

Create Job Requisition

Overview

Enables a hiring manager to create a job requisition for an existing position.

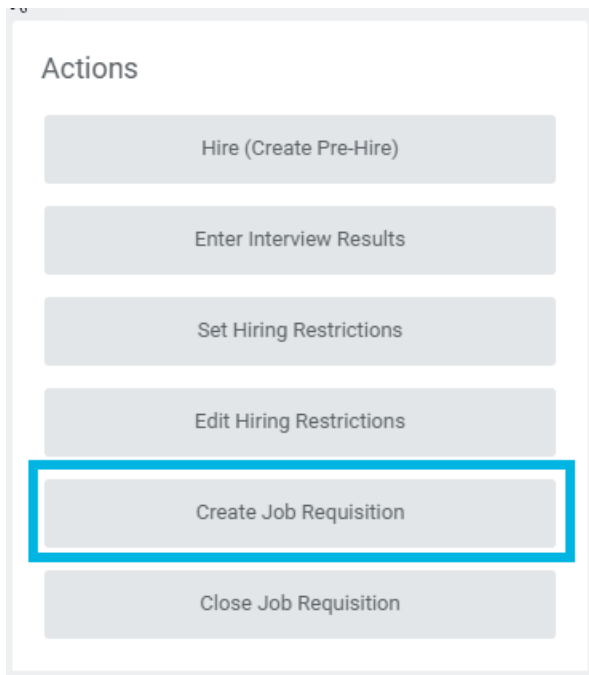
Who Does This: Manager

Things to Know:

- Before you can create a job requisition, you must have an open position.
- You may have an open position if your job requisition will replace a worker.
- If you are adding a position to your team, your HR Business Partner must first create the position in Workday.



Hiring



Step 1

Choose the **Hiring** worklet.

Under Actions, choose **Create Job Requisition**.

Create Job Requisition

Manager: **Instructions**

Copy Details from Existing Job Requisition

Supervisory Organization


Create New Position

For Existing Position


Worker Type

Employee

Step 2

Use the list icon  to select the position's supervisory organization. This will match the hiring manager's name.

Step 3

Select **For Existing Position** and then use the list icon  to select an existing position.

Note: If you select Create New Position, the request allow you to go through the entire process but will error out at the end and you will be unable to submit.

Step 4

Use the drop-down box and select Worker Type.

Create Job Requisition

Manager: **Instructions**

Copy Details from Existing Job Requisition

Supervisory Organization

Create New Position

For Existing Position

Worker Type


Employee

OK

Cancel

Step 5

Select **Ok**.












Recruiting Information 

Recruiting Details

Reason *

Step 6

Select the pencil icon  to begin editing the recruiting information.

<p>Reason *</p> <p><input type="text" value="search"/>  7</p> <p>Replacement For</p> <p><input type="text"/>  8</p> <p>Recruiting Instruction</p> <p><input type="text" value="select one"/> </p> <p>Recruiting Start Date *</p> <p><input type="text" value="12/01/2017"/>  9</p> <p>Target Hire Date *</p> <p><input type="text" value="MM/DD/YYYY"/>  10</p> <p>Target End Date</p> <p><input type="text" value="MM/DD/YYYY"/> </p> <p>Referral Details</p> <p>Referral Payment Plan</p> <p><input type="text"/>  11</p> <p><input type="button" value="Back"/> <input type="button" value="Next"/> 12</p>	<p>Step 7 Use the list icon  to complete the reason.</p> <p>Step 8 If applicable, use the list icon  to select the Replacement For field.</p> <p>Step 9 Select or enter today's date for the Recruiting Start Date*.</p> <p>Step 10 Select or enter today's date for the Target Hire Date*.</p> <p>*Please note: The Target Hire Date needs to be the same as the Recruiting Start Date. These fields are required by Workday but do not accurately reflect the true dates in the recruiting process.</p> <p>Note: If you are creating a job requisition for a Contingent Worker, you may enter a Target End Date which is the anticipated end of temporary assignment.</p> <p>Step 11 If applicable, use the list icon  to select the Referral Payment Plan*.</p> <p>*Please Note: This is not active yet and will be part of the future roadmap.</p> <p>Step 12 Click Next.</p>
<p>Job Details</p> <p>Job Posting Title *</p> <p>EHS Manager  13</p>	<p>Step 13 Select the pencil icon to begin editing the job details section as instructed below.</p>

Job Posting Title *

Justification

Job Profile * 15

Job Description Summary

Job Description

Step 14

Provide a detailed justification for your job requisition. This is a required field and extremely important as the approvers will see this justification.

