Create Job Requisition

The objective of this guide is to Create Job Requisition.

> NOTE: Position must be created and approved prior to requesting a job requisition be opened to fill the position.
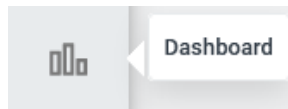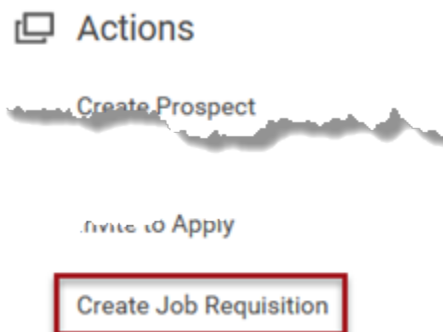
Security Role

- Recruiter

Contents

Create Requisition

1. Start the process by doing a, b, or c:
   a. Find a vacant position, then from the Related Actions, go to Job Change > Create Job Requisition.
   b. On the Recruiter Hub, click Dashboard.

   i. Click Create Job Requisition under Actions.

   c. Type **Create Job Requisition** in the search bar, then click the Task.

2. Copy Details from Existing Requisition by using the drop-down menu, if not continue to Supervisory Organization.
   a. To Copy Details from Existing Requisition, you need to know the Req #.
3. Click the **Supervisory Organization** that contains the vacant position that you want to fill (Note, if you started from the position, this information will not need to be entered).

4. Click **OK**.
5. Click **For Existing Position**. Type in the position # or click the list and click your desired position.

   a. NOTE: If you will need to rescind a hire event, because the person withdrew or was a no show – DO NOT start a new requisition from that position while that person is still in the position. If that happens, we will not be able to rescind that person's termination and hire events to get them out of Workday.
6. Click **OK**.
7. Recruiting Information page will display.

Recruiting Information

Click the **Pencil Icon** to edit the sections you need to edit.

8. Add a **Reason**.
   a. Click either Replacement position OR Addition.
   b. If this is a **replacement position,** you will need to select the **Worker.**
9. Is this a spotlight job – if yes, check the box. Spotlight a job requisition in Workday means that the job posting will be given more visibility and prominence on the Workday platform.
   a. Use this option sparingly.
10. Click **Recruiting Instructions**.
    a. Post Internal Only (Agency Specific).
    b. Posting Internally Only (Statewide).
    c. Posting Not Required.
       i. Use only for Requisitions linked to an Evergreen Requisition.
    d. Post Internally and Externally.
11. Enter in **Recruiting Start Date**, **Target Hire Date** and if needed **Target End Date**. NOTE: These dates are <u>not</u> related to the job posting. They are entered for reporting and goal setting purposes only.
    a. Recruiting Start Date – when you will start the recruiting process.
       i. You will enter the Posting Start Date and End Date later in this process.
    b. Target Hire Date – when would you like to have this person begin work?
    c. Target End Date – not required.
12. Click **Next**.

Job

Click the **Pencil Icon** to edit the sections you need to edit.

13. Enter **Job Posting Title** – this can be your Working Title and this is what will show in the "advertisement."
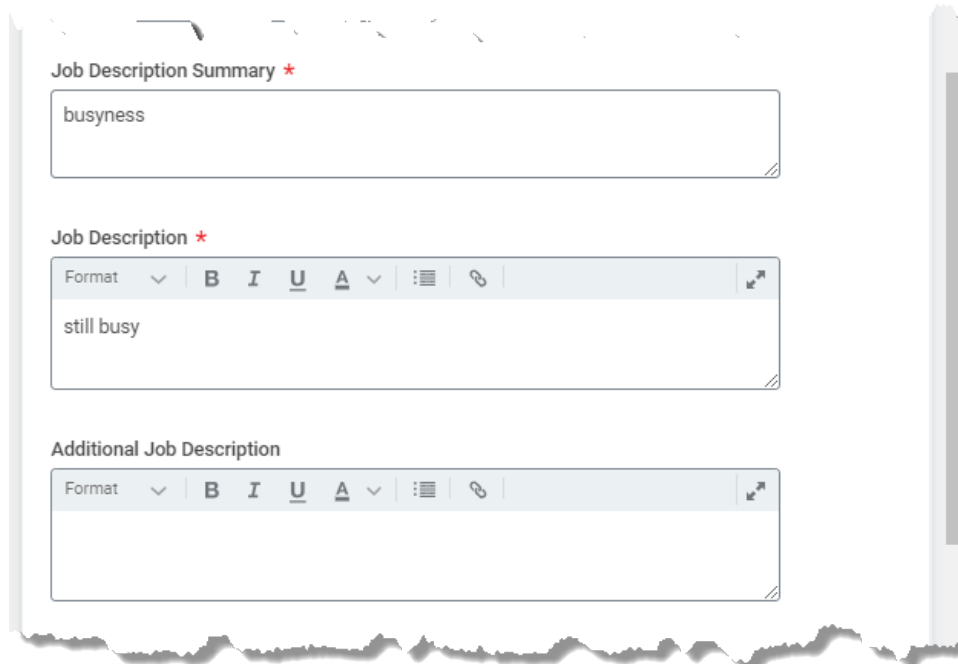14. Click to edit **Job Profile** if needed – this will default in from the Position Restrictions.

