



# Entering a Job Requisition in Workday

Improving BMC ● Operationally ● Financially ● Culturally

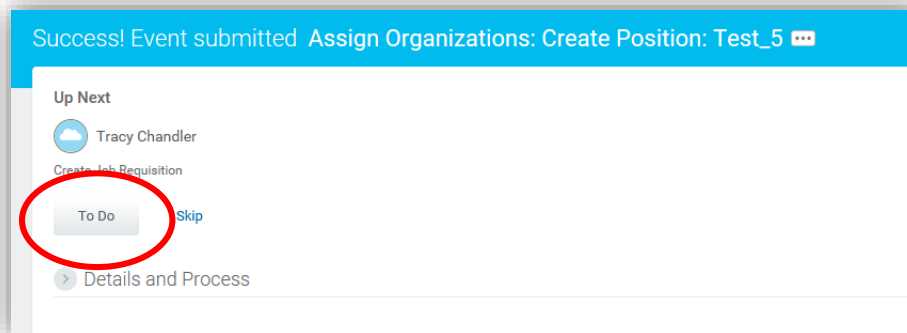
Managers looking to hire for a position must complete a job requisition in Workday. Once the requisition has been completed, your department's recruiter can work to fill the position. Job requisitions need to be created in Workday for one of two reasons: either a newly created position or an existing position being back filled. Provided below are step by step instructions on how to complete a job requisition in Workday.

## Creating a Job Requisition for a new position

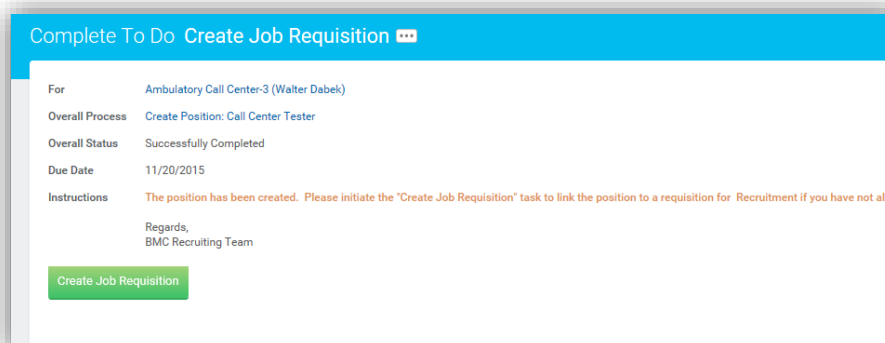
Once a new position has been created in Workday, the system will prompt the manager to create a job requisition. To efficiently work through the hiring process, the requisition should be completed at the same time as the new position is created. If the manager is unable to complete the job requisition at the same time as creating the new position, it can be completed at a later date. Workday will automatically send an Action Item to the manager's Workday inbox, giving the manager access to the job requisition.

After a position has been created the manager will be prompted to create a job requisition.

- 1) Click on the *To Do* icon to begin the process.



- 2) Click on *Create Job Requisition*.



3) Fill out the form information:

- Copy details from existing job requisition: Can select from list of current job requisitions
- Supervisory Organization: The department the requisition is for
- Select *For Existing Position*. A drop box will appear. Select the position that was created to fill the job requisition.
- Worker Type: Employee

4) Click *OK* once form is completed.

The screenshot shows the 'Create Job Requisition' form. At the top, there is a blue header with the title 'Create Job Requisition'. Below the header, there is a warning message: 'If you have NOT created a position prior to initiating this task or are not using a current position you will need to CANCEL this task and CREATE A POSITION. If you are adding a PART-TIME position you will need to MODIFY the Scheduled Work Hours from the defaulted value. If this value has NOT been modified, it will be DENIED by Budget.' Below the warning, there is a note: 'Please ADD all necessary QUALIFICATIONS to this requisition as it is needed to effectively recruit internally and externally. Example: Education = BSN Required'. The form has several fields: 'Copy Details from Existing Job Requisition' (a dropdown menu), 'Supervisory Organization' (a dropdown menu with a red asterisk, showing 'Ambulatory Call Center-3 (Walter Dabek)' selected), 'Create New Position' (a radio button), 'For Existing Position' (a radio button with a blue dot, showing '50180198 Call Center Tester (Unfilled)' selected), and 'Worker Type' (a dropdown menu with 'Employee' selected). At the bottom, there are 'OK' and 'Cancel' buttons.

