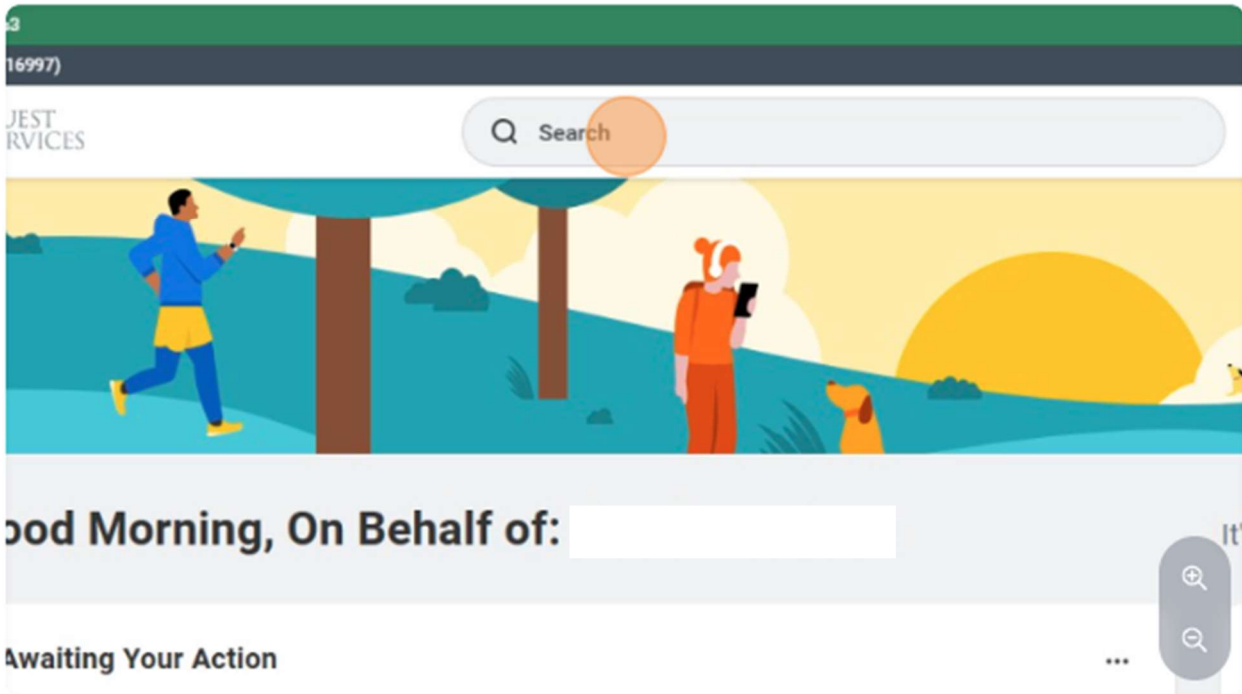# Create Job Requisition in Workday Software

