recruitment Team

Collaborator Type

Collaborator
Collaborator



- 15 Once you have selected your collaborator, their name will appear in the box and you have the option to delete them if you wish.

New Job Requisition

Hiring team

Hiring Manager
Alix Harley

Recruiter
Recruitment Team

Collaborator Type

Collaborator

+ Add

MM

Michelle Morris
Resourcing Advisor

- 16 You can add another Collaborator or Interview Panel member by clicking the **+Add**. Employment Services will be automatically selected under **Employment Services Team**. Please do not delete or make any changes to this section. This will

Hiring team

Hiring Manager
Alix Harley

Recruiter
Recruitment Team

Collaborator Type

Collaborator

+ Add

MM

Michelle Morris
Resourcing Advisor

Employment Services Team

+ Add

ES

Employment Services
C4008167



ensure that the Employment Services Team receive updates when you are ready to appoint.

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Click **Continue** to progress to the next section.

Last updated 21 minutes ago

Cancel Save and Close **Continue** Submit

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Requisition structure: Click on the **Recruiting Type** drop-down and choose the type that suits your vacancy – note that this list is not exhaustive and you should choose the type that best suits the vacancy.

New Job Requisition

Requisition structure

Recruiting Type
Professional

Professional
Social Workers
Apprentice
Teachers
Catering
Cleaning
Casual
Secondments

Organization
Children's Services ! CH, Chief Executive ! CEC

Other Locations



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Click the **Organisation** drop-down and select your directorate from the list.

New Job Requisition

Requisition structure

Recruiting Type
Professional

Primary Location
Walsall, West Midlands, United Kingdom

Organization
Children's Services ! CH, Chief Executive ! CEC

Chief Executive ! CECMT
Adult Social Care ! SC, Chief Executive ! CECMT
Children's Services ! CH, Chief Executive ! CECMT

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Click the **Primary Location** drop-down and select the location of job. You can scroll down through the options using the scroll bar.

Other locations can be selected in the same way, should the vacancy be based at multiple locations

Primary Location
Walsall, West Midlands, United Kingdom

United Kingdom
West Midlands, United Kingdom
Aldridge, West Midlands, United Kingdom
Bilston, West Midlands, United Kingdom
Birmingham, West Midlands, United Kingdom
Blakenhall, West Midlands, United Kingdom
Bloxwich, West Midlands, United Kingdom
Brownhills, West Midlands, United Kingdom

Other Locations



21 Click **Continue** to progress to the next section.

Last updated 21 minutes ago

Cancel

Save and Close

Continue

Submit

22 Click **Worker Type** and select Employee for the drop-down list.

Click **Job Shift** and select option e.g. 'casual' or 'standard'

Click **Regular or Temporary** and choose if the vacancy is regular (permanent) or temporary.

Click **Full Time or Part Time** and choose the option to suit the post.

Click **All Year/Term Time** and choose

New Job Requisition

Details

Worker Type

Job Shift

Regular or Temporary
Temporary

Full Time or Part Time
Full time

All Year/Term Time

DBS Check Required

BPSS Check Required

Does this post fall under the requirements of th...

Employment Type

Driving Required

Salary Description

Additional Advertising Cost

Post to WM Jobs?
Yes

One Source Account Type



the option to suit the post.

Click **DBS Check Required** and choose the option to suit the post.

Click **BPSS Check Required** and choose the option to suit the post.

Click **Does this post fall under the requirements of the fluency duty?** And choose Yes or No.

Click **Employment Type** and choose the option to suit the post.

Click **Driving Required** and choose Yes or No. Note: 'Yes' should only be selected if a driving license is

New Job Requisition

Details

Worker Type
Employee

Job Shift
Standard

Regular or Temporary
Temporary

Full Time or Part Time
Full time

All Year/Term Time
Full Year

DBS Check Required
Enhanced Children's

BPSS Check Required
Yes

Does this post fall under the requirements of the Fluen...
Yes

Employment Type
Permanent

Driving Required
No

Salary Description
G6 - £test to £test per annum.

