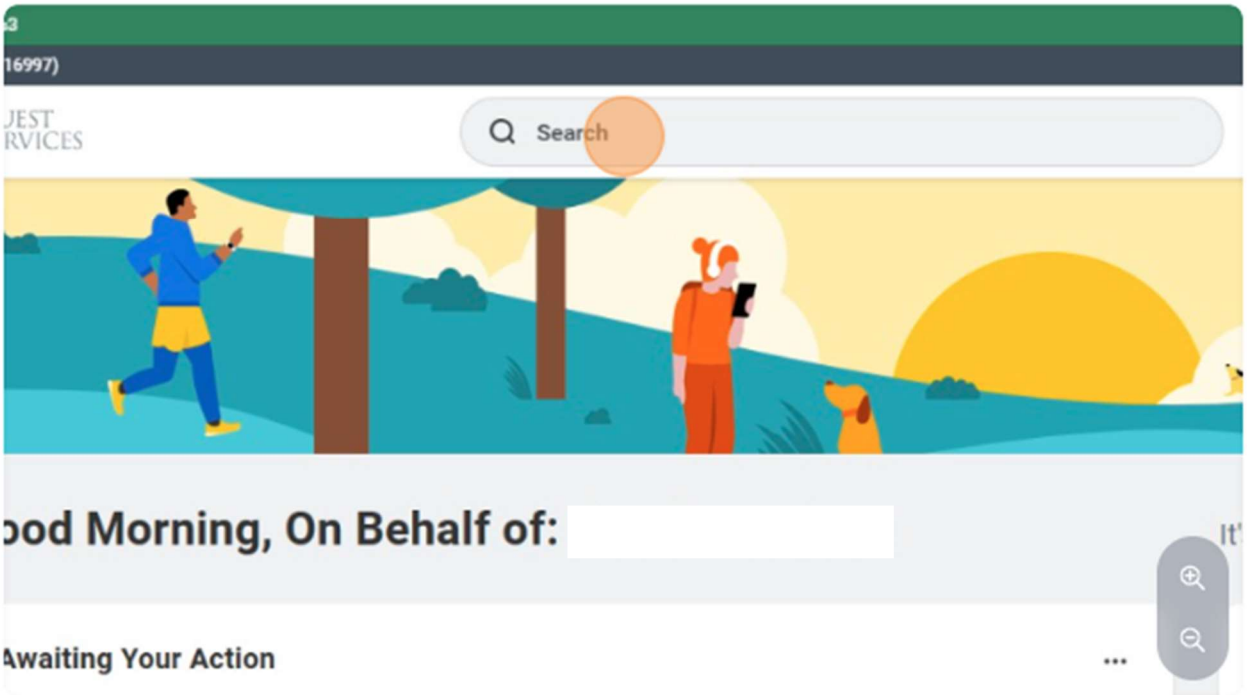
Create Job Requisition in Workday Software

Stephanie Tschohl | 33 steps | 3 minutes

Workday

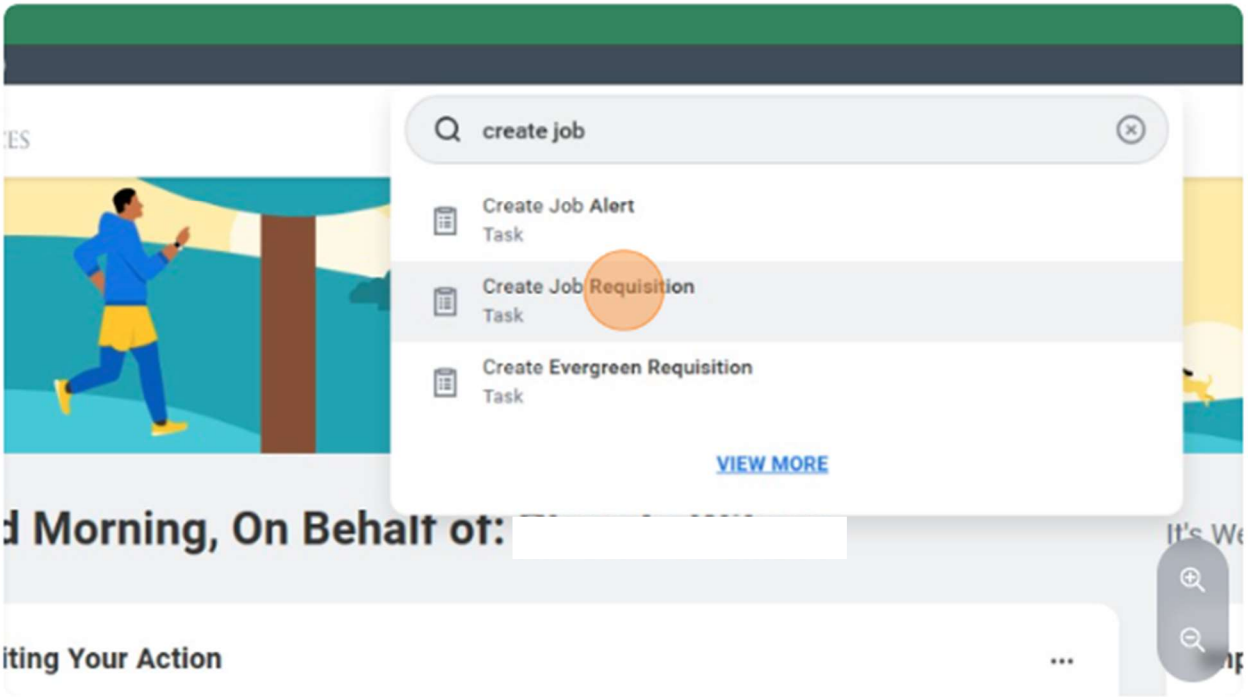
1 Navigate to Workday and sign in.

2 Click the "Search" field.



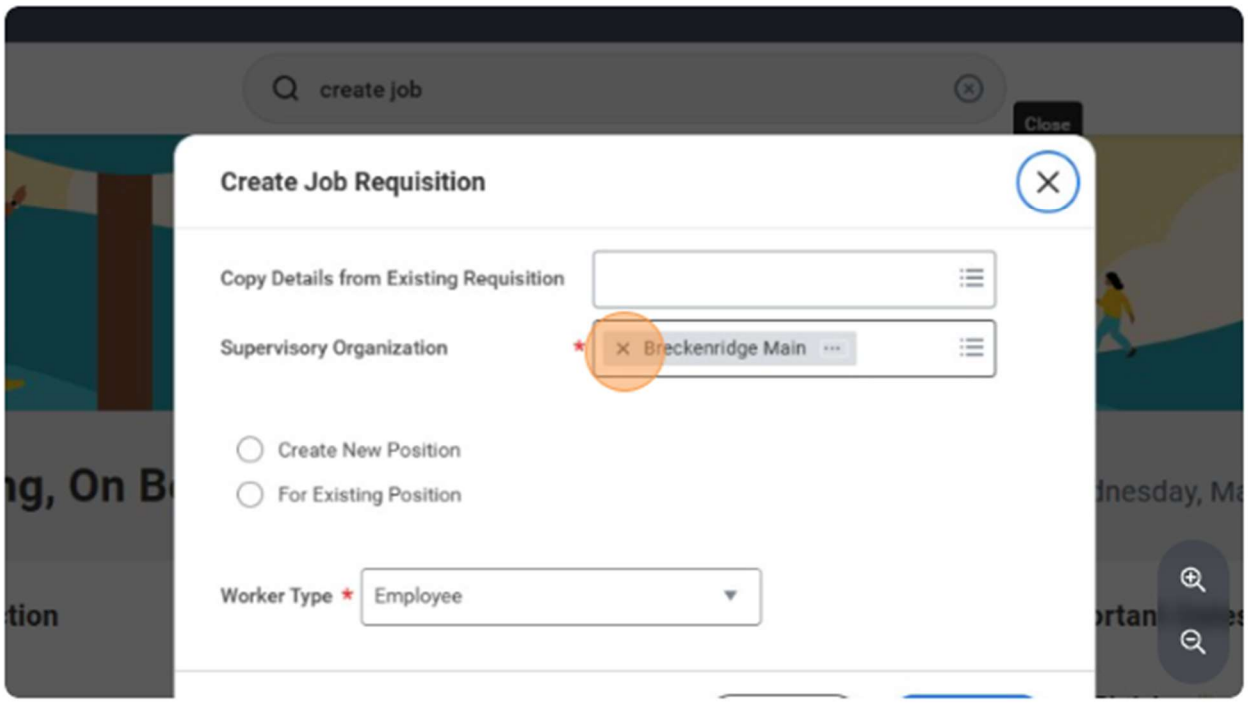
Start typing "create job requisition"

