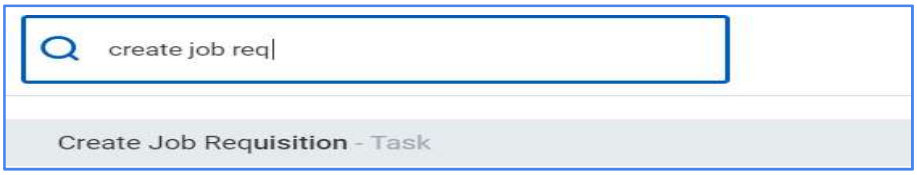
Create Job Requisition – Direct Hire

In special circumstances, requesting a Direct Hire may be necessary. In such cases, the hiring manager must first ensure the position exists in Workday and that the job description is up to date (via Create Position or Edit Position Restrictions).

Before submitting a Direct Hire request, ensure you have the following prepared:

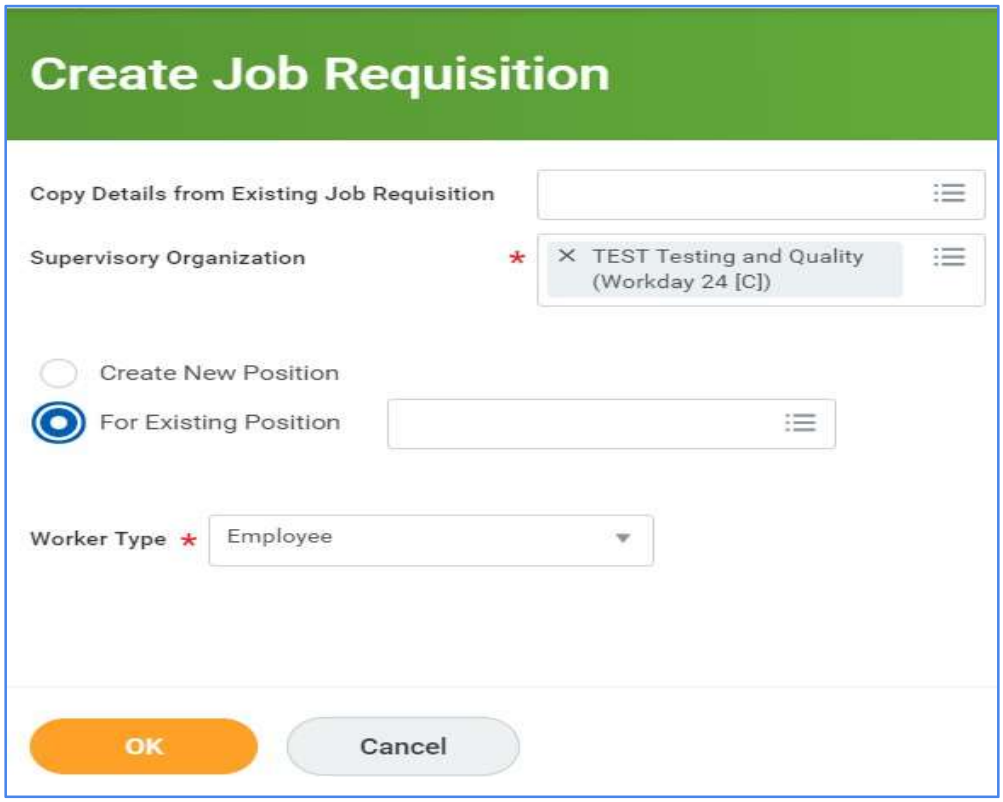
- Copy of the "Direct Hire's" resume
- Justification with a detailed explanation of the rationale for bypassing the standard search process, including reasons why conducting a standard search is either impractical under the circumstances or otherwise in the University's best interest.

