Entering a Job Requisition in Workday

Improving BMC ● Operationally ● Financially ● Culturally

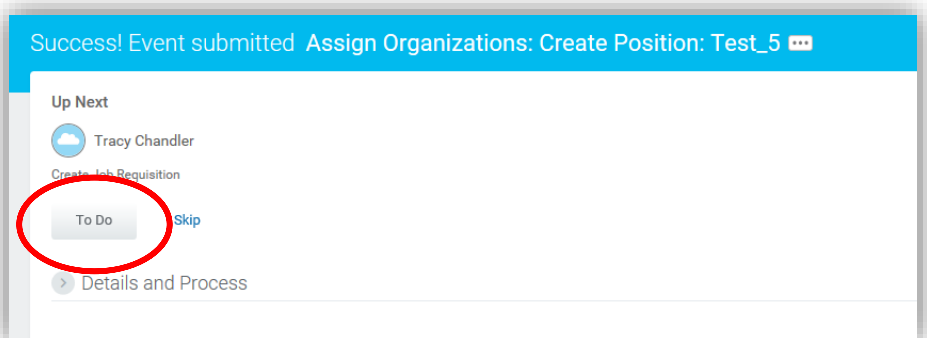
Managers looking to hire for a position must complete a job requisition in Workday. Once the requisition has been completed, your department's recruiter can work to fill the position. Job requisitions need to be created in Workday for one of two reasons: either a newly created position or an existing 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.

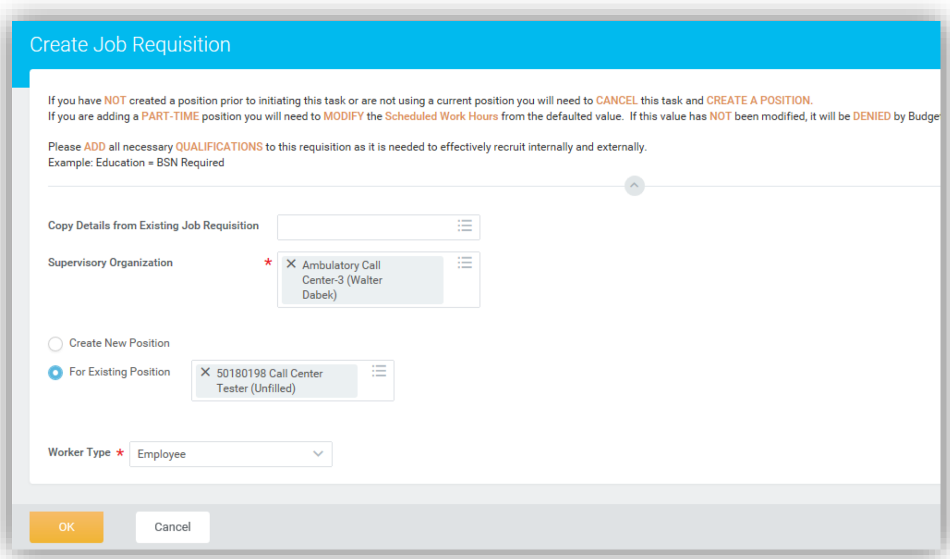


2) Click on *Create Job Requisition*.

