VUMC BUSINESS EDUCATION

# Create a Job Requisition

Hiring Managers initiate the recruiting process by creating a job requisition to replace a worker for an existing position or a new position to be filled within their Supervisory Organization. A job requisition must be approved by the Manager's manager and in most cases will also go through additional entity reviews prior to being posted. The additional approvals may vary depending on productivity and other variables, and may include a review by the Entity Leader and/or Finance CLC. **Before a job requisition can be created, a position with an assigned costing allocation is needed, if you need to create a new position, follow the steps here.**

## Create a Job Requisition

From your homepage:

**Note: When creating a job requisition for an existing position, please ensure the position has an assigned costing allocation and is available for overlap before the job requisition is created.**

1. Select **View All Apps**.

2. Select **Recruiting**.

3. Select **Start Job Requisition**.

4. Ensure the appropriate **Supervisory Organization** is selected, and then select:

   ***Replace a Worker:*** when replacing an active worker who will be vacating the position, or when replacing a worker who has vacated the position *within* 90 days.

   *or*

   ***Add a Worker:*** if the position is new or has been vacated for *more than* 90 days. This requires an approved available position first.

5. Indicate **the number of job openings**, input the **Job Profile**, and **Job Title.**

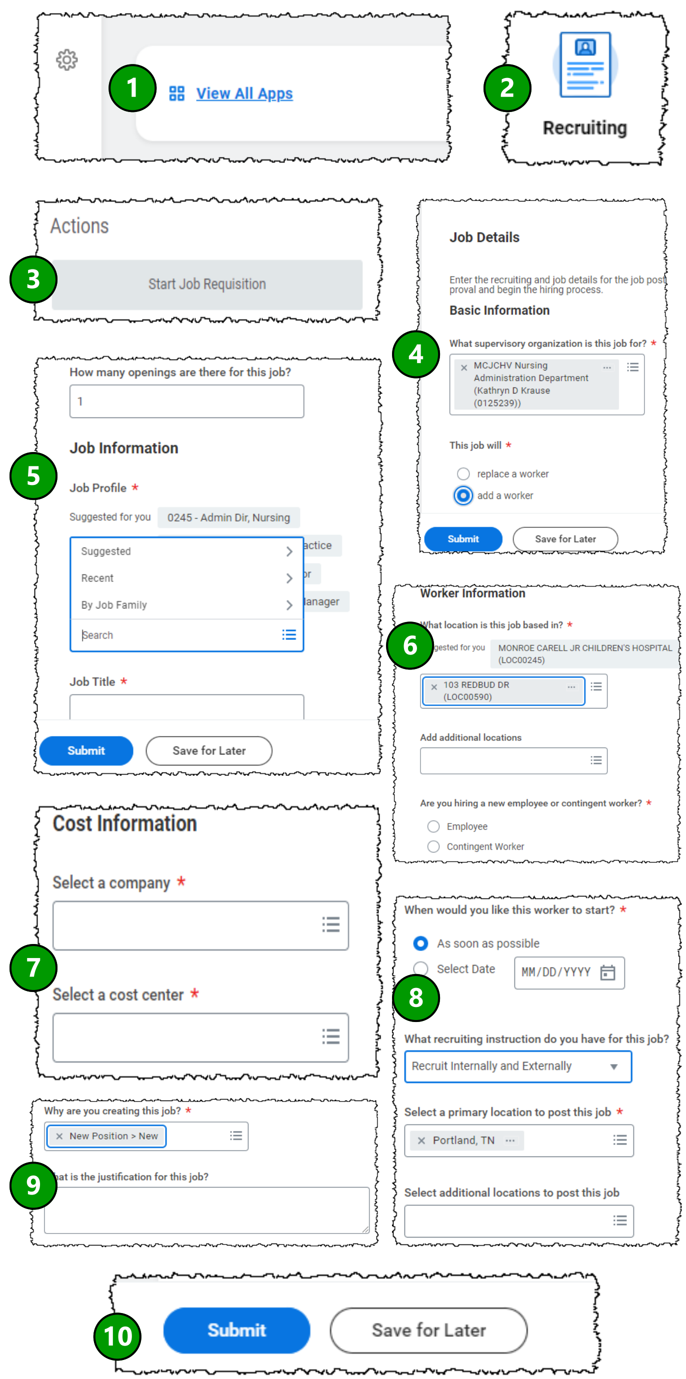
6. Select **Job Location,** and then select **New Employee**