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

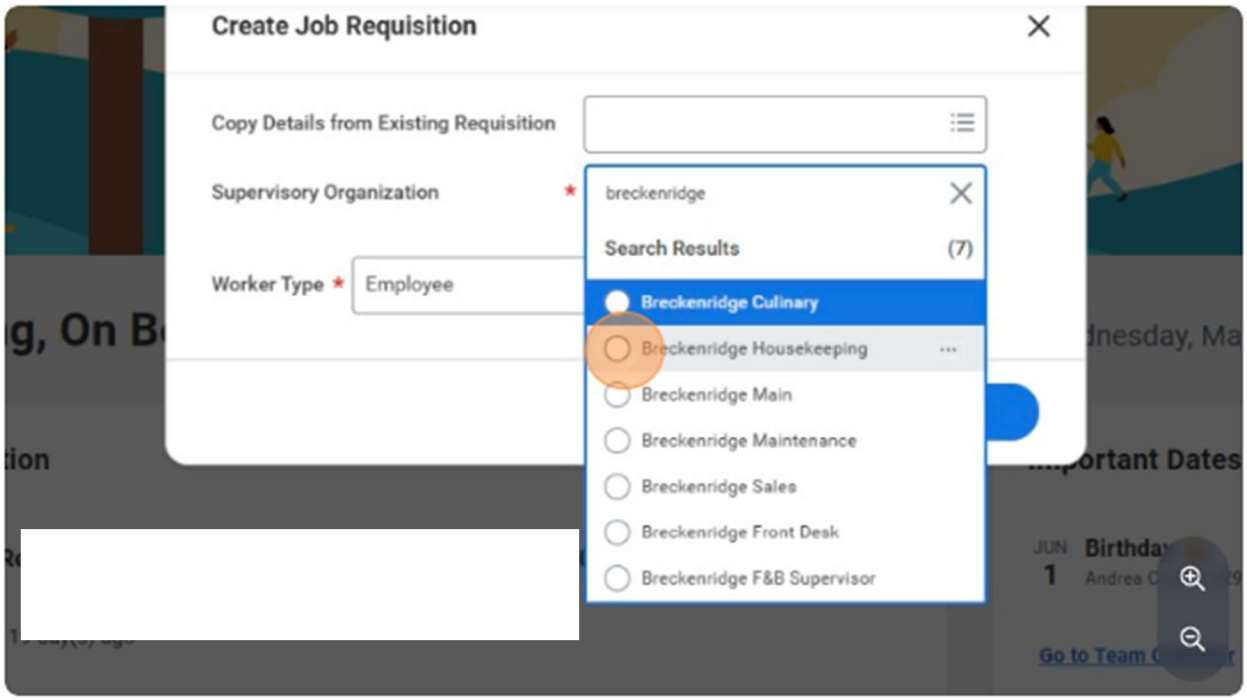


5 The Supervisory Organization field will autofill. If you need to change it, click this icon.

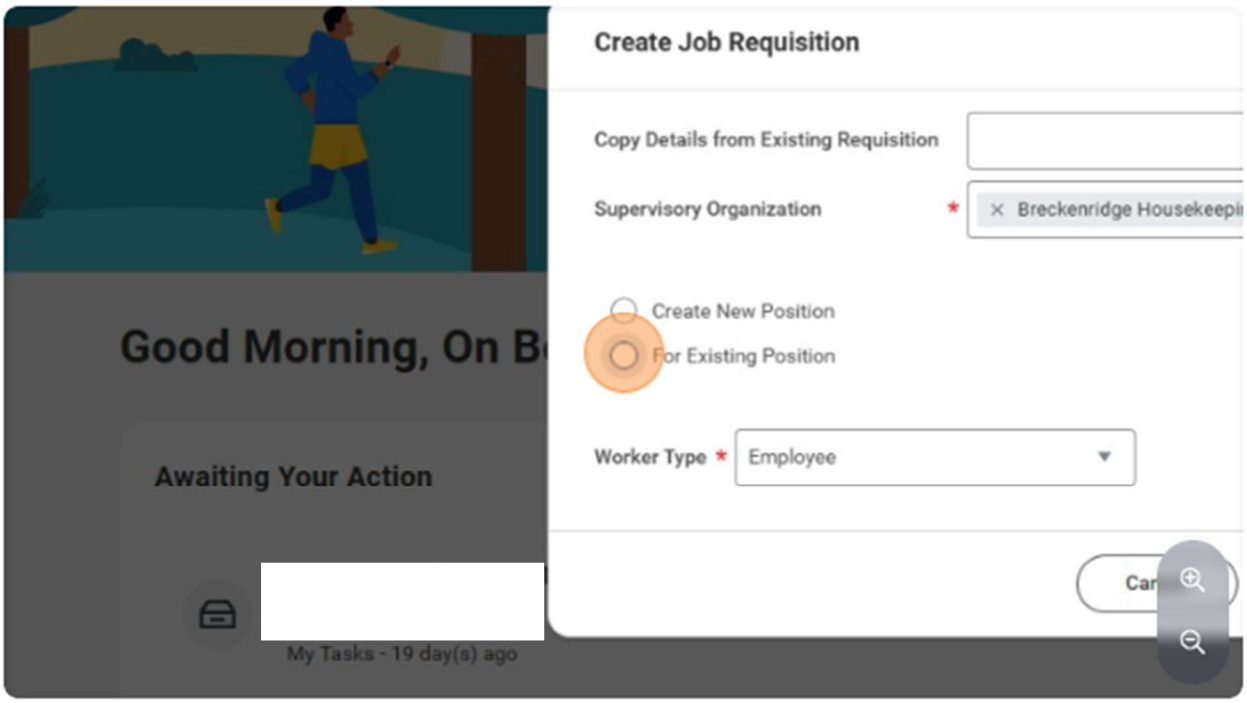
A note about supervisory organizations - All those with Direct Reports have their own Supervisory Org. The positions listed under each Supervisory Org are the positions that report to the Manager of that Supervisory Org. For Example - The Breckenridge Housekeeping Supervisory Org, which we are using 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.



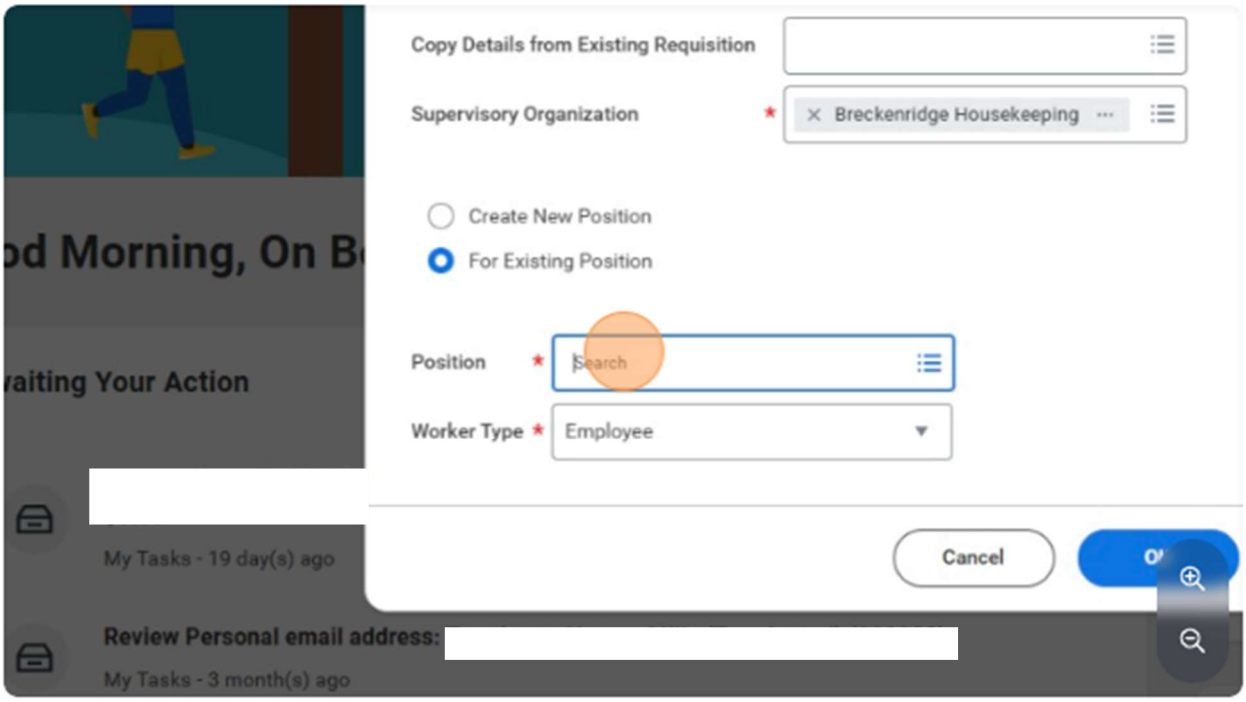
6 Click the radio button that matches the supervisory organization for the open position. For example, housekeeping.