Stephanie Tschohl | 33 steps | 3 minutes

w Workday

1 Navigate to Workday and sign in.

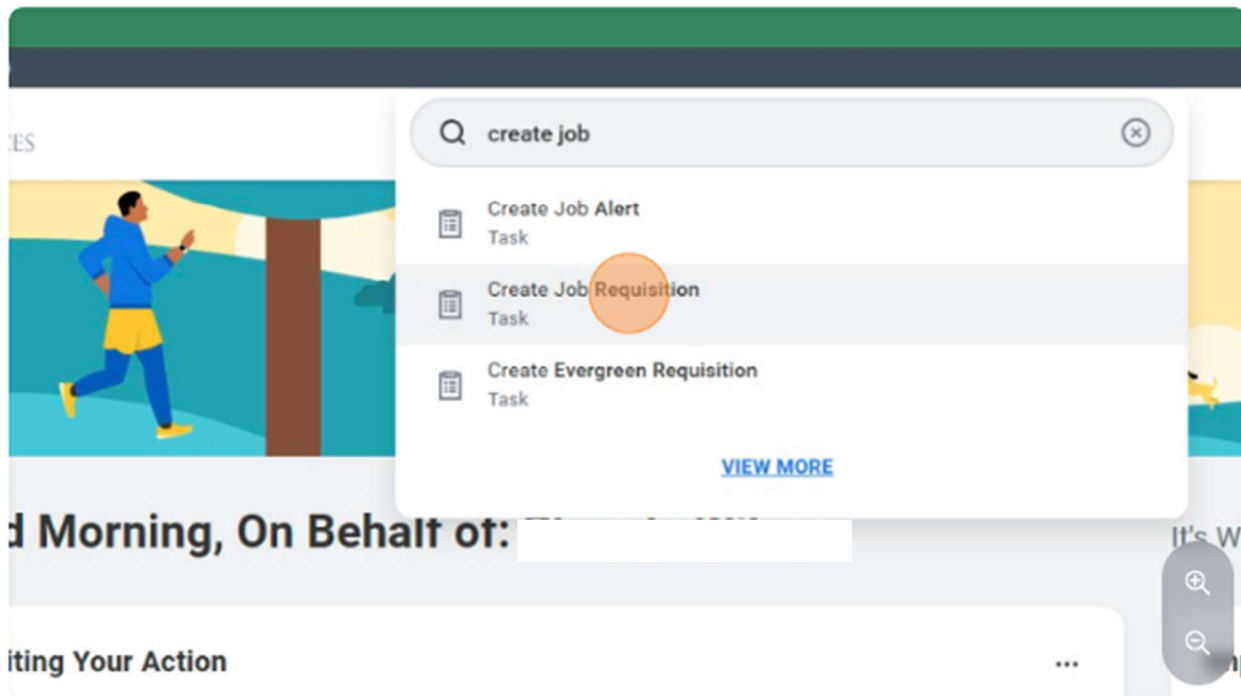**2** Click the "Search" field.

Start typing "create job requisition"

4 When you see "Create Job Requisition" as an option, Click it

create job

Create Job **Alert**
Task

Create Job Requisition
Task

Create **Evergreen Requisition**
Task

VIEW MORE

d Morning, On Behalf of:

iting Your Action

5 The Supervisory Organization field will autofill. If you need to change it, click this icon.

A note about supervisory organizations - All those with Direct Reports have their own Supervisory Org. The positions listed under each Supervisory Org are the positions that report to the Manager of that Supervisory Org. For Example - The Breckenridge Housekeeping Supervisory Org, which we are using for this example, is all positions that report to the Housekeeping Manager at Breckenridge. If you don't know the name of the Supervisory Org you need, you can type the name of the manager that this role will report to and that manager's Supervisory Org will autofill. If you need a list of the Supervisory Orgs at your unit and who is the manager for each, please contact Stephanie Tschohl.

6 Click the radio button that matches the supervisory organization for the open position. For example, housekeeping.

Create Job Requisition   ✕

Copy Details from Existing Requisition   [   ] ☰

Supervisory Organization   ★   breckenridge   ✕

Search Results   (7)

Worker Type ★ [Employee]   ⚪ **Breckenridge Culinary**

                                 ⚪ Breckenridge Housekeeping   ⋯

                                 ⚪ Breckenridge Main

                                 ⚪ Breckenridge Maintenance

                                 ⚪ Breckenridge Sales

                                 ⚪ Breckenridge Front Desk

                                 ⚪ Breckenridge F&B Supervisor

7 Click the "For Existing Position" field if the position already exists. Click "Create new position" if you are adding a new position that has not previously been filled. Please note: new positions require VP approval for hourly and CEO approval for salaried.

8   Click the "Position" field.

Copy Details from Existing Requisition		

Supervisory Organization   ★   ✕ Breckenridge Housekeeping ⋯

○ Create New Position

● For Existing Position

Position   ★   Search

Worker Type ★   Employee ▾

Waiting Your Action

My Tasks - 19 day(s) ago

Review Personal email address:

My Tasks - 3 month(s) ago

Cancel   O

---

9   Click the position that is vacant/select the team member who has resigned.

Think of each position in Workday like a Chair - there needs to be an empty chair in order to hire someone. Otherwise, that would be considered a new position. If you feel that there are open positions (or "empty chairs") in a supervisory org that you don't see listed in Workday, please contact Stephanie Tschohl.

