Create Job Requisition

Overview (Recommended - Recruiting Coordinator create the Job Req.)

This job aid outlines the process for an HR Partner, Recruiting Partner, Recruiting Coordinator or Manager to create a job requisition that can be used to recruit for open positions.

Prerequisites: Position MUST be created prior to creating a requisition. (There must be a “chair” created for the position.)

Important Information:

- The Hiring Manager is responsible for assessing the resources needed to meet business targets and identifying requirements. After requirements for the position are defined, the creation of a job requisition initiates the recruiting process.

- A Guided Tour is available for this process. Click the Question icon in the top right hand corner of your screen to launch the Guided Tour, then click the Question icon next to each field to view an explanation on how to use that field.

Steps

From the Workday Home page:

1. Type the Supervisory Organization name in the Search bar where you are adding a job requisition and press Enter

2. From the Supervisory Organization’s related actions, hover over Job Change and click Create Job Requisition. The Create Job Requisition page displays

   Note: Alternatively, you can start by searching for the “Create Job Requisition” task.

3. On the Create Job Requisition page, confirm the Supervisory Organization.

   Note:

   - When a Manager performs this task, the Supervisory Organization field is auto-populated based on the Manager’s organization. If the Manager has more than one Supervisory Organization they must select the appropriate organization
   - The Supervisory Organization field may be blank if you started by searching for the “Create Job Requisition” task

4. Before creating a requisition, you should have created a position for the job to be filled. Click For Existing Position and select the position.

5. In the Worker Type field, select “Employee”.

6. Click OK

   The Guided Editor for this task begins. The Editor guides you through the different sections of creating a job requisition. Click the Edit icon to add or edit information displays.
7. In the **Recruiting Information** section, add or edit information including:

- **Reason Options**: Administrative, New Hire, Replacement  *(DO NOT SELECT “Administrative”)*
  - Create Job Req: Administrative - this is when you do not plan to post the job requisition. There is only one sub-reason under this category - Administrative > Non-competitive fill; no recruiting required. **Do not select this option.**
  - Create Job Req: New Hire - this is when you have a previously approved position, but you've never had an incumbent in the position. Sub-reasons available under this category.
  - New Hire > Previously approved position addition - you have completed the Create Position business process and you are now ready to start advertising the position.
  - New Hire > Requesting additional position - this option will rarely be used since we have suggested creating the position before creating the job requisition.
  - New Hire > Temporary hire - project based need - this option will be used when you are looking for a temporary hire that is project based.
  - Create Job Req: Replacement - this is when you want to advertise a position that has become vacant, and previously had an incumbent in the position. Sub reasons available under this category - (a) Replacement > Employee Resigned, (b) Replacement > Employee Retired, (c) Replacement > Employee Transferred / Promoted, (d) Replacement > Other.

- **Replacement For** *(Optional. Is used to indicate the name of the last person who held the position or the incumbent's name, if one exists. For tracking purposes only.)*
- **Recruiting Instruction** *(Select C: Post Externally and Internally)*
- **Recruiting Start Date** *(Today's date)*
- **Target Hire Date** *(Today's date)*
- **Target End Date** *(Leave Blank)*
- **Referral Details - Referral Payment plan** *(Leave blank/skip.)*

8. Click **Next** on the bottom of page.

9. In the **Job** section, add or edit the information including:

- **Job Posting Title** *(already populated – leave)*
- **Justification** *(optional)*
- **Job Profile** *(Pay plan Job title)*
- **Job Description** *(Info pulls from what was input when position was created.)*
• Worker Sub-Type (Worker types: Faculty, Grad Asst., Non-employee Benefits only, Student worker, Staff or Temp/Casual staff)
• Time Type (Full time or Part-time)
• Primary Location (College Station TEES)
• Primary Job Posting Location (College Station TEES)
• Additional Locations (Leave blank unless position will be located outside of College Station)
• Additional Job Posting Locations (Leave blank)
• Scheduled Weekly Hours (40 for full time, 20 for part time)
• In the Questionnaire section, add or edit the information including:
  • Internal Career Site – Primary Select “Default Primary Questionnaire for Internal Career site”
  • External Career Site – Primary Select “Default Primary Questionnaire for External Career site”
** For Internal and External Secondary Questionnaires - Leave Blank (HR/Recruiting Partner will add these, if needed.)

Note:
• Many of the fields may be pre-populated based on the position associated with the requisition.
• You can link the requisition to an Evergreen Requisition. (More info on this subject later.)
• A primary questionnaire is REQUIRED. The Recruiting Partner can add a secondary questionnaire, if applicable.

10. Click Next

11. In the Qualifications section, add or edit qualifications (as needed) including: (Update PD FIRST, this info will pull from PD.)
• Education (Pulls from position description, which was done when position/chair was created.)
• Language
• Work Experience - Pulls from PD
• Certifications (Optional CPS, PHR, etc.)
• Skills (optional)
Note: The Qualifications section is not visible on the job posting and will pre-populate from the position. Also, editing these values on the job requisition will not update the values on the position. If these values need to be updated, it is recommended that you Edit Position Restrictions BEFORE creating the job requisition.

12. Click Next

13. In the Organizations section, confirm the Company (System Member) for the requisition. This will populate from the position. Select the correct System Member from the TAMUS System Member Hierarchy drop-down list.

14. Click Next

15. In The Attachments section, attach any documents related to the job requisition.

NO ATTACHMENTS needed (This system is not designed for retention.)

16. Click Next
17. In the Compensation section, add or edit the following information including the: Select

- Salary (Monthly/Exempt positions) or
- Hourly (Hourly/Non-exempt positions)

**NOTE:** (Delete “X” out the Salary is you want posting listed as “Commensurate”).

![Compensation section](image)

**Note:**

- The Compensation Package and Grade Profile are guidelines to assist the user in determining the monthly or hourly plan amount.
- **Salary and Hourly Plans.** Update the appropriate sections (Salary or Hourly) based on the position being filled. If the person has a Salary Plan, the frequency must be Monthly; if the person is in the Hourly Plan, the frequency must be Hourly.
- Many fields may be already populated based on the position.
- **Merit Plans.** Including merit plans in the job requisition or hire process is not TAMUS normal practice; however, the Merit section is Workday delivered and cannot be removed.

18. Click Next

19. In the Summary section, review all details before submitting the requisition (Make any necessary edits by clicking on the pencil in the section you want to edit.)

**Note:** You can also make edits to fields on this page or click the Guide Me icon to go back to the guided editor.

20. Click Submit

The request will be routed to other individuals for additional steps. To view the next steps, open the Details and Process section and then click the Process tab.

This completes the Create Job Requisition process.

**Note:**

- Recruiting Coordinator will initiate job requisition.
- Action will route thru Recruiting Partner/HR, Department Head, and Executive Approver for approval, then back to Recruiting Partner.
- Recruiting Partner will post job on Internal and External career sites.