5) On the *Recruiting Information* screen, fill out the job information required with asterisks (\*):

- Reason: Administrative New Position
- Recruiting Start Date: Enter date that the form is being completed
  - Note: If a future date is entered, your recruiter can not take action until that date has passed
- Target Hire Date: Enter the targeted hire date
  - Note: The target hire date cannot match the recruiting start date

6) Click *Next*.

The screenshot shows the 'Recruiting Information' screen. On the left, there is a sidebar with a progress bar and a list of steps: 'Start', 'Recruiting Information' (highlighted in blue), 'Job', 'Qualifications', 'Attachments', and 'Summary'. The main area is titled 'Recruiting Details' and contains several fields: 'Reason' (a dropdown menu with a red asterisk), 'Replacement For' (a dropdown menu), 'Recruiting Instruction' (a dropdown menu with 'select one' selected), 'Recruiting Start Date' (a date field with a red asterisk and a calendar icon), 'Target Hire Date' (a date field with a red asterisk and a calendar icon), and 'Target End Date' (a date field with a calendar icon). At the bottom, there are 'Back' and 'Next' buttons.

- 7) On the *Job Details* screen, information will be prepopulated. Review the information and complete the remaining fields. Be sure to scroll through the entire form.

The screenshot shows the 'Job Details' screen. On the left is a sidebar with a vertical list of steps: 'Start', 'Recruiting Information', 'Job' (highlighted in blue), 'Qualifications', 'Attachments', and 'Summary'. The main content area on the right is titled 'Job Details' and contains several fields with red asterisks indicating required information. These fields include: 'Job Posting Title' (with the value 'Call Center Tester'), 'Justification', 'Job Profile', 'Job Description Summary' (with the value 'test'), 'Job Description' (with the value 'test'), 'Job Families for Job Profile', 'Worker Sub-Type' (with the value 'Regular'), 'Time Type' (with the value 'Full time'), 'Primary Location' (with the value '85 E. Concord'), and 'Additional Locations'. At the bottom of the main area, there is a 'Scheduled Weekly Hours' field with the value '40'. At the very bottom of the screen are two buttons: 'Back' and 'Next'.

- 8) At the bottom of the *Job Details* screen, is a questionnaire box. The questionnaire will be used by candidates when filling out the job application. Based on your needs for the position one or more questionnaires can be selected.
- Please note: For the internal career site only, select the *Internal Questionnaire*.

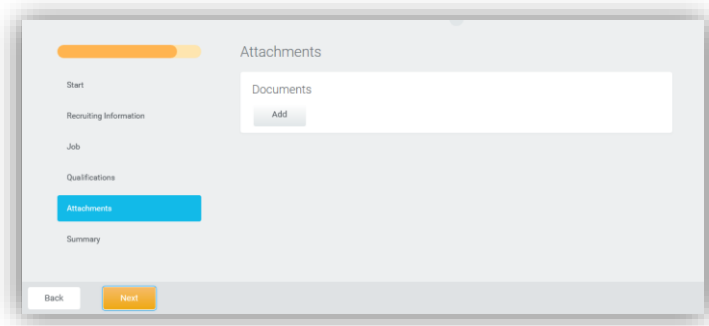
- 9) Once complete, *click Next*.

The screenshot shows the 'Questionnaire' selection screen. It features a list of questionnaire options: 'Internal Career Site - Primary', 'Internal Career Site - Secondary', 'External Career Sites - Primary', and 'External Career Sites - Secondary'. Each option has a small pencil icon to its right, indicating it can be edited. At the bottom of the screen are two buttons: 'Back' and 'Next'.

- 10) On the *Qualifications* screen, enter in the information for each of the qualification subsets required by the candidate. Then, click *Next*.

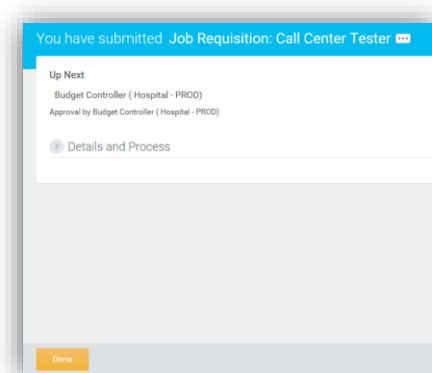
The screenshot shows the 'Qualifications' screen. On the left is a sidebar with a vertical list of steps: 'Start', 'Recruiting Information', 'Job', 'Qualifications' (highlighted in blue), 'Attachments', and 'Summary'. The main content area on the right is titled 'Qualifications' and contains six sections, each with an 'Add' button: 'Education', 'Language', 'Certifications', 'Work Experience', 'Competencies', and 'Responsibilities'. At the bottom of the screen are two buttons: 'Back' and 'Next'.