○ Create New Position

● For Existing Position

Position   ★   Search

Worker Type ★

   ○ Attendant, Dining Room - Edwin Maldonado (033496)

   ○ Housekeeper - Darling Stewart (031103) ⋯

   ○ Housekeeper - Maria Ciau Dzib (023287)

Expense Report: EXPRPT
$6.00

10   Click "OK"

sting Position

× Housekeeper - Darling Stewart (031103) ··· ≔

Employee ▼

Cancel   OK

: Horace Mills (Terminated) (029932)

nesday, May 8, 2024

rtant Dates

Birthday 🎂
Andrea Castro (029578)

- Team Calendar

Quick Tasks

My Payslips

⊕
⊖

11   Click the pencil icon under Recruiting Details

12   Click the "Reason" field.

Additional Positions

Recruiting Details

Reason *

Search ≔

Spotlight Job

13 Click "Create Job Requisition > Recruiting"

Additional Positions

Recruiting Details

Reason *

Search

Create Job Requisition > Recruiting >

Spotlight Job

☐

Replacement For

✕ Darling Stewart (031103) ⋯

Recruiting Instruction *

select one ▾

---

14 Select the most appropriate option for the request.

sign Roles

mpensation

mmary

Reason *

Search

← Create Job Requisition >
Recruiting

⦿ Recruiting > Client Requested

◯ Recruiting > Expansion

◯ Recruiting > Post Internally Only