15. Enter the **Job Description Summary**.
    a. Description, Examples of Work.
16. Enter the **Job Description**.
    a. Minimum Qualifications, Preferred Qualifications.

       i.   Note: Minimum qualifications <u>must</u> match minimum qualifications on class specification for classification position.

17. Enter the **Additional Job Description**.
    a. Other Qualifications, Knowledge, Skills, and Abilities.

Job Description Summary *

```
busyness
```

Job Description *

| Format ⌄ | B | I | U | A ⌄ | ☰ | 🔗 | ↙↗ |

```
still busy
```

Additional Job Description

| Format ⌄ | B | I | U | A ⌄ | ☰ | 🔗 | ↙↗ |
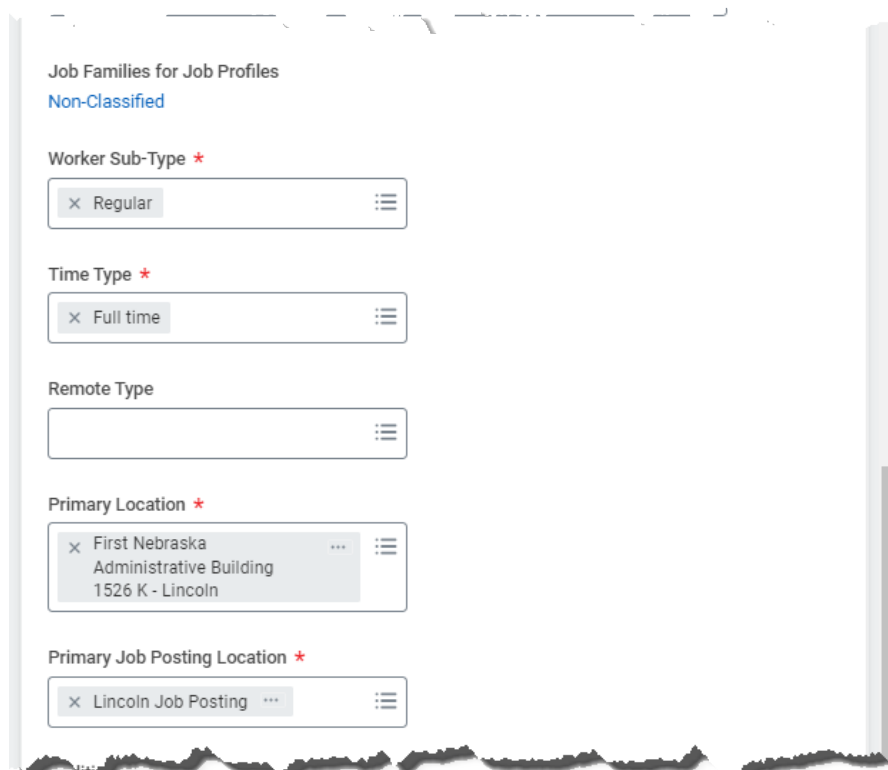
18. Click Worker Sub-Type to edit.
19. If the job is full-time, click **Full time**. Otherwise, choose **Part time**.
20. Click and select **Remote Type**.
21. If necessary, change the **Primary Location**.
    a. The Primary Job Posting Location will update based on the Primary Location selected.

Job Families for Job Profiles
Non-Classified

Worker Sub-Type *
| ✕ Regular | ☰ |

Time Type *
| ✕ Full time | ☰ |

Remote Type
| | ☰ |

Primary Location *
| ✕ First Nebraska Administrative Building 1526 K - Lincoln ··· | ☰ |

Primary Job Posting Location *
| ✕ Lincoln Job Posting ··· | ☰ |

22. If the Job is Part time, enter a Scheduled Weekly Hours value less than 40.

23. Questionnaires.
    a. Leave both the Internal Posting Questionnaire and the External Posting Questionnaire.
    b. If any additional questionnaires are needed, they need to have been created prior to you starting this process. If that is true, you need to CANCEL this event and start it over.
24. Click **Next**.

Organizations

25. Continuing through the process, click the **Pencil Icon** to edit any of the **Organization Assignments**. These are the Organization Assignments that you have come to know and love. Enter all appropriately.
    a. Enter **Company**.
    b. Enter **Cost Center**.
    c. Continue down the page to complete any other information as needed. The following are required, although not marked with an asterisk.
        i. SBU
        ii. EDC Group
        iii. Budget Program Number
        iv. Type of Location
26. Click **Next**.

