

Recruiting: Create a Job Requisition for a Full or Part Time Employed Opening

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

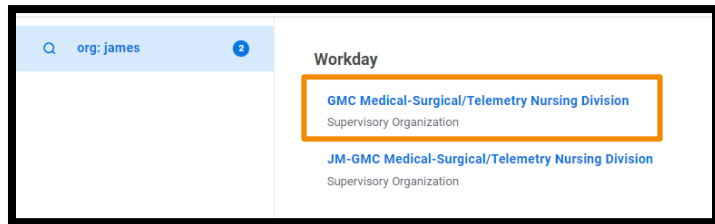
A **position**, or “chair” represents the vacancy.

If you are **backfilling someone** who left or is leaving your department, be sure that the position is **available for overlap** prior to continuing.


You may **already have a position** in your supervisory organization that is vacant, or **you can create a new one**.

VIEWING YOUR OPEN POSITIONS

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**)

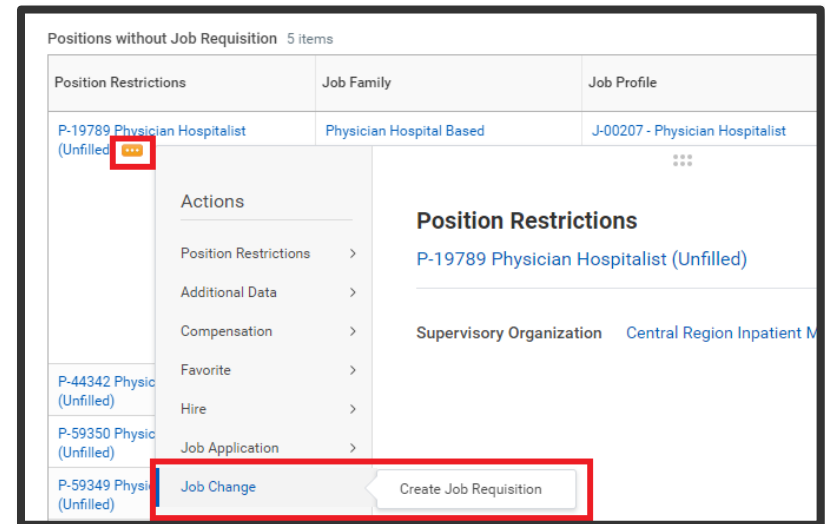


3. From there, click on the **Staffing** tab. Here you can see all your positions and the associated job requisitions.
4. Scroll down to the **Positions without Job Requisition** section.



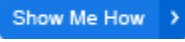
 **If you have submitted a termination** for the worker you are backfilling, **navigate to the job requisition task in your inbox** and **skip to step 6** of this job aid.

CREATE THE JOB REQUISITION

5. When you find the Position that you wish to begin to recruit for, click on the **Related Actions** (brick) icon. Hover over **Job Change** and select **Create Job Requisition**.



6. The details will auto-populate from the position. You do not need to Copy Details, so you can leave that blank. 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 

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Recruiting Details

- 7. You need to enter the **Reason**, **Recruiting Instruction**, **Recruiting Start Date**, and **Target Hire Date**.
- 8. Click the orange **Next** button at the bottom.

Job Details

- 9. Most of this information defaults in from the position that you chose. Review the information to confirm accuracy. Pay special attention to **Scheduled Weekly Hours**, which is used to calculate Full Time Equivalent (FTE) as well as **Work Shift**.
- 10. 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.

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

Qualifications

- 12. Qualifications default from the job profile chosen. They cannot be edited at this point.
- 13. Click the orange **Next** button at the bottom.

Organizations

- 14. This information defaults in from the position that you chose. **Review the information to confirm accuracy**.
- 15. Click the orange **Next** button at the bottom

Attachments

- 16. Here you can attach any necessary documentation such as your departmental position justification form, if applicable.
- 17. Click the orange **Next** button at the bottom.

Assign Roles

- 18. Click the **Add** button.
- 19. Choose **Primary Recruiter** as the Role.
- 20. **Type your Recruiter's name** in the **Assigned To** field.

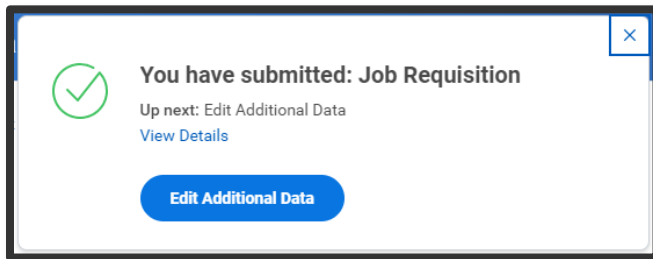
The screenshot shows a form titled "Assign Roles". It has two main input fields: "Role *" and "Assigned To *". Each field has a dropdown menu icon (three horizontal lines) on its right side. In the top right corner of the form area, there are two small icons: a circular arrow (undo) and a checkmark (confirm).

- 21. Click the orange **Next** button at the bottom.

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Summary

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



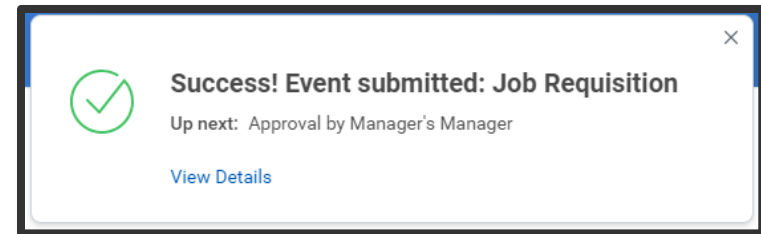
23. A pop-up window will appear. Click the blue **Edit Additional Data** button.

Edit Additional Data

24. 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
25. 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.



26. This will now **route for approval** by the manager's manager for the position, which is your manager.
27. **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.
28. Once the job requisition is posted, candidates can start applying. **For more information on the recruitment process, check out [this job aid](#).**