

A job requisition becomes a candidate pipeline

Before a vacancy is open to candidates, most companies want someone other than the hiring manager to sign off on it — a budget check, not just a staffing decision. This page walks through how BlueOneHR represents that: a job requisition, a second person approving it, the job opening that approval creates, and the real candidates that then move through a pipeline.

Illustrative demonstration prepared using publicly available company context and synthetic data. This page does not represent a production deployment, customer endorsement, or use of real employee data.

<https://www.youtube-nocookie.com/embed/h2U69kP0kS4>

[Recruitment: requisition to candidate pipeline](#)

The company this page follows

This page continues the same illustrative demo structure as [The connected HR lifecycle](#) and [Branches, departments and job positions](#): one fictional company, Meridian Interiors, organised across a Mumbai head office and a Hyderabad regional office. Its name, its roles and every person shown are synthetic; none of it represents a real customer, a real headcount or a real hiring decision.

Raising a requisition

Requisitions is its own area, separate from Recruitment itself: a job title, the department and job position it belongs to, a branch, a headcount, a needed-by date, an optional budget band and CTC range, and a justification that the approver reads. Raising one creates it as a **draft** — nothing is visible to candidates yet, and nothing is committed until it is submitted.

A maker cannot also be the checker

Submitting a requisition sends it into the company's approval chain, the same approvals engine used elsewhere in BlueOneHR. The product enforces maker-checker here directly: the person who raises a requisition is never allowed to also be its only possible approver — if nobody else could approve it, the platform refuses the submission outright rather than letting one person both ask for a hire and sign off on it. In practice that means two different people: one raises the requisition, a different one — with approval authority — decides it.

Approving creates the job opening

Once approved, BlueOneHR creates the job opening automatically and links it back to the requisition — nobody has to re-type the title, department or job position a second time. The opening starts **unpublished**: HR reviews it, and only then publishes it as an open vacancy that candidates can be added against.

Candidates and the pipeline

A published opening appears under **Open Jobs** with how many people have applied against its capacity. Candidates can be added — by name, email, mobile and job position — and from there each one sits in exactly one pipeline stage for that opening. Stage names are configurable per company, not fixed: a straightforward pipeline is **Applied** → **Initial** → **Interview** → **Hired**, and a card moves between stages one at a time as a recruiter's own call, not an automatic progression.

Duplicate candidates: an exact match, not a fuzzy one

Adding a candidate checks for another candidate in the same company with the same email and mobile number. This is an **exact match on both fields**, not an approximate or "looks similar" comparison, and it never blocks the save — it is reported as a warning for the recruiter to judge, not a wall that stops data entry.

Related reading

- [The connected HR lifecycle](#)
- [Branches, departments and job positions](#)
- [How recruitment works](#)

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