

## Recruiting: Create a Job Requisition for a Contingent Worker Opening

When recruiting for a **Contingent Worker Opening**, you are filling a staffing need for Geisinger through an external relationship, paid by an agency (for example, registered nurse, administrative assistant).

### VIEWING YOUR OPEN JOB REQUISITIONS

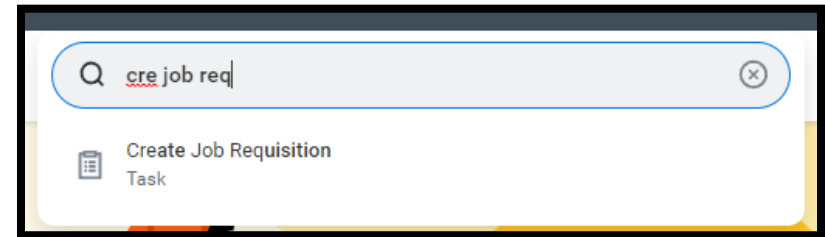
1. In **Workday**, type “org: ” followed by your name into the **Search** box.
2. Choose the job managed Supervisory Organization (the one that **starts with JM**).



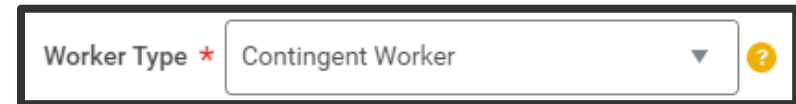
3. From there, click on the **Staffing** tab. Here you can see all your per diem and contingent worker job requisitions.
4. Scroll down to the **Requisitions Available to Fill** section.
5. **Confirm that you need a new opening** that is not covered by the listed openings **prior to continuing**.

### 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.
3. Change the **Worker Type** to **Contingent Worker**.



4. 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 step-by-step guidance by clicking on

[Show Me How >](#)

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## Recruiting Details

5. Enter the **Reason, Recruiting Instruction, Recruiting Start Date, and Target Hire Date.**



**Note:** The **Recruiting Instruction** should be **Post to Agency/Other** when recruiting for a **Contingent Worker**.

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

## Job Details

7. You need to enter the Job Posting Title, Job Profile, Worker Sub-Type, Time Type, Primary Location, and Work Shift.



**Note:** Job requisitions are only used for the Contingent **Worker Sub-Type** of **Agency Labor**. Job Profiles for Contingent Workers start with the letters **CW-**.

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

## Qualifications

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

## Organizations

11. You need to enter the **Company, Cost Center, Region, and Grant** (if applicable).
12. Click the orange **Next** button at the bottom.

## Attachments

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

## Assign Roles

15. Click the **Add** button.
16. Choose **Primary Recruiter** as the Role.
17. **Type** your **Recruiter's name** in the **Assigned To** field.

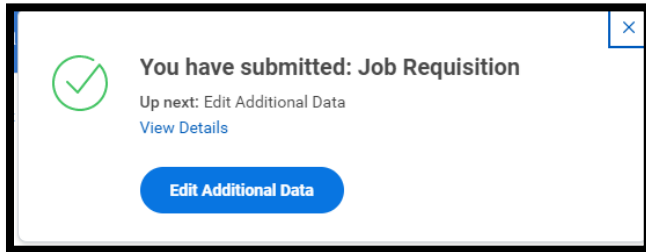
The screenshot shows a form titled "Assign Roles". It contains two main input fields: "Role \*" and "Assigned To \*". Both fields have a dropdown menu icon on their right side. In the top right corner of the form area, there are two small icons: a circular arrow (undo) and a checkmark.

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

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## Summary

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



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

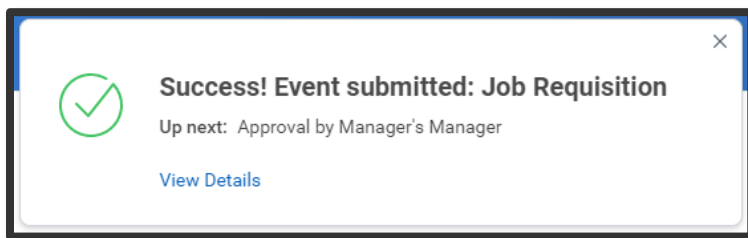
## Edit Additional Data

21. All the information is intended to help the recruiter attract the right candidates for the position.

22. 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.



23. This will now route for approval by the manager's manager for the position, which is your manager.

24. **After the job requisition is approved**, the Primary Recruiter will release the job posting to the respective Agency(ies).



**Note:** Additional Data is not sent to the Agency as part of the requisition but is still a required task for the hiring manager.

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