



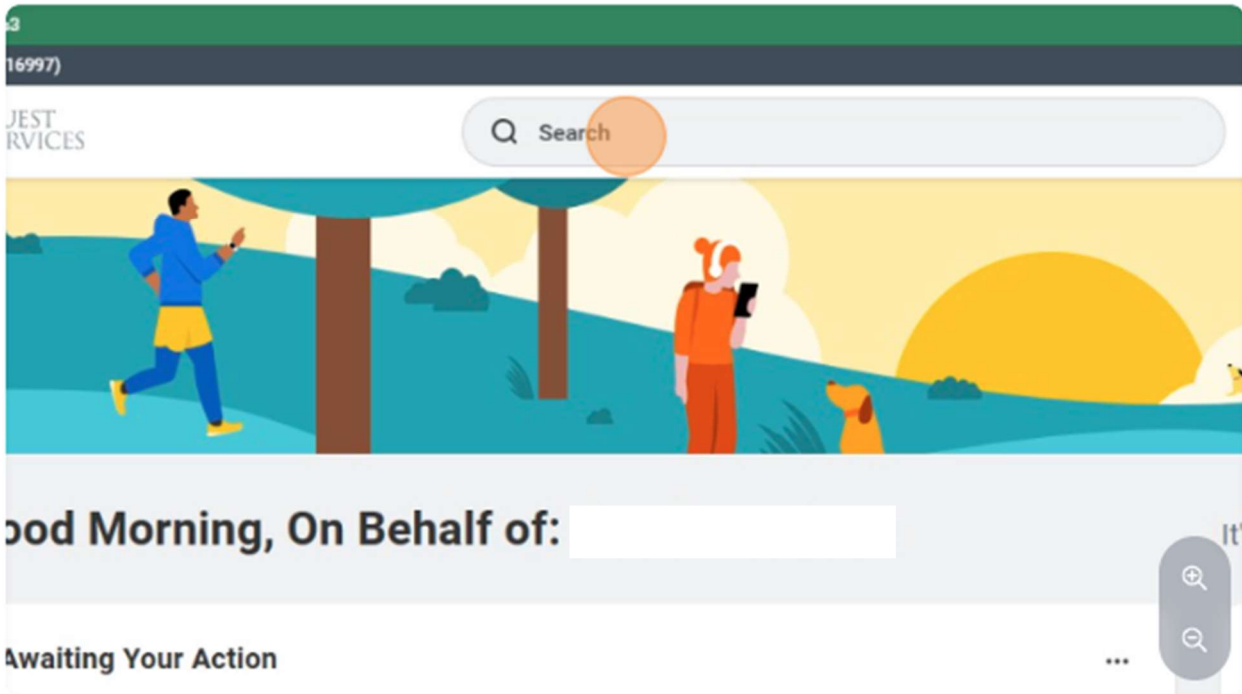
Create Job Requisition in Workday Software