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

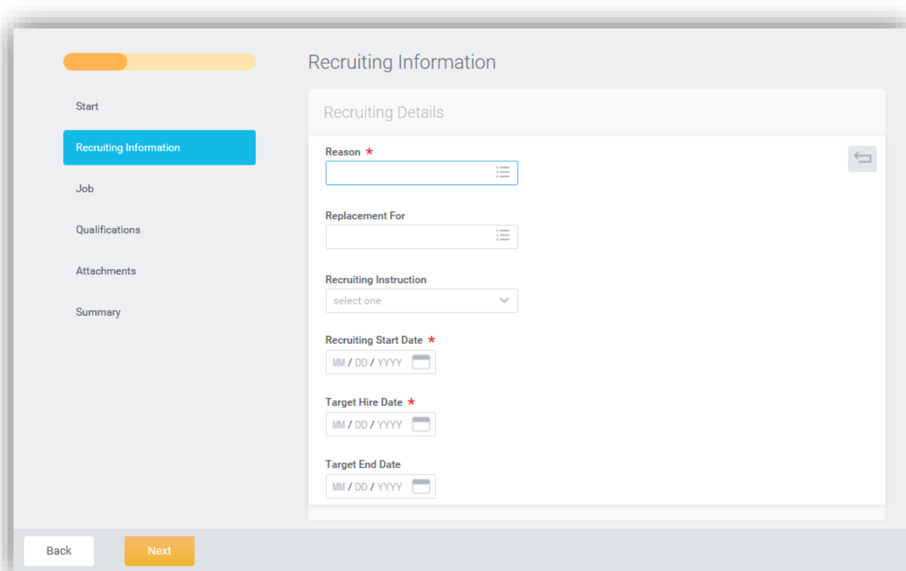
4) Click *OK* once form is completed.



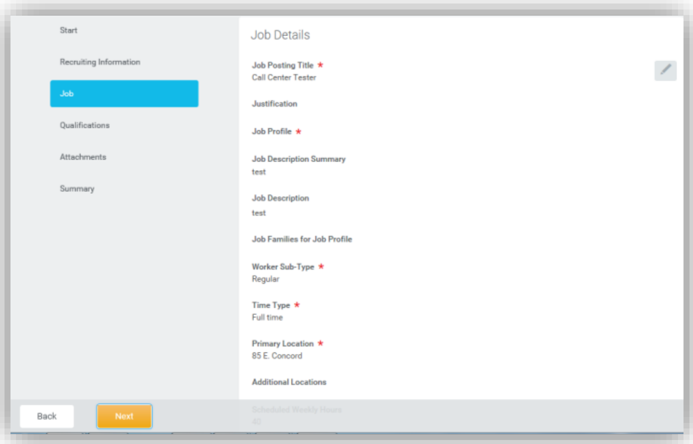
5) On the *Recruiting Information* screen, fill out the job information required with asterisks (*):

- 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*.



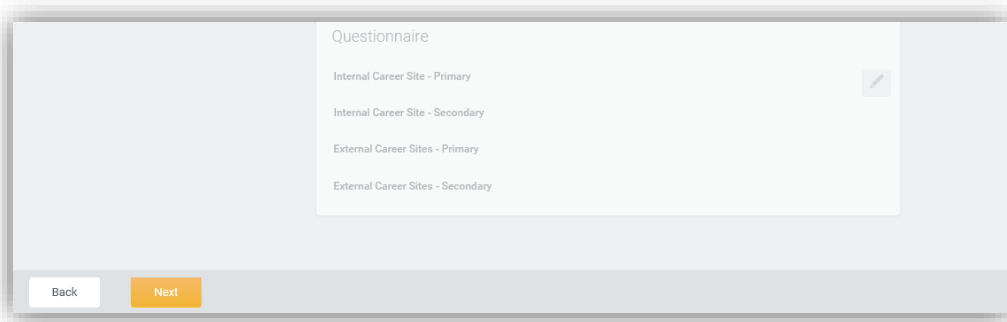
7) On the *Job Details* screen, information will be prepopulated. Review the information and complete the remaining fields. Be sure to scroll through the entire form.



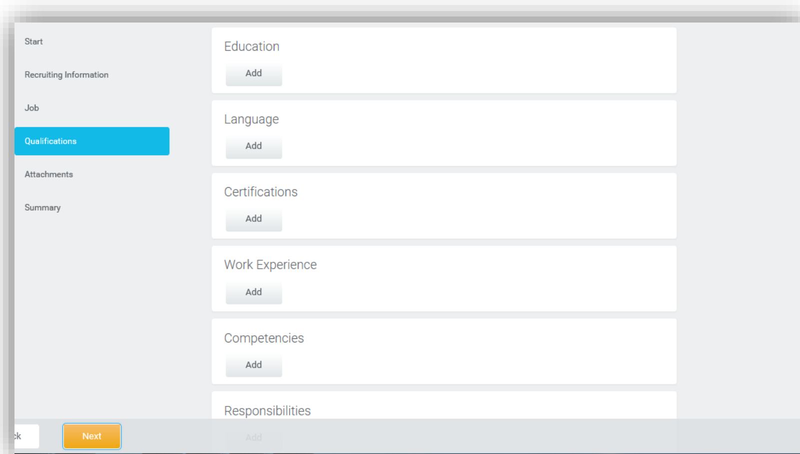
8) At the bottom of the *Job Details* screen, is a questionnaire box. The questionnaire will be used by candidates when filling out the job application. Based on your needs for the position one or more questionnaires can be selected.