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.

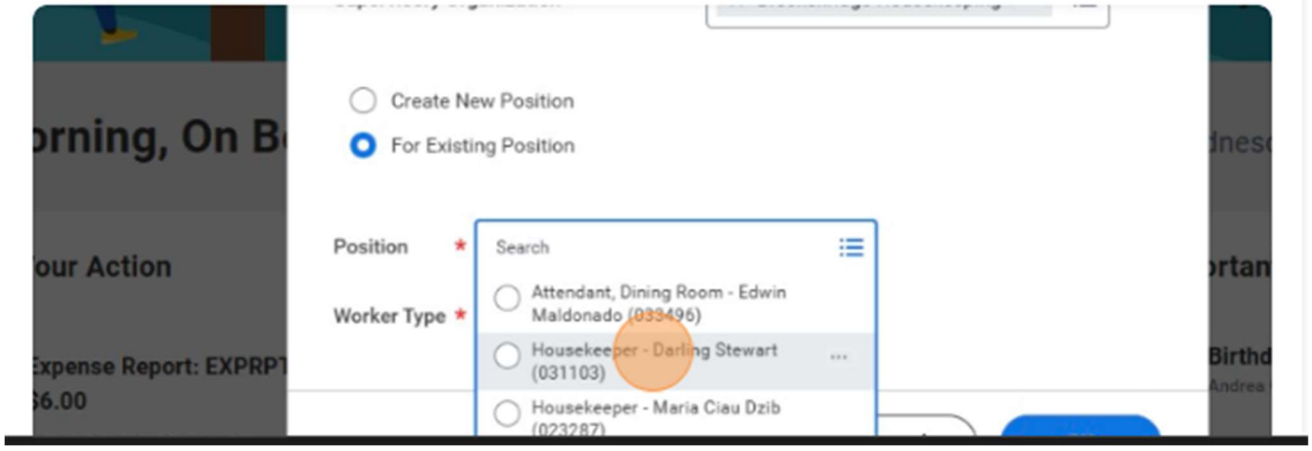


8 Click the "Position" field.

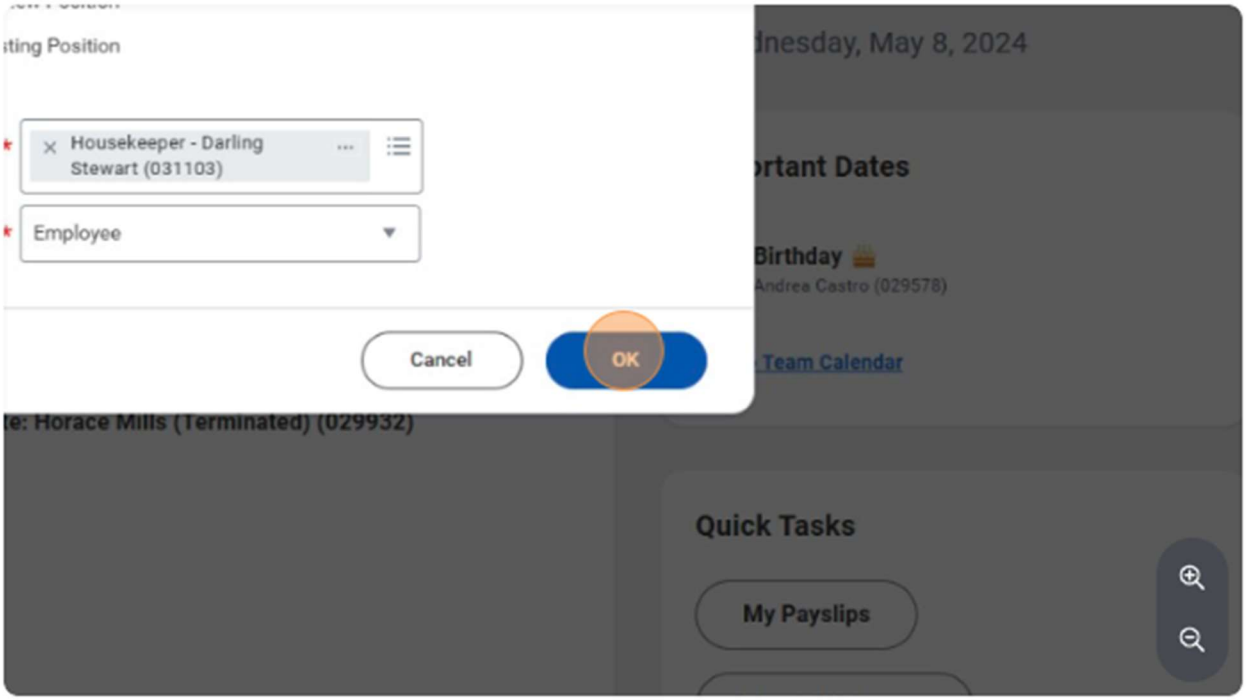


9 Click the position that is vacant/select the team member who has resigned.

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.

