

Create and Post Job Requisition

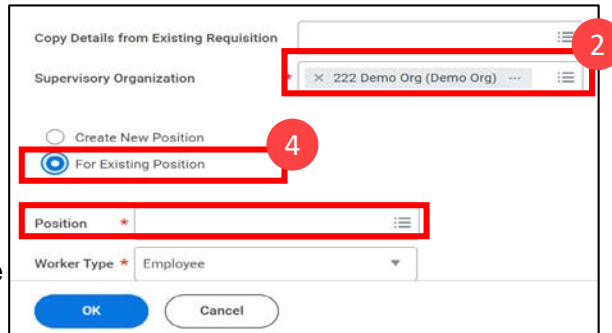
A Job Requisition within Workday is a formal request to fill a position and begin the recruiting processes. Job requisitions are created for only employees not contingent workers. For Nursing and Advanced Practice Recruitment, Nurse Recruitment will be creating job requisitions for their respective areas.

Initiate Create Job Requisition

1. In the **Recruiting** application, select the **Create Job Requisition** task.
2. Optional: To copy details from an existing job requisitions, select **Copy Details from Existing Requisition**.

3. Confirm **Supervisory Organization**.

Note: The supervisory organization can be changed to represent where the position will reside, if the initiator has the appropriate permissions to create a job requisition for a supervisory organization other than their own.



4. Select **For Existing Position**, then select an existing position.
Note: Only Nursing and Advanced Practice Recruiting can select the **Create New Position** option
5. Select **OK**.

Each page has one or more sections that may require information regarding the job requisition information. Select **Back** to move to the previous page. Select **Next** to move to the next page.

A. Select the **pencil** icon to enter and update the fields within the section.

B. Select the **left arrow** icon to undo changes to the section.

C. Select the **checkmark** icon to save changes to the section.



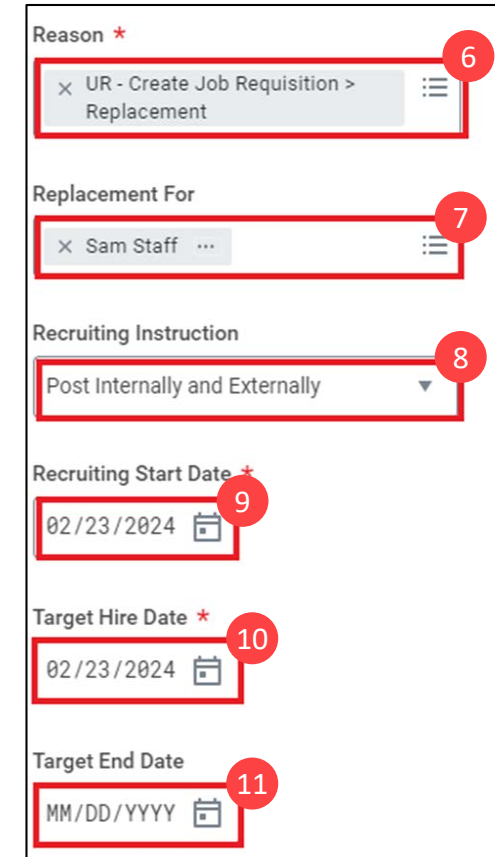
Recruiting Information

Under **Recruiting Details**:

6. Select **Reason**.
7. Optional: Select one or more workers for **Replacement For**.
8. Optional: Select **Recruiting Instruction** to indicate specific details to the Intake Coordinator.
9. Enter **Recruiting Start Date**.

Note: The Recruiting Start Date should be the earliest possible date.

10. Enter **Target Hire Date**.
11. Leave **Target End Date** blank.



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Job Page

For steps 12 to 27, do not change auto-populated information.

Under **Job Details**:

12. Enter **Job Posting Title**.

Note: This should be the title you want displayed on the job posting.

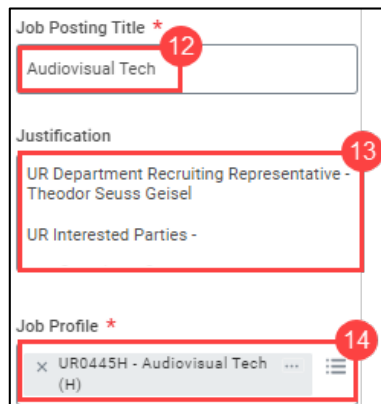
13. If you are a Union Manager, leave **Justification** blank.

Note:

- If you belong to Staff or BU7, enter **Justification**.
- Enter the names and associating roles of UR Department Recruiting Representative and UR Interested Parties.

14. Enter **Job Profile**.

Note: This was previously known as the job code. Please use a UR prefix.



Job Posting Title * 12
Audiovisual Tech

Justification 13
UR Department Recruiting Representative - Theodor Seuss Geisel
UR Interested Parties -

Job Profile * 14
x UR0445H - Audiovisual Tech ... (H)

15. Select a **Worker Sub-Type**.

16. Select a **Time Type**.

17. Optional: If the job is hybrid or fully remote, select **Remote Type**.

Note: This will display on the job posting if selected.

18. Select **Primary Location**.

Note: This should always be a building, not a room or suite.