- 11) On the next screen, managers have the ability to add attachments for the job requisition. If no attachments are required, click *Next*.

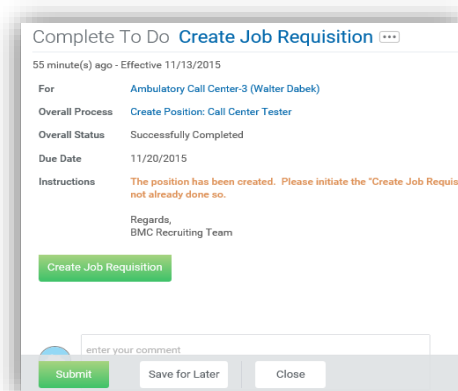


- 12) On the *Summary* screen, review all the entered information for the job requisition. Edits can be made on this screen as necessary. Once information is reviewed, click *Submit*.

- 13) A new screen will populate notifying the manager that the job requisition has been completed. Click *Done* to complete.

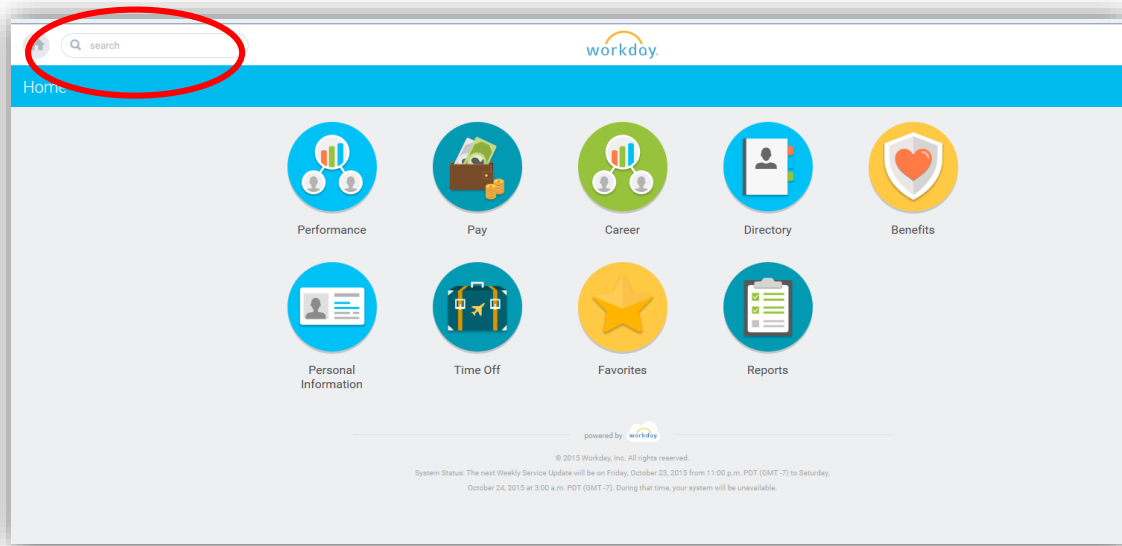


- 14) An Action Item will appear in the manager's Workday inbox. Click *Submit* to complete the job requisition process.