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

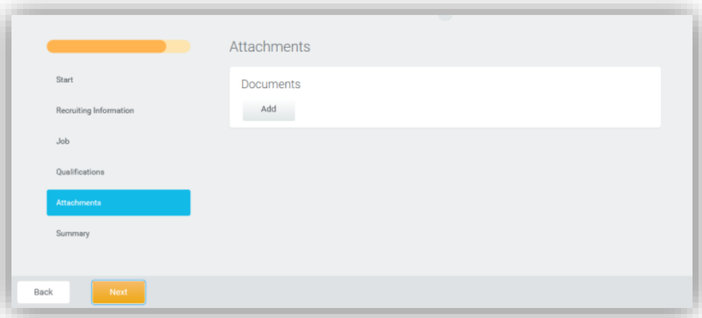
9) Once complete, *click Next.*



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

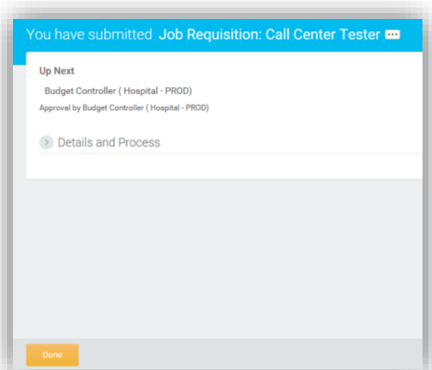


11) On the next screen, managers have the ability to add attachments for the job requisition. If no attachments are required, click *Next*.

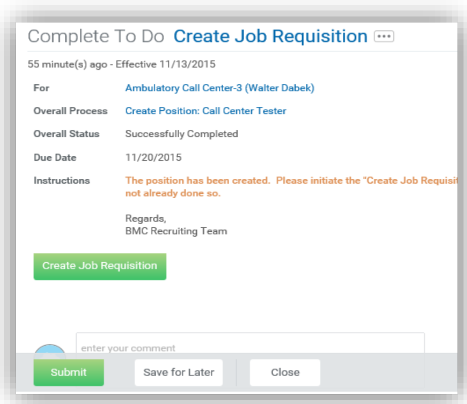


12) On the *Summary* screen, review all the entered information for the job requisition. Edits can be made on this screen as necessary. Once information is reviewed, click *Submit*.

