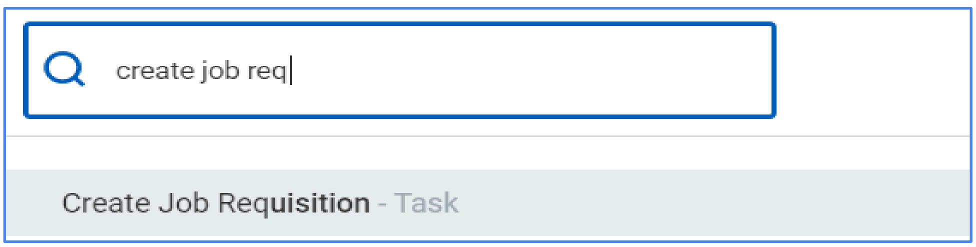
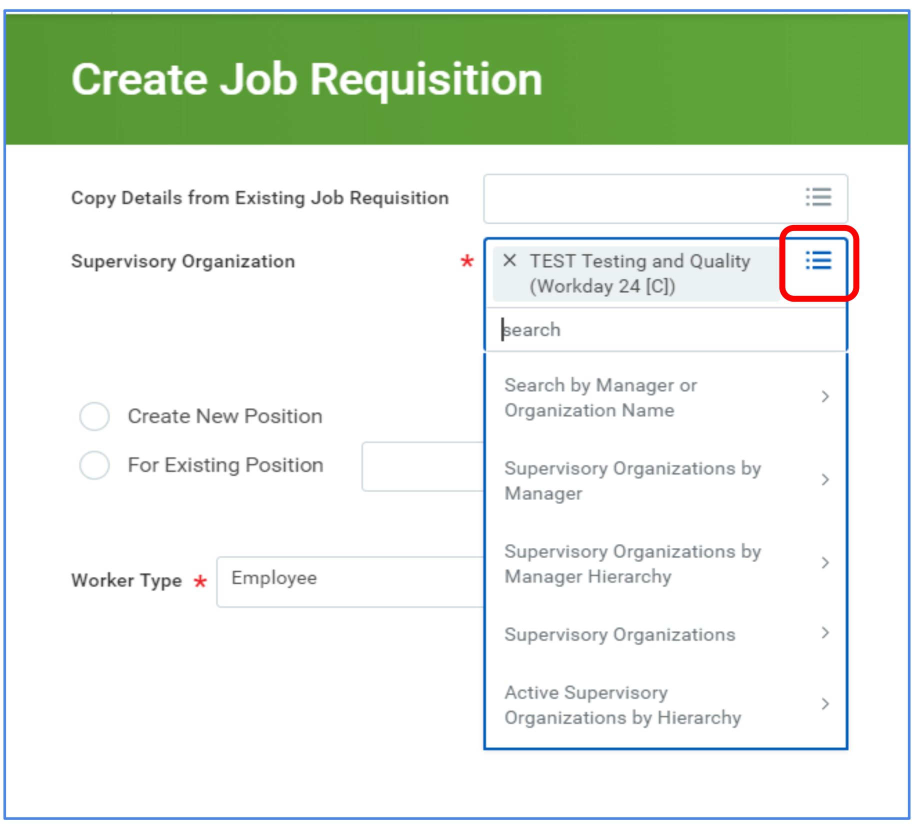
Create a Job Requisition

Create Job Requisition is used to **post/advertise** an open position. If it is a new position, the position must have been created and approved before the job requisition process can be started. See the Create a Position reference guide on the Workday 2020 website. Verify that funding is available for the position by contacting the Office of Budget and Planning.

1) Enter **Create Job Req** into the *Search* bar and select **Create Job Requisition–Task.**

