Create a Job Requisition

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.
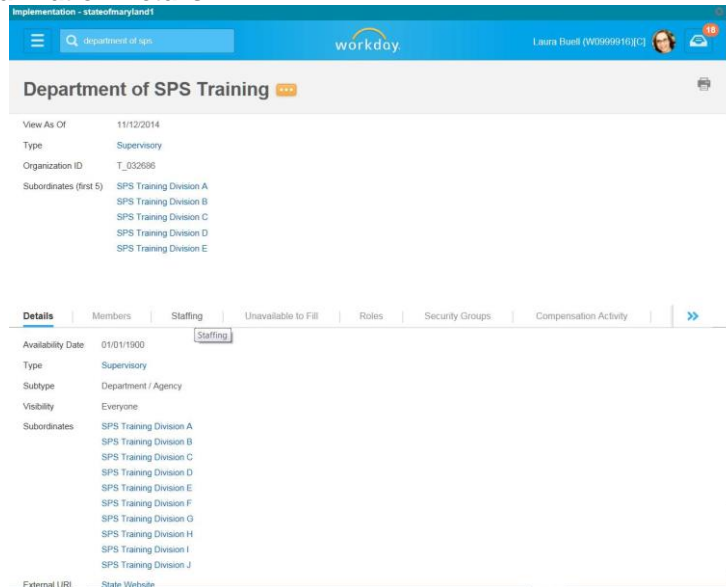
Procedure:

1. Type the name of your organization in the search field.

2. Select the search 🔍 icon.

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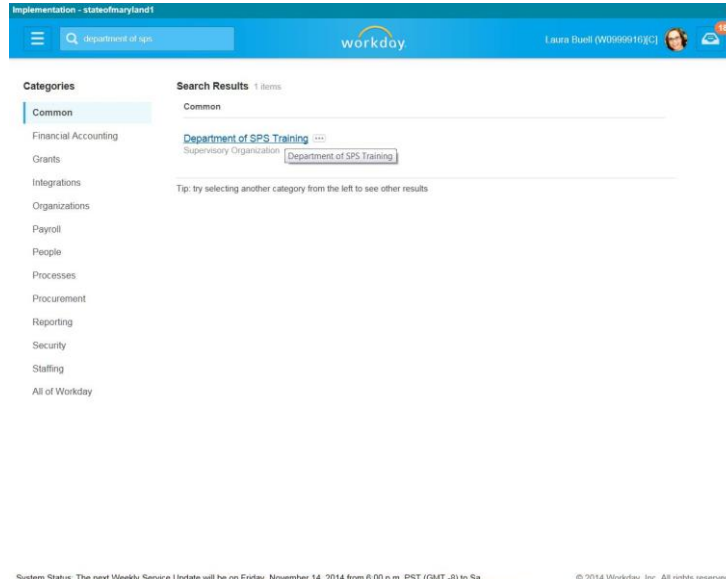
3. Click the hyperlink for the name of the organization.

   Supervisory Organization Details

4. Click the **Staffing** Staffing tab.

Organization Staffing - Supervisory

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 [icon] next to the position for which you need to add a job requisition.
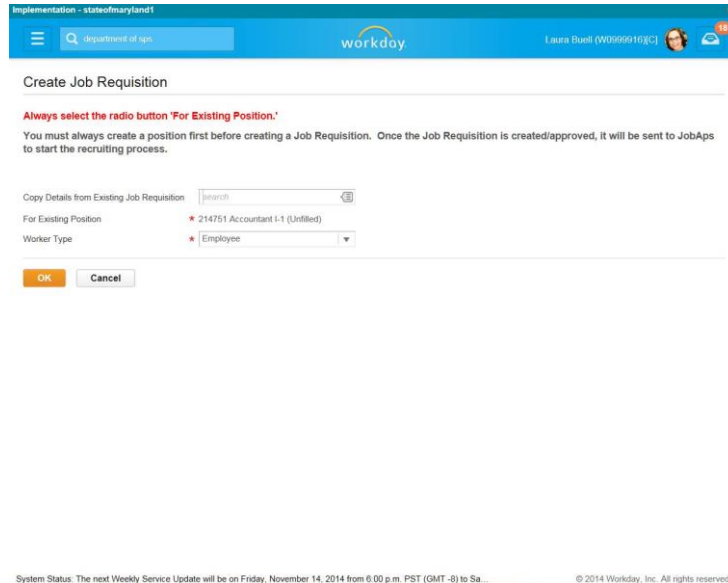
Organization Staffing - Supervisory