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

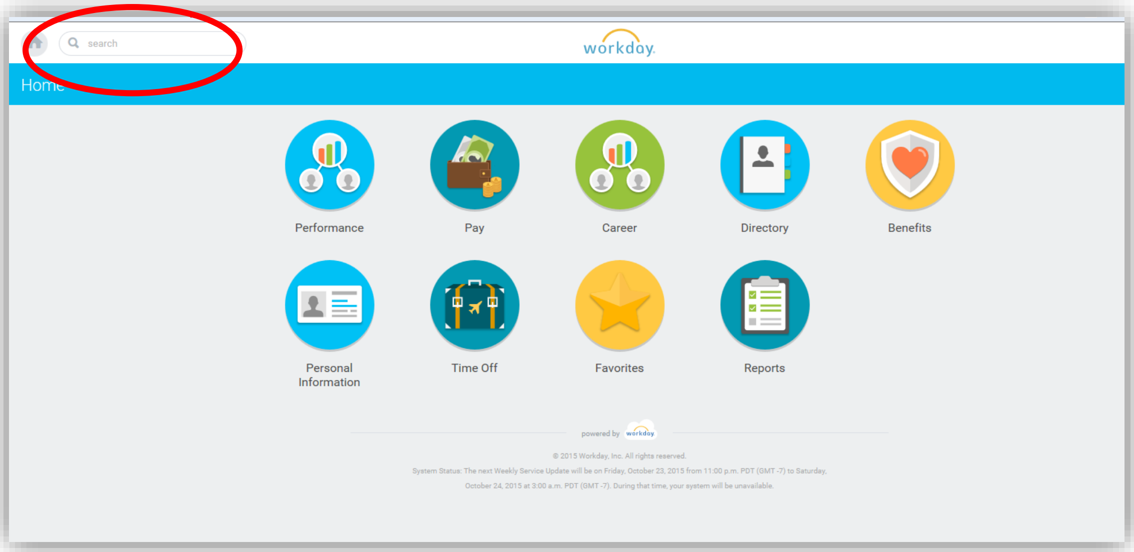


14) An Action Item will appear in the manager's Workday inbox. Click *Submit* to complete the job requisition process.

