

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.

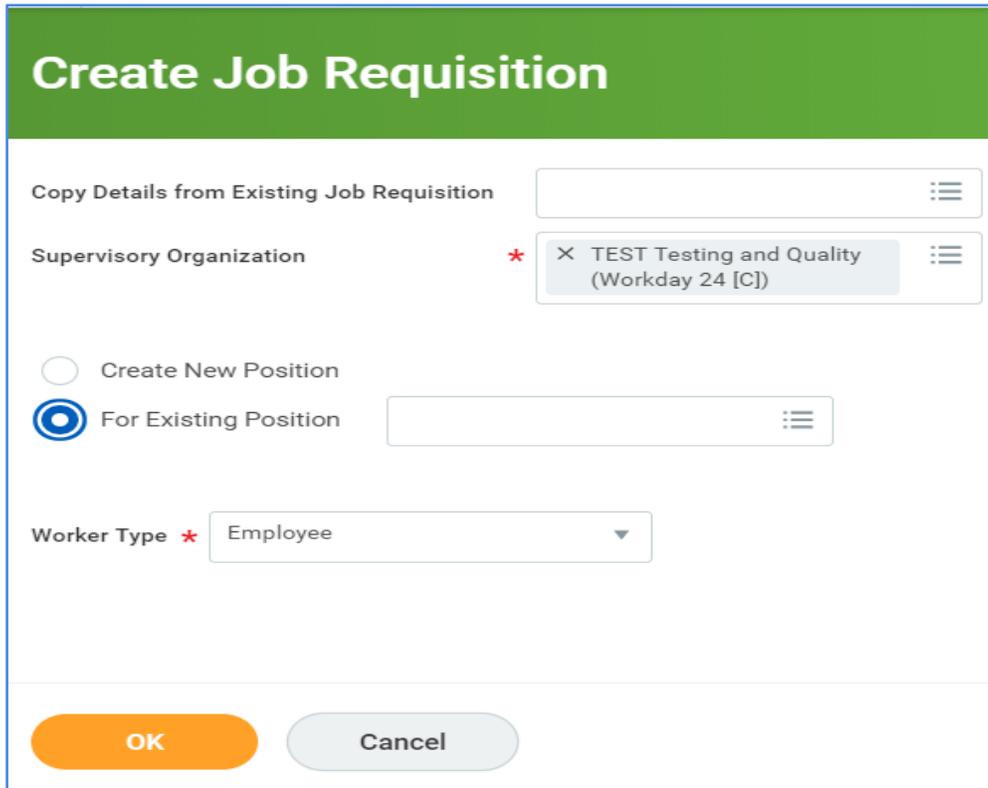
- 1) Enter **Create Job Req** into the *Search* bar and select **Create Job Requisition–Task**.

A search bar with a magnifying glass icon on the left and the text 'create job req' inside. Below the search bar is a dropdown menu with a light gray background and the text '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.

The 'Create Job Requisition' form has a green header. Below the header, there are several fields: 'Copy Details from Existing Job Requisition' with a dropdown arrow icon; 'Supervisory Organization' with a red asterisk and a dropdown menu showing 'X TEST Testing and Quality (Workday 24 [C])' and a red box around its dropdown arrow icon; 'Worker Type' with a red asterisk and a dropdown menu showing 'Employee'; and two radio buttons for 'Create New Position' and 'For Existing Position'. The dropdown menu for 'Supervisory Organization' is open, showing a search bar and several options with right-pointing arrows: 'Search by Manager or Organization Name', 'Supervisory Organizations by Manager', 'Supervisory Organizations by Manager Hierarchy', 'Supervisory Organizations', and 'Active Supervisory Organizations by Hierarchy'.

- 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**.