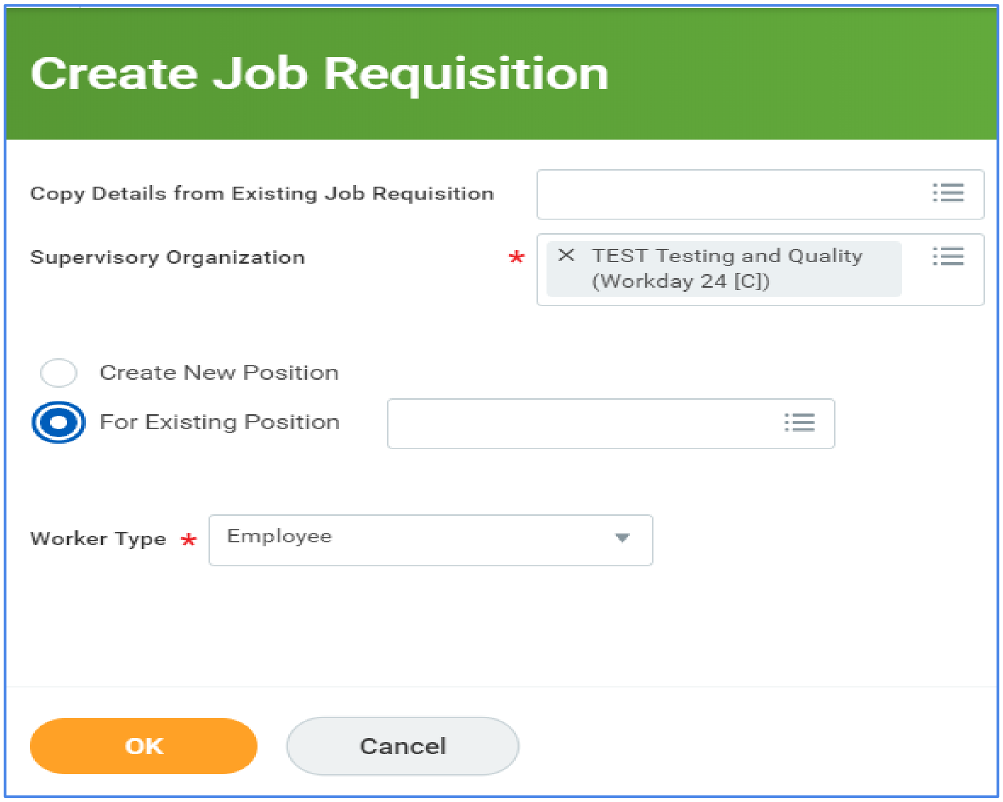


2) Confirm the **Supervisory Organization** for this position is correct. This should be defaulted as your department. If not, click the **prompt icon** to search for your department.

