

Managers: Create Job Requisition

All job requisitions need to have a position created and approved. After completing the Create Position or Edit Position, you will receive a “to do - Create Job Requisition” from which you can create the job requisition in Workday.

INITIATE THE PROCESS

There are three ways to initiate the “Create Job Requisition” process:

- Enter “Create Job Requisition” in the **Search** window.
- Select the **Recruiting Worklet** from your Dashboard. From the **Action Column** Select “Create Job Requisition”.
- From **To Do-Create Job Requisition** found in your inbox, Select “Create Job Requisition”.



Note: This task generates from the completion of Create/Edit Position business process.

1. Use the Prompt Icon to select the Supervisory Org in which you created the position.



Note: JM (Job Management) supervisory organization might automatically populate.

If this is not a Per Diem position or a Contingent Worker, remove the JM-defaulted supervisory organization and enter your name to search for your Position Management supervisory organization.

2. Select “For Existing Position”. Using the Prompt Icon, select the position for which you are hiring.
3. Select **Ok**.



Note: Do not select “Create New Positions” as position should be created prior to starting the Create Job Requisition process.

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CREATE JOB REQUISITION

4. Confirm the organization and position (as applicable) and then select the worker type desired for starting the requisition creation process.



Note: If you are looking to recruit a contingent worker, please select Contingent Worker.

5. When indicating reason, you can pick from a variety of reasons. Recruiting instructions tell the recruiter where the position should be posted. Options for recruiting instructions are listed below:

- Do not post: Not posting job ANYWHERE, i.e. confidential exec role
- Post Internally: Think can find internal talent > post to internal board only
- Post Internally and Externally: Unsure if talent exists internally, and want to look both internally and externally > post to internal and regular Geisinger external board (may also post to sites like Indeed, Dice, etc.)
- Post to Agency/Other: Role is for a Volunteer, Contingent Worker, or Community Care (CCHC)

Create Job Requisition

Copy Details from Existing Requisition ⋮

Supervisory Organization * x Gray's Woods OB/GYN Department ⋮

☐ Create New Position

☒ For Existing Position x P-38894 Associate Physician Gynecology (Unfilled) ⋮

Worker Type * Employee ▼

Job Requisition Category	Job Requisition Reason	Reason Definition
Contingent Workers	Project/Seasonal Need (less than six months)	Select if you are recruiting for an Agency Worker. Should be utilized when relationship will be short term.
Contingent Workers	Premium Labor	Select if you are recruiting for an Agency Worker.
Contingent Workers	Volunteer Opportunity	Should only be used by Volunteer Services: Select if you are recruiting for a Volunteer.
Standard	New Position	Select if you are recruiting for a newly created budgeted or unbudgeted position. Requires a position managed supervisory organization.
Standard	Replacement	Select if you are recruiting to backfill a worker who has left/is leaving.
Standard	Per Diem Need	Select if you are recruiting for a new Per Diem opening (0 scheduled weekly hours). Requires a job managed (JM-) supervisory organization.
Standard	Temporary/Fixed Term Employee	Select if you are recruiting for an opening that has a fixed or estimated end date.
Learning Opportunities	Match Program	Select if you are filling this opening through the Match Program. This is used for Medical Residents.
Learning Opportunities	Internship	Select if you are recruiting for a paid Intern.

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The screenshot shows the 'Create Job Requisition' form. On the left is a sidebar with tabs: Start, Recruiting Information (selected), Job, Qualifications, Organizations, Attachments, Assign Roles, and Summary. The main area is titled 'Recruiting Information' and contains a 'Recruiting Details' section with the following fields: Reason (with a red star icon), Replacement For, Recruiting Instruction (with a red star icon), Recruiting Start Date (with a red star icon, value: 06/10/2020), Target Hire Date (with a red star icon), and Target End Date. At the bottom are 'Back' and 'Next' buttons. Two callout boxes are shown: one for the 'Reason' dropdown menu with options: 'Create Job Requisition > Contingent Workers', 'Create Job Requisition > Conversion', 'Create Job Requisition > Learning Opportunities', and 'Create Job Requisition > Standard'; and another for the 'Recruiting Instruction' dropdown menu with options: 'Do Not Post', 'Post Internally', 'Post Internally and Externally', and 'Post to Agency/Other'.



Note: Target Hire Date should be the date on which you wish the worker to begin.

6. Continue completing all the tabs on the left (job details, then qualifications, then organizations, then attachments, then assign roles, etc.) by filling in information and clicking **Next** at the bottom.
 - Many job details and qualifications feed from the position if position management; some will fill in when select job profile for job managed organizations, but more will need to be filled in
 - Qualifications cannot be edited at this point
 - The organizations feed from position, if position management.
 - You can add attachments--perhaps job description used in past--to provide recruiter with information (will not be posted)
 - You **MUST** add the name of the primary recruiter.