The hiring manager will submit the Create Job Requisition process by proceeding with the below steps. Enter **Create Job Req** into the *Search* bar and select **Create Job Requisition–Task.**

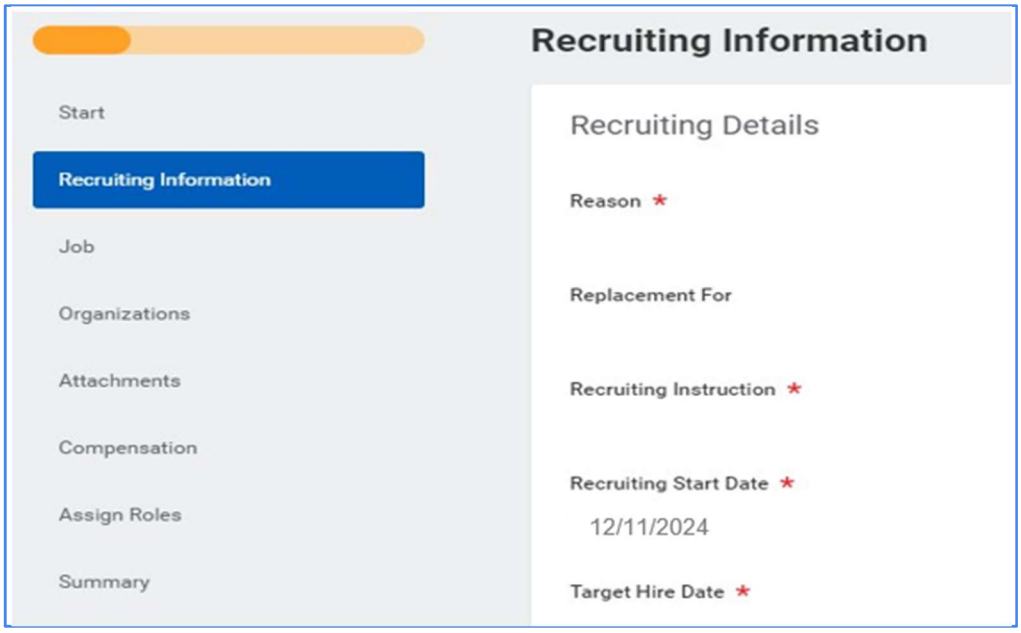


1) Confirm that the **Supervisory Organization** for this position is correct. It should be defaulted to your department. If not, click the **prompt icon** to search for your department.

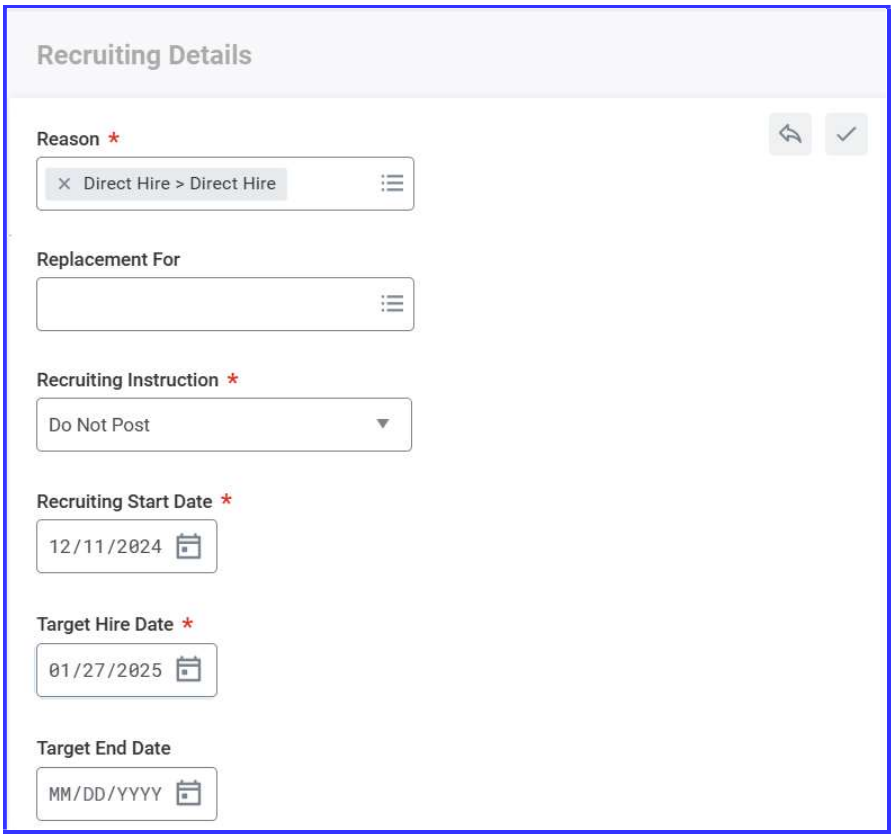
2) Select **For Existing Position** and click the **prompt icon** to select from a list of all positions in the department. Do **NOT** use “Create New Position” when creating a job requisition. If the position is not available, please reach out to class-comp@montclair.edu
3) Select **Employee** as the **Worker Type**.
4) Click **OK**.