Create Job Requisition

Copy Details from Existing Job Requisition

Supervisory Organization *

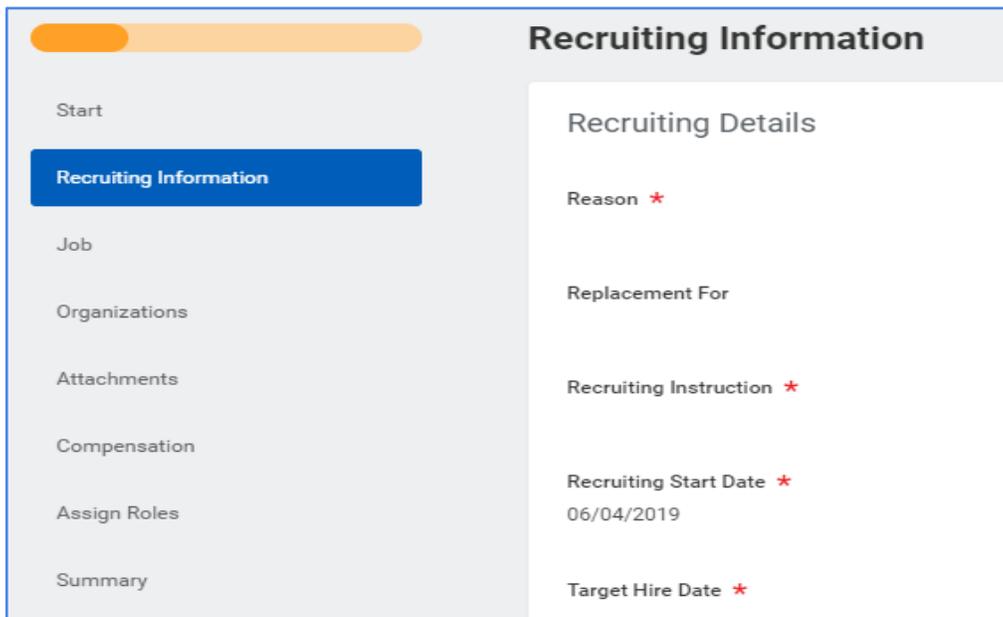
Create New Position

For Existing Position

Worker Type *

OK **Cancel**

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



Recruiting Information

Start

Recruiting Information

Job

Organizations

Attachments

Compensation

Assign Roles

Summary

Recruiting Details

Reason *

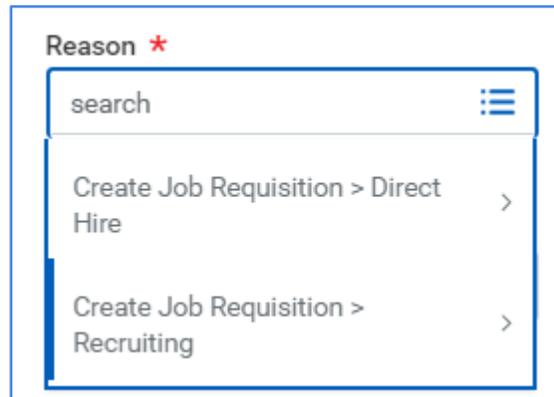
Replacement For

Recruiting Instruction *

Recruiting Start Date *
06/04/2019

Target Hire Date *

- **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.

Create Job Requisition

Job

Start

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Summary

Job Details

Job Posting Title *
Quality Assurance Lead

Justification

Job Profile *
Professional Services Specialist 4 (AFT)

Additional Job Profiles

Job Description Summary
Under the coordination of a Professional Services Specialist II level or higher, is responsible for performing basic professional functions using established policies, procedures, precedents and guidelines; does related work as required.

- 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.

Cost Center	
Cost Center *	
2502101 ACCOUNTING & FINANCE	
Costing	
Fund	
10 Unrestricted	
Other	
Activity Code	
General Code	
University Event	
PS Account	
54005 ADMINISTRATIVE SUPPORT	

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**.

Submit
Save for Later
Cancel

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.

The screenshot shows an 'Inbox' interface with a green header. On the left, there are two tabs: 'Actions (9)' and 'Archive'. Below the tabs, there is a 'Sort By: Newest' dropdown menu and a 'From Last 30 Days' filter. A list of events is displayed, with the top event highlighted: 'Job Requisition: R1000902 Jr Accountant', '30 minute(s) ago - Successfully Completed: Monica Tejada'. Below this are other events like 'Create Position: Jr Accountant' and 'Create Position: Sr Account Manager'. On the right, the 'View Event Job Requisition: R1000902 Jr Accountant' details are shown. It includes the time '30 minute(s) ago - Successfully Completed: Monica Tejada', the department 'Instructional Technology and Design Services (Yanling Sun)', the overall process 'Job Requisition: R1000902 Jr Accountant', and the overall status 'Successfully Completed'. There are two buttons: 'Details' (highlighted with a blue border) and 'Process'. Below these buttons, it shows 'Job Requisition R1000902 Jr Accountant (Open)' and '1 item'. A table with one row is visible, with the header 'Step Name' and a 'View Details' button below it.

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**.

The screenshot shows the 'View All Positions' configuration page. At the top is a green header with the title 'View All Positions'. Below the header, there is an 'Instructions' section stating: 'The View All Positions report provides information for position management Supervisory available.' The main configuration area includes several fields:

- Organization:** A dropdown menu with a red asterisk, currently showing 'TEST Testing and Quality (Workday 24 [C])' and a prompt icon.
- Include Subordinate Organizations:** A checkbox that is currently unchecked.
- Position Status:** A dropdown menu with a red asterisk, currently showing 'search' and a prompt icon.
- Include Open Positions Available On or Before:** A red asterisk followed by a list of checkboxes for 'Closed', 'Filled', 'Frozen', and 'Open', all of which are currently unchecked.

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

← View All Positions Actions

Organization	TEST Testing and Quality (Workday 24 [C])	Position Status	Open
Include Subordinate Organizations	No	Include Open Positions Available On or Before	06/25/2019

2 items

Supervisory Organization	Manager(s)	Position	First Available	Position Status	Job Requisition	Earliest Hire Date
TEST Testing and Quality (Workday 24 [C])	Workday 24 [C]	P1021351 Quality Assurance Lead (Unfilled)	06/24/2019	Open		06/24/2019

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.