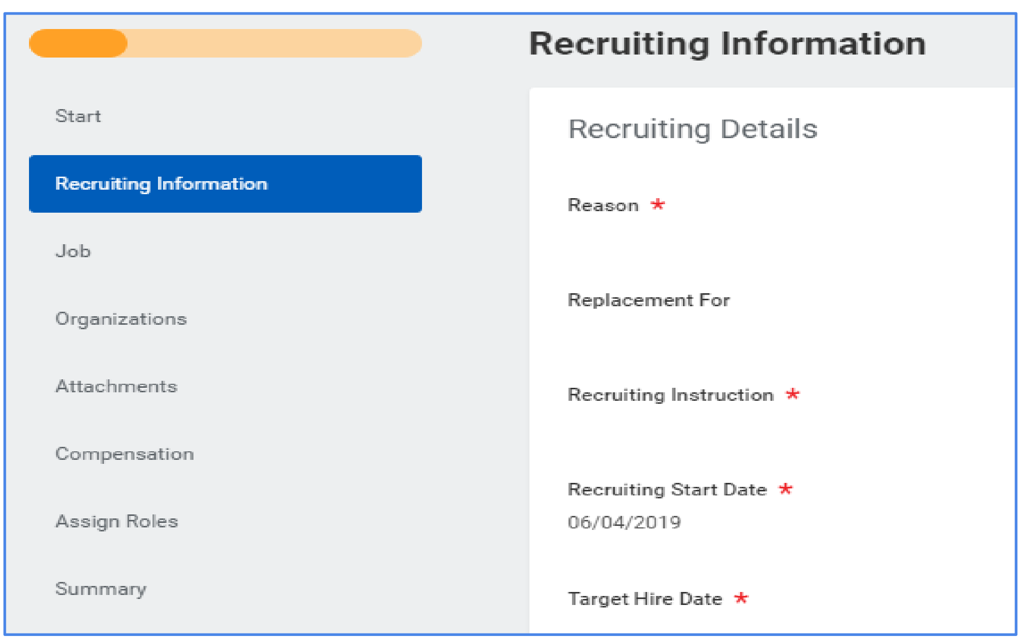


 Published: **August 2019**

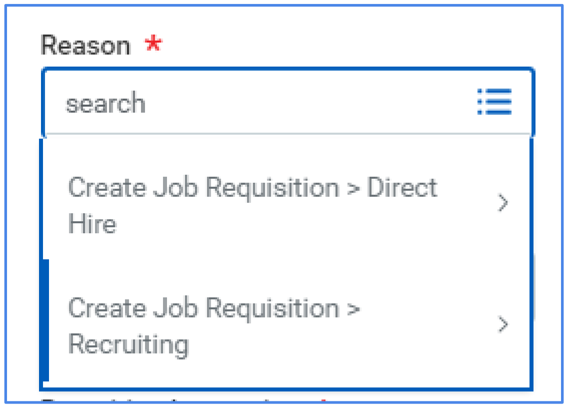
3) Select **For Existing Position** and click the **prompt icon** to select from a list of all positions in the department. Note- Use **Copy Details from Existing Job Requisition** to replicate information from a previous or existing job requisition, when positions are the same or very similar. Do **NOT** use "Create New Position" when creating a job requisition.
4) Select **Employee** as the **Worker Type**.
5) Click **OK**.



6) Under **Recruiting Information**, click the pencil icon to complete the fields. Click the **checkmark** to save.



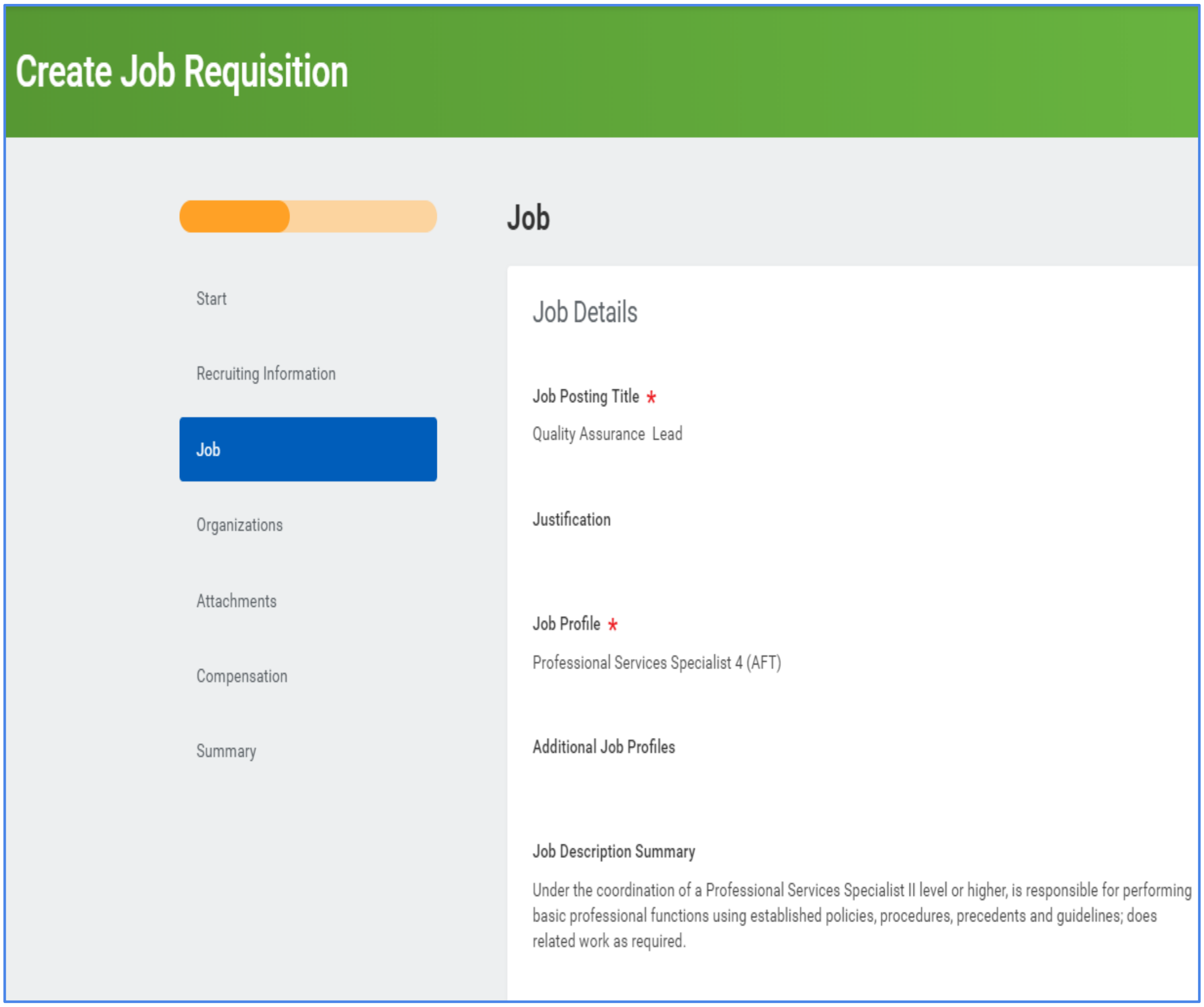
- **Reason**: Choose from the following:
  - Direct Hire – Direct Appointment approved by the Compliance and Labor Relations Office and Vice President for Human Resources and bypasses standard recruitment procedures.
  - Recruiting – Standard post/fill process OR Standard post/recruitment process OR Standard post/advertise process.
  - Conversion – DO NOT select (if prompted). This is for HR only.



