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.
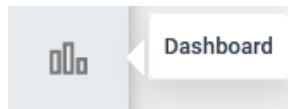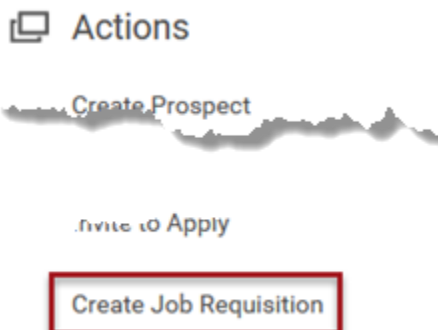
Security Role

- 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.

   - 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).

Create Job Requisition

Position must be created and approved prior to requesting a job requisition be opened to fill the position.

Job Description Summary - Description, Examples of Work
Job Description - Minimum Qualifications, Preferred Qualifications
Additional Job Description - Other Qualifications, Knowledge, Skills and Abilities

Copy Details from Existing Requisition

Supervisory Organization *

Worker Type * Employee

OK   Cancel

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

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Job Description Summary - Description, Examples of Work
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Copy Details from Existing Requisition

Supervisory Organization *

○ For Existing Position
○ For Multiple Existing Positions

Worker Type * Employee

Cancel   OK

   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.**
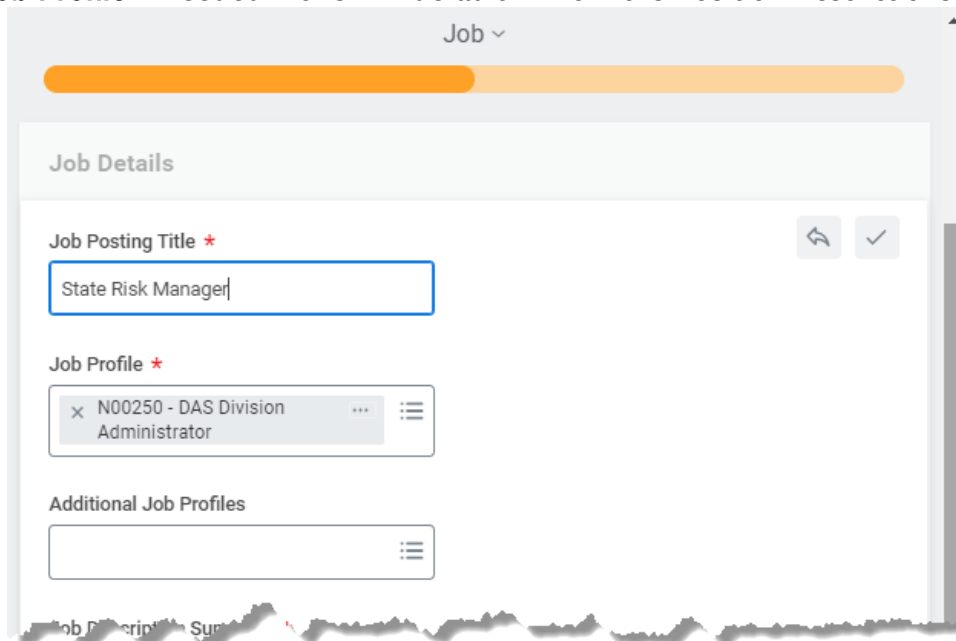7. Recruiting Information page will display.

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. Click **Recruiting Instructions**.
   a. Post Internal Only (Agency Specific).
   b. Posting Internally Only (Statewide).
   c. Posting Not Required.
      • Use only for Requisitions linked to an Evergreen Requisition or Approved Copy Application situations.
   d. Post Internally and Externally.
10. Enter in **Recruiting Start Date, Target Hire Date** and if needed **Target End Date**. NOTE: These dates are not 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.
       • 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.
11. Click **Next**.

Job

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

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

14. If there is potential for understaffing, add the lower level classifications within the series in **Additional Job Profiles**.
15. Enter the **Job Description Summary**.
    a. Description, Examples of Work.
16. Enter the **Job Description**.
    a. Minimum Qualifications, Preferred Qualifications, and Other Qualifications

- The following labels must be added to the qualifications:

Requirements / Qualifications

17. **Minimum Qualifications**: {Enter minimum qualifications (MQs) from class specification for classified positions}
18. **Preferred Qualifications**: {Enter any qualifications that are preferred, but not required}
19. **Other**: {Enter any other mandatory requirements that fall outside of MQs, but are necessary to complete the essential functions of the position, such as possessing a valid driver's license}
    - Note: Minimum qualifications <u>must</u> match minimum qualifications on class specification for classified positions.
20. Enter the **Additional Job Description**.
    a. Knowledge, Skills, and Abilities.

