

Recruiting: Create a New Position

When recruiting for a **Full or Part Time Employed Opening**, you need to have a **position** prior to creating a job requisition.

You **do not** need a position for:

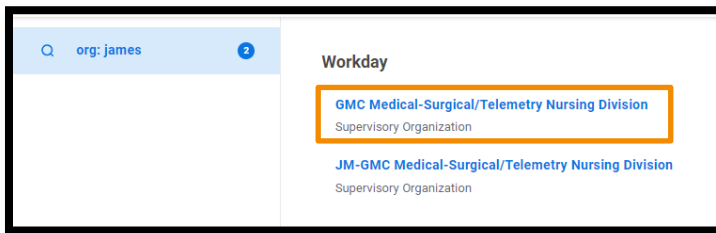
- [Contingent Worker openings](#)
- [Per Diem openings](#).

A **position**, or “chair” represents a **vacancy**. You may **already have a position** in your supervisory organization that is vacant.

VIEWING YOUR OPEN POSITIONS

Before you create a new position, make sure you don't already have one that you can use.

1. In **Workday**, type “org: ” followed by your name into the **Search** box.
2. Choose the position managed Supervisory Organization (the one that **that does not start with JM**)



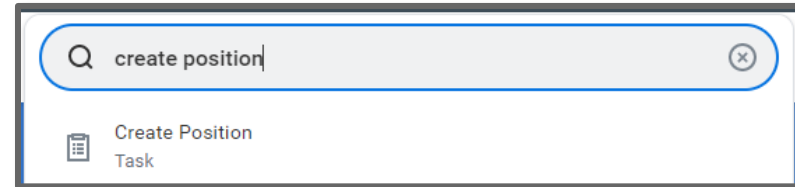
3. From there, click on the **Staffing** tab. Here you can see all your positions and the associated job requisitions.
4. Scroll down to the Positions without Job Requisition section.

If any of these meet your needs, you can use it to [create a job requisition](#) to post the opening.

CREATE A POSITION

If you do not have a position that already exists:

1. In the search box, search **Create Position** and select the Task.



2. Your primary Position Managed Supervisory Organization will populate. Click **OK**
3. **Enter data** for the fields with red asterisks. * If you need more information about any of the fields, hover over the yellow WalkMe Smart Tip ? icons for more information. A few things to note:
 - a. **Qualifications** will auto-populate once you select a job profile.
 - b. **Date** fields should be today's date.
 - c. You can enter **Scheduled Weekly Hours** for the opening, and **FTE** will automatically calculate for you.
 - d. You can attach your **position justification form** to the **Attachments** section at the bottom of the screen if it is required by your leadership.
4. Once you're done, click **Submit**.
5. Select **Open** for the “Change Organization Assignments” step.
 - a. Enter the **Company**, **Cost Center**, **Region**, and **Grant** (if relevant).
6. Click **Submit**.
7. This now routes for the **Manager's Manager** approval.
8. You'll get a notification informing you once it's approved. Then you can [create the job requisition](#) to begin recruiting.