Step 15

The job profile is pre-populated based on the position that was created. This will populate the description field.

Note: The job description will also auto populate based on the job profile. Although you can make edits, you should not be editing much, outside of potentially adding a few clarifying bullets to the job details. Please do not change the required qualifications. If you do make changes, please discuss with your recruiter during your intake meeting.

Worker Sub-Type * 16

Time Type * 17


Primary Location * 18

Primary Job Posting Location * 19


Additional Locations

Additional Job Posting Locations


Step 16

If necessary, use the list icon  to edit the Worker-Sub Type.


Step 17

If necessary, use the list icon  to edit the Time Type.

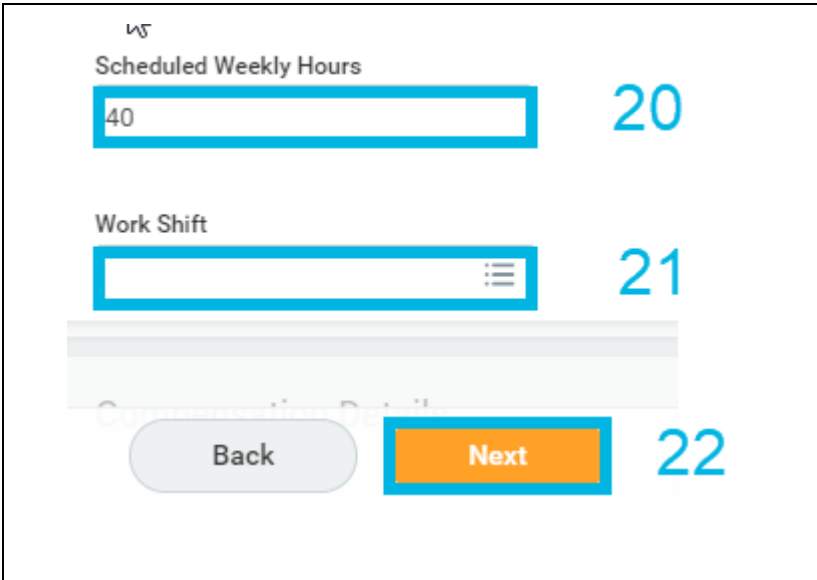
Step 18

If necessary, use the list icon  to select the Time Type.

Step 19

If necessary, use the list icon  to select the Primary Job Posting Location.


Note: Steps 16 – 19 should auto populate from the position. Make edits only as appropriate.