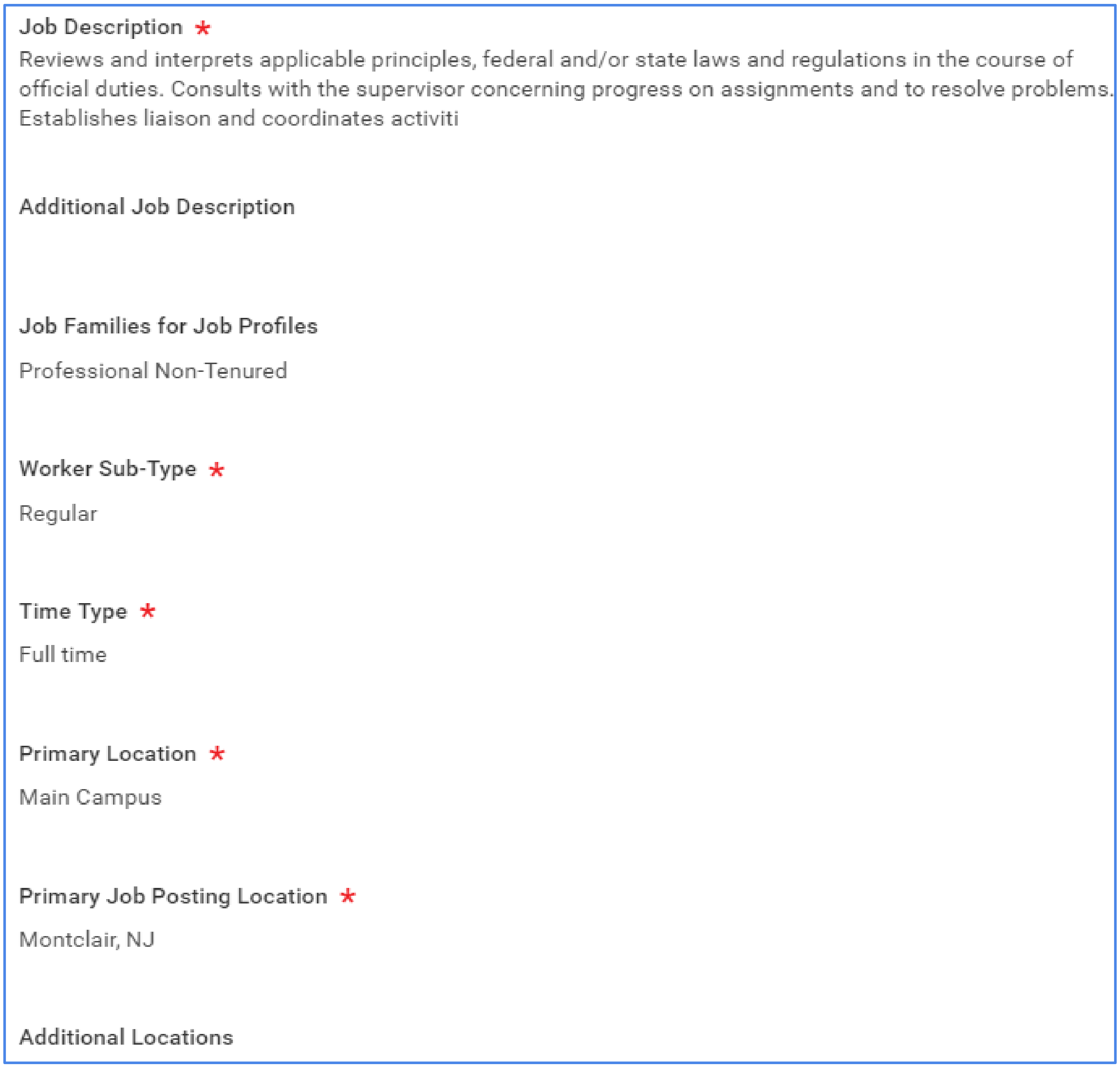
- **Replacement For**: Select the individual that this new hire will be replacing, if this is a replacement.
- **Recruiting Instruction**: Select how this requisition should be advertised.
- **Recruiting Start Date**: Use the current date.
- **Target Hire Date**: The anticipated date of when the new hire should start in the position. For Faculty positions, use the first day of the term in which they will start.
- **Target End Date**: Leave this field blank.