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



- **Reason**: Choose the following:
    - **Create Job Requisition >Direct Hire >Direct Hire**



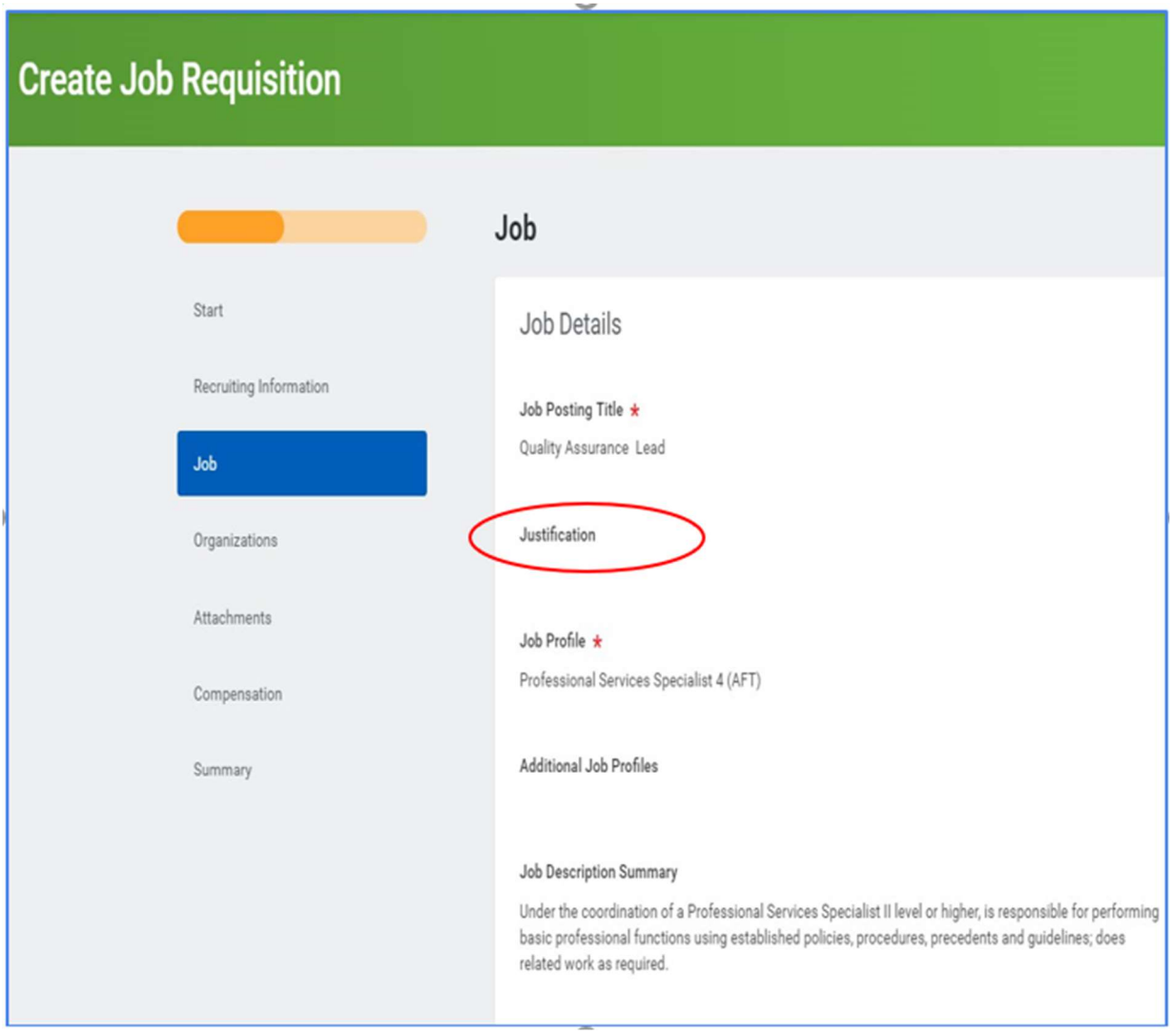
- **Replacement For**: Select the individual this new hire will replace if this is a replacement (however, the replacement may default in based on your earlier selection).
- **Recruiting Instruction**: Select **Do Not Post**.
- **Recruiting Start Date**: Use the current date.
- **Target Hire Date**: The anticipated date of when the new hire should start in the position.
- **Target End Date**: Leave this field **blank**.

