Recruiting: Create Job Requisition

Overview

This guide will demonstrate how to create a job requisition in order to post a job through Workday.

Note – This guide is for posting an existing position only. For example, due to resignation, retirement, etc. Creating a new position is a different business process. Please discuss this with your manager if a *new* position is required.

Create a Job Requisition

1. Log into Workday.

2. Click on the dashboard on the left side of the screen.
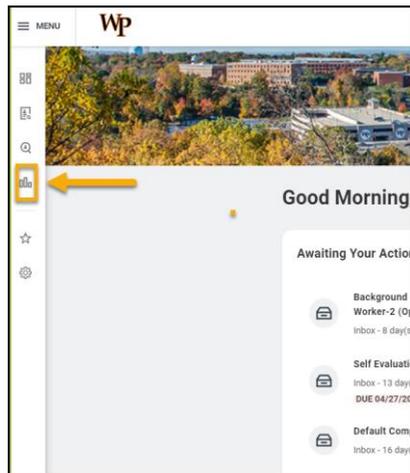
3. Click on Create Job Requisition under ACTION on the right side of the screen.
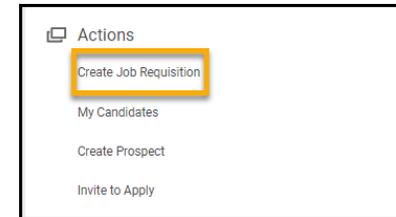
4. Pull down the position within your *sup org* that you want to create a job requisition for from **For Existing Position**.

5. Click **OK**.

6. The first section is **Recruiting Information** and contains the following required fields:

   a. **Reason**: Is this a new position, replacement or temporary?

   b**. Recruiting Start Date**: Enter today's date.

   c. **Target Hire Date:** Enter today's date.

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f. **Primary Location:** Choose Main Campus.

g. **Scheduled Weekly Hours:** This will default to 35. Edit if needed.

f. **Work Shift:** Edit only for facilities, police, or other employees who work in shifts. Otherwise leave blank.
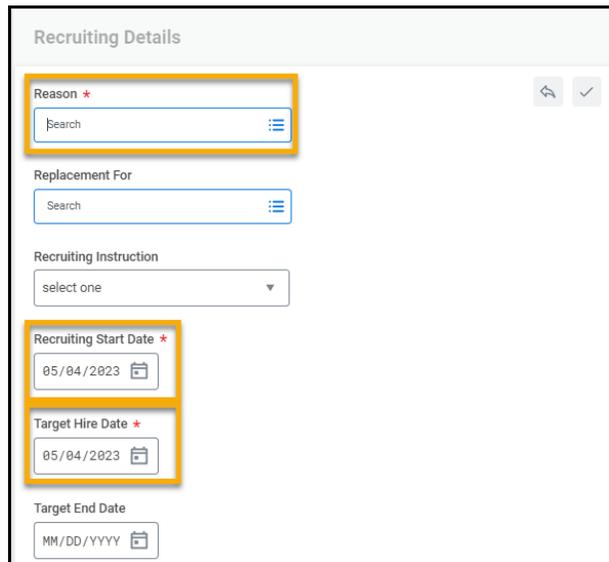
7. Click **Next**.

8. The next section is **Job Details** and contains the following required fields:

    a. **Job Profile:** Choose the job family and pick the appropriate position from the pulldown.

    b. **Job Description:** Enter a description (cut and paste or type) if the job description does not populate automatically.

    c. **Worker Sub-Type:** Choose the worker type from worker sub-type pulldown.

    d. **Time Type: Choose** the time type from the time type pulldown.

    e. **Remote Type**: Choose Fully Remote, Hybrid - depending upon institutional need, or On Campus.

9. The next section is **Organizations**

    a. **Company & Cost Center**. This will populate – DO NOT edit.

    b. **Costing.** Edit as necessary per position funding.

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10. Click Next.

11. The next section is **Attachments**: Optional. Attach any additional information.

12. The next section is **Assign Roles**.

    a. Click Add.

- *Primary Recruiter*= Search Committee Chair or Hiring Manager in non-search committee searches.

    b. Click Add.

- Search Committee Members = Search Committee member and/or any admins who need to participate in the process by having access to the candidate pool.
- Note – Add additional people by clicking the *Prompt to Select* icon inside the box – **DO NOT click the ADD button again.**

13. Click **Next**.

14. **Review the requisition**. Click on the pencil icon to make any changes.

15. Click **Submit**.

16. The requisition will be reviewed. You will be notified if there are any issues. HR will post after review.

Glossary

- Required Field =
- Selection prompt =
- Edit field =
- Undo =
- Save =

A RED error message (hard stop) will not allow you to continue the process.

An ORANGE error message (alert) will allow you to continue the process.