7) Click **Next**.
8) Confirm the information under **Job Details** is correct. This information is defaulted in from the Position information. To make changes, click the pencil icon.

   - **Job Posting Title** should be descriptive as it flows into the job posting. (Examples; Program Assistant - School of Nursing, Adjunct Faculty - Physics, Assistant Director - Residence Life)
   - **Justification** should include the justification or comments for requesting the position.
   - **Job Profile** is defaulted in from the Position.
   - **Additional Job Profiles** is used for certain faculty positions. Contact the Provost Office for additional details.
   - **Job Description Summary** is defaulted in based on the Job Profile. This information is not included in the job posting.



- The **Job Description** must include the following: Overview, Responsibilities and Required and Preferred Qualifications of the position. This information is critical, as it will feed into the job posting. Note- This information can be copied from another document and pasted into this section. When copying, the information needs to be copied from a Rich Text Format (RTF) document versus a Word document.
- **Additional Job Description** should include instructions on how candidates should apply, such as “Attach a cover letter and resume when applying for the position”. Note – The Workday system allows for multiple files to be attached to an application.
- **Job Families for Job Profiles** defaults in from the Position.
- **Worker Sub-Type** should default in as **Regular**.
- **Time Type** defaults in from Position (**full-time** or **part-time**).
- **Location fields** defaults in from Position and are the general site(s) from which this position will work.


Job Description *

Reviews and interprets applicable principles, federal and/or state laws and regulations in the course of official duties. Consults with the supervisor concerning progress on assignments and to resolve problems. Establishes liaison and coordinates activiti