6) Click **Next**.

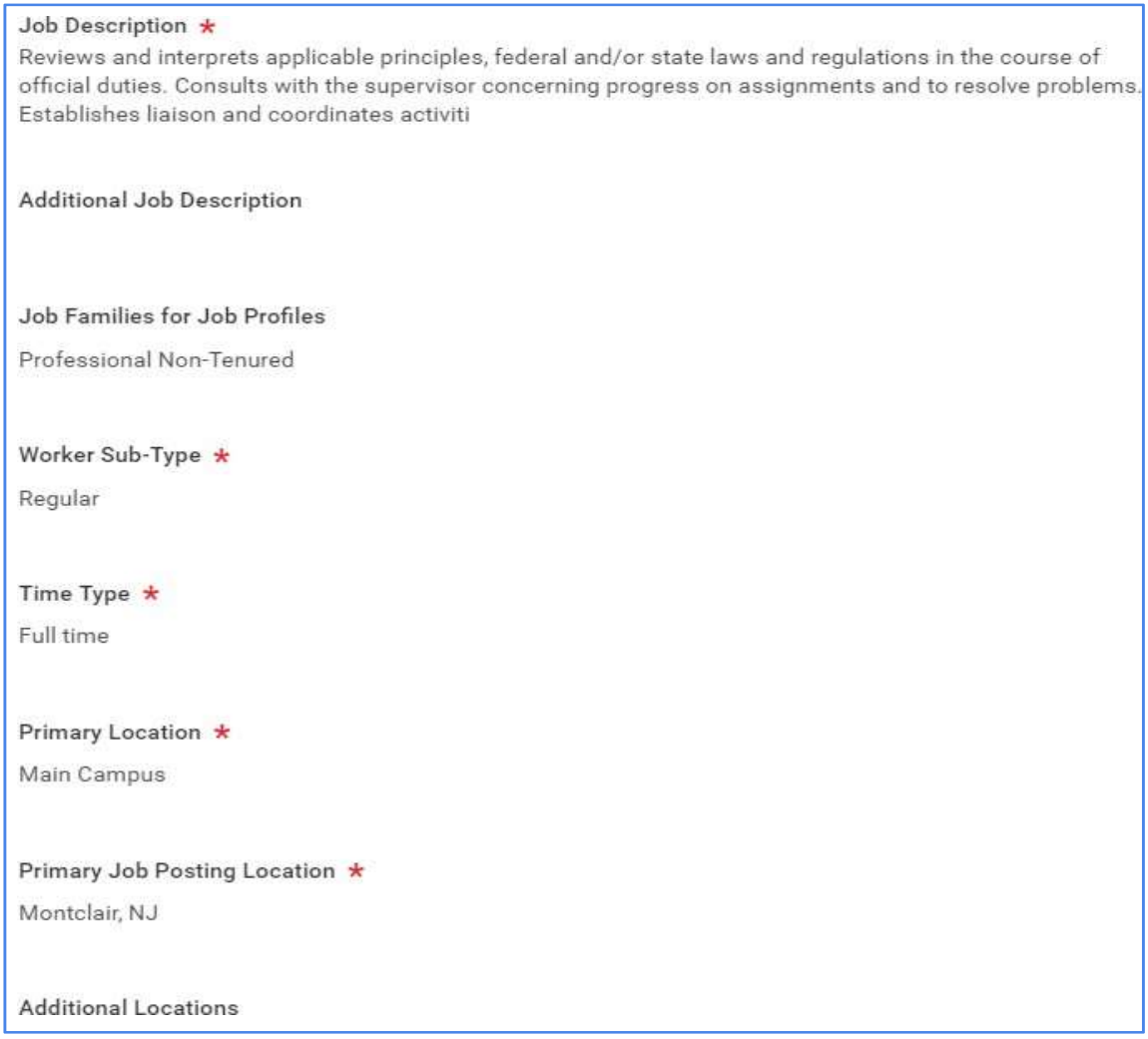
7) Confirm that the information under **Job Details** is correct. This information is defaulted in from the Position information. Any changes need to be discussed with class-comp@montclair.edu.