Step 20

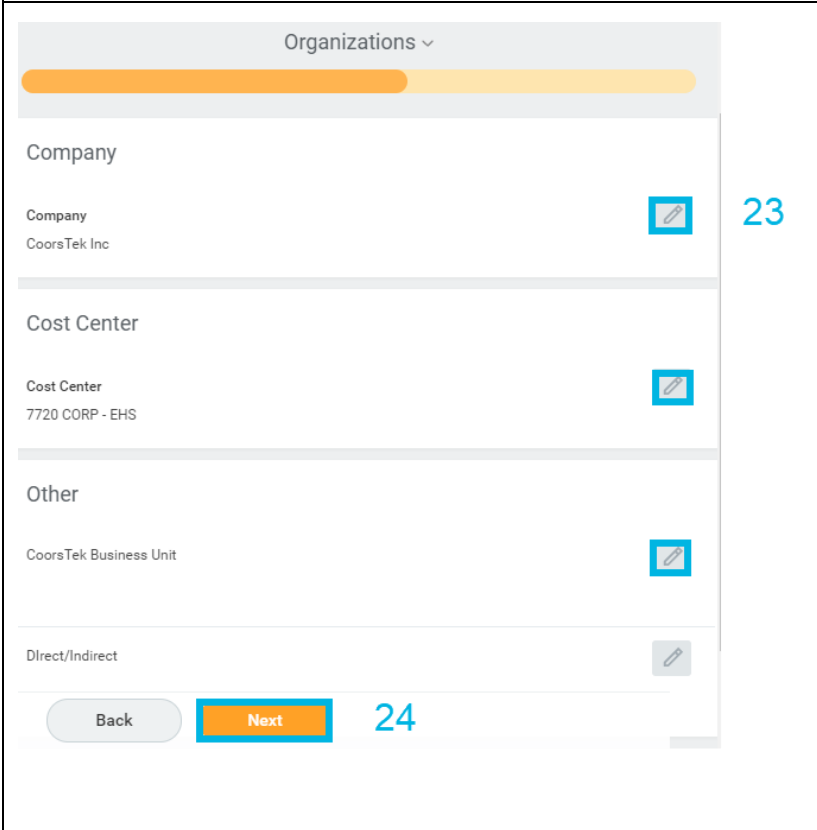
Enter the amount of Scheduled Weekly Hours only if different than the default amount entered. Please enter the regular weekly hours (no overtime).

Step 21

Use the list icon  to select the Work Shift. Or search by location to narrow the list.

Step 22

Click **Next**.



Step 23

Review the Organizations information and use the pencil icon to make any necessary edits.

Note: The Organization information should auto populate from the position. Make edits only as appropriate.

Step 24

Click **Next**.

Manager: **Instructions**

Attachments ▾

Documents

Add

25

Back

Next

26

Step 25

Under the Attachments sections, click **Add** to add any relevant attachments. (Optional)

Step 26

Click **Next**.

Compensation ▾ 27

Total Base Pay

Total Base Pay

● 0.00 USD Annual added

Primary Compensation Basis

Basis
(empty)