Additional Advertising Cost

Post to WM Jobs?
Yes

One Source Account Type
Walsall Email Address



required in the employee specification for the role.

In **Salary Description**, enter the salary for the post (free text).

In **Additional Advertising Cost**, only complete this if you have a quote for external advertising.

In **Post to WM Jobs?** Choose 'Yes' if the post will be advertised externally, or 'No' if the post is to be internal.

Click **One Source Account Type** and choose 'Walsall Email Address' if the post holder will require access to

New Job Requisition

Details

Worker Type Employee	Job Shift Standard
Regular or Temporary Temporary	Full Time or Part Time Full time
All Year/Term Time Full Year	DBS Check Required Enhanced Children's
BPSS Check Required Yes	Does this post fall under the requirements of the Fluen... Yes
Employment Type Permanent	Driving Required No
Salary Description G6 - £test to £test per annum.	Additional Advertising Cost
Post to WM Jobs? Yes	One Source Account Type Walsall Email Address

Note: please check the AI generated text carefully to ensure that it reads correctly.



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email, choose 'B2B'
if not.

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Click **Continue** to progress to the next section.

Last updated 21 minutes ago

Cancel Save and Close **Continue** Submit

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Posting description: To write an advert using AI Assistant, add text such as job requirements in the **Tell AI Assist what you need** and click 'AI Assist' to generate your advert.

New Job Requisition

Posting description

Children & Family Officer

Internal External

Tell AI Assist what you need

The job title, department, and company name are used to create the posting description. For best results, try entering other details such as qualifications, technical skills, soft skills, years of experience, work location.

 AI Assist



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If you would prefer to enter your own advert text, Click **Create description** and enter or paste the advert text into the **Description** box.

How do you want to create this posting description?

☒ Create description ☐ Select existing description

Short Description

Description

B I U

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Enter a short description (one sentence) of the vacancy in the **Short Description** box. This short description appears as a summary on the website.

How do you want to create this posting description?

☒ Create description ☐ Select existing description

Short Description

We are looking for a dedicated, enthusiastic Children & Families Officer to join our team.



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- 27 Click **Continue** to progress to the next section.

Last updated 21 minutes ago

Cancel Save and Close **Continue** Submit

- 28 **Offer info:** You do not need to change any of the information under this section as this is pre-populated. You can add details of another work location if you wish.

New Job Requisition

Offer info

Children & Family Officer

Legal Employer Walsall Council	Business Unit Walsall Council BU
Department Central and South Locality Family Safeguardin	Job Support Officer (JC003)
Grade G Grade 7, pts 22-27 (28-33), Corporate	Primary Work Location Essington Lodge_WV12 5EX_LOC_113
Other Work Locations	



- 29 Click **Continue** to progress to the next section.

Last updated 21 minutes ago

Cancel Save and Close **Continue** Submit

- 30 **Estimated time to hire:** This feature estimates how long it will take to fill a requisition based on the requisition history. You can use this insight to plan ahead and manage recruitment timelines effectively

New Job Requisition

Estimated time to hire

Get estimates about the time required for a first hire. Change the values to estimate the time for a first hire. When you save the values, the corresponding values in the requisition will be changed.

Requisition Title: Resourcing Advisor Primary Location: Walsall, West Midlands, United Kingdom

Estimated Days for Hire: 62 (0 days open, 62 estimated days)

8 | 12

- Basic info
- Hiring team
- Requisition structure
- Details
- Posting description
- Offer info
- Estimated time to hire

Once your requisition is live, you can monitor progress on the “overview” page. The time-to-hire bar updated continuously as the requisition remains open, giving you a

Overview Details Job Formatting Interviews Posting Messages Feedback Progress

Activity overview

Shortlisting - To be shortlisted	Active Applications	Hires Out of 1
2	2	0
Unconfirmed Applications	Referred Prospects	
0	0	

Key info

Requisition Status: Open - Posted	Requisition Type: Standard	Requisition Number: 1091
Hiring Manager: Katrina Davey-Reid	Recruiter: Recruitment Team	Recruiting Type: Professional
Location: Walsall, West Midlands, United Kingdom		

Estimated time to hire

Requisition Title: Resourcing Advisor Primary Location: Walsall, West Midlands, United Kingdom

Estimated Days for Hire: 62 (7 days open, 62 estimated days)



real-time view of progress.