◯ Recruiting > Project Requirement

◯ Recruiting > Replacing departed
employee

select one ▾

15   Click here.

Spotlight Job

☐

Replacement For

✕ Darling Stewart (031103) ···   ☰

Recruiting Instruction *

| select one | ▼ |

Recruiting Start Date *

| 05/08/2024 | 📅 |

Target Hire Date *

| MM/DD/YYYY | 📅 |

Target End Date

---
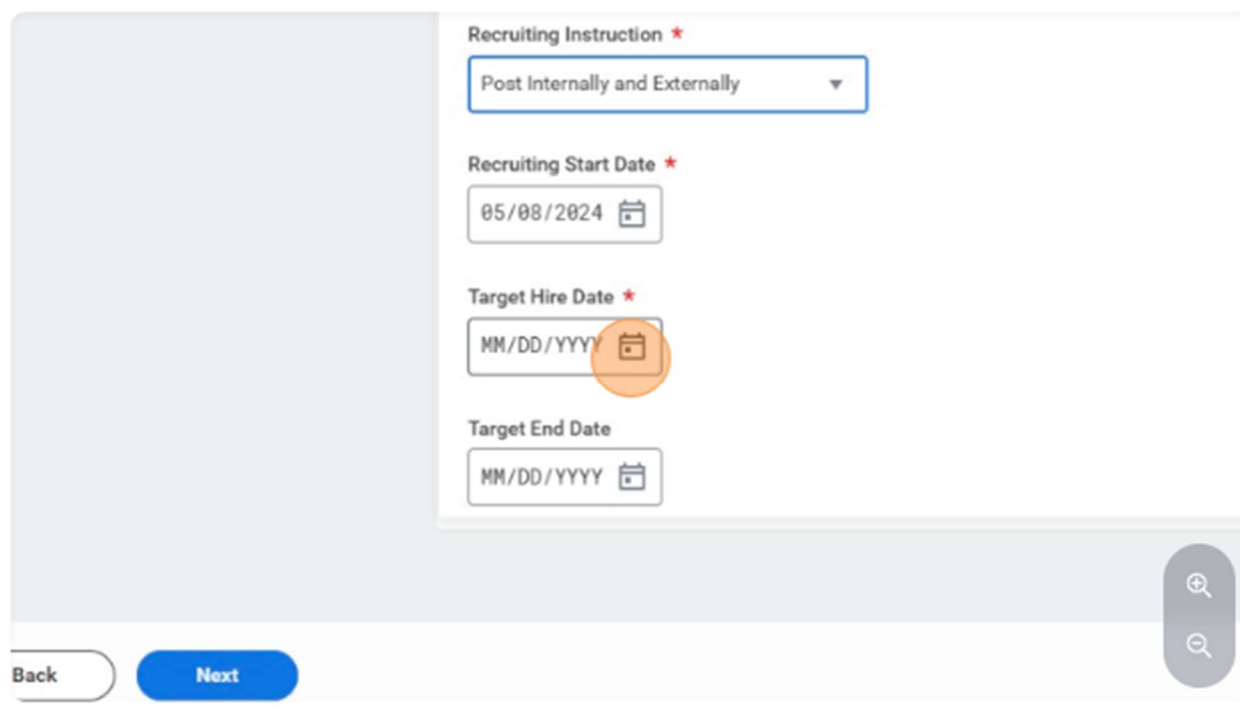
16   Select posting options

✕ Darling Stewart (031103) ···   ☰

Recruiting Instruction *

| select one | ▼ |

| select one |
| Post Externally Only |
| Posting Not Required |
| Post Internally and Externally |
| Post Internally Only |

Target End Date

MM/DD/YYYY 📅

17   Enter the Recruiting Start Date - use the current date. If you select a future date for the Recruiting Start Date, the position will not post on our career site until that date.

Recruiting Instruction *

Post Internally and Externally ▼

Recruiting Start Date *
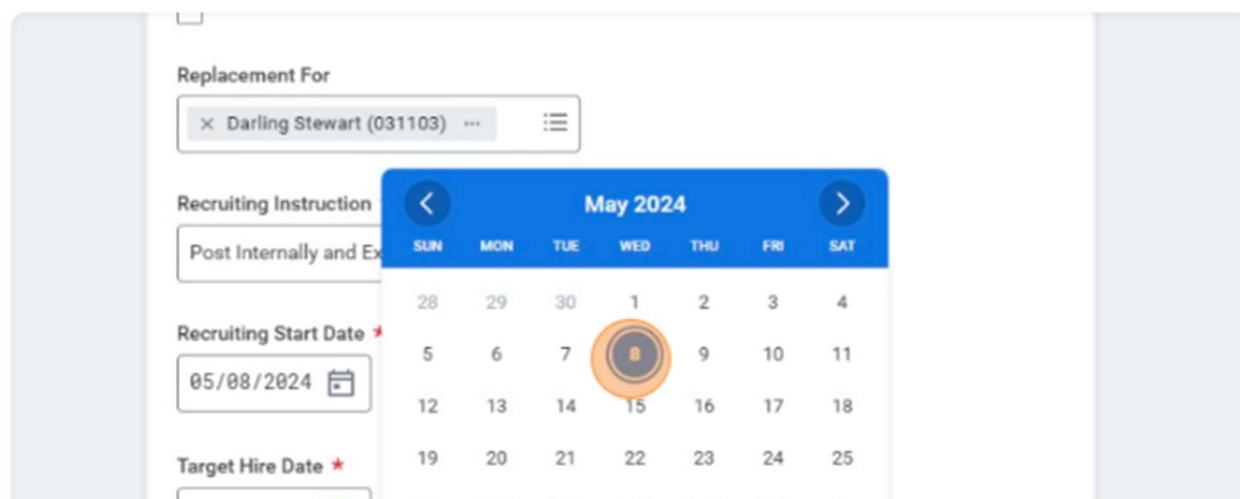
05/08/2024 📅

Target Hire Date *

MM/DD/YYYY 📅

Target End Date

MM/DD/YYYY 📅

Back   Next

18   Choose Target Hire Date. If hiring immediately, choose today. If you choose a future date for Target Hire Date, the system will not allow you to hire someone sooner.

