This job aid supports all initiators - HR Partner (Primary), Compensation Partner, Department Head, Graduate Student Partner, Employment Coordinator, Executive Recruiter, Manager, and Management Chain who will create positions.

CREATE POSITION

From the Workday home page:

1. In the Search Bar, type **'Create Position'**.

2. Select the appropriate **Supervisory Organization** (if it doesn't pre-populate).

3. Click **OK**.

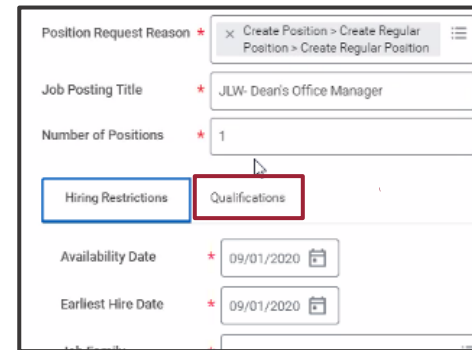4. Using the drop-down prompt menu, select a **Position Request Reason**.
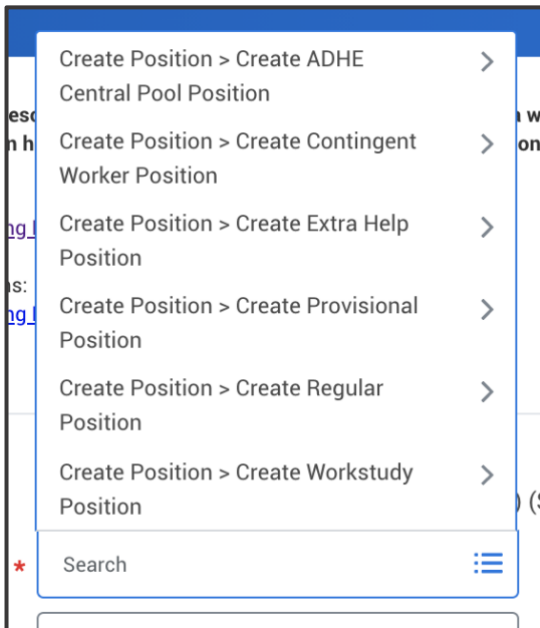
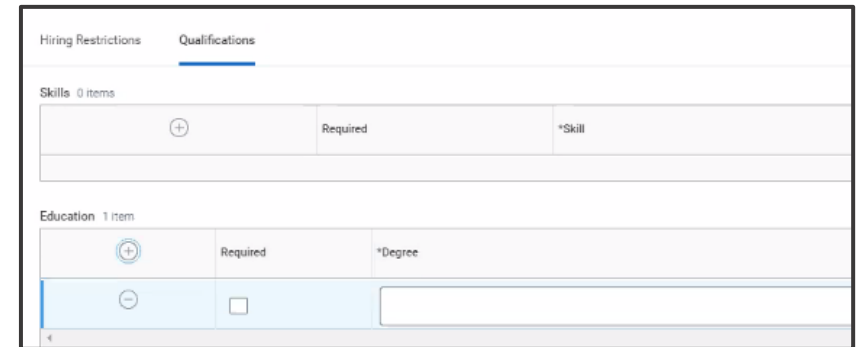5. Enter the **Job Posting Title**.

   > **Note**: This field is what is visible to the applicant when viewing the position.

6. Enter in the **Number of Positions** you are creating.

7. Select the **Qualifications** tab.

8. In the Education section, click the plus button to add a line.

9. Check the box to indicate the Education is required.

10. Select the **Degree** from the drop-down menu.

11. Select the **Field of Study** from the drop-down menu.

12. In the **Responsibilities** section, click the plus button to add a line.
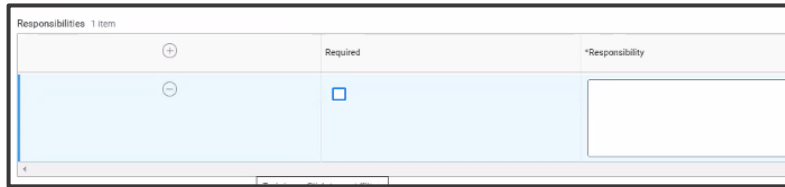
13. Check the box to indicate the Responsibility is required.

14. Enter details of Responsibilities.

   Responsibilities are a description of the core duties and responsibilities performed in this position and a percentage allocated for the different job duties equal to 100%.

15. Select the **Hiring Restrictions** tab.
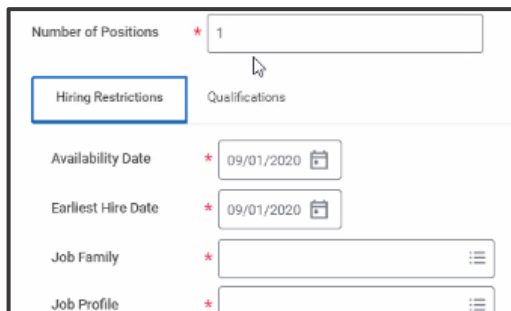
16. Select the **Availability Date**. (*The date that the position will be available to open a requisition and begin the search to fill*

position).

17. Select the **Earliest Hire Date**. (*The date that the position can be filled. The position cannot be filled prior to this date*)

18. From the drop-down prompt menu, select the **Job Profile** for the position(s).

> Note: Be careful to note and select the appropriate Job Profile, whether **Exempt** or **Non-Exempt**. Remember that only **Non-Exempt** employees will have access to enter time.

19. Select the related actions button next to the Job Profile.
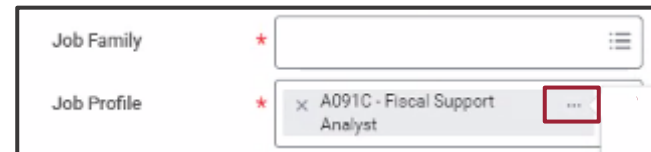
The Job Profile pop-up screen displays. Note the Job Family in the pop-up.

20. From the **Job Family** section, select the appropriate family for the position, as listed on the Job Profile pop-up.

21. Type to add the **Summary of Job Duties**. (*The summary of job duties feeds to the job requisition*)

Note: **Summary of Job Duties** and **Qualifications** will auto-populate for Classified positions. Do not delete populated information in these fields. Additional information may be added as needed.

22. Add **Qualifications** for the position(s) (*This includes the minimum qualifications, preferred qualifications and the knowledge, skills, and abilities. This feeds to the job requisition*).

23. Using the drop-down menu to select the main campus **Location** for the position.

24. Using the drop-down prompt menu, select either full time or part time from the **Time Type**.

25. Select the **Worker Type**. (*Indicates if the position is for an employee or contingent worker*)

26. From the drop-down list, select the **Worker Sub-Type**. (*Indicates the type of appointment for the employee or contingent worker*

Note: Remember to select

- **Less than Annual Appointment** for Adjunct Faculty

- **Temporary (Fixed Term)** for Extra Help Hourly positions.

27. Add **Comments**, if needed.

28. If an **Attachment** is needed, you can upload. (There may be instances you need supporting documents for the position you are creating).

29. Click **Submit** or **Save for Later** if not ready to submit.

NEXT STEPS

After the initial position is created, the initiator will continue the process by editing additional data. Reference the QRG for Edit Additional Data for more information.

Once the Additional Data and Position Percentage are added, the request will route to the Department Head, and then to the Graduate Student Partner or the Workstudy Partner, if applicable. The Compensation Partner will then review and assign the pay group.