Quick Reference Guide: Create Job Requisition

Keep in mind

- All **job requisitions** need to have a **position** created and approved.

- **After** completing the Create Position or Edit Position Restrictions, HRPs will receive a “to do- Create Job Requisition” from which they can create the job requisition in Workday.

- Requisitions are automatically posted for a **minimum of 7 calendar days**, and are extended for an additional 6 months.

- Overall Business process flow:

```
HRP Creates/Updates Position* ➔ Budget Office Approval ➔ HRP Creates Job Requisition ➔ SSO Approval and Posting of Job Requisition
```

*From the Create Position, the HRP will request a posting exception. If approved, the process ends. If denied, the HRP will start a new Create Position. The process will live completely in Workday.

Information Needed

- The name of the supervisory organization in which the position was created.

- Job Profile

- Earliest posting and Earliest hire date.

- Who will act as the Primary Recruiter(s) and Recruiting Screener?

- Determine if the position requires Extra Outreach to meet the AAO/EEO requirements. This can be determined from the report provided when you create the job requisition. When the task opens, the chart below opens. It can be found by clicking on the bar chart, located at the top right of the page.
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Steps:

1. **Initiate the process:** There are three ways to initiate the “Create Job Requisition” process:
   
   a. **Search** “Create Job Requisition”, be sure to select “All of Workday” as your search options.
   
   b. **Select** the Recruiting Worklet from your Dashboard. From the “Action Column” **Select** “Create Job Requisition”.
   
   c. From “To Do- Create Job Requisition” found in the HRP’s inbox, **Select** “Create Job Requisition”.

![Image of Create Job Requisition]

**Note:** This task generates from the completion of Create/Edit Position business process.
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Create Job Requisition

You can only create a Job Requisition on an existing approved position. If you select a NEW position you will get an error and you will not be able to submit your requisition.

Copy Details from Existing Job Requisition

Supervisory Organization

Create Position

For Existing Position

B

Select "For Existing Position". Using the Prompt Icon, select the position for which you are hiring.

Select Ok

A

Note: Do not select “Create New Positions” as position should be created prior to starting the Create Job Requisition process.
2. Determine if the position requires Extra Outreach for Underutilized Position

Upon landing on the Recruiting Information section, The AAP Extra Outreach chart will “pop out”. From this chart the HRP will determine if the position requires extra outreach.

To make the determination:
   a. Look for the respective unit columns (BSD, Press, Staff (all other units))
   b. If that row below states “Yes”, then the position will require extra outreach in the population listed (minority or female).
3. **Complete the Recruiting Details.**
Once you determined if Extra Outreach is needed, minimize the chart and proceed to completing the Recruiting Details section.
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a. **Reason:** Using the **Prompt Icon**️ **Select** New Position (New Chair) or Job Replacement

   *Note:* “Create Job Requisition > Labor Pool” option is only selected if the unit is creating the job requisition to test the labor pool, when sponsoring a current employee permeant residency application; the unit is given specific directives from the immigration attorney if this step is required.

b. **Replacement for:** *If this position is a replacement,* **Populate** Replacement for whom is leaving the position

   *Optional – for reporting purposes only*

c. **Recruiting Start Date:** is defaulted from the Create/Edit Position Restrictions business process. This date drives when the requisition will be posted.

d. **Target Hire Date:** future dating will prevent the hire of an individual to start prior to the listed date. Using today’s date is acceptable.

   Use the **Calendar Icon**️ to enter **Target Hire Date** and **Target End Date**.
   
   *Note:* Target End Date * required if temporary employee

e. **When complete,** **Select** at the bottom right to advance to the Job Section.

4. **Review and Confirm Job Section:**

   *Note:* The information in the Job Section fields are **defaulted** from the Create/Edit position Business Process. Review each section and confirm accuracy and edit using the **Prompt Icon**️.

   a. Under the **Job Posting Title,** **type** in the title, *if not already defaulted* and **enter** the **Job Profile** using **Prompt Icon**️. The job profile can be found by viewing the position. If filling a vacancy, the job profile is **not** defaulted and will need to be selected using the **Prompt Icon**️.
b. If not already defaulted, enter the Job Description and Additional Job Description.

