# Requisition Import
## Templates

Importing requisitions into ClearCompany is an efficient way to launch your new applicant tracking system.

| Benefits | Description |
|---|---|
| Seamless Transition | Ensure data continuity as you transition between systems |
| Save Time | Avoid data entry work and spend time on more strategic tasks |
| Employer Brand Alignment | Ensure your job openings reflect your employer brand to attract top talent |
| Delegate with Confidence | Empower your Hiring Managers to open requisitions based on requisition template select. |

## What's Included

Importing a single CSV file of requisition data into ClearCompany based on data provided in the required format. Typical turnaround time for the entire process is 4 weeks.

| Step | Description | Typical Time Frame |
|---|---|---|
| Data Requirements | Provide documentation on available fields for importing and formatting requirements. | 1 - 3 days |
| File Preparation | Up to 3 hours of file preparation.<br><br>Preparation includes:<br>• Ensuring all required columns are included<br>• Organization Data Mapping<br>   ○ Align values in the file with those in ClearCompany<br>• Custom Field Mapping<br>   ○ Ensure the field exists and is an acceptable field type<br>• Convert Application Names to Entity IDs | 1 week |
| Import | Import data into ClearCompany system | 2 weeks |
| Review | Review of sample set of imported data for quality assurance | 1 - 3 days |

## Out of Scope

The following items are out of the scope for this service:
- Custom development work
- Edits to data after import
- Deleting or re-importing the data
- Importing more than 1 data file
- Merging data from multiple files