



## Manager Change when Posting New Position

If a position needs to be posted but the manager has changed since the position was filled, the manager who first appeared will need to start the Job Requisition process. The previous manager will select the new manager where the position is located as the Supervisory Organization for the requisition. Follow the steps below to complete this process.

### From the Workday Homepage:

1. As the PREVIOUS MANAGER, select the **Menu** icon.
2. Select the **Recruiting App** from the Menu.  
**Note:** If the Recruiting app does not appear in your menu, you can add it by selecting **+Add Apps** and searching for **Recruiting**.
3. Under **Actions**, select **Start Job Requisition**.
4. Under **What supervisory organization is this job for?** your name will populate under your current supervisory organization. Type the name of the **new manager or supervisory organization** for which this job will be posted.
5. Under **This job will**, select **replace a worker**.
6. Under **Select a worker to replace**, select or type the **name of the terminated worker**.

Complete the rest of the Job Requisition using the steps in [WDHR-701-Q1 Create a Job Requisition](#). This will transfer over to the new manager once the requisition is completed.