21. Click **Worker Sub-Type** to edit.
22. If the job is full-time, click **Full time**. Otherwise, choose **Part time**.
23. Click and select **Remote Type**.
24. If necessary, change the **Primary Location**.
    a. The **Primary Job Posting Location** will update based on the Primary Location selected and should not be changed.
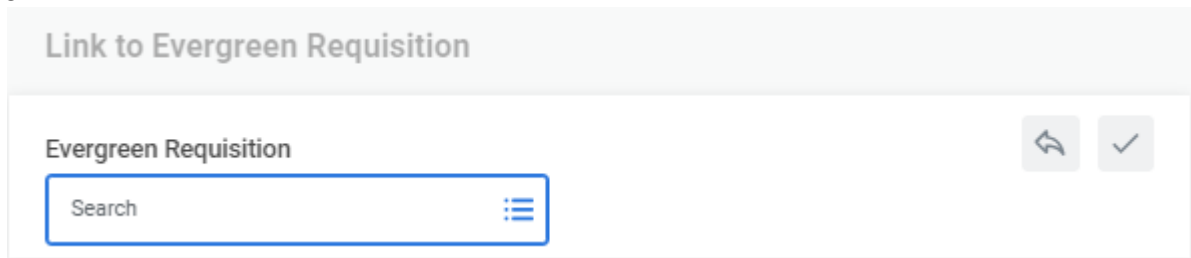
25. If the Job is Part time, enter a Scheduled Weekly Hours value less than 40.
26. If this requisition will be linked to an Evergreen Requisition, select the appropriate requisition number.

27. 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.
28. Click **Next**.

Organizations

29. 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.
        • SBU
        • EDC Group
        • Budget Program Number
        • Type of Location
30. Click **Next**.

Attach any needed documentation

Track any documentation related to your requisition.
31. 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
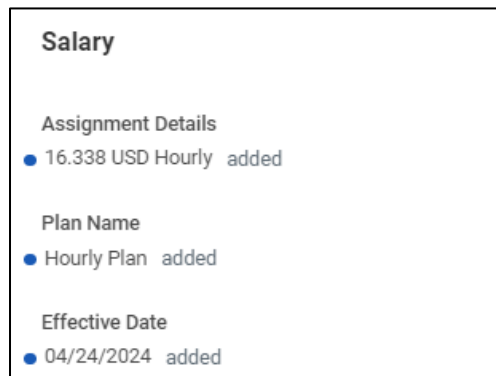
additional job description sections.

32. Click **Submit,** if ready to move forward, or **Save for Later**.

Click Open to proceed to the Request Requisition Compensation

33. The Guidelines should populate in based on the job profile/classification.

34. In the **Salary** section, verify that the Minimum Hire Rate is listed under **Assignment Details** (this will be the hiring rate advertised on the job posting). If necessary, update the amount. Note, for classified positions, hiring rate must match the hiring rate in the pay plan and should be listed to the third decimal place.

> **Salary**
>
> Assignment Details
> ● 16.338 USD Hourly added
>
> Plan Name
> ● Hourly Plan added
>
> Effective Date
> ● 04/24/2024 added

    a. The ONLY two Frequencies we use are Hourly and Annual. We do not use ANY OTHER frequencies.

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

35. Click **Submit**.

Click Open to Configure Supplementary Questionnaires for Job Requisition

36. Add applicable supplementary questionnaires, if created/approved.

    a. Note, questionnaires must be approved and created prior to this process being started.

37. 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.

38. Click on the event.

39. 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.

Assign Roles 1 item

a. There is only one Primary Recruiter role per requisition. You can add multiple Primary Recruiters if desired, but they must be added to the same Primary Recruiter role.

40. 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.
SEE SEPARATE USER GUIDE (Setting Up Self-Schedule Calendars Guide)

Click Open to view the Post Job Task

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

a. If you are posting it as External, you MUST click both Internal and External Career Site. Otherwise, current State of Nebraska workers won't be able to apply for the job.

42. Click **OK**.

43. 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 _prior_ to the end date entered.**

a. NOTE: If this requisition is linked to an Evergreen, a separate job posting should not be created. In order to skip this task, click the gear icon at the top of this event, select Skip This Task and then click.

44. Click **Submit**.

Click OK

Set Interview Team and Candidate Reminders for Interviews
    Click To Do or Skip
SEE SEPARATE USER GUIDE (Recruiter Screen Move Candidates)
Click OK

DONE!!!