



## STAFF/ADMIN HIRING REQUISITION TRAINING NOW AVAILABLE

Good Afternoon,

As mentioned in the Recruitment – Admin. & Staff [deep dive](#) last week, the **Creating a Requisition for New Hire - Staff/Admin. training is now live**. You can now access this within the HCM Recruiting Learning Plan in the Employee LearnCenter. These required trainings need to be completed prior to obtaining access to complete hires. This Learning Plan includes the following trainings:

- **Hiring Manager / Hiring Manager Assistant Learning Plan**
  - Office of Federal Contract Compliance Programs (OFCCP)
  - Creating a Requisition for New Hire - *complete at least one of the following:*
    - Academic hire version: live since October 4.
    - Staff and Administrative hire version: **live today**.
    - Non-benefited hire: *coming soon*.
  - Managing and Progressing the Applicant Pool
  - Monitoring Onboarding of New Employees as a Supervisor

To locate and enroll in this learning plan, log into the [Employee LearnCenter](#), click on Course Catalog then search for HCM Recruiting. Locate the learning plan titled “HCM Recruiting System Access” and click the blue plus sign to the right to enroll. You can then click on the title and begin completing the training.

Open labs are available for these trainings. Employees will need to schedule/enroll in these open labs in the Employee LearnCenter’s Course Catalog. These drop-in sessions are available for 1:1 assistance from Human Resources Employment Partners.

Please keep in mind that the WyoCloud Basic System Access training is required before individuals can access Recruiting & Onboarding since it is launched directly from WyoCloud. For questions regarding training, please contact the Human Resources Department at 307-766-2377.

Best,  
The WyoCloud Team

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## Contact Information

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**Need help with WyoCloud?**  
Contact the UW Help Desk  
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