



Recruiter: Direct Hire Process



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**.

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.

Create Job Requisition

Copy Details from Existing Job Requisition

Supervisory Organization *

☐ Create New Position

☐ For Existing Position

Worker Type * Employee

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

search

Search by Manager or Organization Name

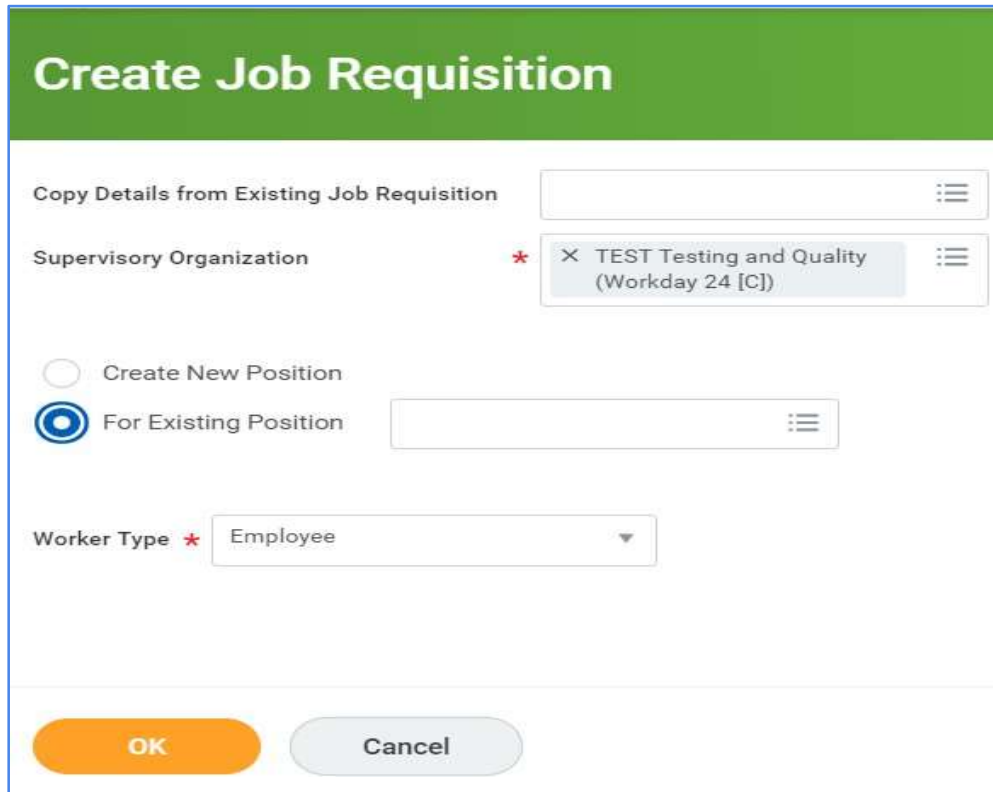
Supervisory Organizations by Manager

Supervisory Organizations by Manager Hierarchy

Supervisory Organizations

Active Supervisory Organizations by Hierarchy

- 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**.