Note: If the requisition is incorrectly assigned, the recruiter can always edit it (or add additional people as the Primary Recruiter - if add, all recruiters get relevant tasks)

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The 'Job' tab is selected in the left sidebar. The main content area shows 'Job Details' with the following fields:

- Job Posting Title: Associate Physician Gynecology
- Job Profile: J-00199 - Associate Physician Gynecology
- Additional Job Profiles
- Job Families for Job Profiles: Physician
- Worker Sub-Type: Regular
- Time Type: Full time
- Primary Location: Grey St Woods
- Primary Job Posting Location: Port Matilda, PA
- Additional Job Posting Locations
- Scheduled Weekly Hours: 40
- Work Shift: Day (United States of America)

The 'Qualifications' tab is selected in the left sidebar. The main content area shows the following sections:

- Education**
 - Degree: Doctor of Medicine, Doctor of Osteopathic Medicine
 - Field of Study
 - Required: Yes
- Language**
- Certifications**
 - Country: United States of America
 - Certification: Lic_Medical Physician And Surgeon - State of Pennsylvania

Job Posting Title = This MUST MATCH the Job Profile.

E.g. If the Job Profile says J-00609 - Clinic Registered Nurse, the Job Posting Title should be Clinic Registered Nurse.

Job Profile = If creating an employee job requisition, be sure to select a Job Profile that starts with a J.

Job profile with a CW or V are for contingent workers only.



Note: Only Human Resources can create a job profile.

Worker Sub Type Options are Agency Labor, Individual Contributor, Student, Volunteer

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Time Type Options are Full Time, Part Time

Primary Job Posting Location = This field will auto-fill after you've selected the Primary Location

Work Shift options are Days, Evenings, Nights, Rotations

7. Before clicking **Submit**, review everything in final summary view.
8. Once you add additional data, your manager reviews (manager's manager)

Note: Once all these steps are complete, the Primary Recruiter who you assigned gets the task to post job.

The screenshot shows the 'Create Job Requisition' form. At the top is a blue header with the title 'Create Job Requisition' and icons for a list and a printer. Below the header is a 'Start' section. Under 'Start' is a 'Details' box containing the following information: Supervisory Org (Gray's Woods OB/GYN Department), Position (P-38894 Associate Physician Gynecology (Unfilled)), and Worker Type (Employee). Below the 'Details' box is a 'Recruiting Information' section with a 'Guide Me' button. Under 'Recruiting Information' is a 'Recruiting Details' box. At the bottom of the form are three buttons: 'Submit' (orange), 'Save for Later' (gray), and 'Cancel' (gray).

The screenshot shows the 'Review' form. At the top is a blue header with the title 'Review' and a timestamp '55 second(s) ago - Effective 06/10/2020'. Below the header is a 'Start' section. Under 'Start' is a 'Details' box containing the following information: Supervisory Org (Gray's Woods OB/GYN Department), Position (P-38894 Associate Physician Gynecology (Unfilled)), and Worker Type (Employee). Below the 'Details' box is a 'Recruiting Information' section. Under 'Recruiting Information' is a 'Recruiting Details' box. At the bottom of the form are three buttons: 'Approve' (orange), 'Send Back' (gray), and 'Close' (gray).

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9. Once the job requisition is submitted, the manager is sent an Inbox Task to complete the next step, additional data. This includes questions about:
 - a. If travel is required
 - b. If the position meets any of the 'special' criteria: float, weekender, 880
 - c. What would attract candidates to the role.
- All the information is intended to help the recruiter attract the right candidates for the position.
- If some of the information should be added to the job posting, the recruiter can edit the requisition when posting to include it (therefore, it is critical for recruiters to review when they get the requisition and discuss with the manager if unsure about details).

Edit Additional Data
Job Requisition: R-04682 Associate Physician Gynecology [Actions](#)
Custom Object Job Req Details 1 minute(s) ago - Effective 06/10/2020

Instructions
Please provide additional information in finding the best candidate. Mark N/A if not relevant.

Job Req Details
What are the expected standard daily hours for this position?
Is travel required?
Additional travel details:
What are the preferred qualifications for this position? Please include preferred experience, education, certification, and/or licensure:
Additional working conditions: ex, On-call? Weekends? Holidays?
Does the position meet any of the following (check all that apply):
What are 1-2 unique aspects of this position that would be attractive to a potential candidate? Why would a potential candidate choose your team, department or Geisinger over another similar role?

enter your comment

[Process History](#)
[Submit](#) [Cancel](#) [Download PDF](#)

Callout 1: Travel Options
☒ No Travel
☐ Less than 25%
☐ Less than 50%
☐ More than 50%

Callout 2: Special Criteria
☐ Float
☐ Weekender
☐ 8/80 schedule
☐ None
Search