Wise Group Cornerstone

Completing a Requisition

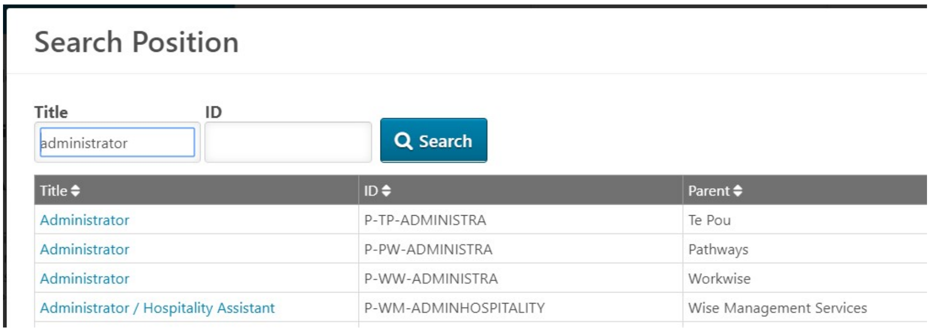
To start a recruitment process, the first step is to raise a requisition in Cornerstone. But before you do, double check that you have all the information you need to put this through in one go. Below is a quick overview of what you will need to enter in each field, so you can check you are putting in the right stuff. You can also watch our video showing you through how to complete this in Cornerstone.

Position: This is the job title, that they will be actually employed to. This is what the Position Description refers to.

You need to select from what is available in the list – which has every role that we currently employ to across the group. The best way to find what you need, is to type the name, and hit search as the list is very long.

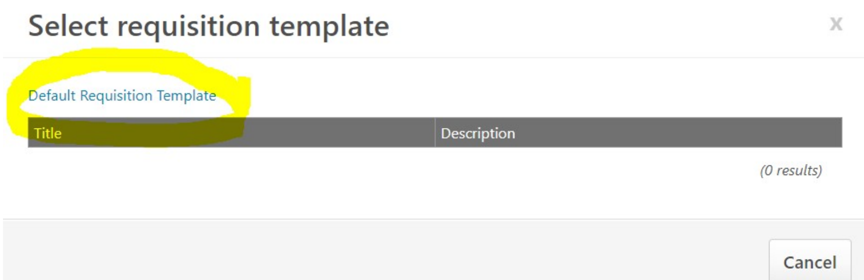
If the role you need is not there, email cornerstone@wisegroup.co.nz

For roles that are common across the group, you can tell by the 'ID' and 'Parent' which one you need. One example is that there are Administrators employed across different entities, but these are identified by that additional information, so select the one for your entity.



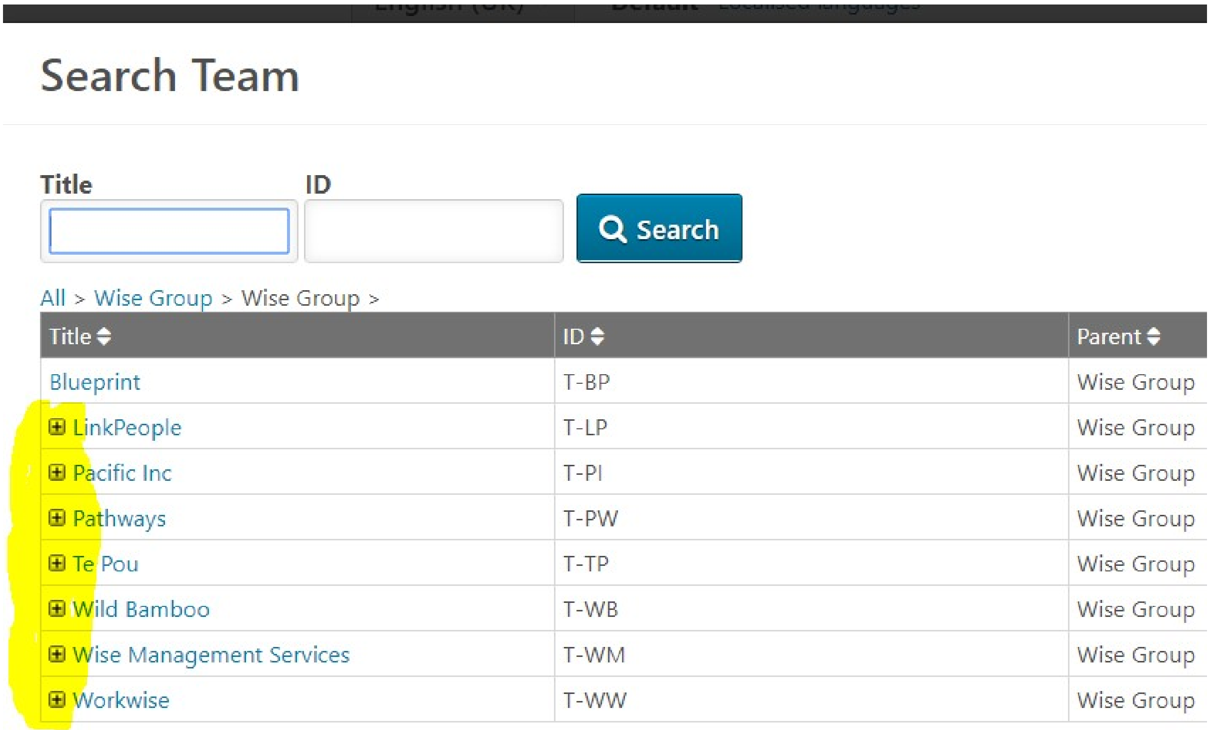
Template – for common roles, there may be a default template which pulls in some standard default information such as entity branding, specific application questions etc. If there is one available, it will show in the list.

