

When there are open positions that need to be competitively recruited in JobAps, a Workday Job Requisition needs to be created. The Workday job requisition is used to communicate positions that are "available to fill" in Workday.

To create a Workday job requisition, the HR Coordinator can locate available positions without an open job requisition in one of two ways:

• View the **Staffing** tab of the supervisory organization and find the position in the "**Positions** without Job Requisition" section.

OR

• Run the **SPMS View All Positions** report and find all open positions in the supervisory organization of choice that do not have a job requisition listed in the "Open Job Requisition" column.

Note that a job requisition in Workday is different than a job requisition in JobAps. The Workday job requisition allows the position to be sent to JobAps as an available to fill position through the daily integration. The JobAps job requisition is used by Agencies to set up all the information regarding the recruitment process for that position in JobAps.

Before you begin...

You need to have the following information before you begin this process:

- Supervisory Organization
- Position ID or name
- Reason Code
- Recruiting Start Date
- Target Hire Date

The procedure that follows describes how to locate the open position from **Staffing** tab of the supervisory organization.



Procedure:

- 1. Type the name of your organization in the search field.
- 2. Select the search \bigcirc icon.

Search Results

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Common Financial Accounting Grants Integrations	Search Results 1 litems Common Department of SPS Training im Supervisory Organization Department of SPS Training Tip: try selecting another category from the left to see other results	
Payroll People Processes Procurement Reporting Security Staffing		

3. Click the hyperlink for the name of the organization.

Supervisory Organization Details

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Organization ID	T D22696		
Subordinates (first 5)	SPS Training Division A SPS Training Division B SPS Training Division C SPS Training Division D SPS Training Division E		
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Organization Staffing - Supervisory

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- 5. Locate the section named "Positions without Job Requisition."
- 6. Search for the position for which you need to create a job requisition.
- 7. Click the Related Actions and Preview button entropy next to the position for which you need to add a job requisition.

Organization Staffing - Supervisory

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214745 Accountr (Unfilled)	Hire Integration I	Ds	Add	Job					e/Regula	e -	
214743 Account: (Unfilled)	Job Change Organization	n	Crea	te Job Requisition					e/Regula	r.	
214740 Accounts (Unfilled)	Payroll Reporting								e/Regula	r.	
214751 Account (Unfilled)	Roles Translation								e/Regula	¢ -	,
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8. In the menu, hover over Job Change and click Create Job Requisition.



Always select the radio button 'Fo	or Existing Position.'		
You must always create a position to start the recruiting process.	n first before creating a	a Job Requisition. Once the Job Requis	sition is created/approved, it will be sent to JobAp
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Create Job Requisition

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	Target End Date		
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System Status: The next Wee	kly Service Update will be on Friday, Novem	ber 14, 2014 from 6.00 p.m. PST (GMT -8) to S	a © 2014 Workday, Inc. All rights reser



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- 11. Type or use the prompt to select the Reason.
- 12. In the menu, click Create Job Requisition > JobAps,
- 13. Select JobAps > JobAps Recruitment.
- 14. Use the Calendar iii icon to select the Recruiting Start Date.
- 15. Use the Calendar iii icon to select the Target Hire Date.
- 16. Click the **Next** button.

Create Job Requisition

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18. Click the **Next** button.



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	System Status: The nex	t Weekly Service Update will be on Friday, November 14, 2014 from 6.00 p.m. PST (GMT -8) to Sa	© 2014 Workday, Inc. All rights reserved.
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Create Job Requisition

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	Target End Date		

- 20. Use the vertical scroll bar to view the bottom of the page.
- 21. Click the **Submit** button.



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Devere Successfully Completed	Create Job Requisition	
Details and Process		
Done		

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22. Click the Done	Done	button.	

23. The System Task is complete.