Create Job Requisition

The Create Job Requisition tip sheet is for Managers.

Using the Recruiting App Dashboard

The Recruiting application dashboard serves as a resource for reviewing candidates and open job requisitions.

Beginning on the Workday homepage, select **Menu > Recruiting**. The recruiting dashboard is divided into four sections:

- **Actions** represent tasks to review or act upon.

- **View** lists available reports related to recruiting activities.

- **External Links** provides a link to the CHESS career site.

- **Recent** lists all recently selected tasks, reports, or links.

Information Needed to Manage Job Requisitions

As an organization, CHESS adheres to a Position Management staffing model. This means a vacant position, whether newly created or a current position to be backfilled, must exist in your supervisory organization before a candidate can be hired. Be sure to take into account the correct strategy before creating a new position or selecting an existing position. Additional approvals will be required for new positions.

Create a Job Requisition

Follow the steps below to create a new position.

1. While in the **Recruiting** app, select **Create Job Requisition**.

2. Optional: Search for and select a similar requisition in the **Copy Details from Existing Requisition** field.

3. In the **Supervisory Organization** field, search and select the manager's name. By default, your organization and name auto-populates.

4. Select **Create New Position** to create a new position.
   OR
   Select **For Existing Position** to select or search for a previously filled position.

5. Select the **Worker Type**.

6. Select **OK**.

Recruiting Information

1.   Select the **Pencil icon** to edit the Recruiting Details section.

2.   Select the **Reason** for creating the job requisition. Use the strategy that aligns with the approach to the position.

> **NOTE**: The Reason **Administrative - Direct to Hire** should rarely be used. Before selecting this option, check with your manager or Recruiting.

3.   The **Replacement For** field auto-populates if backfilling. Leave blank if a replacement is not applicable.

4.   In **Recruiting Instruction**, select a posting instruction.

5.   The **Recruiting Start Date** field defaults to today's date. Enter the date recruiting actions should begin.

6.   In the **Target Hire Date** field, enter the date you'd like the new employee to be hired.

7.   **Target End Date** field is required if the employee type is Fixed Term or if the worker type is a Contingent Worker and is an estimate when the employee will separate. In all other scenarios, this field can be left blank.

8.   Select **Next**.

Job Details

1.   Select the **Pencil icon** to edit the Job Details section.

2.   Type the **Job Posting Title**. This is the title that will display on the job posting.

3.   In the **Justification** field**,** enter the min-mid compensation range, justification for the desired compensation range, and any supporting information.

4.   Enter the **Job Profile**. This populates the **Job Description** for the requisition.

> **NOTE**: If the Job Profile selected is not a job that currently exists in your organization, an alert states **Compensation information is hidden when you select a job profile outside of your organization**. This means you are not privy to the compensation ranges for that job profile because it is new to your college. This alert will not prevent you from moving forward in the process. Please skip the entry of the compensation information.

5.   The **Job Description Summary** is optional and may auto-populate per the Job Profile selected. Add any details about your department that you would like to highlight to market your opening. This displays on the job posting.

6.   The **Job Description** auto-populates per the Job Profile selected. Review and update as needed and contact the Compensation Department to update the default for future use.

7.   The **Additional Job Description** field may auto-populate per the Job Profile. Include the Apply By Date or Best Consideration Date in this field.

8.   In the **Worker Sub-Type** field, select the worker type.

9.   Select the **Time Type**: Full time or Part time.

10.   Select the **Primary Location** for the job requisition.

11.   **Primary Job Posting Location** auto-populates and displays to the candidate.

12.   Optional: Select **Additional Locations.** This field is used if the employee is going to work in multiple locations or you'd like to recruit in multiple areas/locations.

13.   **Additional Job Posting Locations** auto-populates only if Additional Locations are selected.

14.   **Scheduled Weekly Hours** field automatically defaults based on the expected number of hours to work for that location. Manually adjust for a part-time worker.

15.   Optional: In **Work Shift**, select First, Second, Third, or Weekend Shift.

16.   Be sure you have completed all required and applicable fields.

17.   Select **Next**.

Compensation

The Total Base Pay and Guidelines sections auto-populate based on entries in Job Details, Primary Location and whether hourly or salary. These fields are not editable but can be used for information and review.

1.   Select the **Pencil icon** to edit the Hourly or Salary section depending on the Job Profile.

2.   In the **Amount** field, enter the middle of the compensation range for the hourly or salary amount.

3.   The **Currency** and **Frequency** fields default.

4.   Select **Next**.

Assign Roles

This section is used to identify the Primary Recruiter for this requisition. The Primary Recruiter will be the Recruiter that will take most of the action relating to the job requisition.

1.   Select **Add**.

2.   In the **Role** field, select **Primary Recruiter**.

3.   In the **Assigned To** field, select **Allowed Assignees** > **Recruiter**. Select the Recruiter who will lead the recruiting process.

4.   Select [✓] to save the Primary Recruiter.

5.   Optional: Complete the following steps If utilizing a search committee.

    a.   Select **Add**.

    b.   In the **Role** field, select **Recruiting Coordinator (Search Com.)**.

    c.   In the **Assigned To** field, search for the names of the search committee members. Select the checkbox next to each name.

    d.   Select [✓] to save the search committee.

6.   Select **Next**.

7.   Review the summary.

8.   Select **Submit**.

Approval Matrix

Once you submit a Job Requisition, it will be sent to the HR Recruiter for review. Once they review and approve, it is sent to Budget Manager for review and approval. If a new position is created as part of the Job Requisition, additional approvals are expected. You may view the status of the approval process by selecting your Workday Inbox and selecting **Archive**.