

A job requisition is used to initiate recruitment to fill multiple positions. This job aid supports initiators of Recruiters, HR Partners, Executive Recruiters, Managers, and Employment Coordinators.

CREATE JOB REQUISITION

From the Workday homepage:

1. Type and select **Create Job Requisition** in the search bar.
2. Select the correct **Supervisory Organization**.
3. Click the radio button next to **For Multiple Existing Positions**.
4. Click **OK**.

A screen will open with all positions under that supervisory organization.

5. Select the **Defaulting Position**.
6. On the grid, select identical positions (positions which all share the same job profile).

Defaulting Position		
* P00011442 Human Resources Specialist (Unfilled)		
6 items 2 selected		
<input type="checkbox"/>	Position	Job Profile
<input checked="" type="checkbox"/>	P00011442 Human Resources Specialist (Unfilled)	R036CNE - Human Resources Specialist
<input checked="" type="checkbox"/>	P00029129 Personnel Manager	R036CNE - Human Resources Specialist



Note: Be sure you have selected identical positions, as Workday will not alert you that you have selected mixed positions at this step.

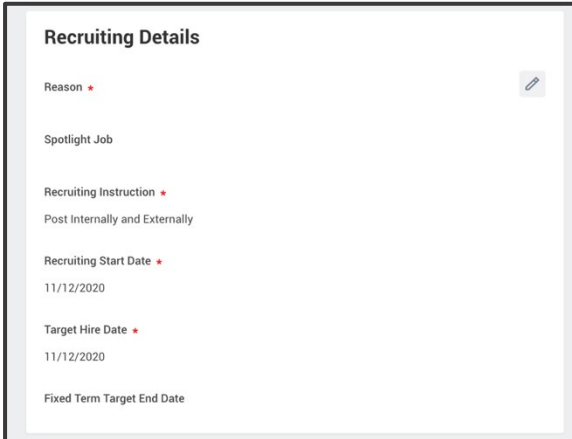
7. Click **OK**.

A job requisition can also be initiated from the Recruiting app.

RECRUITING DETAILS

1. Select the appropriate **reason** for the job requisition.
2. Check the **Spotlight Job** box, if applicable.
3. Select the appropriate posting option in the **Recruiting Instruction** section.
4. Select the appropriate posting option in the **recruiting instruction** section.
 - **Posting Not Required – Sourcing from Evergreen** – 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.
 - **Post to Waiver Site** – used for jobs using an internal or external waiver
 - **Post to Workstudy Career Site** – used for workstudy positions

5. Select the **Recruiting Start Date** in the field. This is the date you want the job to post.
6. Select **Fixed Term Target End Date**, if required for the position.



The screenshot shows a 'Recruiting Details' form with the following fields:

- Reason *
- Spotlight Job
- Recruiting Instruction *
Post Internally and Externally
- Recruiting Start Date *
11/12/2020
- Target Hire Date *
11/12/2020
- Fixed Term Target End Date

7. Click **Next** to proceed to the Job section.

JOB DETAILS

8. Review the **Job Details** page.
9. The details of this section are linked to the position. Click the pencil icon to edit if needed. Required fields include:
 - **Job Posting Title**
 - **Job Profile**
 - **Summary of Job Duties**
 - **Qualifications**
 - **Worker Sub-Type**

- **Primary Location**
- **Primary Job Posting Location**



Note: For UAMS positions, the **Job Posting Title** field is limited to 50 characters.

10. Scroll down the following sections, select the appropriate options to edit, **if applicable**:

- **Link to Evergreen Requisition**
- **Questionnaire** (Primary and Secondary Questionnaire will default and do not need to be changed).
- **Assessments**

11. Click **Next** to proceed to the Qualification section.

QUALIFICATIONS

The **Qualifications** section is populated from the position.

12. Click **Next** to proceed to the Organization section.

ORGANIZATIONS

The **Organizations** screen details defaults from the Supervisory Organization where the job requisition was created.

13. For accuracy review the following sections:

- **Company**
- **Cost Center**
- **Costing**
- **Other**

14. Click the edit icon to make necessary changes.
15. Click **Next** to proceed to the Attachments section.

ATTACHMENTS

Attachments is used to add supporting documentation to the job requisition.

To upload the blueprints for advertisement, a questionnaire if applicable and/or email documentation for preapprovals, complete the following steps:

16. Click **Add** to upload the supporting documentation.
17. Follow the prompts to attach the file(s).
18. Click **Next** to proceed to the compensation section.

COMPENSATION

The **Compensation** section is populated from the position.

19. Click **Next** to proceed to the **Summary** screen.

SUMMARY

The **Summary** page opens the summary view allowing all entries to be viewed and double checked for accuracy.

20. Edit any information as needed by clicking the pencil icon in each section. If all information looks correct, click **Submit**.

ADDITIONAL DATA FOR JOB REQUISITION

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

21. 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.

The approval routing for a job requisition differs by institution.

UAF, UADA, ASMSA, UACCM, CJI, PCCUA, UAM, and UAHT: Department Heads and the Assistant Vice Chancellor/Dean must be added as an ad-hoc approver if it should route to them.

UAMS, UACCB, UACCRM, UAPTC, CCCUA, AAS, AREON, UACS, UASYSEV, and UASYS: Department Head approval is required and will route automatically. Assistant Vice Chancellor/Dean must be added as an ad-hoc approver if it should route to them.

UALR, UAFS, and UAPB: Job requisitions will be automatically routed to Department Heads and the Assistant Vice Chancellor/Dean for approval.

ASSIGN ROLES

Recruiters will also be deployed a task to assign roles. This

enables you to assign roles to the job requisition that will recruit for this position. The Recruiter for Job Requisition and Recruiting Coordinator for Job Requisition roles are necessary for each job requisition.

Roles to be assigned are:

- **Executive Recruiter (confidential job requisition)**
- **Recruiting Coordinator**
- **Recruiter for Job Requisition**
- **Search Committee Member (Job Requisition)**