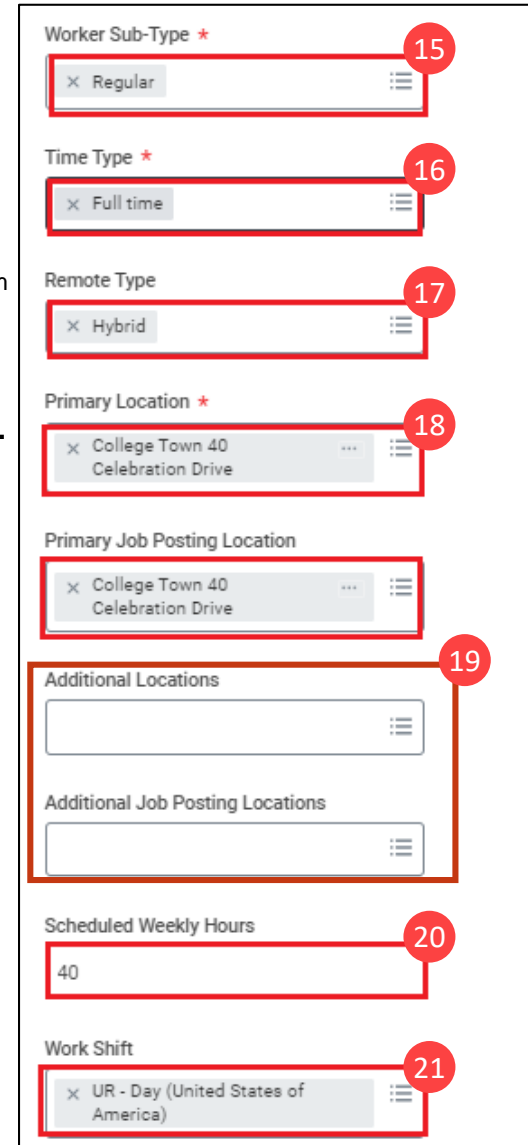
19. Leave **Additional Locations** and **Additional Job Posting Locations** blank.

20. Optional: Enter **Scheduled Weekly Hours**.

21. Select **Work Shift**. This is a required field.

Note:

- Work shift *cannot* begin with “HG”
- Only Strong Staffing can use Not applicable



Worker Sub-Type * 15
x Regular

Time Type * 16
x Full time

Remote Type 17
x Hybrid

Primary Location * 18
x College Town 40 Celebration Drive

Primary Job Posting Location
x College Town 40 Celebration Drive

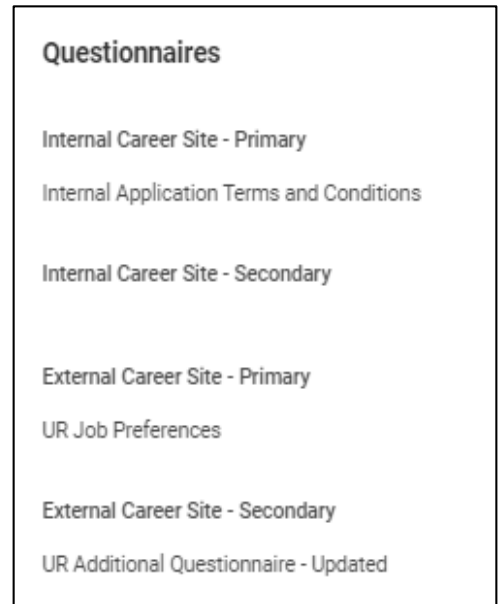
Additional Locations 19

Additional Job Posting Locations

Scheduled Weekly Hours 20
40

Work Shift 21
x UR - Day (United States of America)

The **Questionnaires** section is View Only for Managers. The fields will automatically populate with the correct questions based on the job requisition information entered.



Questionnaires

Internal Career Site - Primary

Internal Application Terms and Conditions

Internal Career Site - Secondary

External Career Site - Primary

UR Job Preferences

External Career Site - Secondary

UR Additional Questionnaire - Updated

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Organizations Page

- 22. Confirm the **Company**.
- 23. Confirm the **HR Department**.

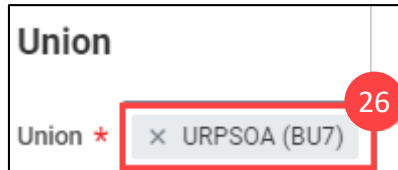
Summary

- 24. Review all details.
- 25. Select **Submit**.

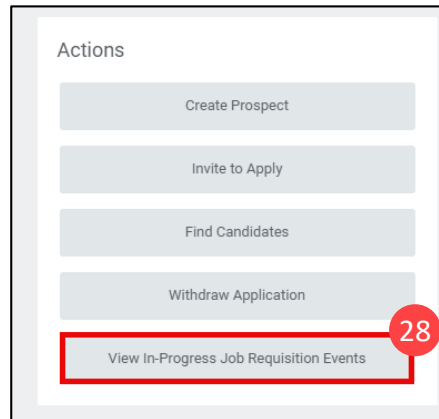
Edit Additional Data: *Union Only*

If the job profile of the job requisition belongs to Union, complete the following steps to submit the job requisition for additional review and approval.

- 26. Select **Union**.
- 27. Select **Submit**.



- 28. Managers can view in progress job requisitions by navigating to the **Recruiting Hub** and running the *In Progress Job Requisition Events* report.



Post Job

Once the job requisition has been approved, Workday automatically initiates the process to post it. You will receive a task in **My Tasks** to post the job requisition.

- 29. Select **Job Posting Site**. More than one job posting site may be selected.
- 30. Select the checkbox for **Preview Job Posting** to see a preview after selecting.
- 31. Select **OK**.
- 32. The grid shows where the job will be posted, as well as the start date
- 33. Select **Submit**.

