

Recruiter: Create a Job Requisition



Create a Job Requisition

Create Job Requisition is used to **post/advertise** an open position. If it is a new position, the position must have been created and approved before the job requisition process can be started. See the Create a Position reference guide on the Workday 2020 website. Verify that funding is available for the position by contacting the Office of Budget and Planning.

- 1) Enter **Create Job Req** into the *Search* bar and select **Create Job Requisition–Task**.

A screenshot of the Workday search bar. The search bar contains the text "create job req". Below the search bar, a dropdown menu is visible, showing the search results. The first result is "Create Job Requisition - Task", which is highlighted in grey.

- 2) Confirm the **Supervisory Organization** for this position is correct. This should be defaulted as your department. If not, click the **prompt icon** to search for your department.

A screenshot of the "Create Job Requisition" form in Workday. The form has a green header with the title "Create Job Requisition". Below the header, there are several sections. The first section is "Copy Details from Existing Job Requisition" with a dropdown menu. The second section is "Supervisory Organization" with a red asterisk and a dropdown menu. The dropdown menu is open, showing a list of options: "X TEST Testing and Quality (Workday 24 [C])", "Search", "Search by Manager or Organization Name", "Supervisory Organizations by Manager", "Supervisory Organizations by Manager Hierarchy", "Supervisory Organizations", and "Active Supervisory Organizations by Hierarchy". The "X TEST Testing and Quality (Workday 24 [C])" option is selected and highlighted. The third section is "Worker Type" with a red asterisk and a dropdown menu showing "Employee".

- 3) Select **For Existing Position** and click the **prompt icon** to select from a list of all positions in the department. Note- Use **Copy Details from Existing Job Requisition** to replicate information from a previous or existing job requisition, when positions are the same or very similar. Do **NOT** use “Create New Position” when creating a job requisition.
- 4) Select **Employee** as the **Worker Type**.
- 5) Click **OK**.

The screenshot shows the 'Create Job Requisition' form. At the top is a green header with the title 'Create Job Requisition'. Below the header, there is a section for 'Copy Details from Existing Job Requisition' with a text input field and a prompt icon (three horizontal lines). Below this is the 'Supervisory Organization' field, which is a dropdown menu showing 'TEST Testing and Quality (Workday 24 [C])' with a red asterisk indicating it is required. Below the dropdown are two radio buttons: 'Create New Position' (unselected) and 'For Existing Position' (selected). To the right of the 'For Existing Position' radio button is a text input field with a prompt icon. Below the radio buttons is the 'Worker Type' field, which is a dropdown menu showing 'Employee' with a red asterisk indicating it is required. At the bottom of the form are two buttons: 'OK' (orange) and 'Cancel' (grey).

- 6) Under **Recruiting Information**, click the pencil icon to complete the fields. Click the **checkmark** to save.

The screenshot shows the 'Recruiting Information' section of a form. On the left is a sidebar with a list of tabs: 'Start', 'Recruiting Information' (highlighted in blue), 'Job', 'Organizations', 'Attachments', 'Compensation', 'Assign Roles', and 'Summary'. The main content area is titled 'Recruiting Information' and contains a section titled 'Recruiting Details'. This section has five fields, each with a red asterisk indicating it is required: 'Reason', 'Replacement For', 'Recruiting Instruction', 'Recruiting Start Date' (with the value '06/04/2019'), and 'Target Hire Date'.

- **Reason:** Choose from the following:
 - Direct Hire – Direct Appointment approved by the Compliance and Labor Relations Office and Vice President for Human Resources and bypasses standard recruitment procedures.
 - Recruiting – Standard post/fill process OR Standard post/recruitment process OR Standard post/advertise process.
 - Conversion – DO NOT select (if prompted). This is for HR only.

The image shows a web form with a field labeled 'Reason' with a red asterisk. A dropdown menu is open, displaying a search bar and two options: 'Create Job Requisition > Direct Hire' and 'Create Job Requisition > Recruiting'. Each option has a right-pointing arrow. The dropdown is highlighted with a blue border.

- **Replacement For:** Select the individual that this new hire will be replacing, if this is a replacement.
 - **Recruiting Instruction:** Select how this requisition should be advertised.
 - **Recruiting Start Date:** Use the current date.
 - **Target Hire Date:** The anticipated date of when the new hire should start in the position. For Faculty positions, use the first day of the term in which they will start.
 - **Target End Date:** Leave this field blank.
- 7) Click **Next**.
- 8) Confirm the information under **Job Details** is correct. This information is defaulted in from the Position information. To make changes, click the pencil icon.
- **Job Posting Title** should be descriptive as it flows into the job posting. (Examples; Program Assistant - School of Nursing, Adjunct Faculty - Physics, Assistant Director - Residence Life)
 - **Justification** should include the justification or comments for requesting the position.
 - **Job Profile** is defaulted in from the Position.
 - **Additional Job Profiles** is used for certain faculty positions. Contact the Provost Office for additional details.
 - **Job Description Summary** is defaulted in based on the Job Profile. This information is not included in the job posting.

Create Job Requisition

Start

Recruiting Information

Job

Organizations

Attachments

Compensation

Summary

Job

Job Details

Job Posting Title *
Quality Assurance Lead

Justification

Job Profile *
Professional Services Specialist 4 (AFT)

Additional Job Profiles

Job Description Summary
Under the coordination of a Professional Services Specialist II level or higher, is responsible for performing basic professional functions using established policies, procedures, precedents and guidelines; does related work as required.