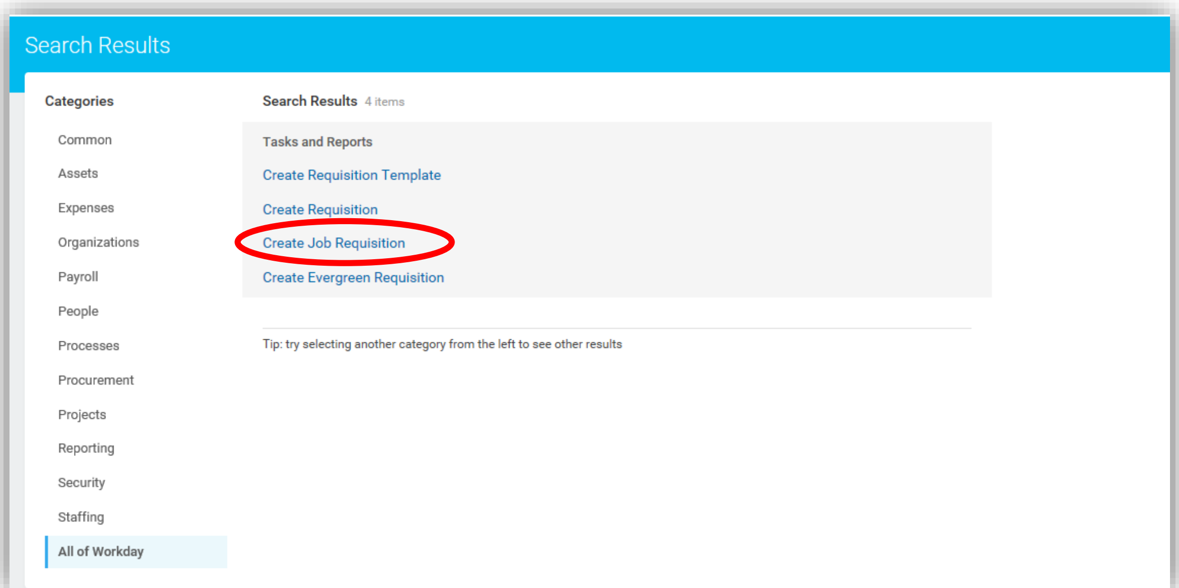


Creating a Job Requisition for a backfill position

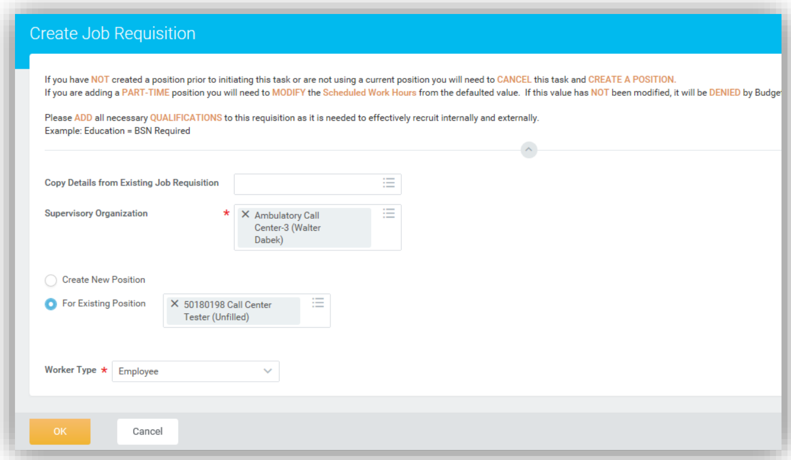
1) Log into Workday
2) On the home screen, search for *Create Position*.



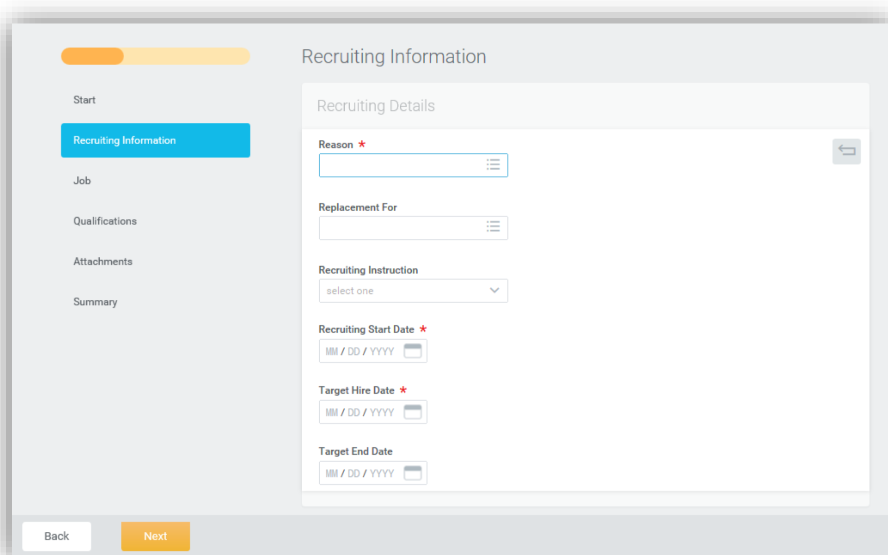
3) Select, *Create Job Requisition*.



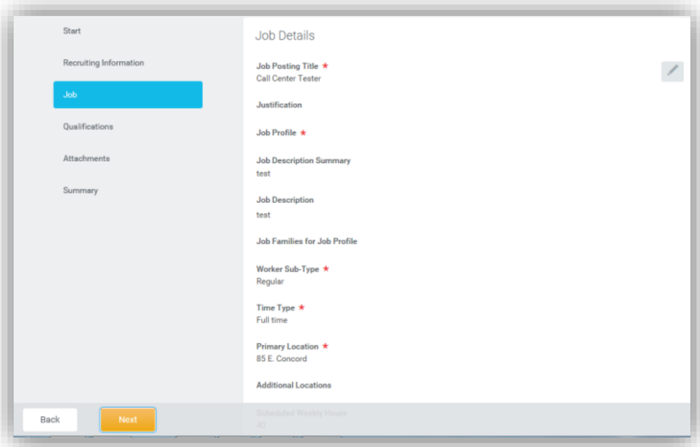
4) Fill out the form information:
   - Copy details from existing job requisition: Can select from list of current job requisitions
   - Supervisory Organization: The department the requisition is for
   - Click on *For Existing Position.* A drop box will appear. Select the employee and associated position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



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*.