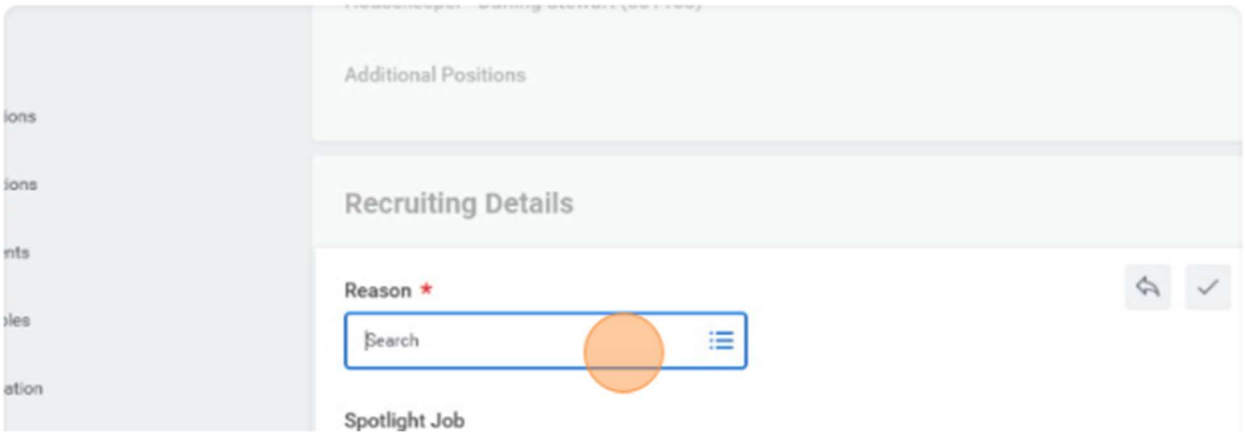


10 Click "OK"

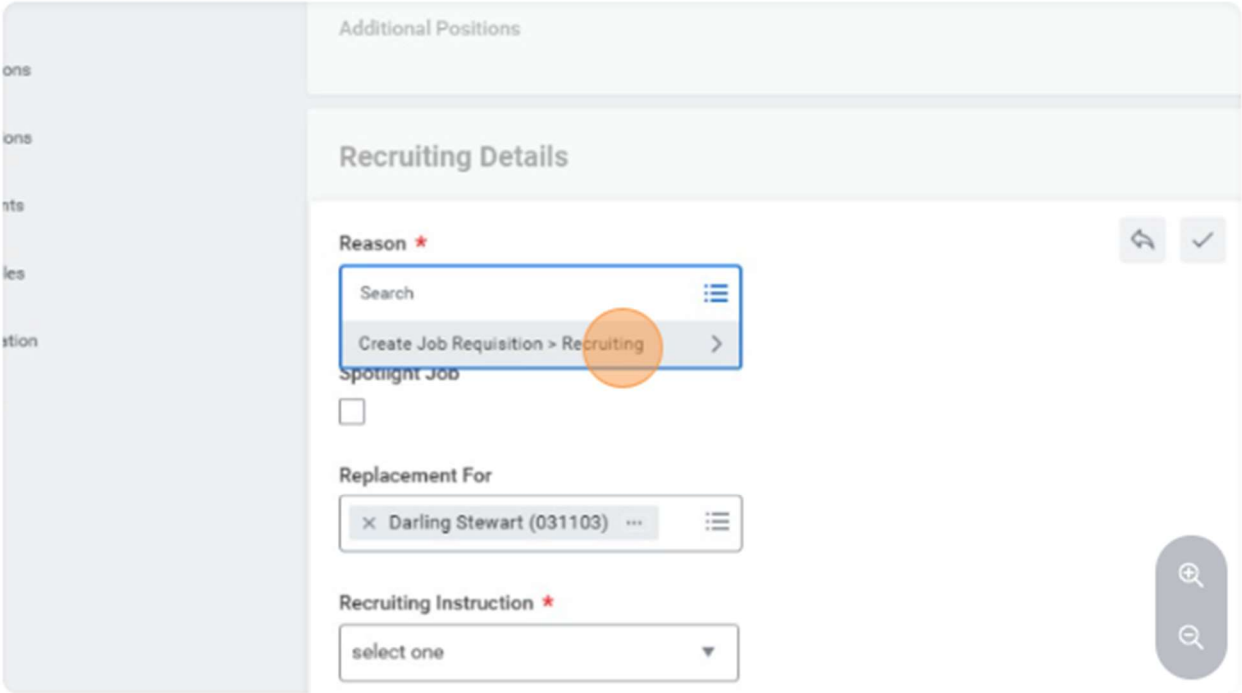


11 Click the pencil icon under Recruiting Details

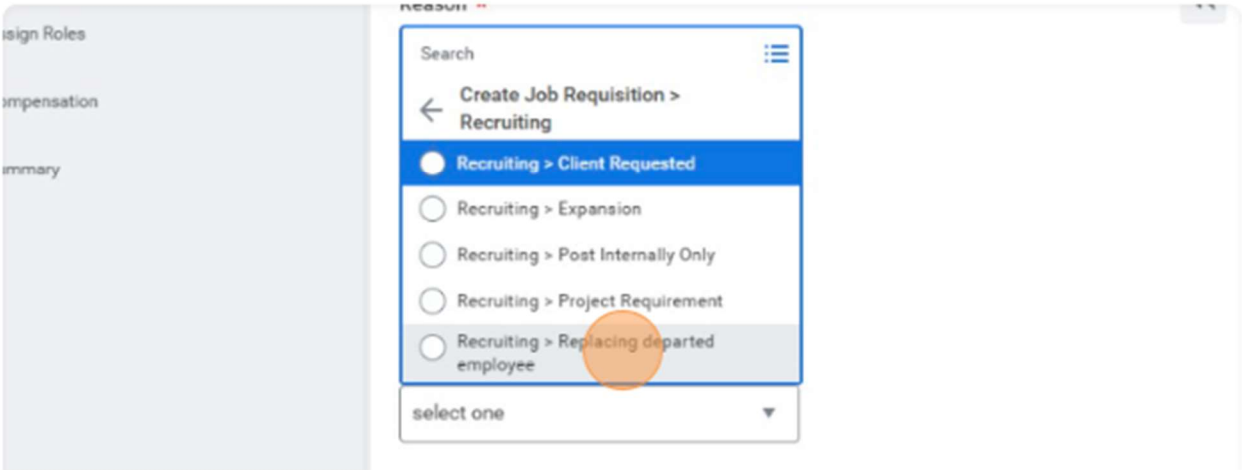
12 Click the "Reason" field.



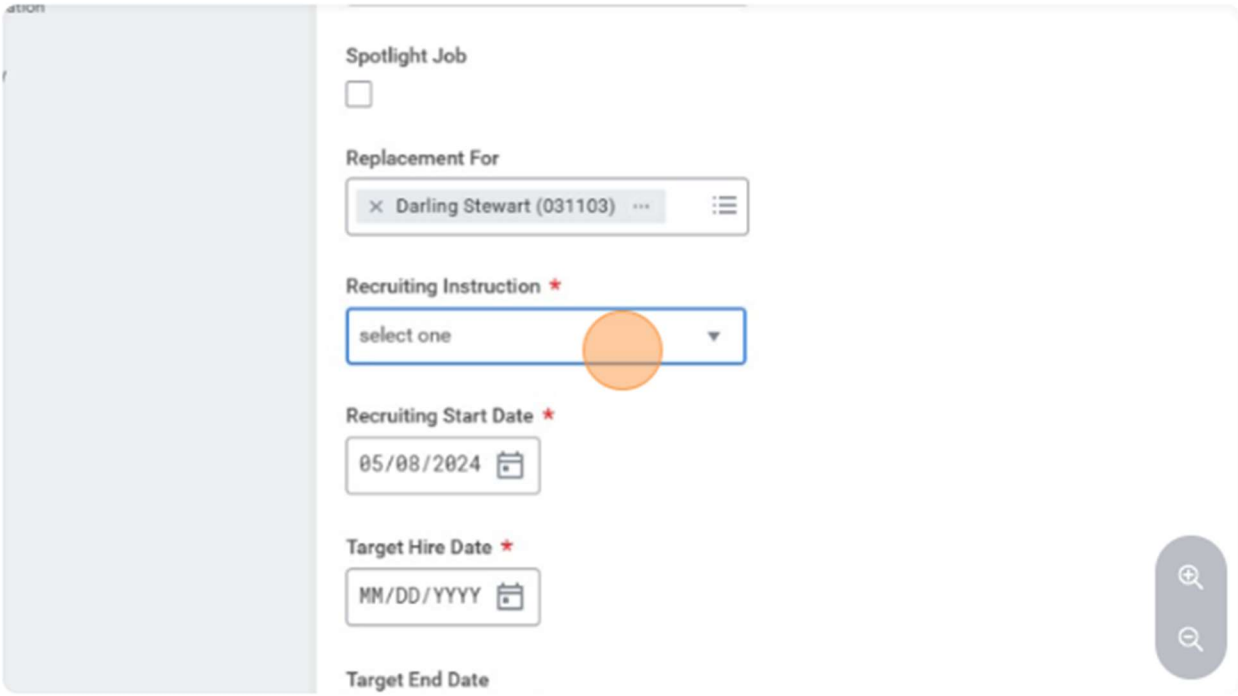
13 Click "Create Job Requisition > Recruiting"



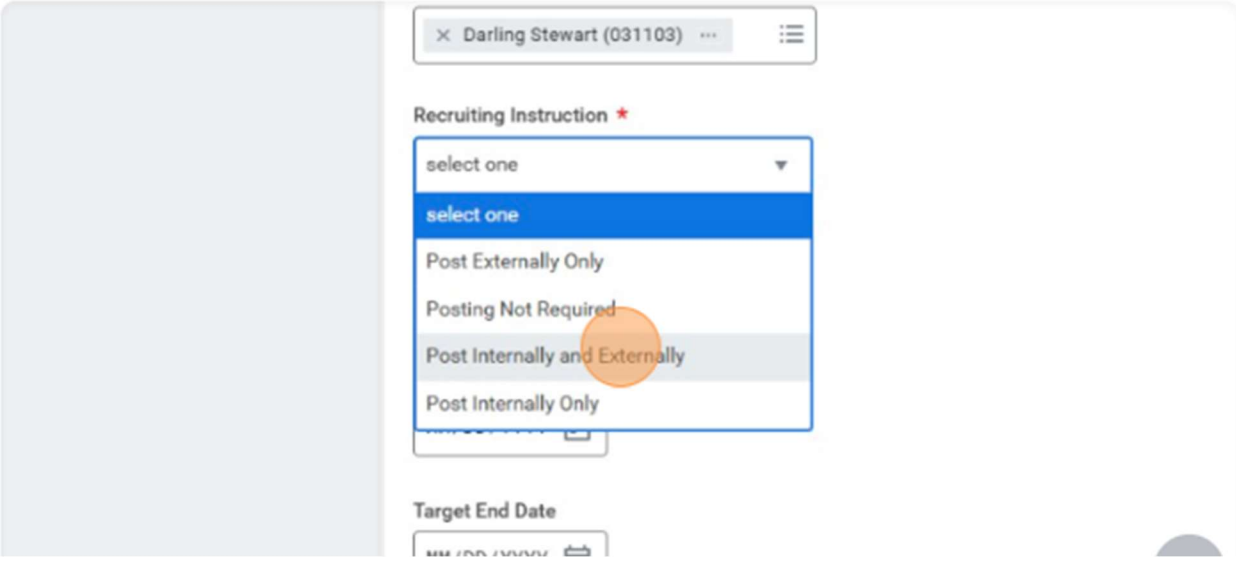
14 Select the most appropriate option for the request.