- **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 a direct hire.
- **Job Profile** is defaulted in from the Position.

- **Job Description Summary** is defaulted in based on the Job Profile. However, you may copy the summary portion of the job description in this field.

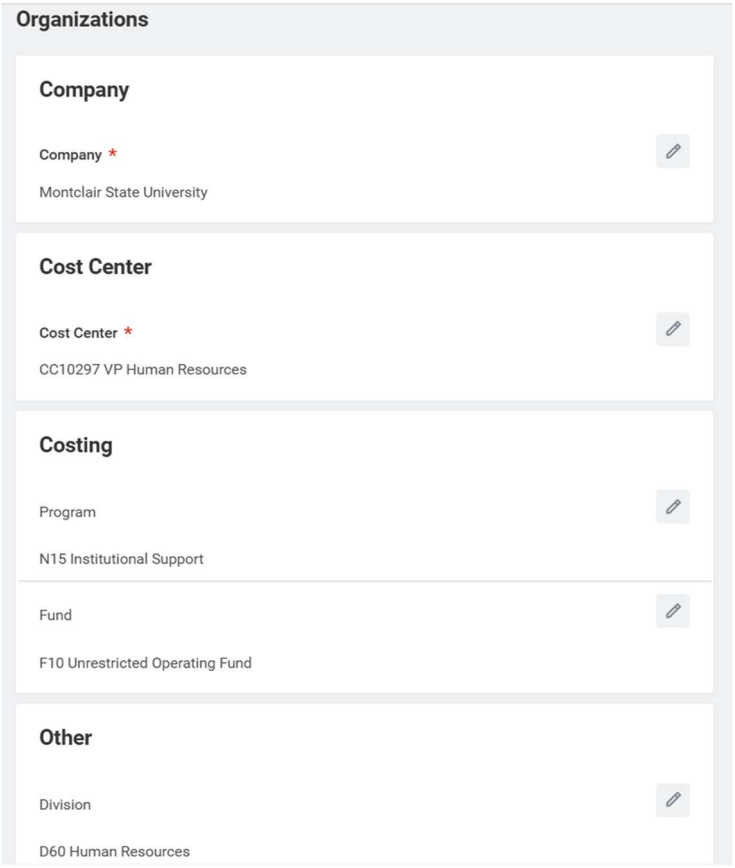


- The **Job Description** must include **all** of the following: A Summary, Principal Duties & Responsibilities, and the Required and Preferred Qualifications of the position. This information is critical, as it will feed into the job posting. **Note: Ensure the job description is grammatically correct and has proper formatting and spacing.**
- **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** default in from Position and are the general site(s) from which this position will work.



8) **Scheduled Weekly Hours** default to 35. Adjust this value as needed for the particular job. NOTE: Discuss the scheduled weekly hours with Compensation and Classification BEFORE beginning this process.
9) **Work Shift** leave **blank.**
10) Click **Next**.

11) The information under **Organizations** is defaulted in from the Position. Confirm that the **Cost Center** is correct and the rest of the information (Costing Program, Fund, etc. will default in).



12) Click **Next**.

