



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. 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**.

The screenshot shows the 'Create a Job Requisition' form in Workday. The form is divided into several sections, each with a numbered callout:


- 1:** 'View All Apps' button in the top navigation bar.
- 2:** 'Recruiting' button in the top navigation bar.
- 3:** 'Start Job Requisition' button in the 'Actions' section.
- 4:** 'Job Details' section, including 'Basic Information' where a supervisory organization is selected.
- 5:** 'Job Information' section, including 'How many openings are there for this job?' (input: 1), 'Job Profile' (dropdown), and 'Job Title' (input).
- 6:** 'Worker Information' section, including 'What location is this job based in?' (dropdown) and 'Are you hiring a new employee or contingent worker?' (radio buttons).
- 7:** 'Cost Information' section, including 'Select a company' and 'Select a cost center' dropdowns.
- 8:** 'When would you like this worker to start?' section, including 'As soon as possible' (radio button) and 'Select Date' (calendar).
- 9:** 'Why are you creating this job?' section, including a dropdown menu and a text area for justification.
- 10:** 'Submit' and 'Save for Later' buttons at the bottom of the form.



## Create a Job Requisition (Page 2)

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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. At the top, a navigation bar shows icons for chat, notifications (with a '3' badge), tasks (with a '1' badge), and a user profile. Below this, a task notification is displayed: 'Assign Roles for Job Requisition: R-10 Registered Nurse OR PRN effective 04/22/2022', with a star icon and a timestamp of '4 minute(s) ago - Due 04/24/2022; Effective 04/22/2022'. A green circle '12' highlights the task notification. The next step shows the 'Assign Roles' interface with a table. A green circle '13' highlights the 'More Options' menu icon in the table header. A dropdown menu is open, showing an assigned role: 'P00015726 Director - Joe Turner (01597632)'. A final green circle '14' highlights the 'Submit' button in the bottom right corner of the interface.