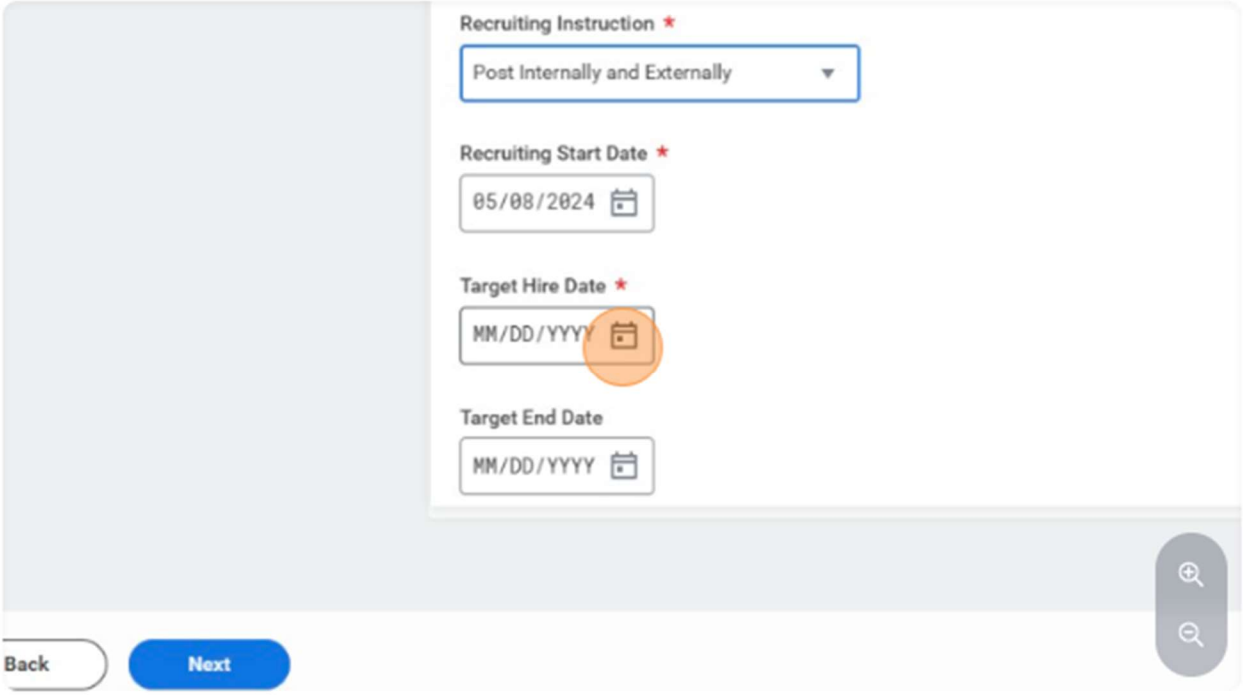
15 Click here.



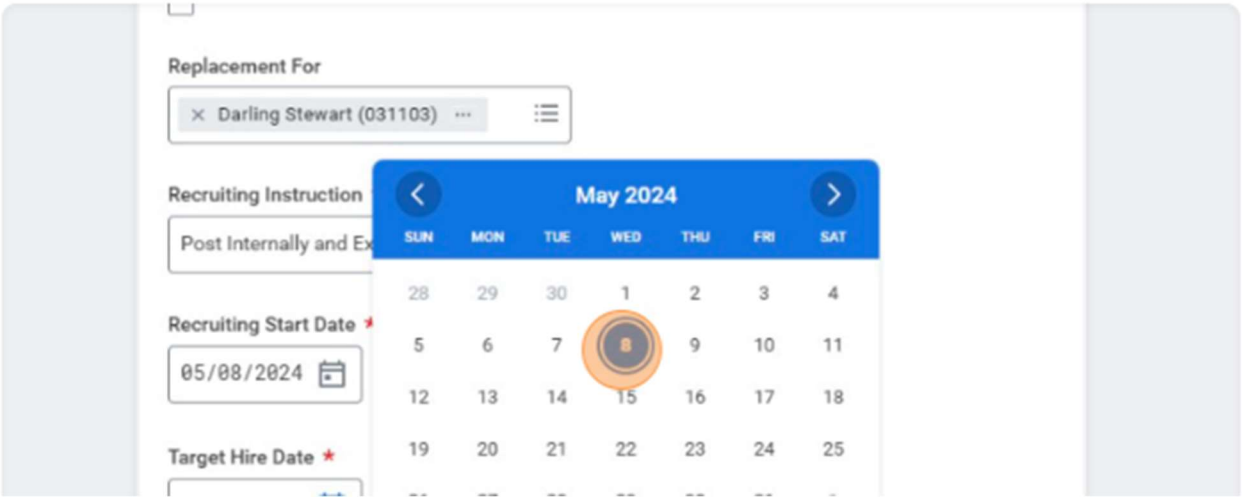
16 Select posting options



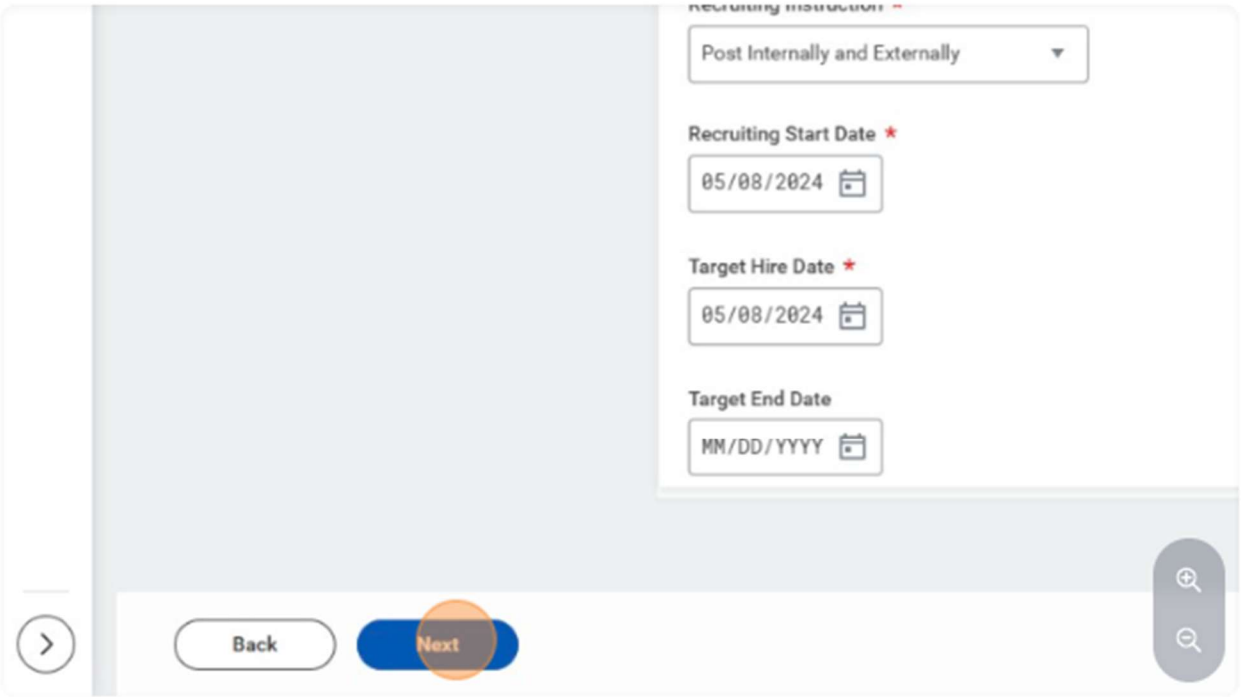
17 Enter the Recruiting Start Date - use the current date. If you select a future date for the Recruiting Start Date, the position will not post on our career site until that date.