Stephanie Tschohl | 33 steps | 3 minutes



1 Navigate to Workday and sign in.

2 Click the "Search" field.



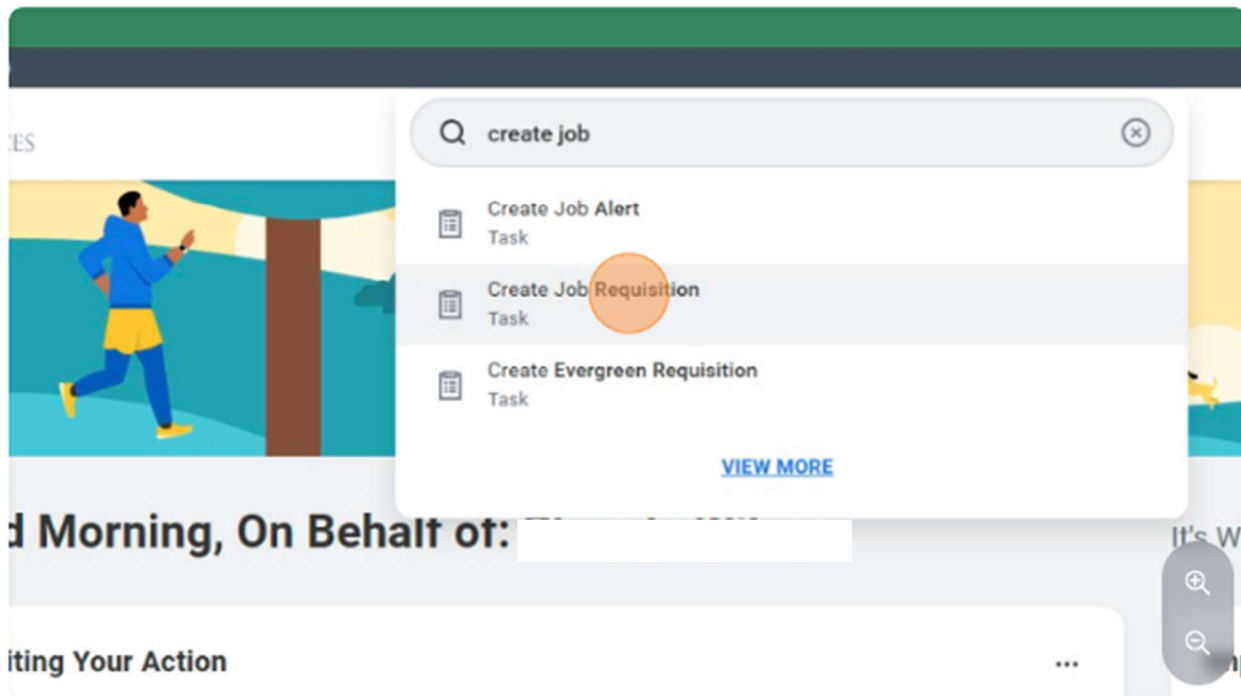


Start typing "create job requisition"



4

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



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.

The screenshot shows a mobile application interface for creating a job requisition. At the top, there is a search bar with the text 'create job' and a 'Close' button. Below this is a modal window titled 'Create Job Requisition' with a close button (X) in the top right corner. The form contains the following fields:

- Copy Details from Existing Requisition:** A text input field with a dropdown arrow.
- Supervisory Organization:** A field with a red asterisk, containing the text 'Breckenridge Main' and a dropdown arrow. This field is highlighted with an orange circle.
- Create New Position / For Existing Position:** Two radio buttons for selection.
- Worker Type:** A dropdown menu with 'Employee' selected and a red asterisk.

At the bottom right of the screen, there are two magnifying glass icons.

6

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

The screenshot shows a 'Create Job Requisition' form with the following fields and options:

- Copy Details from Existing Requisition:** A search bar with a dropdown arrow.
- Supervisory Organization:** A dropdown menu with a red asterisk. The current selection is 'breckenridge'. A search results list is open below it.
- Worker Type:** A dropdown menu with a red asterisk. The current selection is 'Employee'.


Search Results (7):

- ☒ Breckenridge Culinary
- ☐ Breckenridge Housekeeping
- ☐ Breckenridge Main
- ☐ Breckenridge Maintenance
- ☐ Breckenridge Sales
- ☐ Breckenridge Front Desk
- ☐ Breckenridge F&B Supervisor

The background shows a calendar for June 1st, with a birthday for Andrea C. and a link to 'Go to Team C'.

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.



Good Morning, On B

Awaiting Your Action

My Tasks - 19 day(s) ago

Create Job Requisition

Copy Details from Existing Requisition

Supervisory Organization *

☐ Create New Position

☒ For Existing Position

Worker Type *

Cancel

- 8 Click the "Position" field.