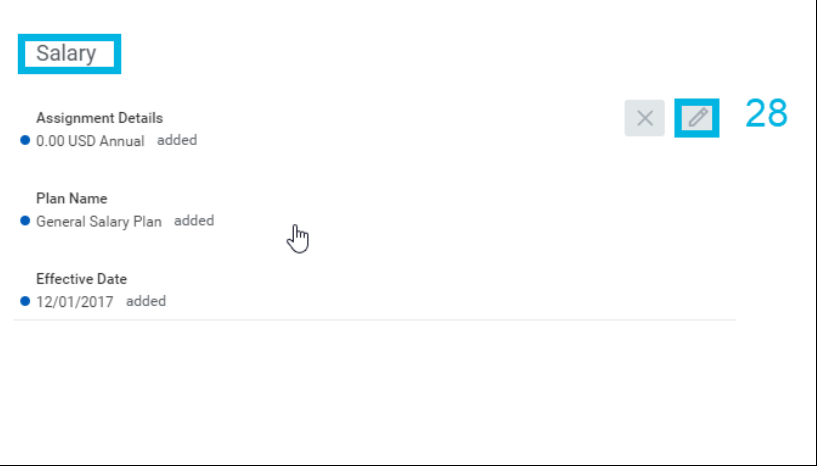
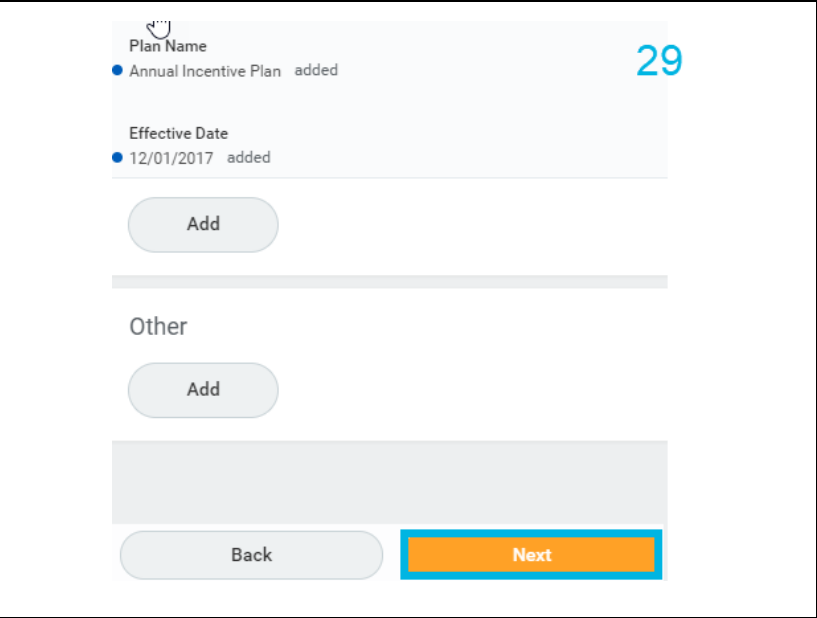
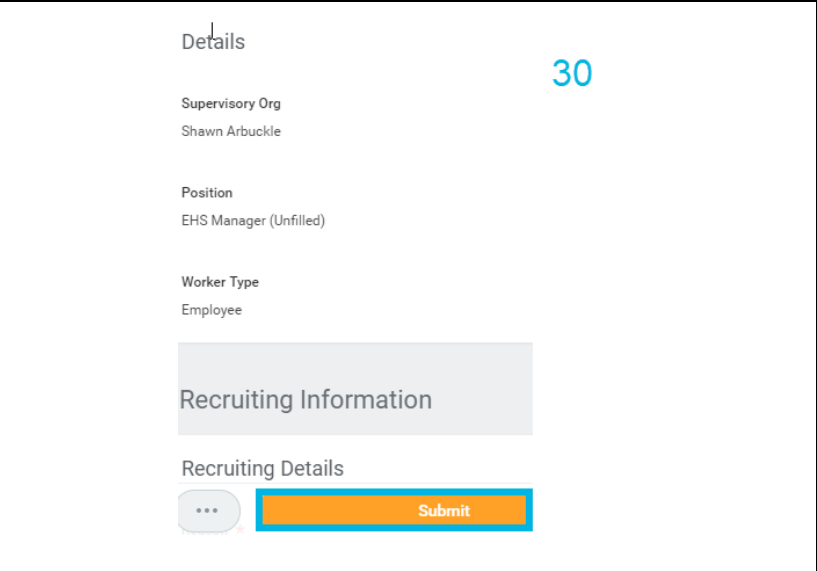
Basis Details

● 0.00 USD Annual added

Step 27

Under Compensation, scroll down to edit the Salary or Hourly section.