Additional Job Description

Job Families for Job Profiles

Professional Non-Tenured

Worker Sub-Type *

Regular

Time Type *

Full time

Primary Location *

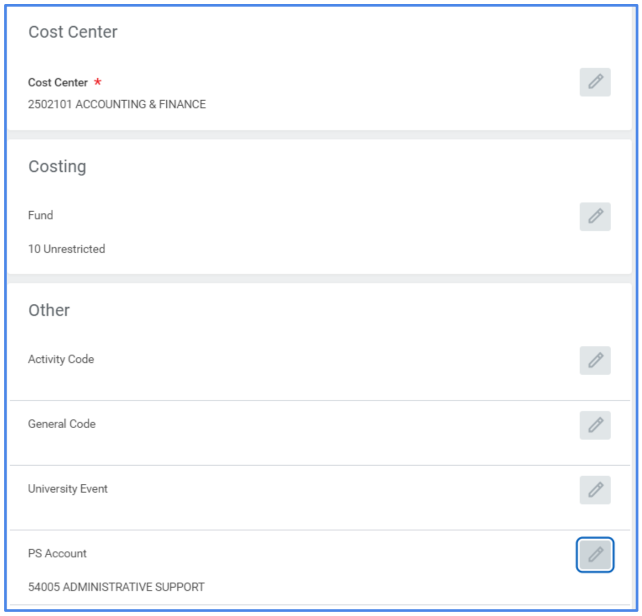
Main Campus

Primary Job Posting Location *

Montclair, NJ

Additional Locations

9) **Scheduled Weekly Hours** defaults in as 35. Adjust this value as needed for the particular job. NOTE- Make sure to discuss the scheduled weekly hours with Compensation and Classification BEFORE beginning this process.
10) **Work Shift** leave blank**.**
11) Click **Next**.
12) Information under **Organizations** is defaulted in from the Position. Confirm the **Cost Center**, **Fund** and **PS Account** are correct. To make changes, click the pencil icon.



13) Click **Next**.

14) From the **Attachments** screen, click **Add** to attach the following:

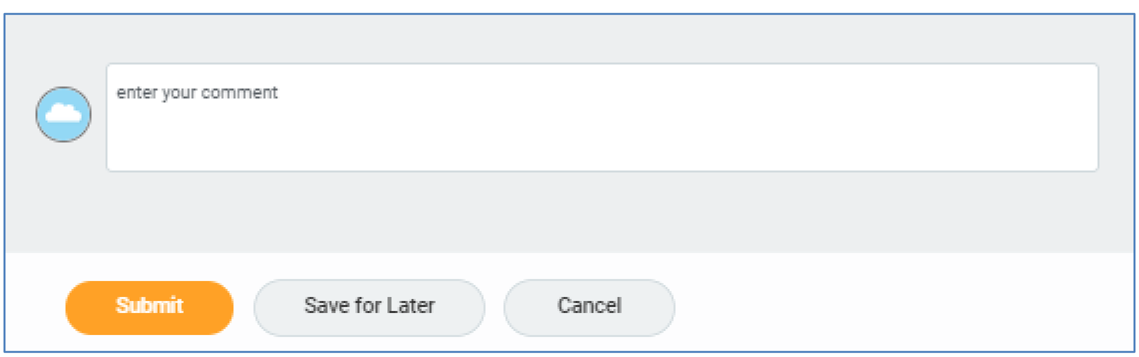
- *Recruitment Plan template* which hiring managers should complete to provide information on where the position should be advertised and the list of Search Committee members. This is located on the Talent Acquisition section of the Human Resources website. Note- Any changes to this original committee should be sent to the Primary Recruiter via email.
- Any other attachments as needed.

15) Click **Next**.

16) Under **Compensation**, confirm the Compensation Guidelines are correct. This information is defaulted in from the Position. If you need to make changes click the pencil icon.

17) Click **Next** to perform a final review of all job requisition information on the **Summary** screen. At the bottom of the Summary screen, enter % of FTE in the **Comment** section if this is a part-time position.

18) Click **Submit**.