- The **Job Description** must include the following: Overview, Responsibilities and Required and Preferred Qualifications of the position. This information is critical, as it will feed into the job posting. Note- This information can be copied from another document and pasted into this section. When copying, the information needs to be copied from a Rich Text Format (RTF) document versus a Word document.
- **Additional Job Description** should include instructions on how candidates should apply, such as “Attach a cover letter and resume when applying for the position”. Note – The Workday system allows for multiple files to be attached to an application.
- **Job Families for Job Profiles** defaults in from the Position.
- **Worker Sub-Type** should default in as **Regular**.
- **Time Type** defaults in from Position (**full-time** or **part-time**).
- **Location fields** defaults in from Position and are the general site(s) from which this position will work.

Job Description *

Reviews and interprets applicable principles, federal and/or state laws and regulations in the course of official duties. Consults with the supervisor concerning progress on assignments and to resolve problems. Establishes liaison and coordinates activities

Additional Job Description

Job Families for Job Profiles

Professional Non-Tenured

Worker Sub-Type *

Regular

Time Type *

Full time

Primary Location *







Main Campus

Primary Job Posting Location *

Montclair, NJ

Additional Locations

- 9) **Scheduled Weekly Hours** defaults in as 35. Adjust this value as needed for the particular job. NOTE- Make sure to discuss the scheduled weekly hours with Compensation and Classification BEFORE beginning this process.
- 10) **Work Shift** leave blank.
- 11) Click **Next**.
- 12) Information under **Organizations** is defaulted in from the Position. Confirm the **Cost Center**, **Fund** and **PS Account** are correct. To make changes, click the pencil icon.

Cost Center	
Cost Center *	
2502101 ACCOUNTING & FINANCE	
Costing	
Fund	
10 Unrestricted	
Other	
Activity Code	
General Code	
University Event	
PS Account	
54005 ADMINISTRATIVE SUPPORT	

13) Click **Next**.

14) From the **Attachments** screen, click **Add** to attach the following:


- *Recruitment Plan template* which hiring managers should complete to provide information on where the position should be advertised and the list of Search Committee members. This is located on the Talent Acquisition section of the Human Resources website. Note- Any changes to this original committee should be sent to the Primary Recruiter via email.
- Any other attachments as needed.

15) Click **Next**.

16) Under **Compensation**, confirm the Compensation Guidelines are correct. This information is defaulted in from the Position. If you need to make changes click the pencil icon.

17) Click **Next** to perform a final review of all job requisition information on the **Summary** screen. At the bottom of the Summary screen, enter % of FTE in the **Comment** section if this is a part-time position.

18) Click **Submit**.



Approval Process

The process moves forward for additional reviews and approvals to the list below.

Note- any of the approvers in the approval process can send the request back to the Initiator from a specific point within the process. The Initiator needs to make the required changes, confirm all data going forward is correct, and resubmit the request.

- Compensation Analyst
- Hiring Manager
- Unit Head
- Vice President
- Budget Manager and/or Grant Specialist
- Vice President, Human Resources

Once approved, a job requisition number will be assigned. The Initiator will receive a notification in their Inbox under **Archive** with the job requisition number.

The screenshot displays the 'Inbox' interface. On the left, under the 'Archive' tab, there is a list of actions sorted by 'Newest' from the last 30 days. The actions include:

- Job Requisition: R1000902 Jr Accountant
30 minute(s) ago - Successfully Completed: Monica Tejada
- Create Position: Jr Accountant
1 day(s) ago - Successfully Completed
- Create Position: Sr Account Manager
1 day(s) ago - In Progress: Yanling Sun
- Create Position: Instructional Designer for Web Content
4 day(s) ago - Successfully Completed
- Job Requisition: R-1000892 Instructional Designer for Web Content

The main area shows a 'View Event' for 'Job Requisition: R1000902 Jr Accountant'. It indicates the event was completed 30 minutes ago by Monica Tejada. The event details show it was for 'Instructional Technology and Design Services (Yanling Sun)' and is 'Successfully Completed'. Below this, there are two tabs: 'Details' (selected) and 'Process'. Under the 'Details' tab, it shows the job requisition 'R1000902 Jr Accountant (Open)' with 1 item. A table with the header 'Step Name' is shown, and a 'View Details' button is at the bottom.

Details - Click **View Details** under **Step Name** to see details of requisition.

Process - Click to view the **Process History** of the requisition.

Check the Status of a Job Requisition

- 1) Enter the job requisition number in the *Search* bar and hit **Enter**.
- 2) Select **All of Workday** in the left menu.
- 3) Click on the appropriate requisition.

The Candidate Pipeline displays.

Note: This functionality is only available for the Search Committee Chair/Assistant and Hiring Manager.

View All Positions (for Admin Assistant Role)

- 1) To view all of your positions, type **View All Positions** in the *Search* bar and hit **Enter**.
- 2) Click on **View All Positions** in the Search Results.
- 3) Choose the **Organization** by typing it in the field or clicking on the **Prompt** icon if it is not defaulted in.
- 4) Select the **Position Status** by clicking on the **Prompt** icon.
- 5) Click **OK**.

View All Positions

Instructions The View All Positions report provides information for position management Supervisory available.

Organization * X TEST Testing and Quality (Workday 24 [C])

Include Subordinate Organizations ☐

Position Status * search

Include Open Positions Available On or Before *

- ☐ Closed
- ☐ Filled
- ☐ Frozen
- ☐ Open

