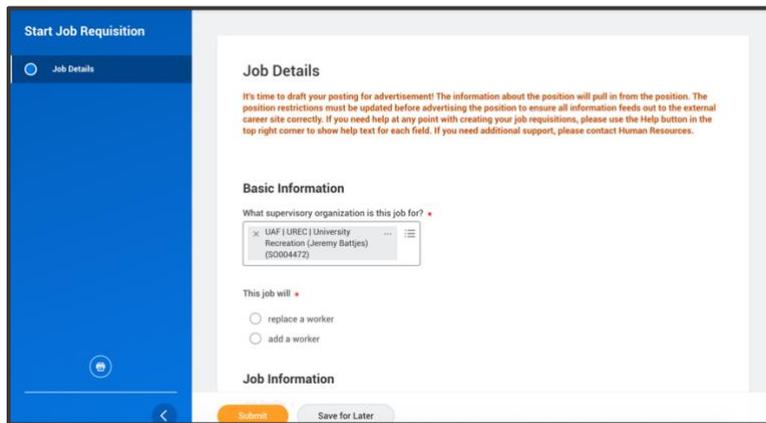


A job requisition is used to initiate recruitment to fill a position. This job aid supports departmental initiators, such as Employment Coordinators, Department Heads, and Managers.

From the Workday Home page:

1. Enter 'Start Job Requisition' in the Workday search bar.

The *Start Job Requisition* screen displays.



JOB DETAILS

BASIC INFORMATION

1. Select the **supervisory organization** for the job.
2. Indicate if the job will **replace a worker** or **add a worker**. If you elect to replace a worker, their information will populate once you indicate the worker they are replacing.

JOB INFORMATION

3. Select the appropriate **job profile**.
4. Enter the **job title**.
5. Enter the **summary of job duties**.
6. Enter the **qualifications**.

WORKER INFORMATION

7. Select **location** that the job is based in, usually the institution.
8. Indicate if you are hiring an **employee** or a **contingent worker**.
9. Indicate if the job is **part time** or **full time**.
10. Enter the **scheduled weekly hours**.
11. Enter the **qualifications**.

COST INFORMATION

12. Select the appropriate **company**.
13. Select the appropriate **cost center**.
14. Indicate if you are hiring an **employee** or a **contingent worker**. If selecting an employee, you will then be asked to select the **type of worker**.

RECRUITING INFORMATION

15. Indicate the date you would like the worker to start.
16. Select the appropriate posting option in the **recruiting instruction** section.
 - **Posting Not Required** – by selecting the posting not required option, the position will not post internally or externally.
 - **Post Internally and Externally** – this option will post the posting on the institution’s internal posting site and the external posting sites.
 - **Post Internally Only** – this option will post the position on the internal career site only.
17. Select the **primary location** for the position, and an additional location if needed. The primary location will populate based on the company selected in the Worker Information section.
18. Select the reason for creating the job.
19. Click **Submit** to proceed to Additional Information for Job Posting page.

ADDITIONAL DATA FOR JOB REQUISITION

Up next is the Edit Additional Data task. This will generate additional information to the job posting.

1. Review the additional data that can be added to the job requisition/posting. Fields indicated with a red asterisk must be completed. Read the questions carefully and complete all required and applicable fields.

NEXT STEPS

The Job Requisition request and the Additional Information for the Job Requisition will then route for review and approval.