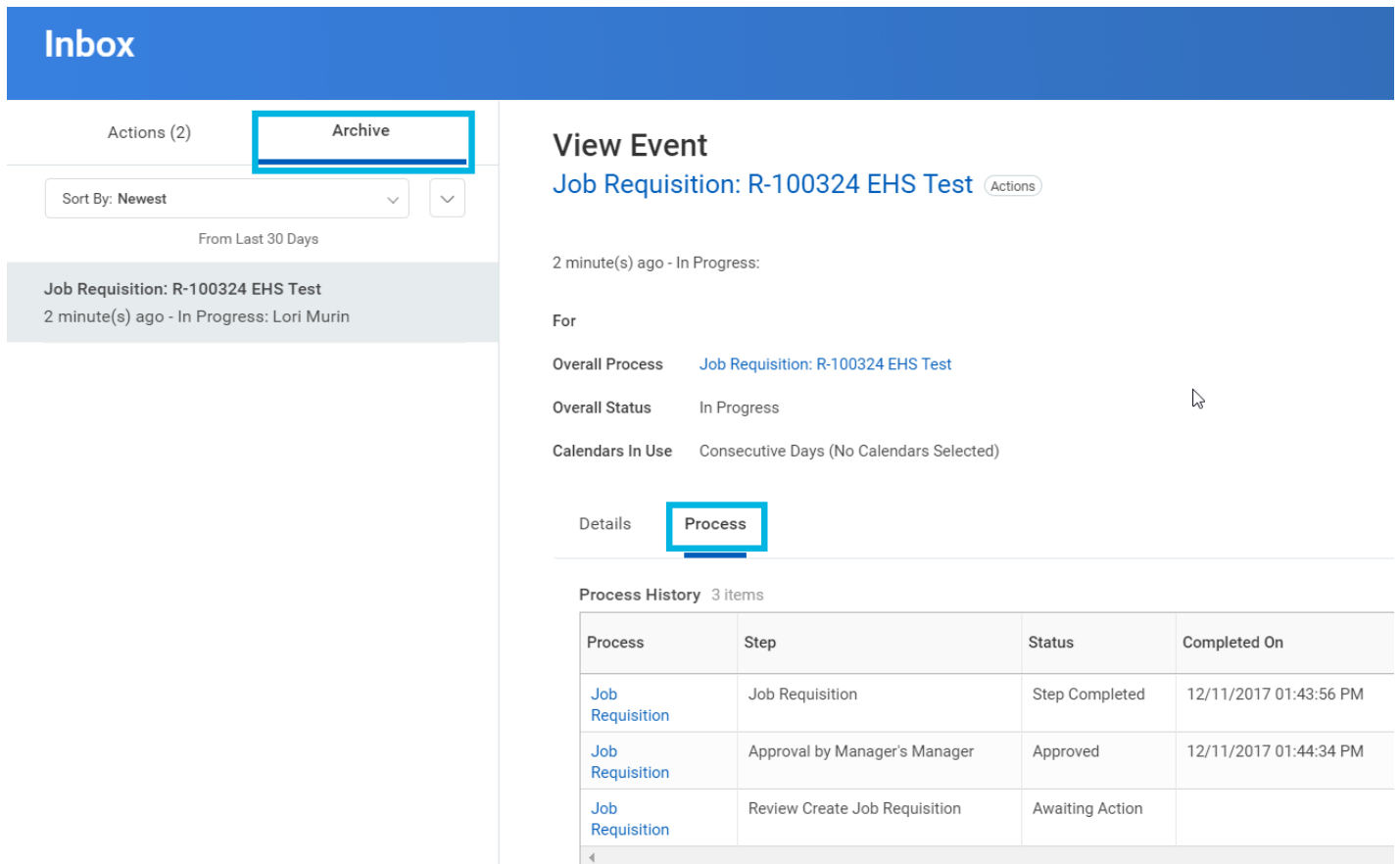
Please note: This is a number that you are targeting and not a fixed number. Compensation will be discussed during your intake call with your recruiter.

	<p>Step 28 Select the pencil icon in the applicable Hourly or Salary section to edit the compensation. Enter the anticipated salary in the Assignment Details field.</p> <p>Please note: Hires will be made within our current compensation guidelines. Hires will not be made below minimum or above mid-point without approval.</p>
	<p>Step 29 Click Next.</p> <p>Note: All other items on the compensation screen will be auto populated based on the position.</p>
	<p>Step 30 Review all the requisition details. Click Submit.</p>

FAQ's

What happens next? Your job requisition will move to the approval process. Once approved, Talent Acquisition will assign a Recruiter to your requisition. The Recruiter will then contact you to schedule an Intake Meeting.

How can I check the status of approvals for my requisition? You can view the status of approvals for your requisition by going to your Inbox and clicking the Archive tab. Then, select the task related to your job requisition and click on the Process tab.



Inbox

Actions (2) **Archive**

Sort By: Newest

From Last 30 Days

Job Requisition: R-100324 EHS Test
2 minute(s) ago - In Progress: Lori Murin

View Event

Job Requisition: R-100324 EHS Test

2 minute(s) ago - In Progress:

For

Overall Process [Job Requisition: R-100324 EHS Test](#)

Overall Status In Progress

Calendars In Use Consecutive Days (No Calendars Selected)

Details **Process**

Process History 3 items

Process	Step	Status	Completed On
Job Requisition	Job Requisition	Step Completed	12/11/2017 01:43:56 PM
Job Requisition	Approval by Manager's Manager	Approved	12/11/2017 01:44:34 PM
Job Requisition	Review Create Job Requisition	Awaiting Action	