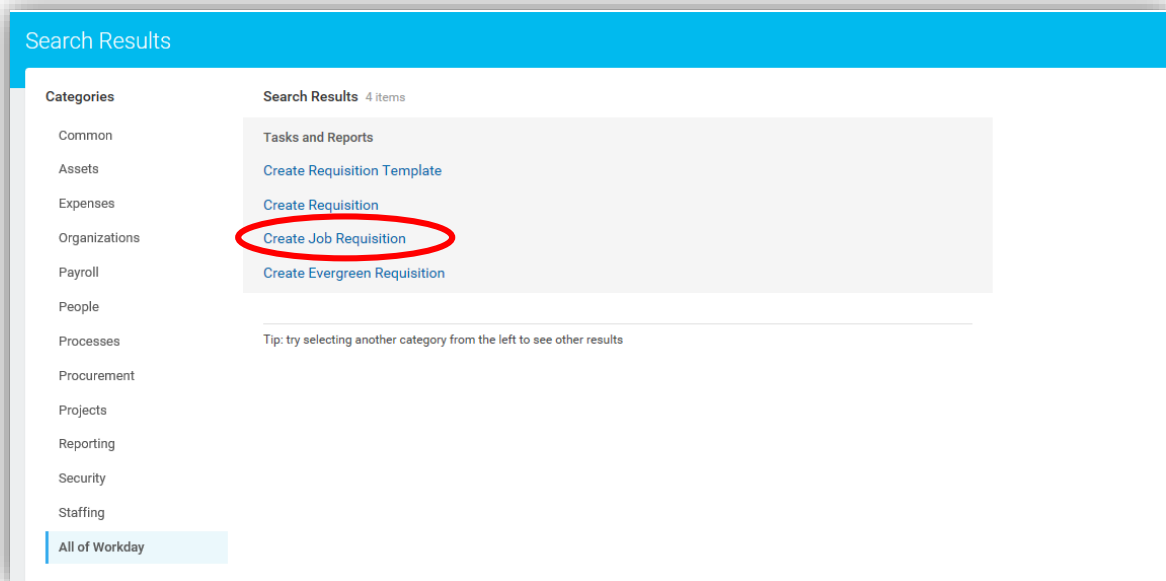


# Creating a Job Requisition for a backfill position

- 1) Log into Workday
- 2) On the home screen, search for *Create Position*.



- 3) Select, *Create Job Requisition*.



4) Fill out the form information:

- Copy details from existing job requisition: Can select from list of current job requisitions
- Supervisory Organization: The department the requisition is for
- Click on *For Existing Position*. A drop box will appear. Select the employee and associated position you are looking to backfill.
- Worker Type: Employee

5) Click *OK* once form is completed.

The screenshot shows the 'Create Job Requisition' form. At the top, there is a blue header with the title. Below the header, there is a block of instructional text in red and black. The form contains several fields: 'Copy Details from Existing Job Requisition' (a dropdown menu), 'Supervisory Organization' (a dropdown menu with a red asterisk), 'Create New Position' (a radio button), 'For Existing Position' (a radio button with a blue dot), and 'Worker Type' (a dropdown menu with a red asterisk). The 'For Existing Position' dropdown is open, showing a selection for '50180198 Call Center Tester (Unfilled)'. The 'Worker Type' dropdown is set to 'Employee'. At the bottom, there are 'OK' and 'Cancel' buttons.

6) On the *Recruiting Information* screen, fill out the job information required with asterisks (\*):

- Reason: Administrative Backfill
- Replacement For: Select employee vacating position
- Recruiting Start Date: Enter date that the form is being completed
  - Note: If a future date is entered, your recruiter can not take action until that date has passed
- Target Hire Date: Enter the targeted hire date
  - Note: The target hire date cannot match the recruiting start date

7) Click *Next*.

The screenshot shows the 'Recruiting Information' screen. On the left, there is a sidebar with a progress bar and a list of steps: 'Start', 'Recruiting Information' (highlighted in blue), 'Job', 'Qualifications', 'Attachments', and 'Summary'. The main area is titled 'Recruiting Information' and contains a 'Recruiting Details' section. This section has several fields: 'Reason' (a dropdown menu with a red asterisk), 'Replacement For' (a dropdown menu), 'Recruiting Instruction' (a dropdown menu with 'select one' selected), 'Recruiting Start Date' (a date field with a red asterisk), 'Target Hire Date' (a date field with a red asterisk), and 'Target End Date' (a date field). At the bottom, there are 'Back' and 'Next' buttons.

- 8) Next on the *Job Details* screen, review the information that has been prepopulated. Then complete the remaining fields. Be sure to scroll through the entire form.

The screenshot shows the 'Job Details' screen. On the left is a sidebar with a vertical menu: 'Start', 'Recruiting Information', 'Job' (highlighted in blue), 'Qualifications', 'Attachments', and 'Summary'. The main content area on the right is titled 'Job Details' and contains several sections, each with a red asterisk indicating a required field: 'Job Posting Title' (with the value 'Call Center Tester'), 'Justification', 'Job Profile', 'Job Description Summary' (with the value 'test'), 'Job Description' (with the value 'test'), 'Job Families for Job Profile', 'Worker Sub-Type' (with the value 'Regular'), 'Time Type' (with the value 'Full time'), 'Primary Location' (with the value '85 E. Concord'), and 'Additional Locations'. At the bottom of the screen are 'Back' and 'Next' buttons, and a small text link 'Download Weekly Hours (X)'.

- 9) At the bottom of the *Job Details* screen, is a questionnaire box. The questionnaire will be used by candidates when filling out the job application. Based on your needs for the position one or more questionnaires can be selected.

- Please note: For the internal career site only, select the *Internal Questionnaire*.