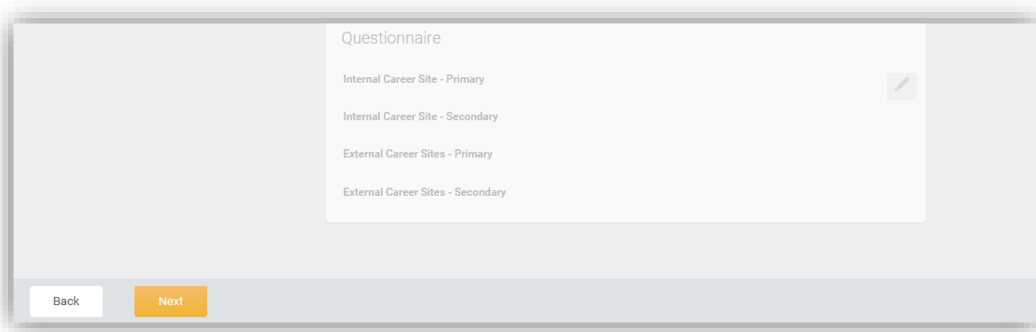
8) Next on the *Job Details* screen, review the information that has been prepopulated. Then complete the remaining fields. Be sure to scroll through the entire form.



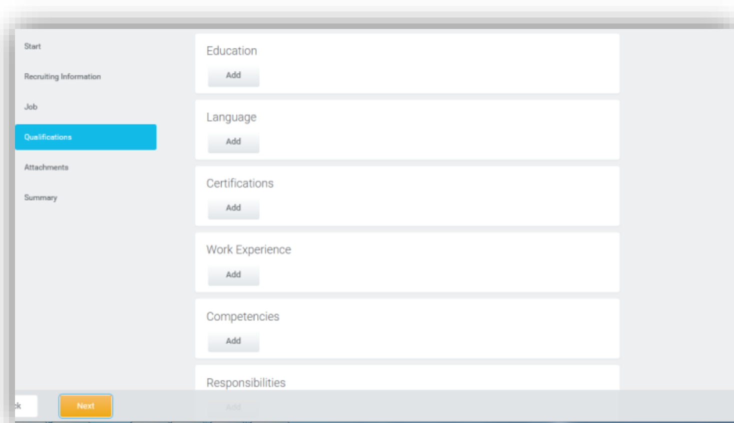
9) At the bottom of the *Job Details* screen, is a questionnaire box. The questionnaire will be used by candidates when filling out the job application. Based on your needs for the position one or more questionnaires can be selected.

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

10) Once complete, *click Next.*



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



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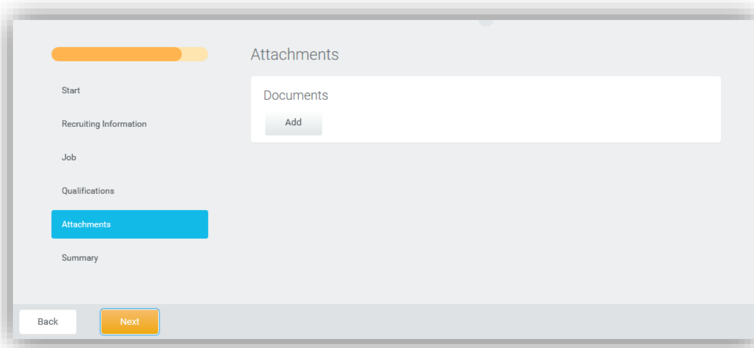

13) On the *Summary* screen, review all the entered information for the job requisition. Edits can be made on this screen as necessary. Once information is reviewed, click *Submit*.

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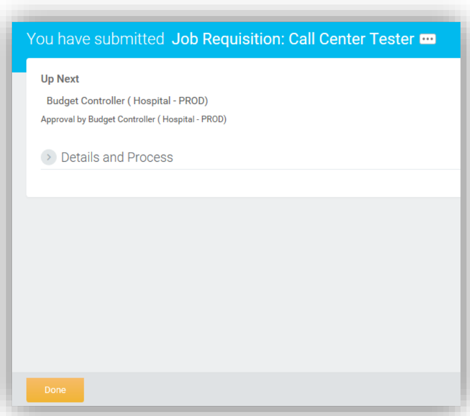

15) An Action Item will appear in the manager's Workday inbox. Click *Submit* to complete the job requisition process.