8. In the menu, hover over Job Change and click Create Job Requisition.

Create Job Requisition

Always select the radio button 'For Existing Position.'

You must always create a position first before creating a Job Requisition. Once the Job Requisition is created/approved, it will be sent to JobAps to start the recruiting process.

Copy Details from Existing Job Requisition   search
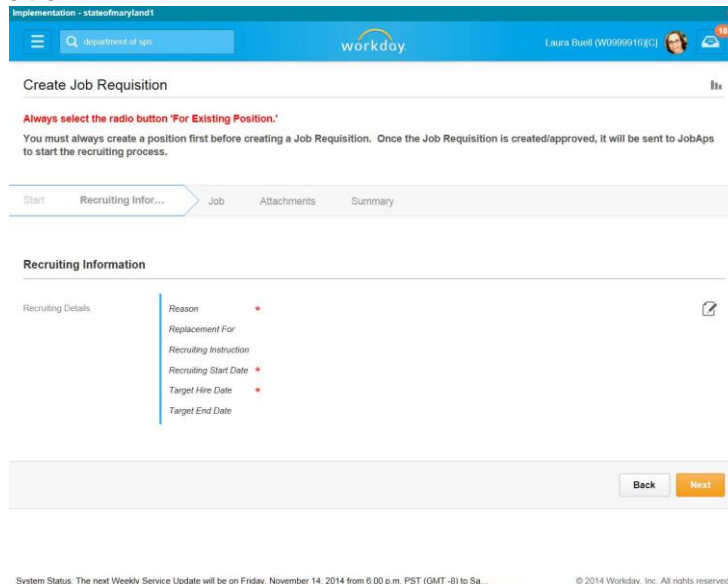
For Existing Position   ★ 214751 Accountant I-1 (Unfilled)

Worker Type   ★ Employee

9. Click the **OK** button.

Create Job Requisition

Create Job Requisition

Always select the radio button 'For Existing Position.'

You must always create a position first before creating a Job Requisition. Once the Job Requisition is created/approved, it will be sent to JobAps to start the recruiting process.

Start   Recruiting Infor...   Job   Attachments   Summary
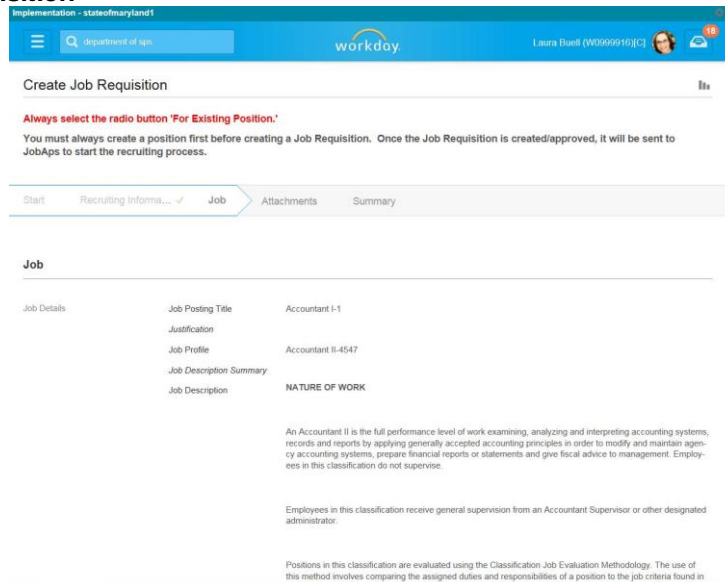
Recruiting Information