7. Select the **Company** and **Cost Center** funding the position.

8. Select a **Worker Start Date**, **Recruiting Instructions**, and a **Primary Location** for the job posting.

9. Select an option for **why you are creating this job,** and then type in the **justification for the job**.

10. Once you have verified all inputs and selections, you are now ready to select **Submit**.



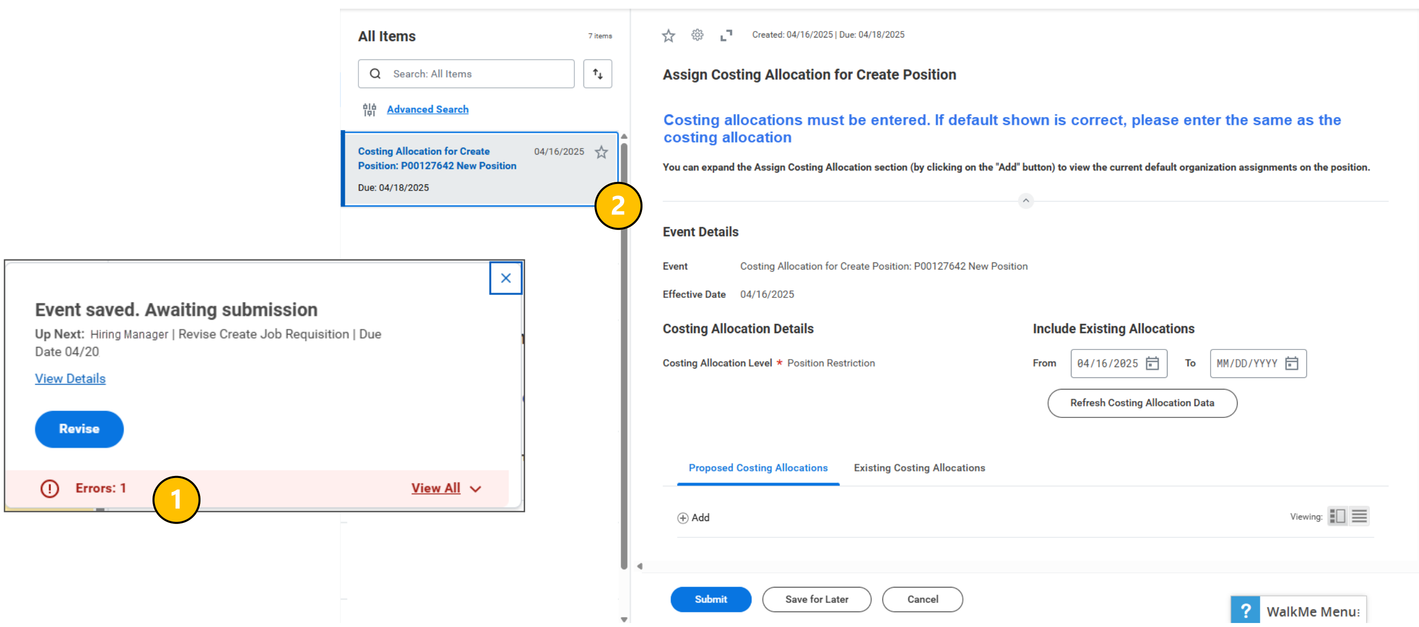
# Create a Job Requisition (Page 2)

## Assign Costing Allocation

1. Costing Allocations are **required** in order to submit a Job Requisition in Workday. Job Requisitions for new positions that do not have an existing Position Restriction Costing Allocation will receive an error when submitted.

2. The Hiring Manager receives a task in their **My Tasks** inbox to Assign Costing Allocation for Create Position when the Create Position task is approved. This must be submitted before the Job Requisition can be submitted.

3. Guides on completing a Payroll Costing Allocation are available on the Training Hub here.




## Create a Job Requisition

1. Once a submitted Job Requisition has been approved by the Hiring Manager's Manager and, if required, Finance CLC and Entity Leader, the Hiring Manager will receive a **My Tasks inbox task to Assign Roles for the Job Requisition.**

2. Select the **Action Item**.

3. Select **More Options** and assign a Recruiter to this job requisition.

4. Select **Submit,** and the job requisition will route to the assigned Recruiter to post the job.