The screenshot shows a Workday interface with a sidebar on the left containing a navigation menu and a main content area. The sidebar includes a header with a person icon and the text "Good Morning, On B", a section "Waiting Your Action", and a list of tasks: "My Tasks - 19 day(s) ago" and "Review Personal email address: [redacted] My Tasks - 3 month(s) ago". The main content area is a form for creating or updating a position. It includes a "Copy Details from Existing Requisition" field, a "Supervisory Organization" dropdown menu with "Breckenridge Housekeeping" selected, and two radio buttons: "Create New Position" and "For Existing Position" (which is selected). Below these are the "Position" and "Worker Type" fields. The "Position" field is highlighted with an orange circle and contains a search icon. The "Worker Type" dropdown menu shows "Employee" selected. At the bottom right of the form are "Cancel" and "Save" buttons.

- 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.

The screenshot shows the same Workday interface as before, but with the "Position" dropdown menu open. The menu displays a search bar and a list of positions. The first position is "Attendant, Dining Room - Edwin Maldonado (033496)". The second position is "Housekeeper - Darling Stewart (031103)" and is highlighted with an orange circle. The third position is "Housekeeper - Maria Ciau Dzib (023287)". The "Worker Type" dropdown menu is also visible, showing "Employee" selected.

10 Click "OK"

Recruiting Position

✕ Housekeeper - Darling Stewart (031103) ...

Employee ▼

Cancel OK

Wednesday, May 8, 2024

Important Dates

Birthday 🎂
Andrea Castro (029578)

Team Calendar

Horace Mills (Terminated) (029932)

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 ★ ↶ ✓

⋮

← Create Job Requisition > Recruiting →

Spotlight Job ☐

Replacement For

× Darling Stewart (031103) ⋮

Recruiting Instruction ★

▼

⋮

14 Select the most appropriate option for the request.

Assign Roles

Compensation

Summary

Reason ★

⋮

← Create Job Requisition > Recruiting

☒ Recruiting > Client Requested

☐ Recruiting > Expansion

☐ Recruiting > Post Internally Only

☐ Recruiting > Project Requirement

☐ Recruiting > Replacing departed employee

▼

15 Click here.

Spotlight Job
☐

Replacement For
x Darling Stewart (031103) ...