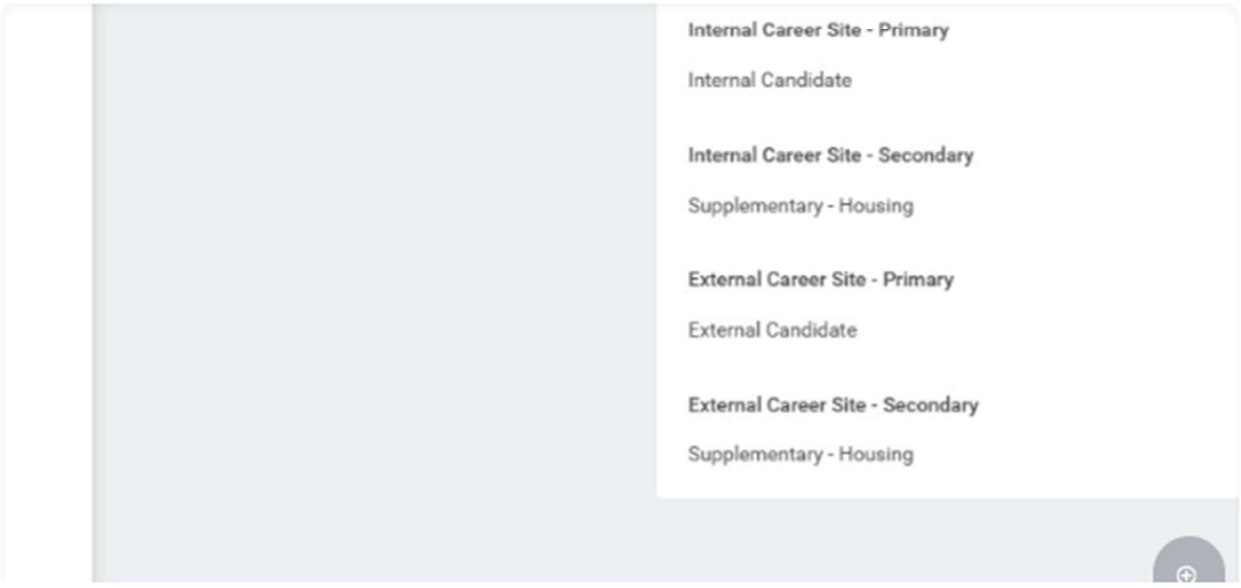
18 Choose Target Hire Date. If hiring immediately, choose today. If you choose a future date for Target Hire Date, the system will not allow you to hire someone sooner.



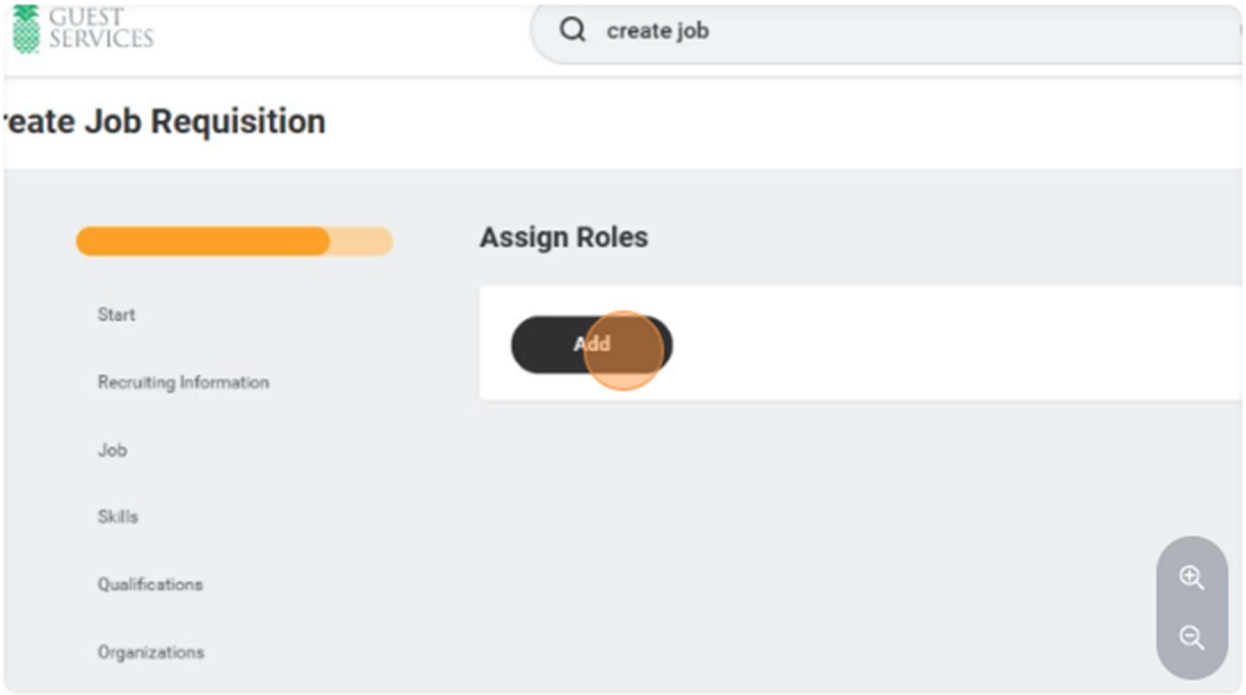
19 Click "Next"



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

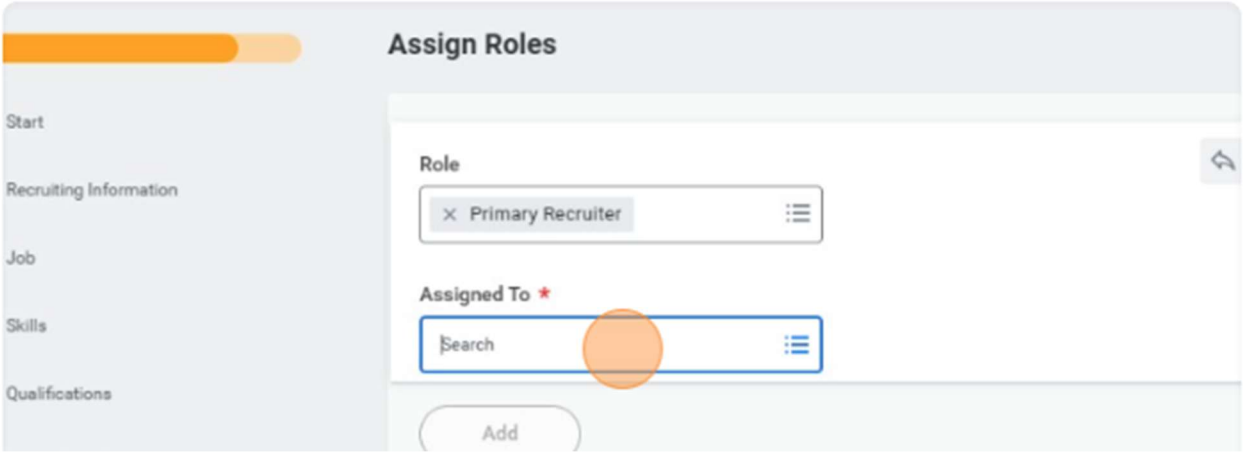


21 On the Assign Roles page, Click "Add"



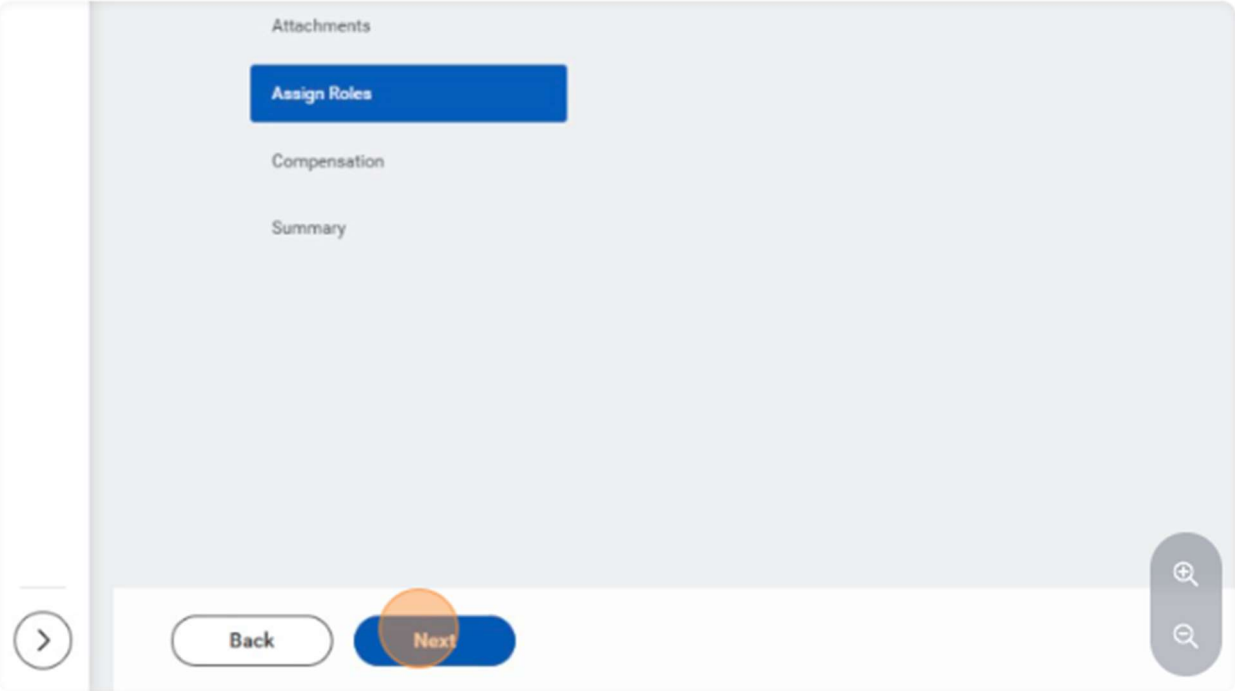
22 Type "primary recruiter enter " Primary Recruiter in Workday is similar to hiring manager in Core.

