Recruiting: Create Job Requisition



Overview

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

<u>Note</u> – 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.

C	Actions
	Create Job Requisition
	My Candidates
	Create Prospect
	Invite to Apply

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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Recruiting Details				
Reason *			$\langle \varphi \rangle \sim$	
Search	:=			
Replacement For				
Search	:=			
Recruiting Instruction select one	▼			
Recruiting Start Date *				
05/04/2023 🖬				
Target Hire Date *				
05/04/2023 🖬				
Target End Date				
MM/DD/YYYY				

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.



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.

Compensation and Benefit	ts Analyst
Justification	
Job Profile *	
Administrative Assistant 2	2 (59904)
Job Description * Compensation analysts re They train to become expe advise senior members of of their employment.	search, implement, and oversee an organization's pay structure- ens on industry salaries, benefits, and remuneration policies and an organization on what to pay team members at various points
Job Families for Job Profi	les
Staff Support	
Worker Sub-Type * Regular	
Fime Type * Part time	
Remote Type + Dn Campus	
Primary Location +	
Main Campus	
Primary Job Posting Loca	tion
Primary Job Posting Loca Main Campus	tion
Primary Job Posting Loca Main Campus Scheduled Weekly Hours	tion

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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Organizations					
Company					
Company * WPU The William Paterson University of New Jersey					
Cost Center					
Cost Center * Financial Aid		ı			
Costing					
Grant		I			
Program		Ø			
Fund		I			
General Operations					
Other					
Event and Initiative		I			
Agency		I			
Capital Project		0			

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.

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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 =

