



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 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 is available for overlap before the job requisition is created.

1. Select **View All Apps**.
2. Select **Recruiting**.
3. Select **Start Job Requisition**.
4. A Supervisory Organization will be automatically populated. Ensure the appropriate **Supervisory Organization** is selected, and then select:
 - Replace a Worker:** used only if the prior worker has been terminated in Workday. (ins or
 - Add a Worker:** used for new or vacant positions currently in the supervisory organization.
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**.

The screenshot shows the 'Create a Job Requisition' form in Workday. It is divided into several sections: 'Actions', 'Job Information', 'Job Details', 'Worker Information', 'Cost Information', and 'Why are you creating this job?'. The form includes various input fields, dropdown menus, and radio buttons. Numbered callouts (1-10) point to specific elements: 1. 'View All Apps' button; 2. 'Recruiting' button; 3. 'Start Job Requisition' button; 4. 'Supervisory Organization' dropdown; 5. 'How many openings are there for this job?' input field; 6. 'Job Location' dropdown; 7. 'Company' and 'Cost Center' dropdowns; 8. 'When would you like this worker to start?' date selector; 9. 'Why are you creating this job?' dropdown and 'Justification for this job' text area; 10. 'Submit' and 'Save for Later' buttons.



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11. 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.**
12. Select the **Action Item.**
13. Select **More Options** and assign a Recruiter to this job requisition.
14. Select **Submit**, and the job requisition will route to the assigned Recruiter to post the job.

The screenshot illustrates the steps for assigning roles to a job requisition in the Workday system:

- Step 11:** A notification in the top right corner of the interface reads: "Assign Roles for Job Requisition: R-10 Registered Nurse OR PRN effective 04/22/2022" with a star icon and "4 minute(s) ago - Due 04/24/2022; Effective 04/22/2022".
- Step 12:** The user clicks on the notification to open the "Assign Roles" task.
- Step 13:** In the "Assign Roles" window, the user selects "More Options" (indicated by a green circle) and assigns a recruiter to the role. The assigned recruiter is shown as "P00015726 Director - Joe Turner (01597632)".
- Step 14:** At the bottom of the window, the user clicks the "Submit" button (indicated by a green circle) to complete the assignment.