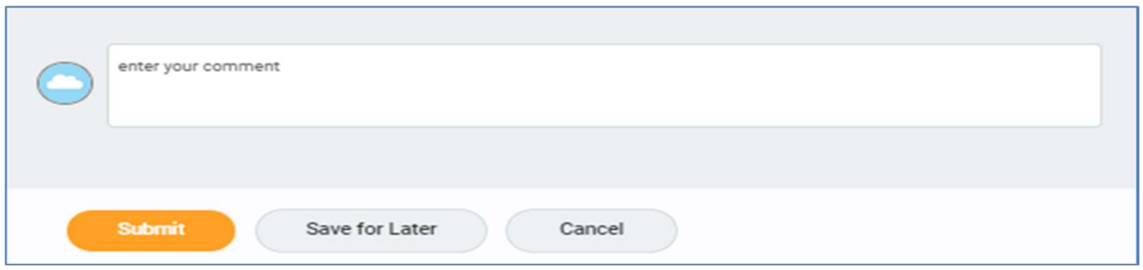
13) In the **Attachments** section, click **Add** to attach the following:

- Candidate Resume of the person being recommended for Direct Hire.
- Justification – detailed explanation of the rationale for bypassing the standard search process and why the hire is critical to the University's operations, including reasons for why conducting a standard search is either impractical under the circumstances or otherwise in the University's best interest.
- Any other attachments as needed.

14) Click **Next**.

15) Under **Compensation**, confirm the Compensation Guidelines are correct. This information is defaulted in from the Position.

16) 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. If the position is Grant-Funded, please include the GR # and/or any additional relevant information.

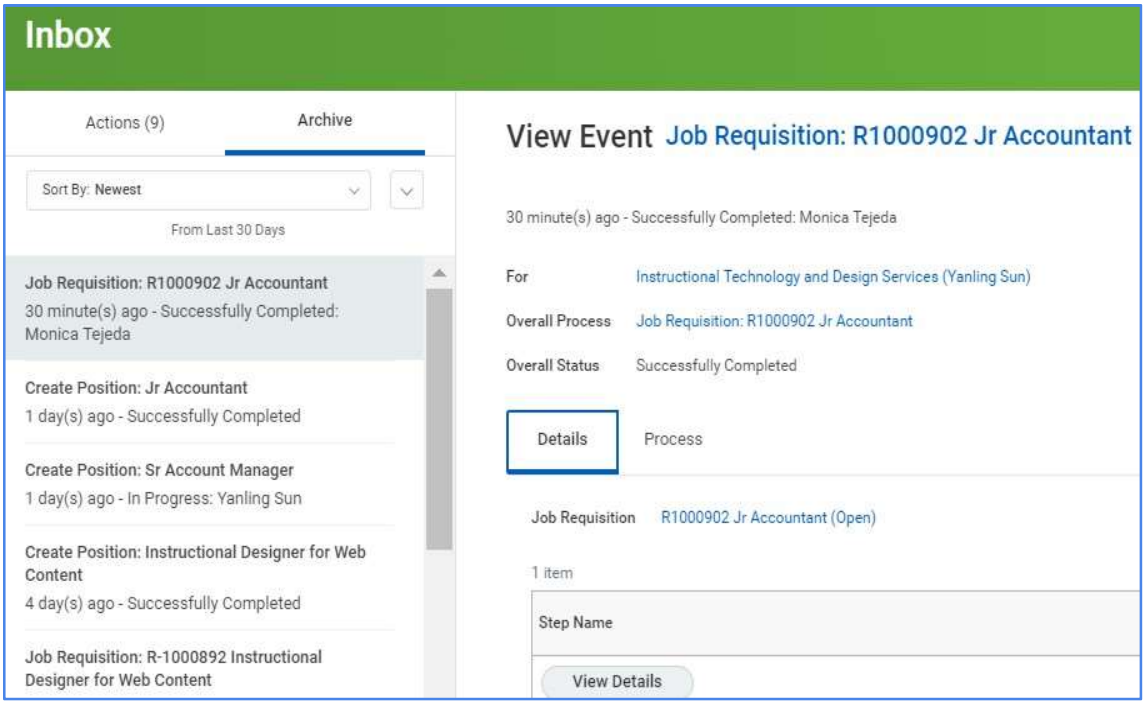


17) Click **Submit**.

