

Change Position Number at Time of Hire

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The objective of this guide is for an agency to fill a different position than the one that is originally attached to a requisition or to put a candidate in a specific position number listed on a requisition.

Security Role

- Recruiter

Contents

Change Position Number 1

Change Position Number

1. Start by placing your candidate in Ready for Hire.
2. Go to your inbox and locate the “Revise Employee Hire” event.
3. Select the “hamburger” (three line) icon next to the position number and title. Select “Positions without Job Requisitions” or “Positions with Job Requisitions”.
 - a. Positions WITHOUT Job Requisition - Select the replacement position number.
 - i. The replacement position must:
 1. Be active and available for hire.
 2. Have the same class code as the original position.
 3. Be within the same supervisory organization as the original position.
 - **NOTE:** The replacement position MUST be chosen BEFORE the position number listed on the requisition.
 4. Otherwise, once the position(s) on the requisition are filled, it will close itself and no more hiring can be done on the requisition.
 - ii. If ALL conditions are not met, Workday will not allow this functionality, and agencies may be required to use the “Copy Application” functionality instead.
 - b. Positions WITH Job Requisition - Select the replacement position number.
 - **NOTE:** the position number selected as “defaulting” will populate first. After the defaulting position number is filled, the remaining positions will populate in numerical order.
4. Once the correct position number and title are listed, continue through the hire process as normal. See Hire Event Guide for more information.