Note: The Job Description section includes: Job Summary, Responsibilities, and Competencies. If completed in the Create Position, it will default in the Create Job Requisition.

The Additional Job Description section includes: Education, Experience and Certifications, Technical Knowledge or Skills, Working Conditions and Physical Requirements (if applicable), Required Documents, and Pay Range (for union positions only).

For specific formatting instructions, go to the “Job Description Template” Job Aid.
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c. **Review** each field and edit, using the Prompt Icon.

Note: **Ensure** the *Time Type* and *Scheduled Weekly Hours* align correctly.
(i.e. full time = 40 or 37.5 hours; part time = 34 or less hours)
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5. Questionnaire

![Questionnaire]

- **Internal Career Site - Primary**
- **Internal Recruiting**
- **Internal Career Site - Secondary**
- **External Career Sites - Primary**
- **External Recruiting**
- **External Career Sites - Secondary**

**Note:** The information in these fields default. In all job requisitions, “Internal Recruiting” and “External Recruiting” will auto populate. For Union Local 743 position, “Local 743” should auto populate under the “Internal Career Site- Primary” section.
6. Organizations

<table>
<thead>
<tr>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>UChicago HRMS Department</td>
</tr>
<tr>
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</tr>
<tr>
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</tr>
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<td>Executive</td>
</tr>
<tr>
<td>Compensation Matrix Organization</td>
</tr>
<tr>
<td>Time and Absence Management Handling</td>
</tr>
</tbody>
</table>

**Note:** The information in these fields are *defaulted* from the Create/Edit position and cannot be edited. The FAS Accounts can be modified at the point of hire, if needed.
7. Attachments

a. From the Attachments Landing Page, Select “Add”.

b. On the next screen, seen above, Select “Attach”, from here you will be able to browse and select your files.

**Note:** At this point, you must upload your Extra Outreach for Underutilized Population Recruitment Plan, should your position require such outreach. It is a best practice to utilize the template provided on HR Connect. See step 2, on how to make this determination.
8. **Assign Roles**: Selecting the Primary Recruiter(s) and Recruiting Screener(s)*

   a. **Enter the Primary Recruiter**
      
      i. **Select** from the pull down menu **Select** Primary Recruiter

      ![Select Primary Recruiter]

      ii. In “Assigned To” **type** in Primary Recruiter’s name, **Select and Enter** to populate.

      To add an additional Primary Recruiter, in the same “Assigned To” field **type** in Primary Recruiter’s name.

      ![Assigned To]

      **Note**: This role manages the recruitment pool; they can take **action** on the record (assign appropriately).

      Multiple primary recruiters can be added; however no more than 2 is recommended. The HRP initiating the job requisition can be the Primary Recruiter.

   b. **Enter Recruiting Screener** *optional
      
      i. **Select** from the pull down menu, **Select** Recruiting Screener

      ![Select Recruiting Screener]

      In “Assigned To” **type** in the Recruiting Screener’s name, **Select and Enter** to populate. Multiple recruiting screeners can be added, to add an additional Recruiting Screener, in the same “Assigned To” field **type** in Recruiting Screener’s name.

      **Note**: This role has **review access** only, no action can be taken on a record.
9. Review Summary
   a. Review and confirm all details are accurate, update accordingly.
   b. Select

10. Edit Additional Details
After selecting Submit, the process advances to the “Additional Details” page. From this page, select.
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a. In the “About the Unit” section, enter the Unit Summary. This field has a 5000 character limit.
b. Select all that apply, if the position requires drug testing, operating a vehicle, health screening, Joint Commission background check, and/or a la carte Employment Background Check.
c. Select Submit.

Once submitted, the Job Requisition routes to Shared Services for final review/approval and posting. After it is reviewed, the HRP receives a notification that the job has been posted or send back for edits.