Replacement For

× Darling Stewart (031103) ⋯   ☰

Recruiting Instruction

Post Internally and Ex

Recruiting Start Date *

05/08/2024 📅

Target Hire Date *

May 2024 〈 〉

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

19 Click "Next"

Recruiting Instruction

Post Internally and Externally ▼

Recruiting Start Date *

05/08/2024 📅

Target Hire Date *

05/08/2024 📅

Target End Date

MM/DD/YYYY 📅

Back   Next

20 Click "Next" until you reach the Assign Roles stage. You do not need to make any edits to these pages.

Internal Career Site - Primary

Internal Candidate

Internal Career Site - Secondary

Supplementary - Housing

External Career Site - Primary

External Candidate

External Career Site - Secondary

Supplementary - Housing

21 On the Assign Roles page, Click "Add"

GUEST
SERVICES

🔍 create job

eate Job Requisition

Assign Roles

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Add

⊕

⊖

---

22 Type "primary recruiter `enter` " Primary Recruiter in Workday is similar to hiring manager in Core.

---

23 Click the "Assigned To" field.

Assign Roles

Start

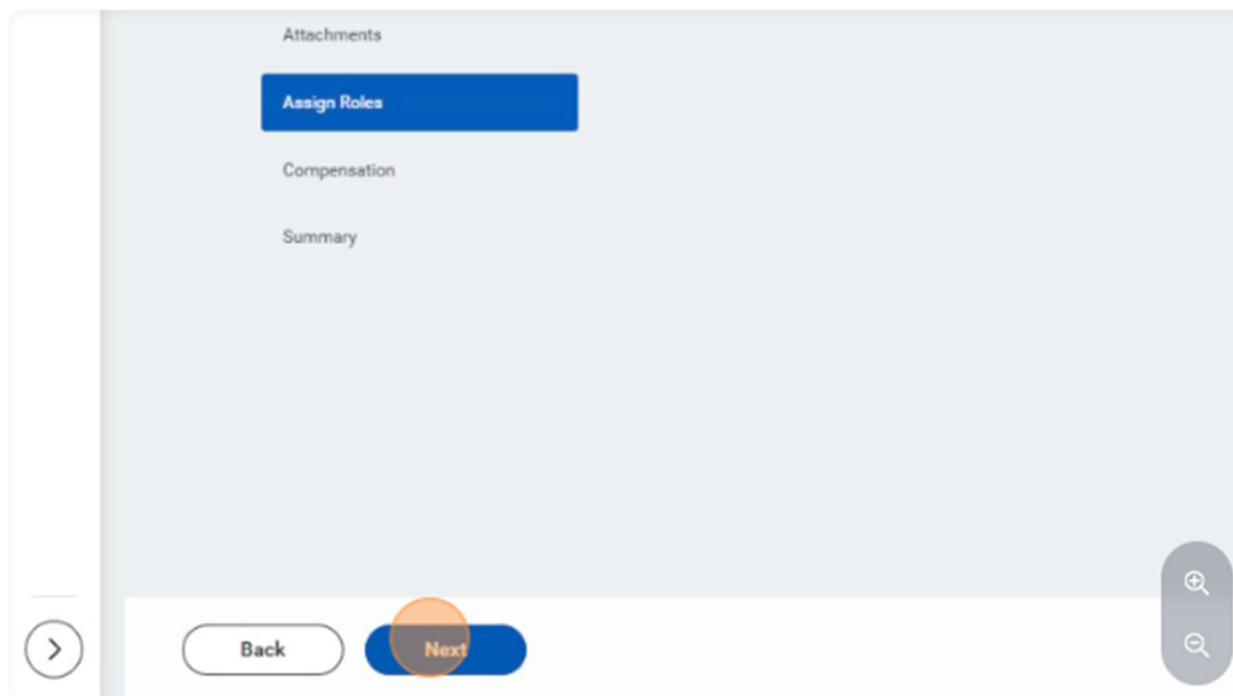Recruiting Information
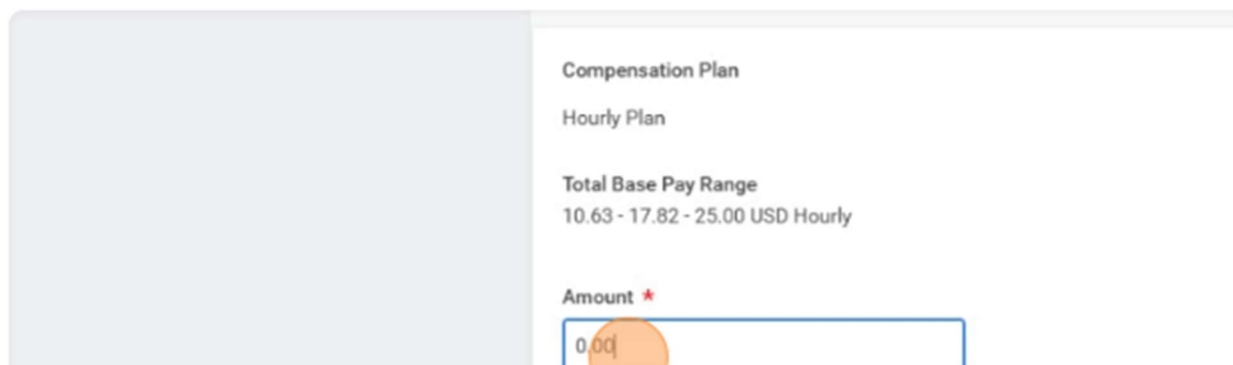
Job

