Locating Your Requisitions
To get started, go to jobs.ua.edu/hr and log in using your MyBama username and password.

From your Dashboard, click on the three lines in the upper left corner.
On the drop down menu, under the blue “Requisitions” header, select Manage Requisitions.
From the **Manage Requisitions screen** you can see all the requisitions to which you are assigned.

**Note:** Your view may vary based on the user type assigned.

---

<table>
<thead>
<tr>
<th>Req No.</th>
<th>Date created</th>
<th>User</th>
<th>Classification title</th>
<th>Working title</th>
<th>Status</th>
<th>Opening date</th>
<th>Closing date</th>
<th>HR Recruiter</th>
<th>Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>497404</td>
<td>7 May 2014</td>
<td>TB</td>
<td>Human Resources Specialist - 497404 - TEST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>508452</td>
<td>8 Mar 2019</td>
<td>TB</td>
<td>Custodian - 508452</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You can sort the requisitions assigned to you by the requisition’s status from the drop-down box. You can also select Non current recruitment from drop-down box to view past requisitions.

We recommend searching by **current recruitment** to find your open requisitions.

Requisitions with a green check mark are live postings on the UA Staff Job Site.

Click on the **Classification Title** to open the requisition.
For more information please contact your recruiter.