Create Job Requisition

Copy Details from Existing Job Requisition ⋮

Supervisory Organization * × TEST Testing and Quality (Workday 24 [C]) ⋮

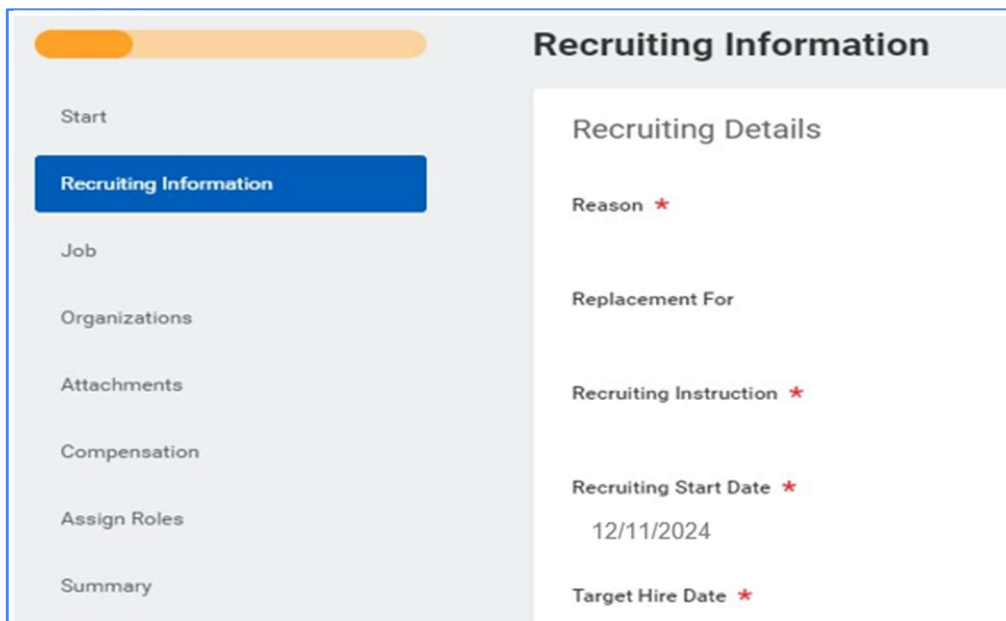
☐ Create New Position

☒ For Existing Position ⋮

Worker Type * Employee ▼

OK **Cancel**

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



Recruiting Information

Start

Recruiting Information

Job

Organizations

Attachments

Compensation

Assign Roles

Summary

Recruiting Details

Reason *

Replacement For

Recruiting Instruction *

Recruiting Start Date *
12/11/2024

Target Hire Date *

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

Recruiting Details

Reason *

X Direct Hire > Direct Hire

Replacement For

Recruiting Instruction *

Do Not Post

Recruiting Start Date *

12/11/2024

Target Hire Date *

01/27/2025

Target End Date

MM/DD/YYYY

- **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 screenshot displays the 'Create Job Requisition' interface. On the left is a sidebar with a progress bar and a list of steps: Start, Recruiting Information, Job (highlighted in blue), Organizations, Attachments, Compensation, and Summary. The main content area is titled 'Job' and contains several sections: 'Job Details' with 'Job Posting Title' (marked with a red star) set to 'Quality Assurance Lead'; 'Justification' (circled in red); 'Job Profile' (marked with a red star) set to 'Professional Services Specialist 4 (AFT)'; 'Additional Job Profiles'; and 'Job Description Summary' with a detailed text description of the role.

- 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.

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 activiti

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

- 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).

Organizations

Company

Company *

Montclair State University

Cost Center

Cost Center *

CC10297 VP Human Resources

Costing

Program

N15 Institutional Support

Fund

F10 Unrestricted Operating Fund

Other

Division

D60 Human Resources

- 12) Click **Next**.

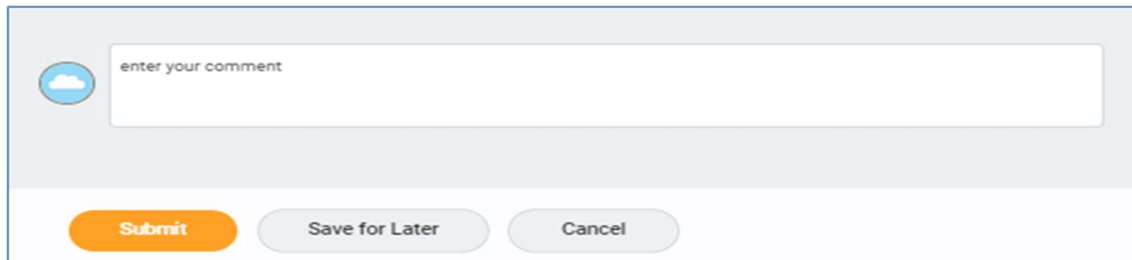
- 13) In the **Attachments** section, click **Add** to attach the following:

- 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.

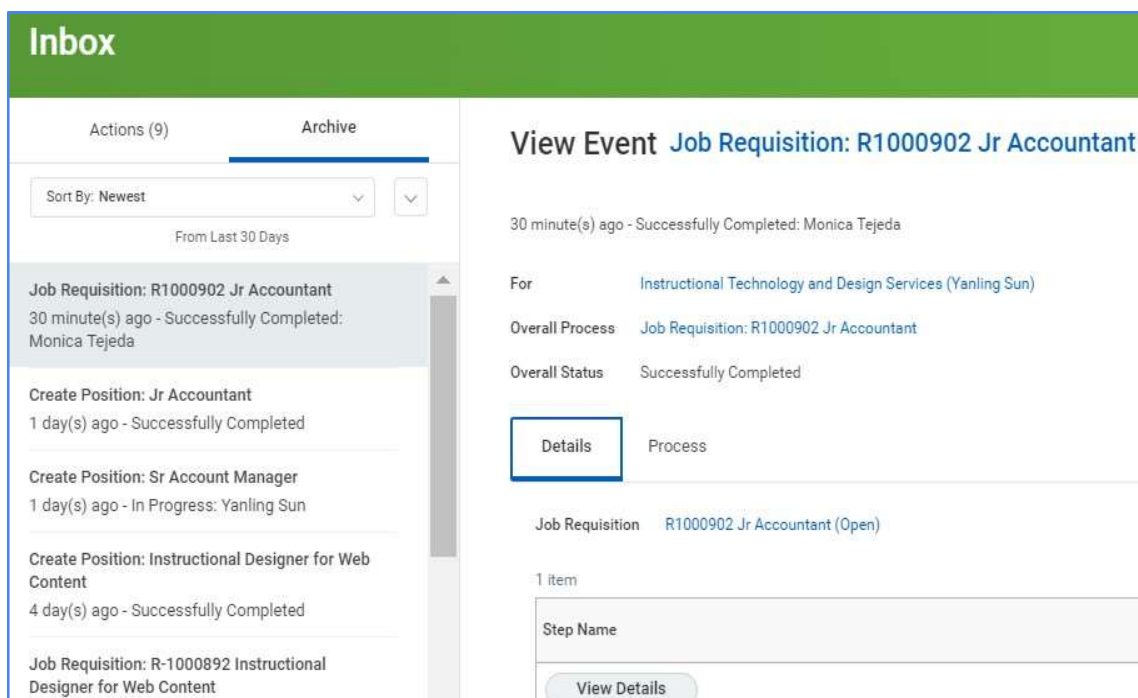


17) Click **Submit**.

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.

Inbox

Actions (9)

Archive

Sort By: Newest

From Last 30 Days

Job Requisition: R1000902 Jr Accountant

30 minute(s) ago - Successfully Completed: Monica Tejeda

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

View Event Job Requisition: R1000902 Jr Accountant

30 minute(s) ago - Successfully Completed: Monica Tejeda

For

Instructional Technology and Design Services (Yanling Sun)

Overall Process

Job Requisition: R1000902 Jr Accountant

Overall Status

Successfully Completed

Details

Process

Job Requisition

R1000902 Jr Accountant (Open)

1 item

Step Name

View 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.