Skills

Qualifications

Role

✕ Primary Recruiter   ☰

Assigned To *

Search   ☰

Add

24 Type the name of the person who will be most responsible for moving candidates through the process. You can add multiple names in this field.

25 You can also add "Requisition Reviewers" at this stage. Once all roles are assigned, Click "Next"

Attachments

Assign Roles

Compensation

Summary

Back   Next

26 Click the "Amount" field; this field will be under Hourly or Salary depending on the position.

Compensation Plan

Hourly Plan

Total Base Pay Range
10.63 - 17.82 - 25.00 USD Hourly

Amount *

0.00

27 Enter the pay.

28 Click this button.
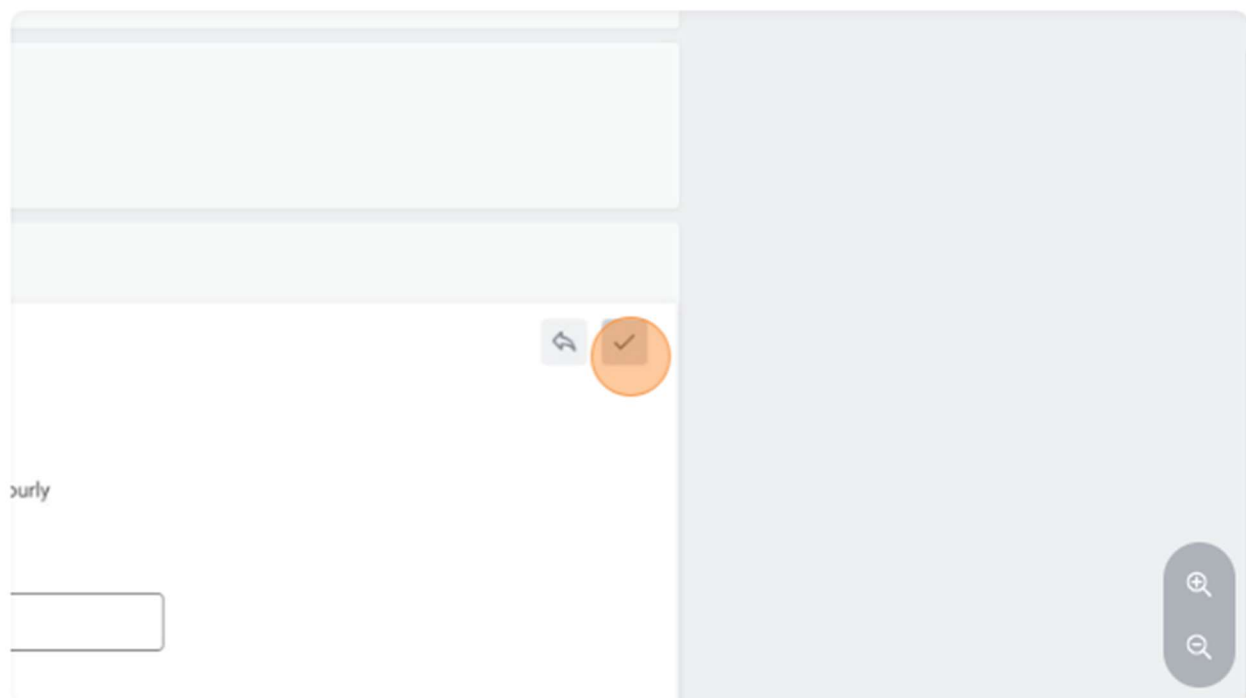
29 Click "Next"

• Hourly Plan   added

Effective Date
• 05/08/2024   added

(Add)