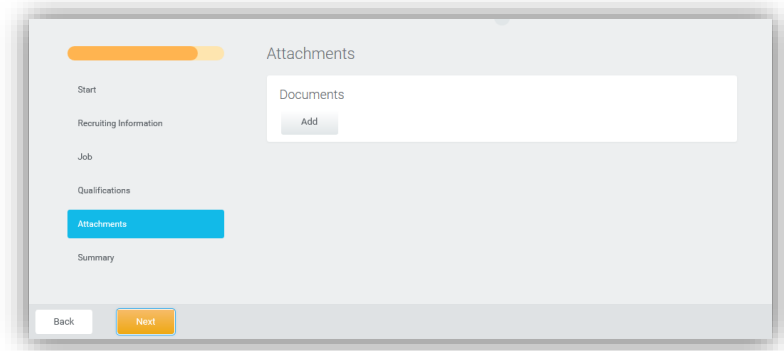
- 10) Once complete, *click Next*.

The screenshot shows the 'Questionnaire' selection screen. It features a list of five questionnaire options: 'Internal Career Site - Primary', 'Internal Career Site - Secondary', 'External Career Sites - Primary', and 'External Career Sites - Secondary'. At the bottom of the screen are 'Back' and 'Next' buttons.

- 11) On the *Qualifications* screen, enter in the information for each of the qualification subsets required by the candidate. Then, click *Next*.

The screenshot shows the 'Qualifications' screen. The left sidebar menu has 'Qualifications' highlighted in blue. The main content area contains six sections, each with an 'Add' button: 'Education', 'Language', 'Certifications', 'Work Experience', 'Competencies', and 'Responsibilities'. At the bottom of the screen are 'Back' and 'Next' buttons.

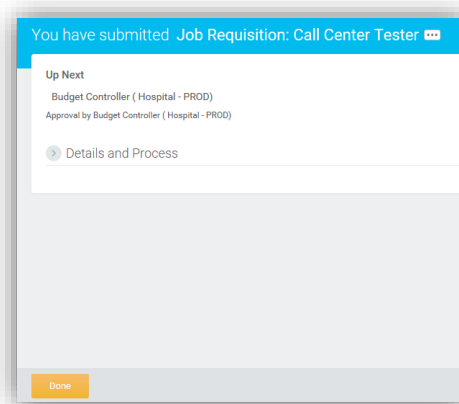
12) On the next screen, managers have the ability to add attachments for the job requisition. If no attachments are required, click *Next*.



The screenshot shows a web interface for adding attachments. On the left is a vertical sidebar with a progress indicator at the top. The sidebar contains links: Start, Recruiting Information, Job, Qualifications, **Attachments** (highlighted in blue), and Summary. At the bottom of the sidebar are 'Back' and 'Next' buttons. The main content area is titled 'Attachments' and features a 'Documents' section with an 'Add' button.

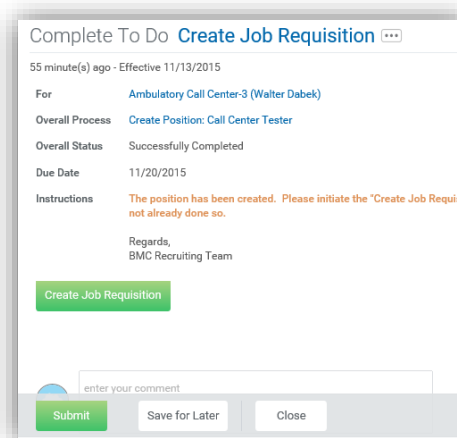
13) On the *Summary* screen, review all the entered information for the job requisition. Edits can be made on this screen as necessary. Once information is reviewed, click *Submit*.

14) A new screen will populate notifying the manager that the job requisition has been completed. Click *Done* to complete.



The screenshot displays a confirmation message: 'You have submitted Job Requisition: Call Center Tester'. Below this, it lists 'Up Next' steps: 'Budget Controller (Hospital - PROD)' and 'Approval by Budget Controller (Hospital - PROD)'. A link for 'Details and Process' is provided. A 'Done' button is located at the bottom of the screen.

15) An Action Item will appear in the manager's Workday inbox. Click *Submit* to complete the job requisition process.



The screenshot shows a 'Complete To Do' notification titled 'Create Job Requisition'. It includes the following details: '55 minute(s) ago - Effective 11/13/2015', 'For: Ambulatory Call Center-3 (Walter Dabek)', 'Overall Process: Create Position: Call Center Tester', 'Overall Status: Successfully Completed', and 'Due Date: 11/20/2015'. The instructions state: 'The position has been created. Please initiate the "Create Job Requisition" process if you have not already done so.' The notification is signed 'Regards, BMC Recruiting Team' and includes a 'Create Job Requisition' button. At the bottom, there is a comment field with 'enter your comment' and three buttons: 'Submit', 'Save for Later', and 'Close'.