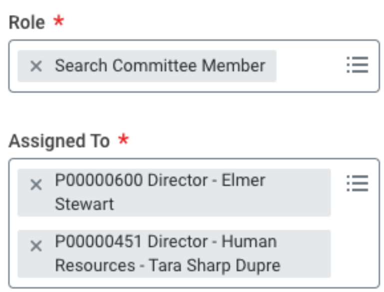
HOW TO CREATE A JOB REQUISITION

Create a Job Requisition is a process designed in Workday to create job requisitions in order to facilitate the process for filling the previously filled vacancies. <u>NOTE: Please check with HR before beginning Create a Job Requisition on a filled position.</u>

CREATE A JOB REQUISITION (ALLOWS A POSITION TO BE POSTED)

1. In the search bar, type **Create Job Requisition**. Select Create Job Requisition from the search results.
2. If applicable, you may copy details from an existing requisition from the drop-down menu.
3. Utilize the drop-down menu next to Supervisory Organization and choose the correct sup org the position is housed in.
4. Select For Existing Position and then navigate the drop-down menu to select the position to be advertised.
5. Select Worker Type (Employee).
6. Click **OK**.
7. Fill in recruiting information utilizing pencil icon, all red asterisk items are required. Reason is **Replacement > Replacement.**
    a. Recruiting Start Date: Date position will be advertised
    b. Target Hire Date: A position cannot be filled until this date. Helpful tip – it should match Recruiting Start Date.
8. Click **Next**.
9. **Job Details**, edit as necessary:
    a. Job Posting Title: This should be the name of the position and will be what the candidate sees as the job title.
    b. Justification: Indicate why you are requesting to fill this position, the salary range, closing date of the position and where you want the position posted for advertising
    c. Job Summary Description: List what you would like posted in the advertisement. Follow template provided by HR.
    d. Job Description: List the actual job description for the position. Note – this information will not be posted in the advertisement.
10. Click **Next**.
11. **Compensation**, will default to previous incumbent's salary. Review for accuracy and edit **salary** or **hourly** fields depending on how the position is paid. NOTE: If position will have a car or cell phone allowance, select add under **Allowance** and add it there. Click **Next**.
12. **Assign Roles**. Click Add after each step. Assign a Facilitator who will receive applications and manages process. Primary recruiter currently are HR partners assigned to these tasks (your department's TA partner). Search Committee members are assigned members of the team tasked with assisting in hiring process for the position (required for all faculty positions). Note: multiple search committee members can be added to the Search Committee role.
13. Click **Next**.
14. Review and **Submit**.



<u>Note</u>: For questions or additional information, please refer to your Talent Acquisition Partner.