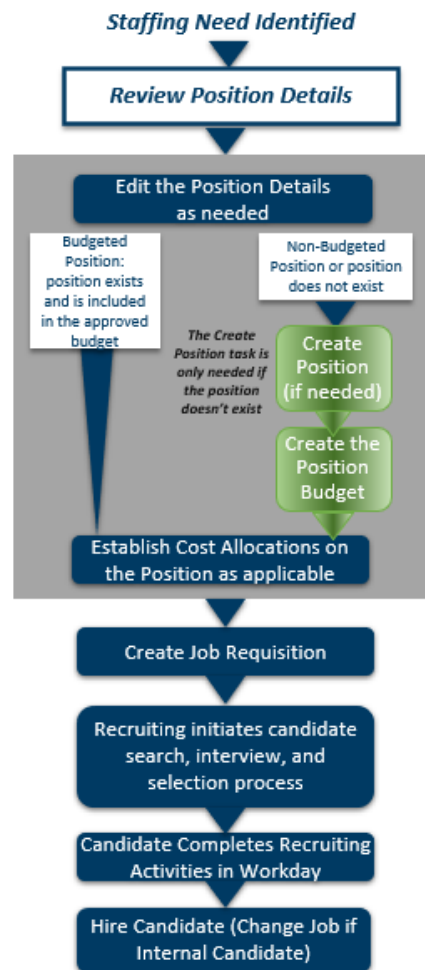


Staffing: Create Job Requisition for Staff



This business process is used to create job requisitions for unfilled positions, populate internals and external job postings, and move candidates through the recruiting process.

Please use the separate Faculty Hire job aid to initiate academic hires. https://share.percipio.com/cd/b0_IZE9SQ



Ensure the position exists (or make adjustments to the details of the position) before initiating a job requisition.

Cost allocations must be established on the **Position** prior to creating the job requisition.

NEW JOB REQUISITION PROCESS POSITION VERIFICATION

The first step in any hire is to review the position details to verify it aligns with expectations:

- **Available Position:** Identify an existing and active **unfilled** position in Workday prior to beginning the Job Requisition process. **The Position must be in the approved budget for this fiscal year.**
 - ✓ If an **active position does not exist**, use the [Create Position for Staff](#) process to establish the new position.
 - ✓ If the **position is currently filled**, the [Termination](#) process for the current staff member must be initiated prior to the initiation of a new job requisition.
- **Position Details:** Review the position details and confirm the position is budgeted appropriately.
 - ✓ **All changes to the position details must be made on the position directly.**
 - ✓ To edit Organization worktags: from the Position click **related actions** and select the **Change Organization Assignments** task
- **Budget Changes:** The cost center manager reviews with budget officer to complete any edits on the position budget prior to beginning the job requisition.
 - ✓ Use **Create Budget Amendment for Organization** process to initiate budget amendments for an existing position.
 - ✓ Use the **Cost Allocation** process to split the cost of the position between cost centers, grants, projects, etc.

CREATE JOB REQUISITION

From your Home Page:

1. Enter **Create Job Requisition** in Search
2. Select the supervisory organization of the position
3. Select **For Existing Position**. Select the unfilled or replacement position from the drop-down list



4. Worker Type: Employee or Contingent Worker
5. Click **OK**
6. Complete the following sections as described:
Click **Next** to navigate to the next section.
Click **Back** to return to the previous section.



RECRUITING INFORMATION SECTION

- a. Reason: **Recruiting – Competitive Fill** Spotlight Job: Select to indicate a spotlight job
- b. Replacement For: Automatically populates if the position is a replacement; leave blank if this is an unfilled position
- c. Recruiting Instruction: **Post Internally and Externally**
- d. Recruiting Start Date: **Current Date**
- e. Target Hire Date: **Current Date** - cannot be before the Recruiting Start Date

JOB SECTION

- a. Job Posting Title: automatically defaults from the position
- b. Job Profile: automatically defaults from the position
- c. Job Description: **Enter job description** – copy and paste from WORD document
- d. Worker Sub-Type: automatically defaults from the position
- e. Time Type: automatically defaults from the position
- f. Primary Location: automatically defaults from the position
- g. Additional Locations: **Only select if the position may be filled at multiple locations**
- h. Scheduled weekly hours: automatically defaults from the position
- i. Work Shift: **Select from drop down list**

- j. Compensation Details: automatically defaults from the position
- k. Questionnaires: automatically defaults from the position

ORGANIZATIONS SECTION

- a. Company: automatically defaults from the position
- b. Cost Center: automatically defaults from the position
- c. Attachments: Click **Add**
 - a. Add the Position Description document
 - b. Add any additional materials associated with the job requisition

ASSIGN ROLES SECTION

- a. Role: **Primary Recruiter**
- b. Assigned To: **Search and select name of the Primary Recruiter**

SUMMARY SECTION

- a. Review all information entered
- b. Return to a section to edit as needed
- c. Click **Submit**

Recruiting will initiate the job postings and work with the hiring manager to manage the search, interview, and selection process. Once the final candidate has been selected, Recruiting will manage the hiring and onboarding processes.

LINKS TO RELATED JOB AIDS

Create Position for Staff: <https://share.percipio.com/cd/CwYb-VyvR>

Termination: <https://share.percipio.com/cd/e9E9M27Xi>