Recruiting Instruction *
select one

Recruiting Start Date *
05/08/2024

Target Hire Date *
MM/DD/YYYY

Target End Date

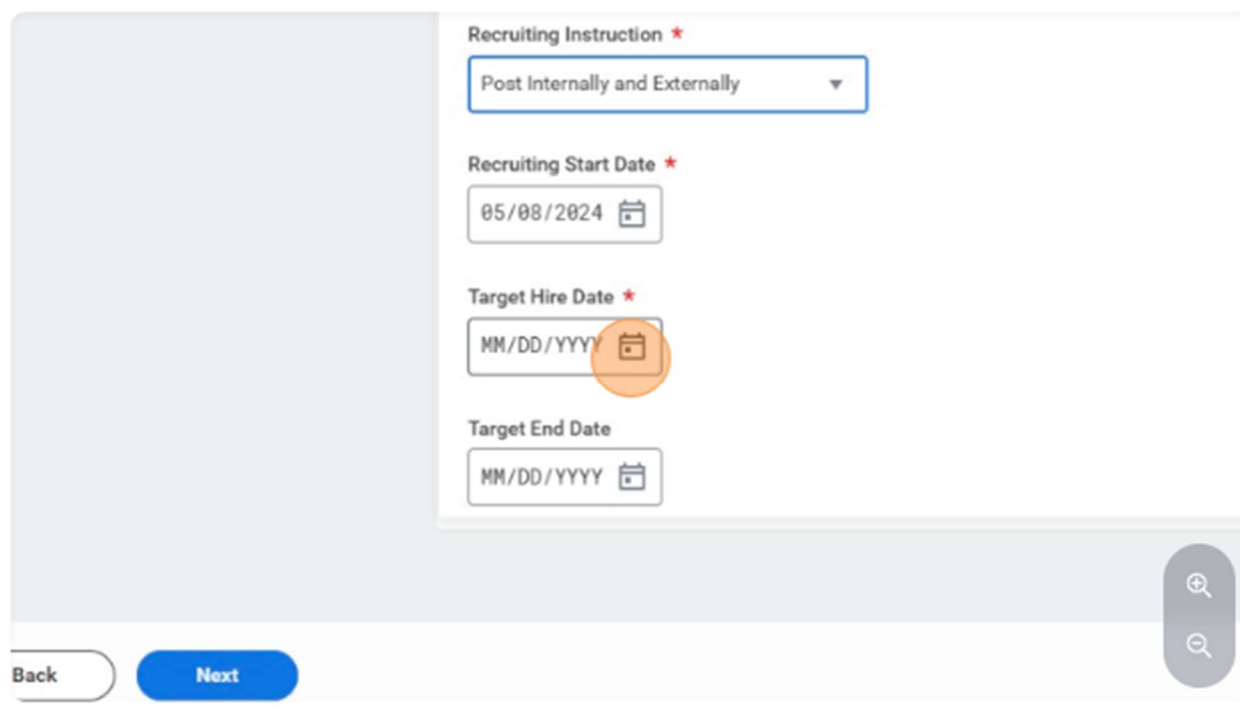
16 Select posting options

x 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 *

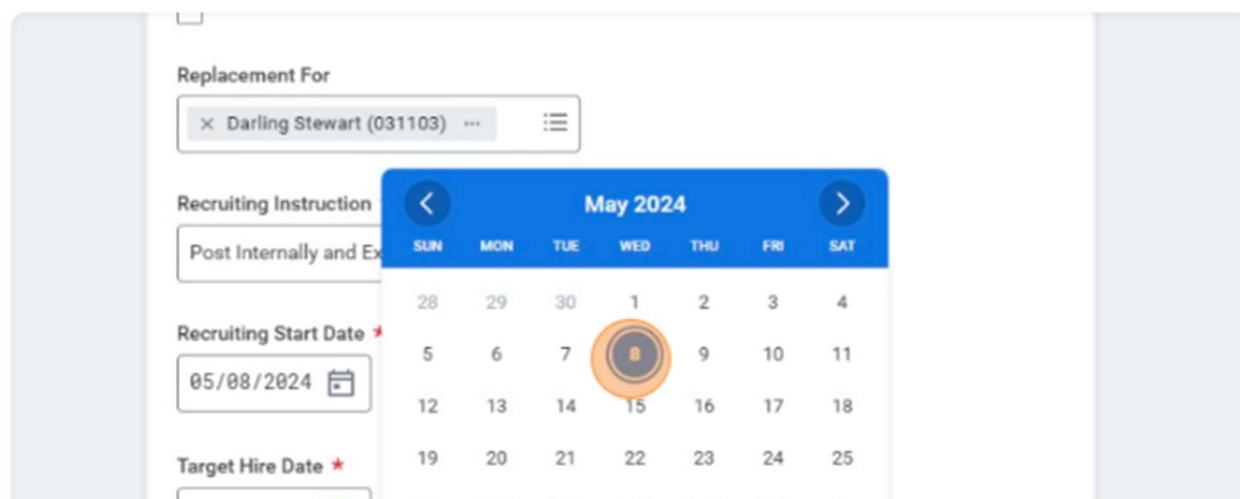
MM/DD/YYYY 📅

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 Externally ▼

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"

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"



