# Recruiting: Create a Job Requisition for a Per Diem Employed Opening

When recruiting for a **Per Diem Employed Opening**, it has the potential to be filled internally or externally as a primary role, or internally as an additional job.

## VIEWING YOUR OPEN JOB REQUISITIONS

1. **In Workday**, type "org: " followed by your name into the **Search** box.

2. Choose the job managed Supervisory Organization (the one that **starts with JM).**
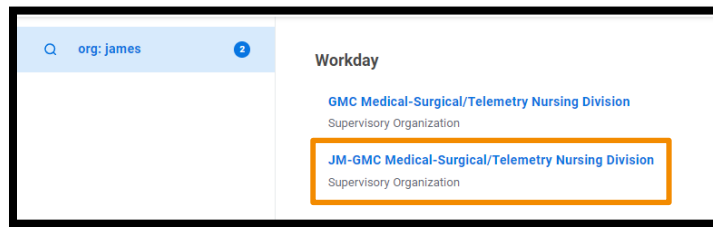
3. From there, click on the **Staffing** tab. Here you can see all your per diem and contingent worker job requisitions.

4. Scroll down to the Requisitions Available to Fill section.

5. Confirm that you need a new opening that is not covered by the listed openings prior to continuing.

CREATE A NEW JOB REQUISITION

1. **In Workday**, type "cre job req" into the **Search** box and select **Create Job Requisition**.
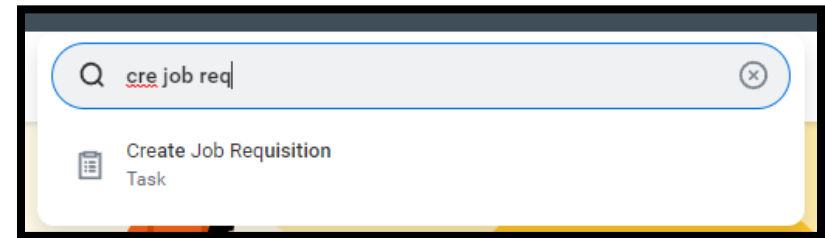
2. You do not need to Copy Details, so you can leave that blank. The **JM Sup Org defaults, as well as a Worker Type** of **Employee**. Simply click **OK** at the bottom of the screen.

For more details throughout this process, click on the WalkMe Smart Tip ❓ icons on your Workday screen. You can also use the WalkMe walk through by clicking on **Show Me How ▸**

Recruiting Details

3. You need to enter the **Reason, Recruiting Instruction, Recruiting Start Date**, and **Target Hire Date**.

4. Click the orange **Next** button at the bottom.

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Job Details

5. You need to enter the **Job Posting Title, Job Profile, Worker Sub-Type, Time Type**, and **Work Shift**.

> **Note:** By definition, per diem openings have **zero Scheduled Weekly Hours** and have a **Time Type** of **Part Time**.

6. When choosing **Primary Location** and **Primary** or **Additional Job Posting Location**(**s**), consider the Telecommuting Policy.

When posting a **Community Based opening**, use Work from home (Pennsylvania) for primary location, and work with your recruiter to choose the appropriate **Community Based** job posting locations.

When posting an opening for a **Hybrid employee,** work with your recruiter to identify this in the verbiage of the job posting.

7. Click the orange **Next** button at the bottom.

Qualifications

8. Qualifications default from the job profile chosen. They cannot be edited at this point.

9. Click the orange **Next** button at the bottom.

Organizations

10. You need to enter the **Company, Cost Center, Region,** and **Grant** (if applicable).

11. Click the orange **Next** button at the bottom.

Attachments

12. Here you can attach any necessary documentation such as your departmental position justification form, if applicable.

13. Click the orange **Next** button at the bottom.

Assign Roles

14. Click the **Add** button.

15. Choose **Primary Recruiter** as the Role.

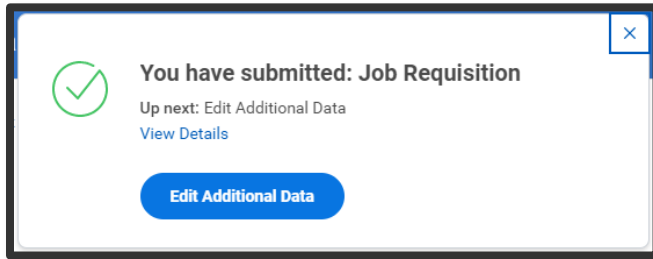16. **Type** your **Recruiter's name** in the **Assigned To** field.

17. Click the orange **Next** button at the bottom.

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Summary

18. Review the information to confirm accuracy then click the orange **Submit** button at the bottom.

**19.** A pop-up window will appear. Click the blue **Edit Additional Data** button.

Edit Additional Data

20. This questionnaire provides more details to the recruiter so they can enhance the job posting verbiage. All the information is intended to help the recruiter attract the right candidates for the position

21. After you **answer each question**, click the orange **Submit** button at the bottom.

Note: You can use **NA** if the question doesn't apply to the opportunity.
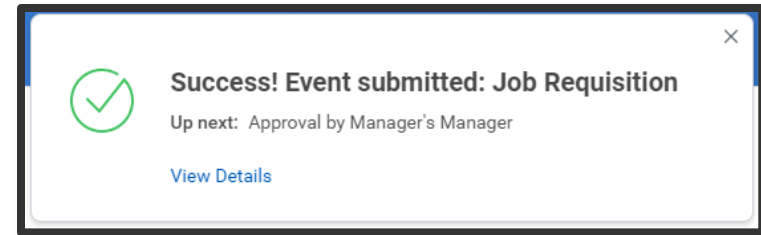
22. This will now route for approval by the manager's manager for the position, which is your manager.

23. **After the job requisition is approved,** and you did not choose Do Not Post, the Primary Recruiter will receive a step to post the job requisition.

24. Once the job requisition is posted, candidates can start applying. **For more information on the recruitment process, check out this** [job aid](#).