23 Click the "Assigned To" field.

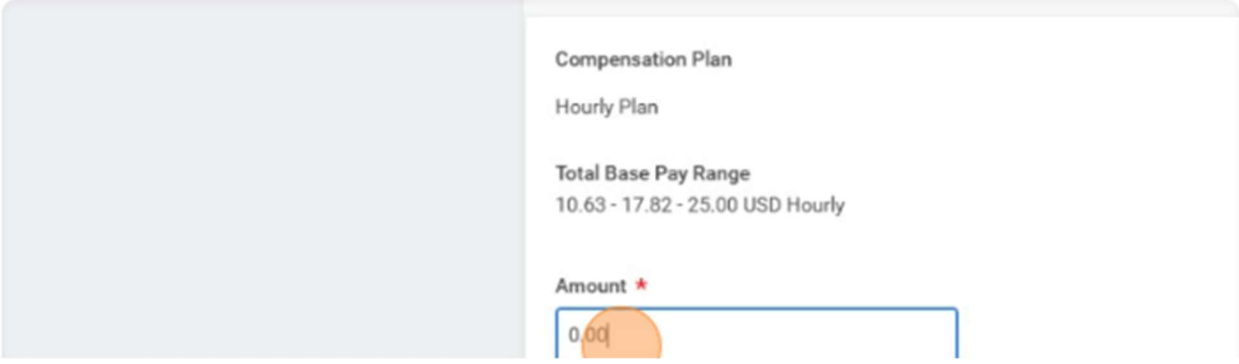


24 Type the name of the person who will be most responsible for moving candidates through the process. You can add multiple names in this field.