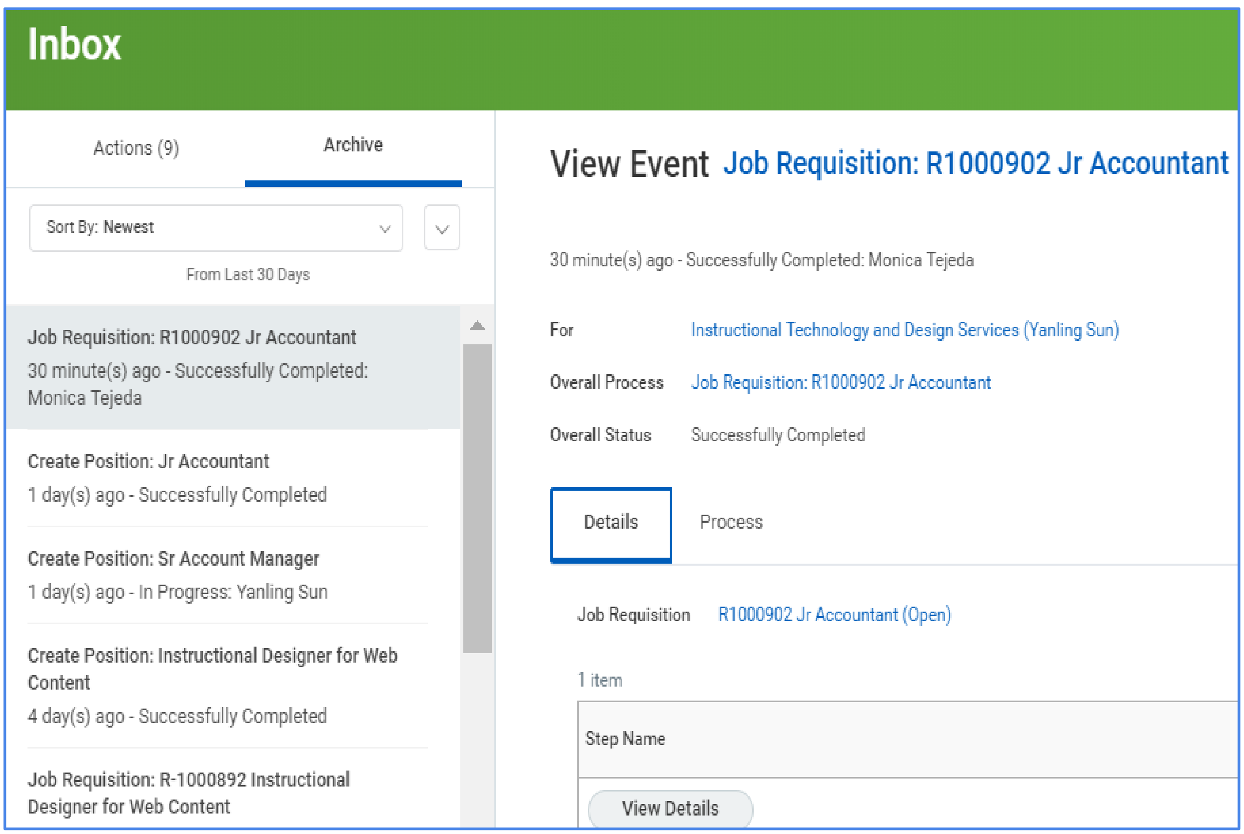
Approval Process

The process moves forward for additional reviews and approvals to the list below.

Note- any of the approvers in the approval process can send the request back to the Initiator from a specific point within the process. The Initiator needs to make the required changes, confirm all data going forward is correct, and resubmit the request.

- Compensation Analyst
- Hiring Manager
- Unit Head
- Vice President
- Budget Manager and/or Grant Specialist
- Vice President, Human Resources

Once approved, a job requisition number will be assigned. The Initiator will receive a notification in their Inbox under **Archive** with the job requisition number.



Details - Click **View Details** under **Step Name** to see details of requisition.

Process - Click to view the **Process History** of the requisition.

Check the Status of a Job Requisition

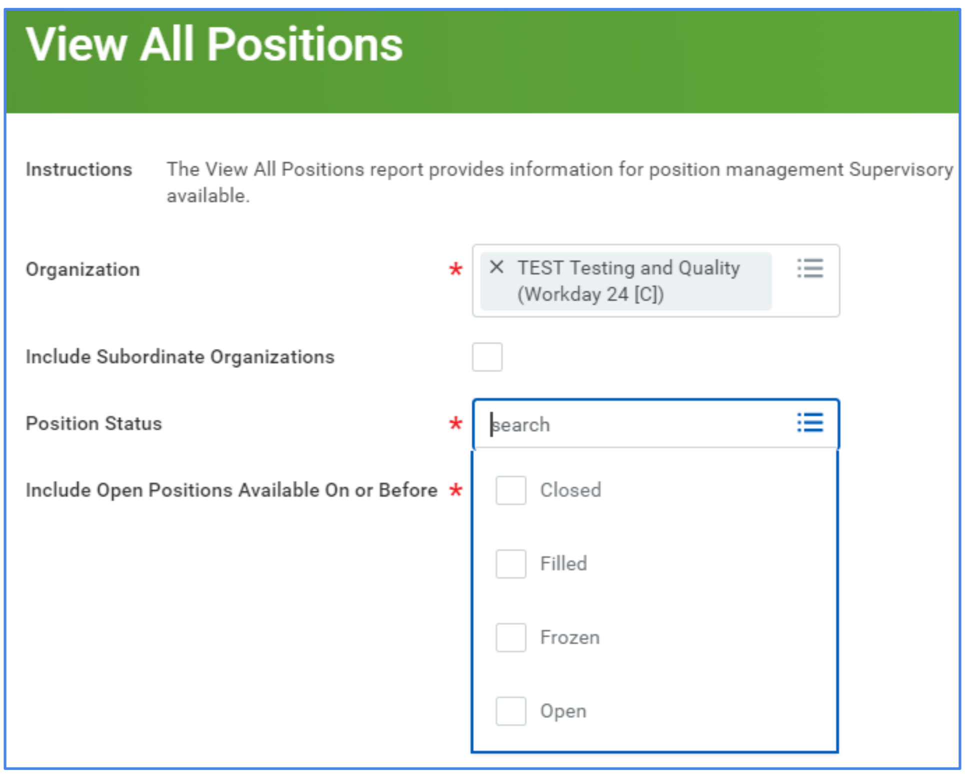
1) Enter the job requisition number in the *Search* bar and hit **Enter.**
2) Select **All of Workday** in the left menu.
3) Click on the appropriate requisition.