Attach any needed documentation.

Track any documentation related to your requisition.
27. Click **Next**.

Review the Summary

You can edit items on the Summary screen, if needed. The job requisition will become the job posting, so ensure formatting looks appealing in the job description summary, job description and additional job description sections.
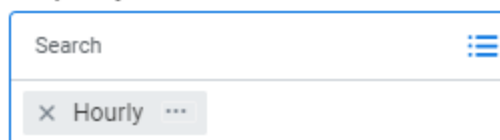**28.** Click **Submit,** if ready to move forward, or **Save for Later**.

Click Open to proceed to the Request Requisition Compensation

29. The Guidelines should populate in based on the job profile/classification.
30. In the Salary section, verify that the Hourly Rate is the Minimum Hire Rate. If necessary, update the amount. Workday will round the pay rate on the posting, so only list the pay rate with two decimal places (without rounding). This can be corrected later in the offer and hire stages.
    a. The ONLY two Frequencies we use are Hourly and Annual. We do not use ANY OTHER frequencies.

        i. Hourly Plan – use when the Pay Rate Type is Hourly Exempt or Hourly Non-Exempt and ALWAYS use this for Part time positions.
        ii. Salary Plan – use when the Pay Rate Type is Salary Exempt or Salary Non-Exempt ONLY.
31. Click **Submit**.

Click Open to Configure Supplementary Questionnaires for Job Requisition

32. You can add other questionnaires.
  a. However, the questionnaire would have had to have been created prior to this process being started.
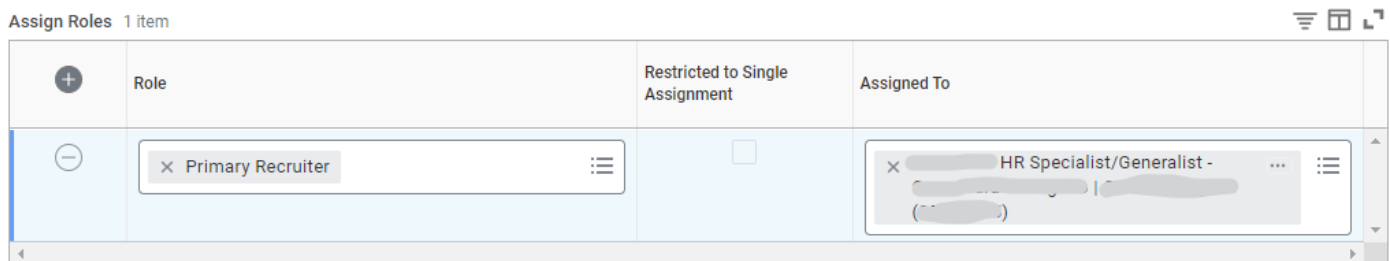**33.** Click Submit.

Success! Event submitted.

Goes to State Recruiting for Review. Once approved, it will come back to your Workday Inbox

  a. If the event is **Sent Back** to you (in Workday) by a State Recruiter, you will need to fix the issue, as outlined by that Recruiter, and re-submit.

Task to Assign Roles

Assign roles tasks will appear in the inboxes of all recruiters within an agency until the primary recruiter is assigned.

34. Click on the event.
35. Click Primary Recruiter and assign it to whomever is the Primary Recruiter for this Requisition. NOTE: A primary recruiter must be assigned to the requisition, otherwise tasks will not route correctly.

36. Click **Submit**.

Attach Calendars and Templates

Click To Do or Skip. This To Do must be submitted or skipped for the Post Job tasks to appear. If you choose to Skip, you can complete these items later, depending on candidate activity. SEPARATE USER GUIDE

Click Open to view the Post Job Task

37. Click the appropriate Job Posting Site, based on the Recruiting Instruction you selected earlier.

    a. If it is Internal and External, you MUST click both Internal and External Career Site.

Recruiting Instruction	Post Internally and Externally
Job Posting Site *	✕ Internal ☰
	✕ External Career Site ↗
Preview Job Posting	☐

38. Click OK.

39. Input an End Date (Closing Date) for both Internal and External sites, if selected.

NOTE: **Enter a Job Posting End Date to reflect the closing date per labor contracts or applicable rules or policy. The end date entered will be the first day the job is no longer available for applications. The job posting will close at 11:59 PM the day <u>prior</u> to the end date entered.**

2 items

	*Site	*Start Date	End Date
⊖	✕ Internal ☰	10/23/2023	11/03/2023
⊖	✕ External Career Site ↗ ☰	10/23/2023 📅	11/03/2023 📅

40. Click **Submit**.

Click OK

Set Interview Team and Candidate Reminders for Interviews.

    Click To Do or Skip
SEPARATE USER GUIDE
Click OK

DONE!!!