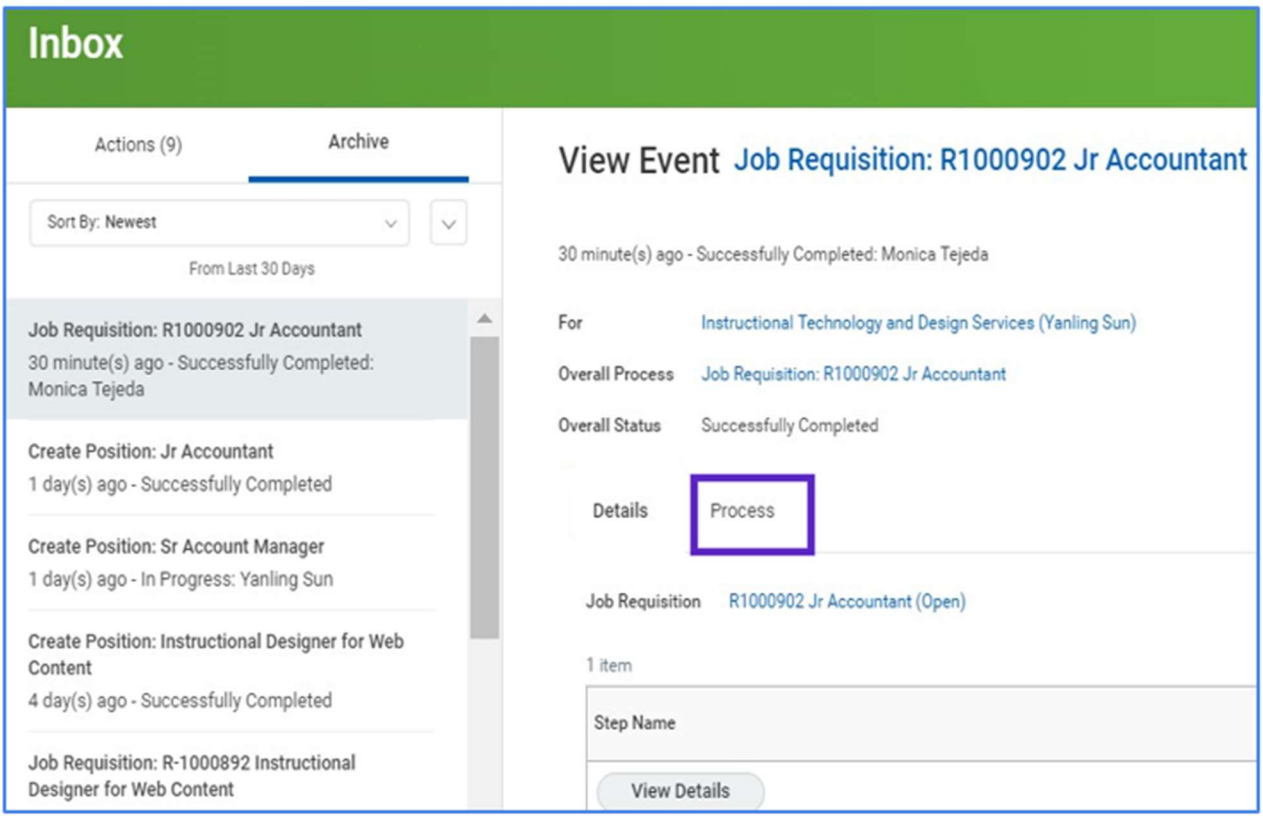
Approval Process

The process moves forward for additional review and approvals.

- If the request is approved, the Initiator will receive a notification in their Notifications Inbox in Workday. Once approved, the job requisition is created, and you should connect with the Primary Recruiter to proceed with the next steps.
- If the request is Sent Back, the Initiator will receive the request in their Workday Inbox with comments on what needs to be done. The Initiator can scroll down to view the information in the Comment section.



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



Process - Click to view the **Process History** of the requisition (status of the request).

If the Direct Hire is NOT approved, the request will be sent back to the Initiator with comments and instructions from the Chief Human Resources Officer. The Initiator will then need to proceed with the following in order to re-submit the request for posting:

1. Updating the "Reason" field to "Recruiting"
2. Update the "Recruiting Instruction" field to "Post Internally and Externally"

After the Initiator takes those steps, the recruiter can post the position.