The Candidate Pipeline displays.

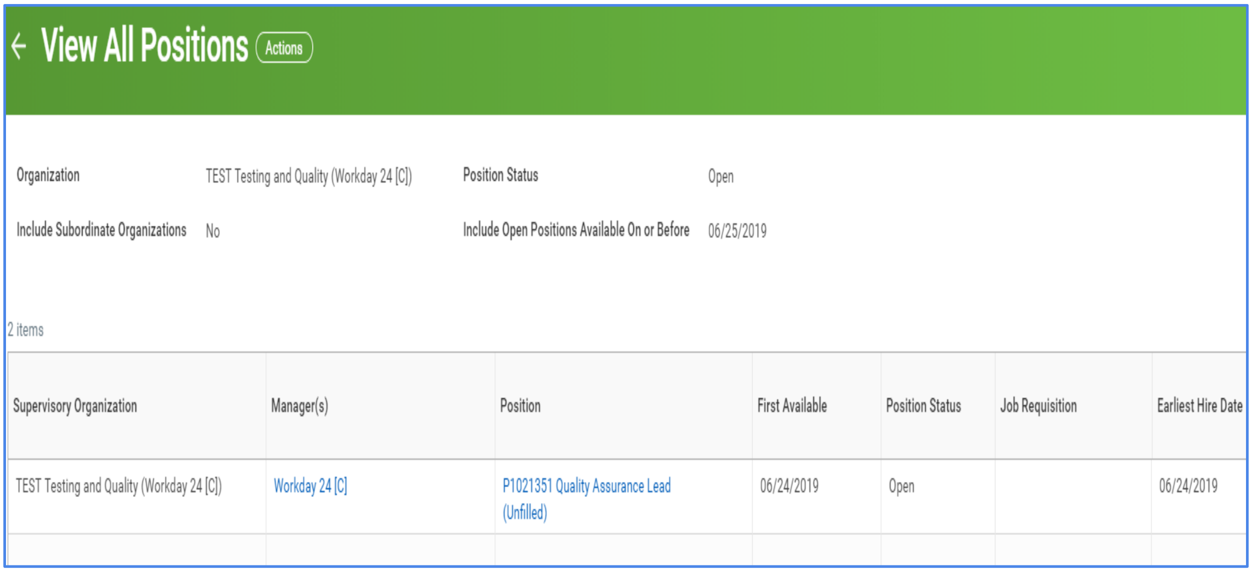
Note: This functionality is only available for the Search Committee Chair/Assistant and Hiring Manager.

View All Positions (for Admin Assistant Role)

1) To view all of your positions, type **View All Positions** in the *Search* bar and hit **Enter**.
2) Click on **View All Positions** in the Search Results.
3) Choose the **Organization** by typing it in the field or clicking on the **Prompt** icon if it is not defaulted in.
4) Select the **Position Status** by clicking on the **Prompt** icon.
5) Click **OK.**



A list of all positions with the selected status for the specific organization will display.



When viewing the results table, click on the position title in the **Position** column to view the details of the position.

Note- Hiring Managers and all members of the Search Committee will be able to view the Candidate Pipeline. Please refer to the Search and Hire Process reference guide for additional information on the Candidate Pipeline.