Allowance

(Add)

Commission

(Add)

(Back)   (Next)

Other

---

30 Review the requisitions, then click "submit"

Commission

(Add)

Other

enter your comment

(Submit)   (Save for Later)   (Cancel)

31 You are done! If you want to see next steps, click "view details"

Wilson (016997)

GUEST SERVICES

Q   create job

You have submitted

Up Next: Recruiter | Review Create Job Requisition | Due Date
05/10/2024

View Details

Welcome

Awaiting Your Action

---

32 Click this icon.

You have submitted   Job Requisition: JR100163 Housekeeper ...

Up Next   Do Anoth

  Recruiter   Create Job Re

  Review Create Job Requisition
  Due Date   05/10/2024
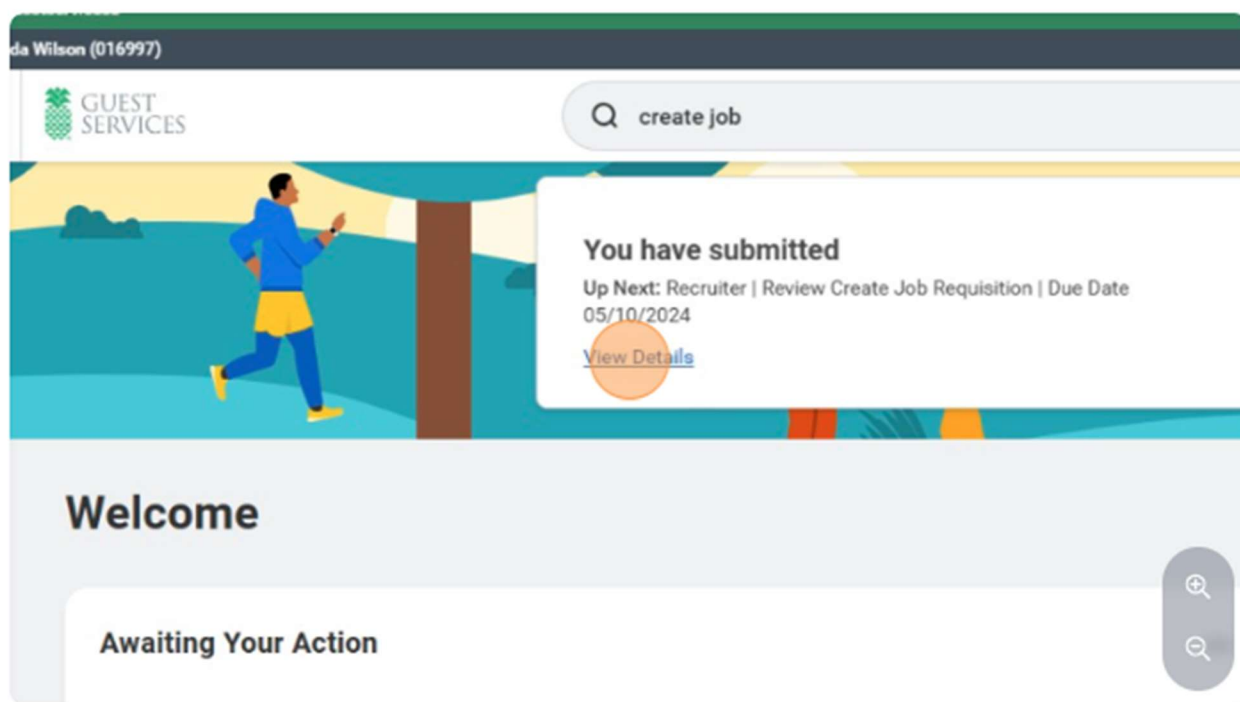
  › **Details and Process**

33 Click "Process" - you will see the next steps pending and who is responsible for that step.

Details and Process

For	Breckenridge Housekeeping
Overall Process	Job Requisition: JR100163 Housekeeper
Overall Status	In Progress
Due Date	05/12/2024

Details   Process

1 item

Step Name
View Details