Q create job

Create Job Requisition

Assign Roles

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Add



22 Type "primary recruiter" 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

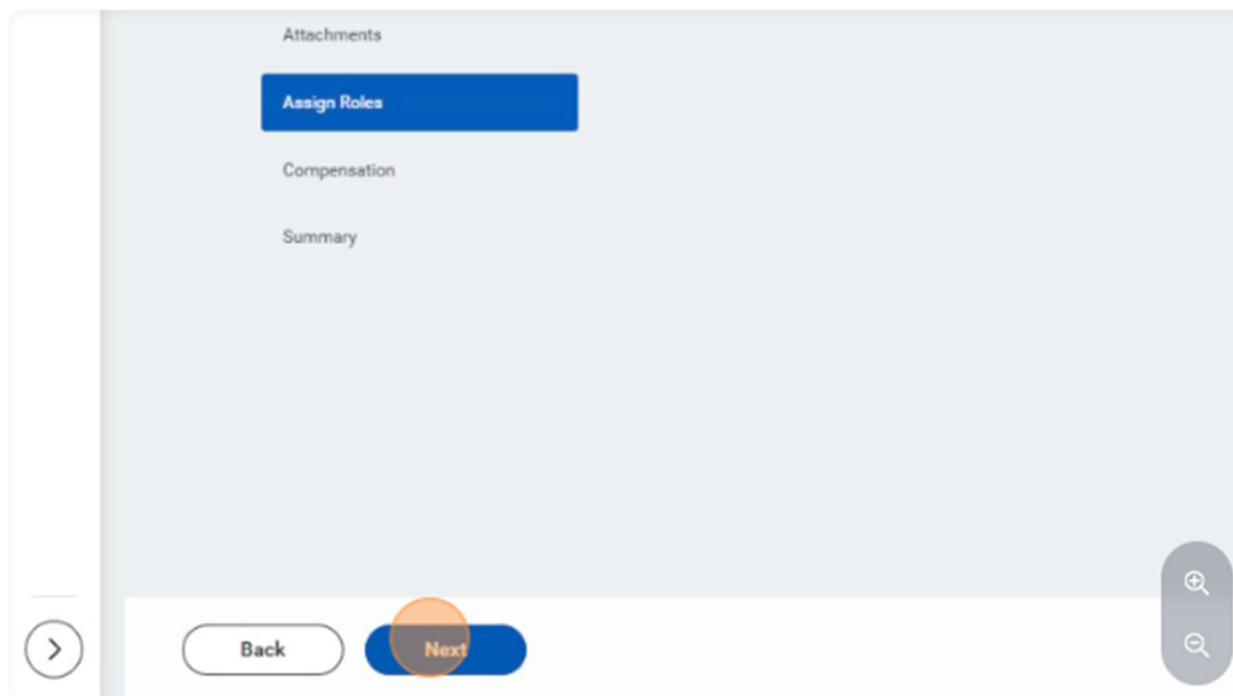
Assigned To *

Search

Add

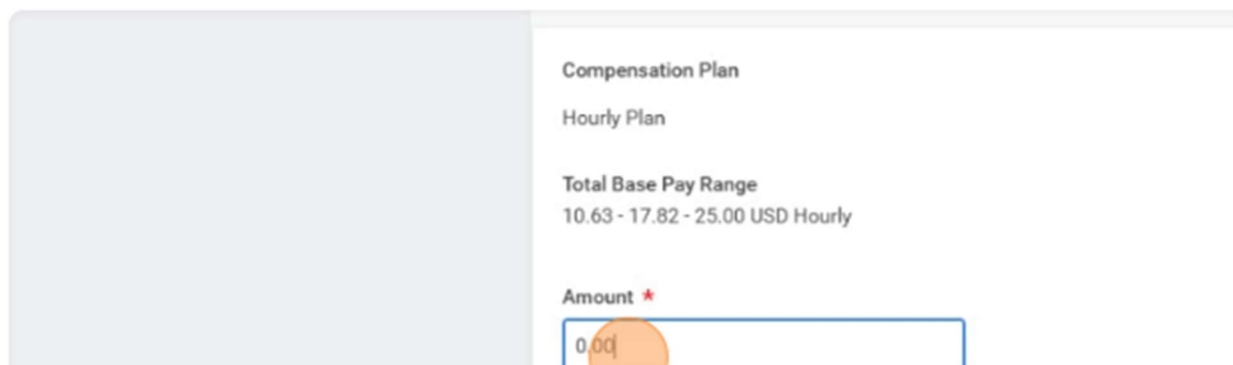
- 24 Type the name of the person who will be most responsible for moving candidates through the process. You can add multiple names in this field.