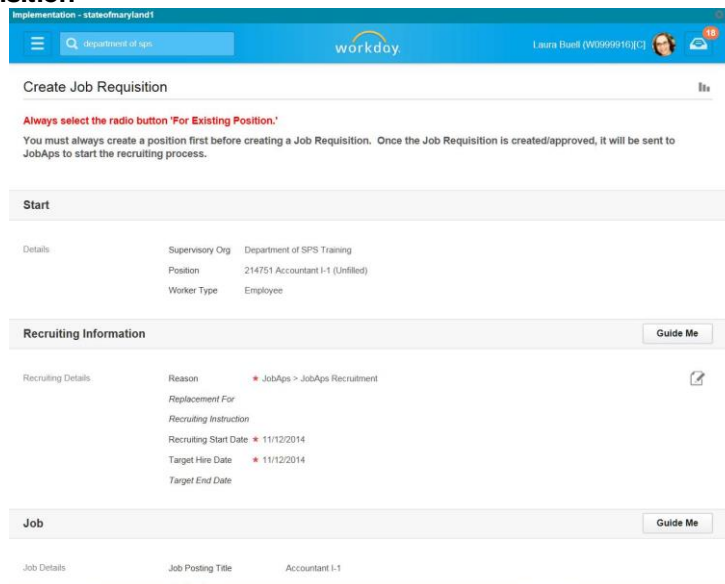Recruiting Details   Reason   ★
Replacement For
Recruiting Instruction
Recruiting Start Date   ★
Target Hire Date   ★
Target End Date
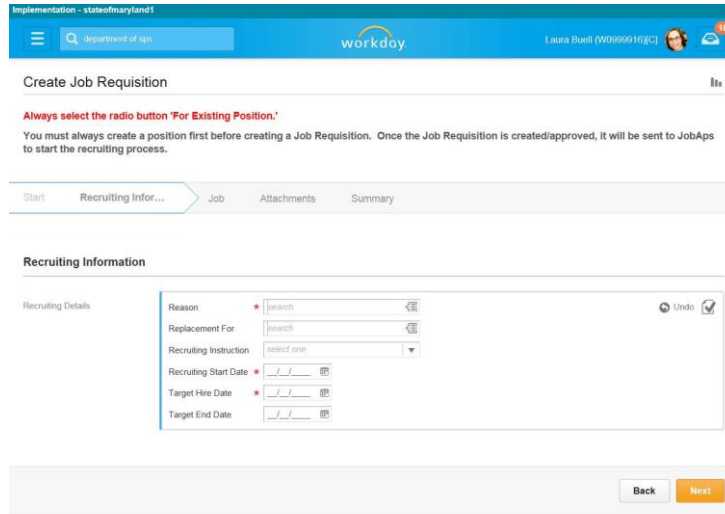
Back   Next

10. Click the Edit   icon.

Create Job Requisition

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 🗓 icon to select the Recruiting Start Date.

15. Use the Calendar 🗓 icon to select the Target Hire Date.

16. Click the **Next** [Next] button.

Create Job Requisition

17. Use the vertical scroll bar to view the bottom of the page.

18. Click the **Next** [Next] button.

Create Job Requisition

19. Click the **Next** [Next] button.

Create Job Requisition

20. Use the vertical scroll bar to view the bottom of the page.

21. Click the **Submit** [Submit] button.

Create Job Requisition
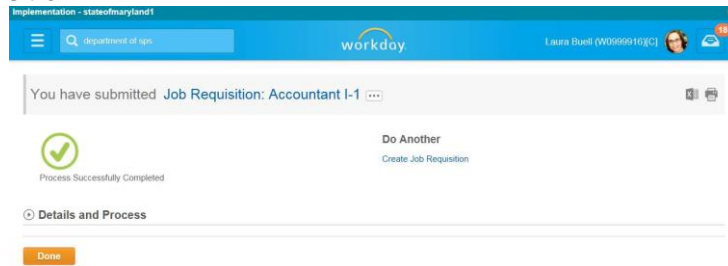
22. Click the **Done** ⬛ Done button.

23. The System Task is complete.