Otherwise, you will see only the 'default', so click on this. Or if it has auto populated, then move on past.



Display job title. What we want to show on the advertisement, and in emails etc through the recruitment process. We may want to get funky and call our Administrator, an Admin Ninja (probably not), but then actually hire them as an Administrator with the Administrator PD.

Team – The team names should be relatively straightforward, and are what you refer to your teams as. If you don't know it off the top of your head. Click on the teeny **+** next to Wise Group, then next to your entity, and drill down into your region, until you find the team that makes sense. (see screenshot below with the plus highlighted).



Search Team

Title | ID | Search

All > Wise Group > Wise Group >

Title	ID	Parent
Blueprint	T-BP	Wise Group
⊞ LinkPeople	T-LP	Wise Group
⊞ Pacific Inc	T-PI	Wise Group
⊞ Pathways	T-PW	Wise Group
⊞ Te Pou	T-TP	Wise Group
⊞ Wild Bamboo	T-WB	Wise Group
⊞ Wise Management Services	T-WM	Wise Group
⊞ Workwise	T-WW	Wise Group

Location – the actual physical location the person will be working at. This does not show externally, so please don't worry about giving away service locations to the public.

If the successful candidate will move between services, or work across sites such as Casual employees, then select the primary location, or the main office site (i.e. Harakeke House, Thorndon Quay).

Cost Centre – This is important information for payroll to ensure they are paid from the right cost centre and budget. Again, the names should reflect what you generally call the team, i.e service name, clinical or non clinical. But if you cannot work it out, you can use the **+** to drill down into Entity, then region, and look through the list to find the one that is appropriate.

Employment Type - Permanent, Part Time, Casual, Fixed Term etc.

Note - If fixed term, there are limited reasons you need to select from which align with what is deemed to be a genuine reason for a fixed term under NZ employment law. If you don't think your reason is covered, please call your HR Business Partner.

Currency – always NZ Dollar

Compensation type – either Hourly rate or FTE Salary. Normally casuals are Hourly, and everyone else is salary.

Range – this is the advertising range that will dictate what bracket it is placed in for exterrnal job boards such as Seek. The actual offer you make to the successful candidate will be within this range, but will depend on the skills and qualifications of the successful person.

Brand – We quite often have different brands under the same legal entity. Ensure you pick the appropriate one for your role/team.

Start date and closing date – allow for at least 10 days and one weekend if possible. Our standard approach however is to encourage you to shortlist as you go, and we indicate this in the advertisement, so if your ideal person applies on the first day, don't wait, shortlist, phone screen and interview, and if you want to offer, you can close the job early.

Where do you want to advertise? We can help – but let us know what you think! Internal means only existing employees can view and apply.

Hours of work – be as detailed as you can so we can be clear in the advertisement of what is required around expectations for our candidates.

Skills qualifications and experience – this helps you and your Recruitment Advisor (RA) with shortlisting. And remember, it is illegal to discriminate based on any categories protected under the Human Rights Act 1993 – stay true to the actual requirements of the role.

Interview dates – We are all busy, so book out time in your diary *now* before you start so you don't end up with great candidates that you can't fit in around your manic diary!

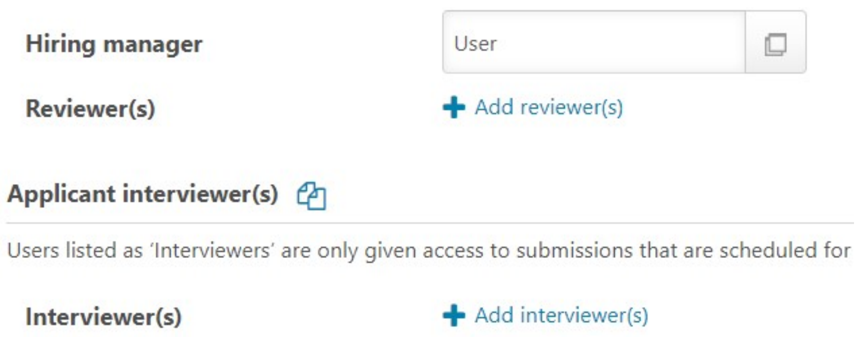
Please confirm you have delegated authority and budget approval to recruit to this role and salary – This means you are confirming you have checked your delegations, and you have full authority to both sign off on recruitment costs (which will come back to you for approval) and to make an offer of employment up to the salary you intend to offer. For more information about delegations, check out the finance page on the Well.

Description and Qualifications – these are only needed if there is anything out of the ordinary not covered in the PD.

Decide on your hiring team. Enter yourself as the Hiring Manager (this means you are in charge!) and make sure you remember to add yourself to the interviews too, so you are already included to 'drag and drop' into interview scheduling when it comes to scheduling interviews later on.

Also select who you want to review your candidates alongside you – a panel of reviewers is a great way to ensure you are being impartial and combatting any unconscious biases when looking at CV's.

Note - If someone is only added as an interviewer, they won't see anything until they are scheduled to interview your selected candidates.



Add attachments – sometimes you may have already started a draft advert, or have a confirmed PD to send through. Add anything appropriate related to this recruitment for your Recruitment Advisor. Remember it needs to be a Word, PDF or Jpeg format.

Openings – We mean the number of roles or vacancies you are recruiting to. Normally 1, or in some cases it may be multiple of the same role, same team (new service opening up for example).

Submit! You will receive a confirmation email. This will come back to you for approval once your Recruitment Advisor has done the advert, confirmed any costs, and created the application questions etc for you.