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

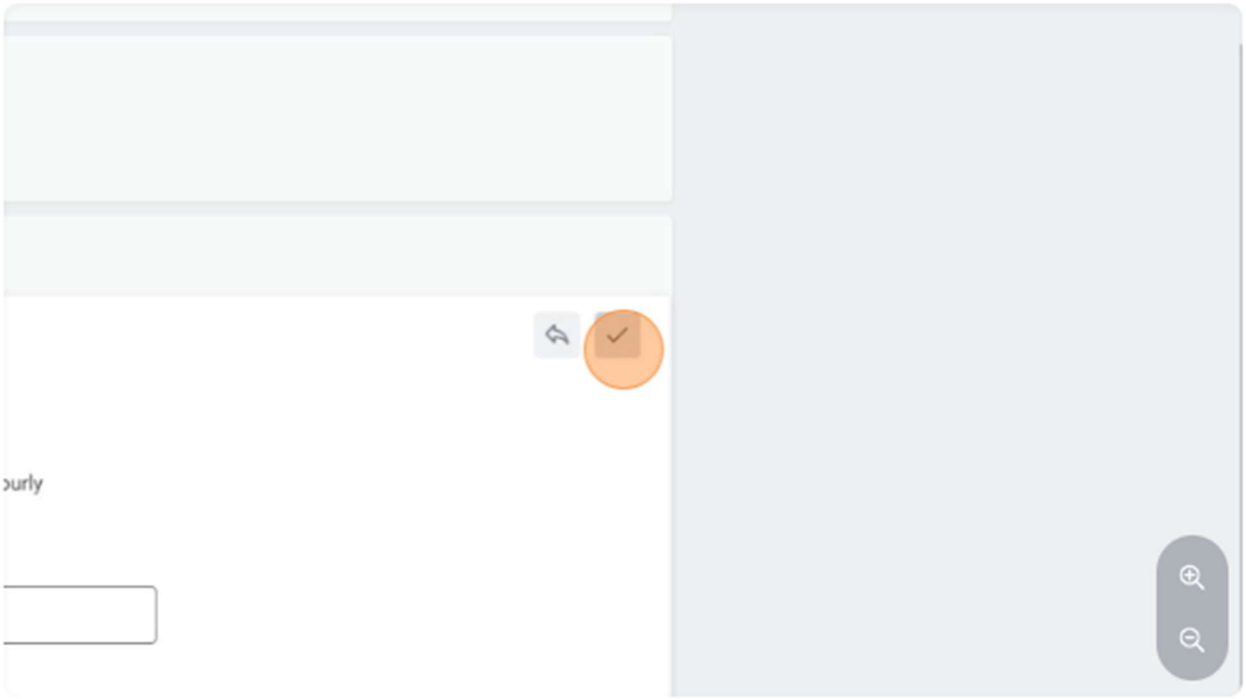


26 Click the "Amount" field; this field will be under Hourly or Salary depending on the position.

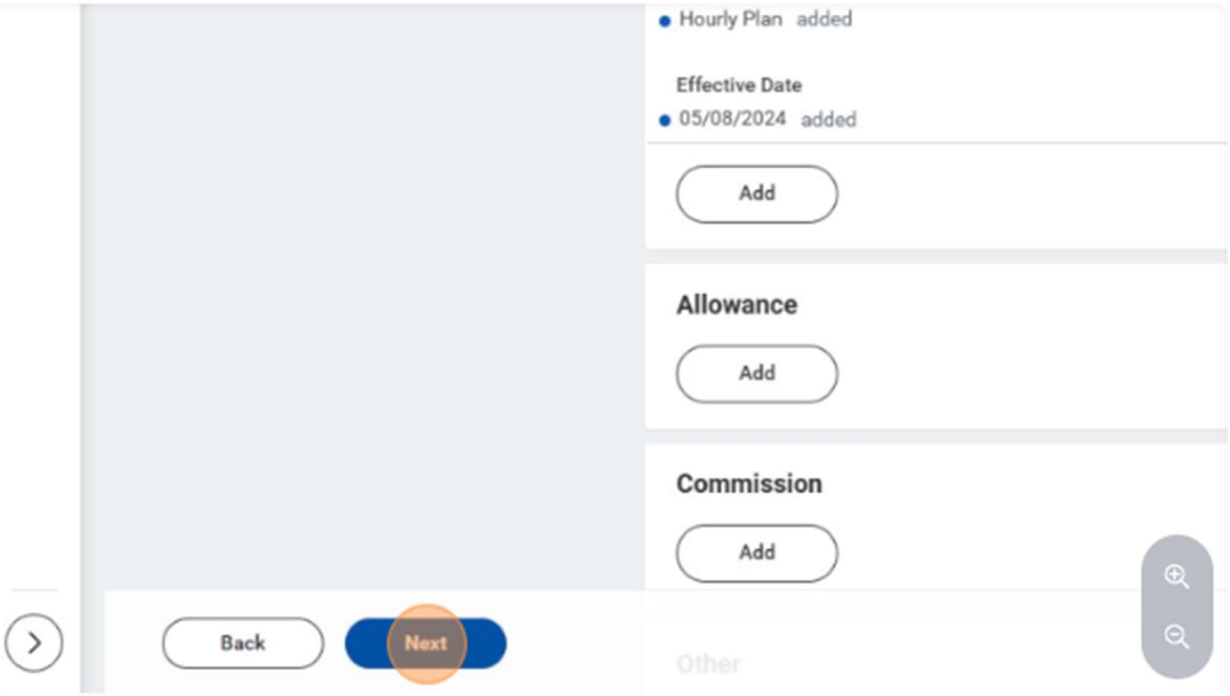


27 Enter the pay.

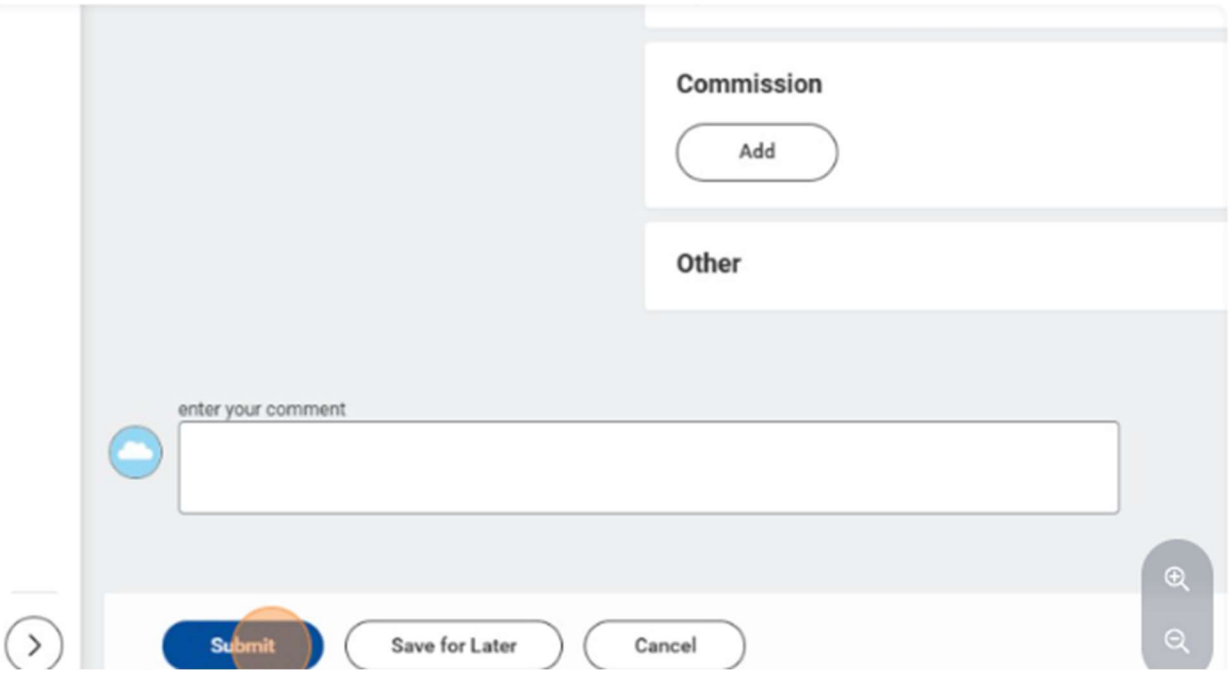
28 Click this button.



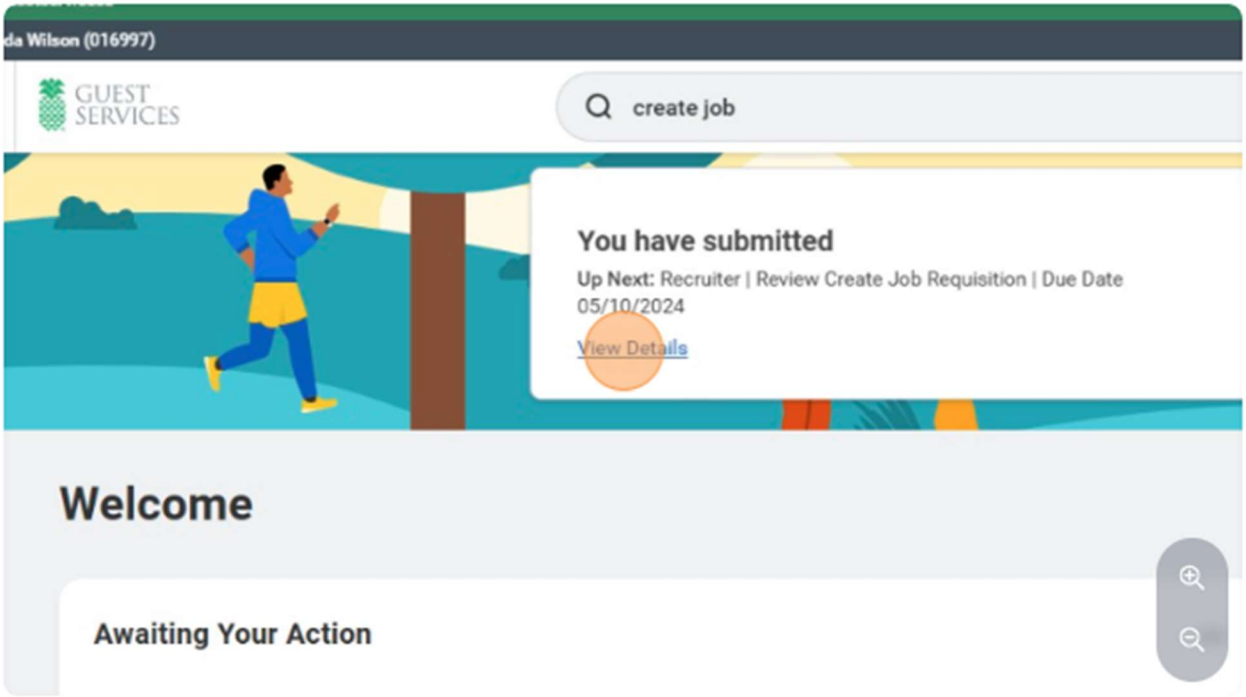
29 Click "Next"

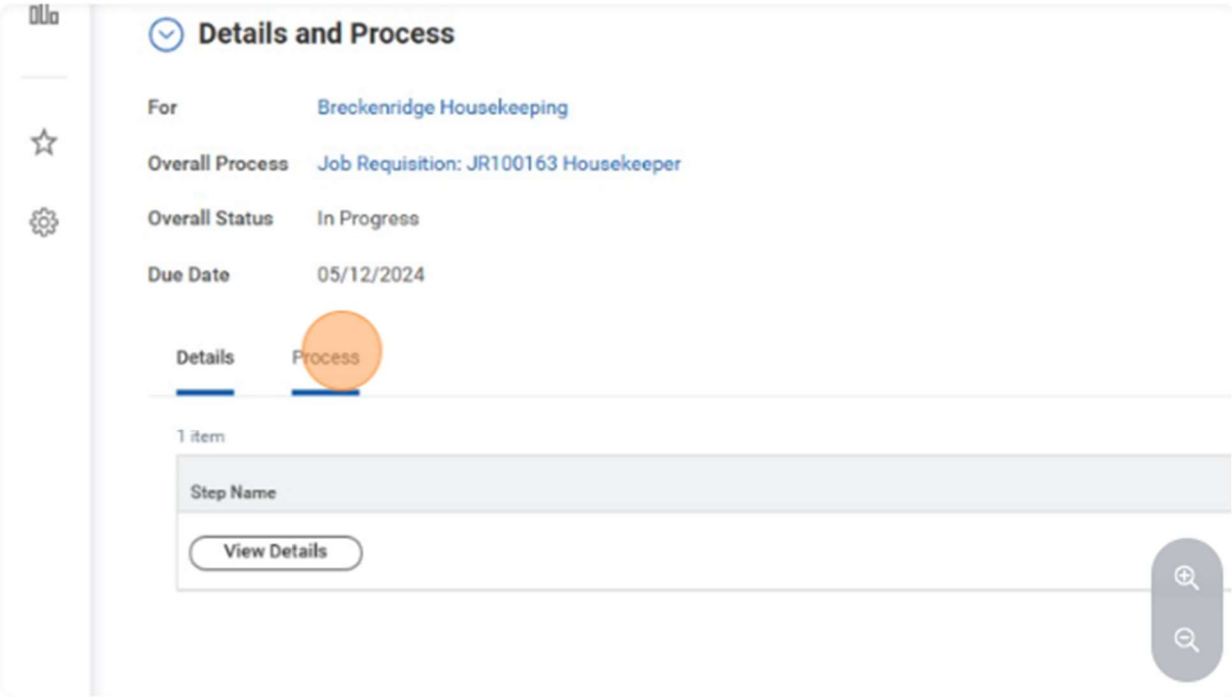


30 Review the requisitions, then click "submit"



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.