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



The screenshot shows a recruitment process interface. On the left, there is a sidebar with a list of steps: Attachments, Assign Roles (highlighted with a blue background), Compensation, and Summary. Below the sidebar, there are two buttons: 'Back' and 'Next' (highlighted with an orange circle). To the right of the sidebar, there is a large light blue area. At the bottom right, there is a vertical toolbar with two magnifying glass icons.

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



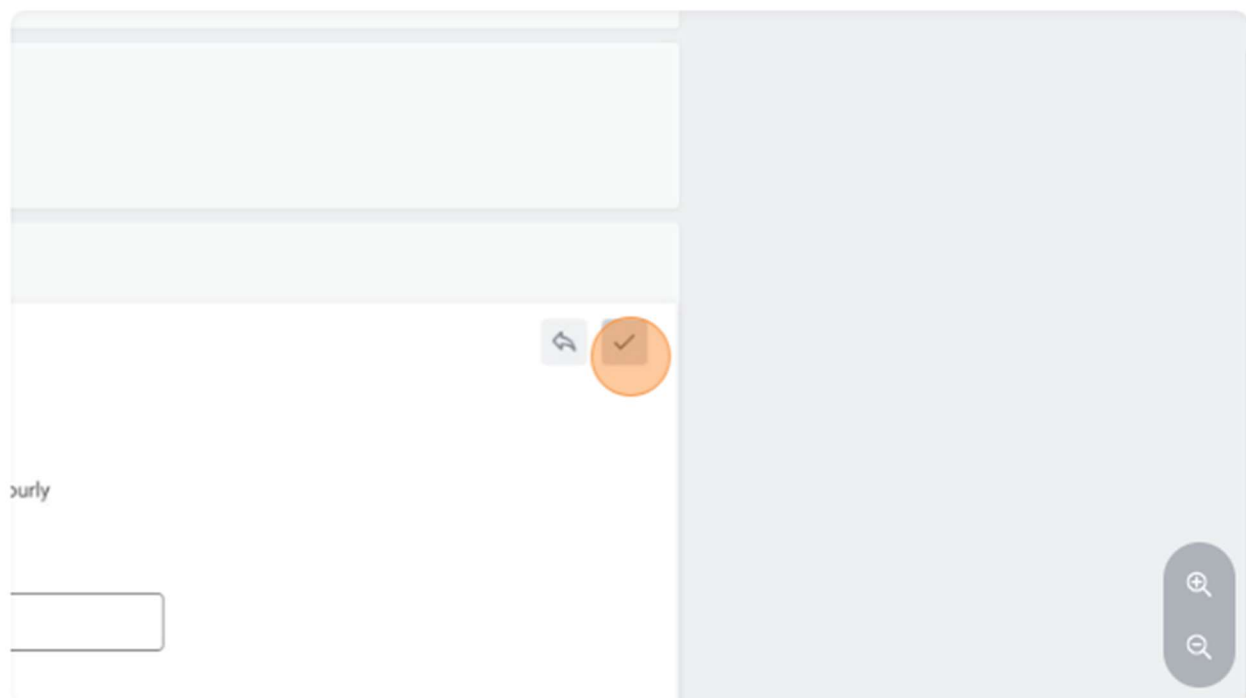
The screenshot shows a compensation plan form. On the left, there is a large light blue area. On the right, there is a form with the following fields: 'Compensation Plan' (with 'Hourly Plan' selected), 'Total Base Pay Range' (with '10.63 - 17.82 - 25.00 USD Hourly' selected), and 'Amount' (with a red asterisk and a text input field containing '0.00'). The 'Amount' field is highlighted with an orange circle.