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Attachments: Click or **Drag and Drop** to add the Job Description and Employee Specification and any other information such as authorisation to recruit approval.

New Job Requisition

Attachments

Children & Family Officer

Drag and Drop
Select or drop files here.

URL

Add URL

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Click **Continue** to progress to the next section.

Last updated 21 minutes ago

Cancel Save and Close **Continue** Submit



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Prescreening questions: A list of questions will appear which are asked of all applicants. You can add your own questions from the library by clicking **+Add** and searching for a keyword in the question.

Prescreening questions

Children & Family Officer

+ Add

Reorder

Internal

External

34

Select the question you wish to use from the search results by clicking on it.

+ Add

Internal

External

Question:
driving licence

Question Text	Question Code	Folder
For this position, applicants must hold a Full Driving Licence - CATEGORY C1 MINIMUM. Please confirm that you have this licence.	WMBC_CLEAN_&_GREEN_DRIVING	Application Questions
Please confirm that you have a full driving licence and access to a vehicle with the ability to travel across the borough?	WMBC_CLEANER_8	Application Questions
For this position, a full drivers licence is required. Please confirm that you hold a full drivers licence.	WMBC_DRIVING_LICENCE_GENERAL	Application Questions

Further details in your supporting information.



- 35 Click the drop-down arrow under **Use In** to select whether the question should appear to both internal and external applicants, or just to internal. Click **Save** to save the question or you can choose to delete it.

Question	Type	Response Required	Use In *	Action
For this position, a full drivers licence is required. Please confirm that you hold a full drivers licence.	Single Ch...	☒	Use In * Intern	

Internal
Internal and External

Save

- 36 To re-order questions, click **Reorder** and the list of questions will appear to the right of the screen

Prescreening questions

Children & Family Officer

+ Add

Reorder

Internal External



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Click on the = symbol next to the question you wish to move and drag to the required position. Click **Reorder** when you are ready to save.

Reorder

1. Armed Forces Community Covenant - Walsall Council will guarantee an interview for any candidate who has formerly served in the UK Armed Forces and who meets the essential criteria for the job. If you have formerly served in the UK Armed Forces and tick yes, please provide further details in your supporting information.

=

2. Please provide detailed SUPPORTING INFORMATION that demonstrates how your skills, abilities and experience meet the essential criteria set out in the employee specification for this role. Your SUPPORTING INFORMATION will be used by hiring managers to decide whether you will be invited to interview. You can copy and paste information from a WORD document (or similar) into this section, up to approximately 4 pages. Please note that we do not accept CV's. (Maximum 12,000 characters).

=

3. Do you require a reasonable adjustment during the interview/assessment stages?

=

4. If yes, please provide details of the reasonable adjustment you require.

=

5. Do you have a disability?

=

Cancel

Reorder



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38 Click **Continue** to progress to the next section.

Last updated 21 minutes ago

Cancel

Save and Close

Continue

Submit

39 **Interview questionnaires:**
you do not need to make any changes to this section.
Information is pre-populated.

New Job Requisition

Interview questionnaires

Children & Family Officer

+ Add

Version 1

Shortlisting Questionnaire

WMBC_SHORTLITING_QUESTIONNAIRE



40

When you are ready, click **Submit** to save the changes to your requisition – this will automatically inform the Recruitment Team that they need to pick up your requisition to prepare it for advertisement. You can edit any section once you have completed all mandatory fields within the requisition by clicking on it on the right-hand side.

Shortlisting Questionnaire
WMBC_SHORTLITING_QUESTIONNAIRE

Attached By: Michelle Morris
Attached Date: 21/09/2026

In Use: No

Last updated 2 minutes ago

Cancel Save and Close **Submit**

Configuration

Prescreening questions	✓
Interview questionnaires	✓



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