27

Enter the pay.

28

Click this button.



29 Click "Next"

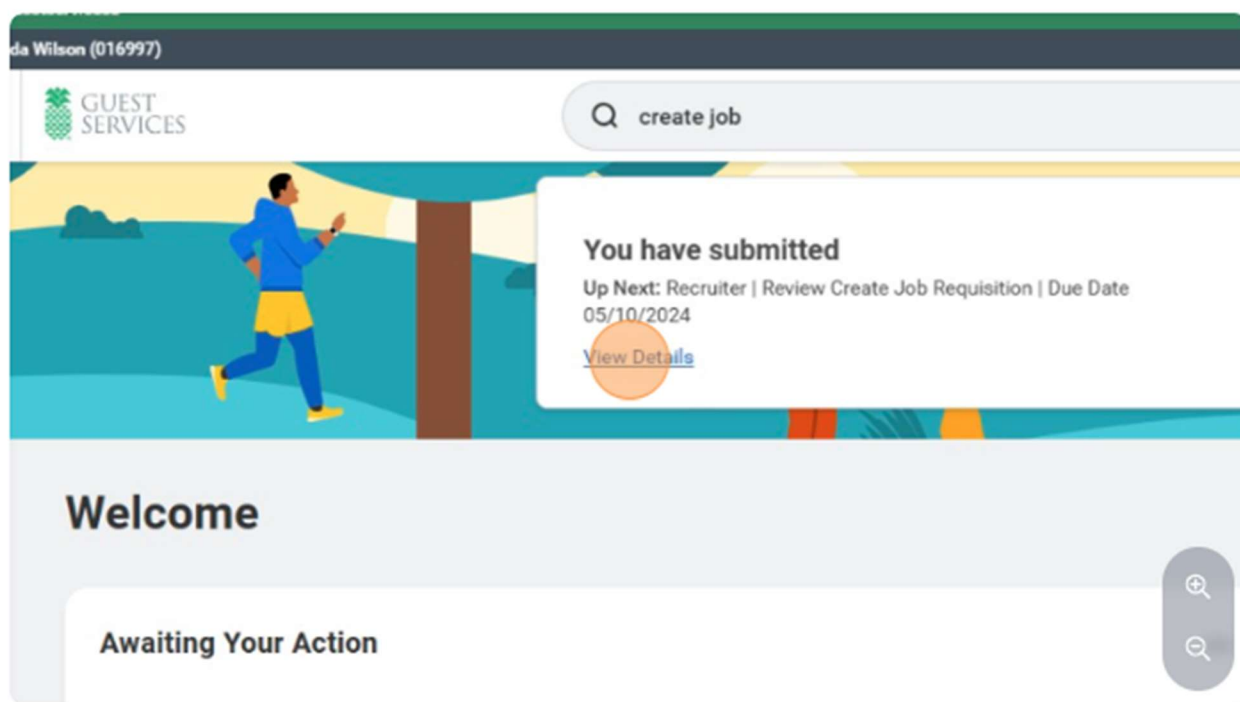
This screenshot shows a requisition form with a light blue background. On the right side, there are three sections: 'Hourly Plan' with a blue dot and the text 'added', 'Effective Date' with a blue dot and the date '05/08/2024' followed by 'added', and 'Allowance' and 'Commission' sections, each with an 'Add' button. At the bottom, there is a 'Back' button and a 'Next' button, which is highlighted with an orange circle. A magnifying glass icon is visible on the right side of the form.

30 Review the requisitions, then click "submit"

This screenshot shows the same requisition form as in the previous step, but with the 'Submit' button highlighted with an orange circle. The 'Next' button is no longer visible. The 'Commission' and 'Other' sections are visible on the right. At the bottom, there is a 'Submit' button, a 'Save for Later' button, and a 'Cancel' button. A magnifying glass icon is visible on the right side of the form.

31

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






32


Click this icon.



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

