



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:

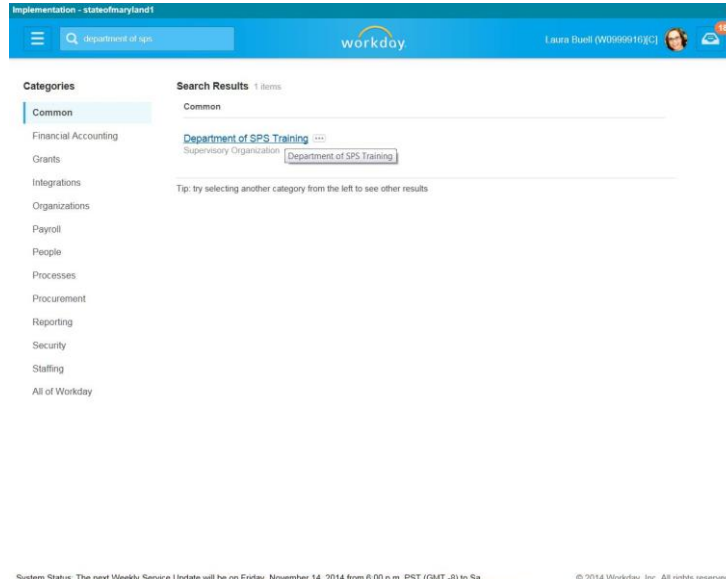
- Supervisory Organization
- Position ID or name
- Reason Code
- Recruiting Start Date
- Target Hire Date

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

Procedure:

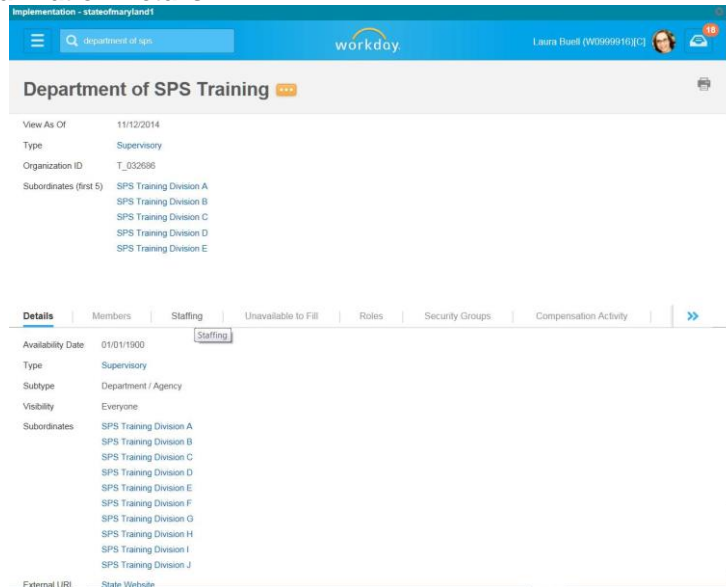
1. Type the name of your organization in the search field.
2. Select the search  icon.

Search Results



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

Supervisory Organization Details




4. Click the **Staffing**  tab.



Organization Staffing - Supervisory

The screenshot shows the Workday interface for the Department of SPS Training. The page title is 'Department of SPS Training'. Below the title, there are tabs for 'Details', 'Members', 'Staffing', 'Unavailable to Fill', 'Roles', 'Security Groups', and 'Compensation Activity'. The 'Staffing' tab is selected. Underneath, there are sub-tabs for 'Staffing Model' and 'Position Management'. The main content area displays a table titled 'Positions with Open Job Requisition' with 6 items. The table has columns for Position Restrictions, Effective Job Requisition, Job Requisition FTE, Job Profile, Location, Availability Date, Earliest Hire Date, Time Type, Worker Type, and Worker Sub-Type. The data rows are as follows:

Position Restrictions	Effective Job Requisition	Job Requisition FTE	Job Profile	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type
214735 Accountant I-5 (Unfilled)	R0000050 Accountant I-5 (Open)	1	Accountant II-4547	Baltimore - 301 W Preston St	10/15/2014	10/15/2014	Full time	Employee	State/Regular
214734 Accountant I-6 (Unfilled)	R0000049 Accountant I-6 (Open)	1	Accountant II-4547	Baltimore - 301 W Preston St	10/15/2014	10/15/2014	Full time	Employee	State/Regular
214733 Accountant I-7 (Unfilled)	R0000048 Accountant I-7 (Open)	1	Accountant II-4547	Baltimore - 301 W Preston St	10/15/2014	10/15/2014	Full time	Employee	State/Regular
214732	R0000047	1	Accountant	Baltimore -	10/15/2014	10/15/2014	Full	Employee	State/Regular

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  next to the position for which you need to add a job requisition.

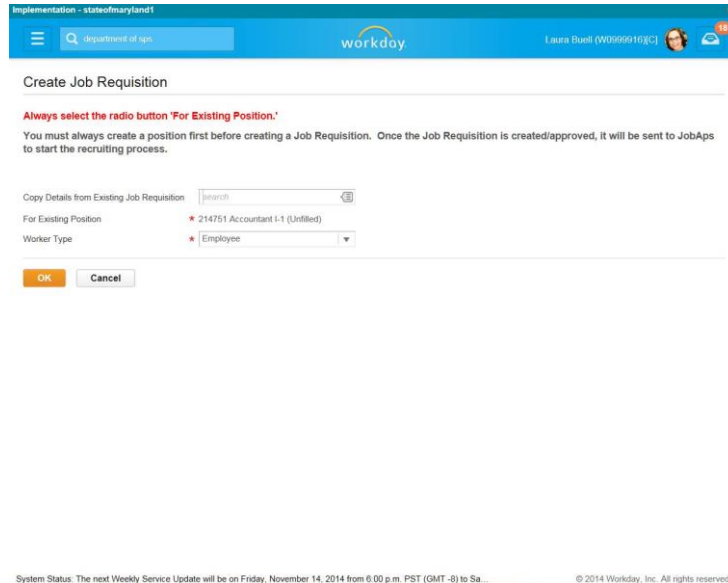
Organization Staffing - Supervisory

The screenshot shows the Workday interface for 'Positions without Job Requisition' with 14 items. A detailed view is shown for '214751 Accountant I-1 (Unfilled)'. The view includes a list of 'Available Actions' on the left and a 'Business Process' table at the bottom. The 'Available Actions' list includes: Position Restrictions, Supervisory Organization, Department of SPS Training, Business Process, Compensation, Favorite, Hire, Integration IDs, Job Change, Organization, Payroll, Reporting, Roles, and Translation. The 'Job Change' action is highlighted with a box containing 'Add Job' and 'Create Job Requisition'. The 'Business Process' table is as follows:

Business Process	Applies To	Outbound Organization	Inbound Organization	Awaiting Action By	Initiated On	Due Date
Hire: Kim Kardashian - 214721 Administrative Aides-3	Kim Kardashian		Department of SPS Training	Laura Buell Michelle Taylor Veronica Wayson Wonder Woman	10/21/2014 10:51:58:354 AM	11/04/2014

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

Create Job Requisition



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department of ags

workday

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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

For Existing Position * 214751 Accountant I-1 (Unfilled)

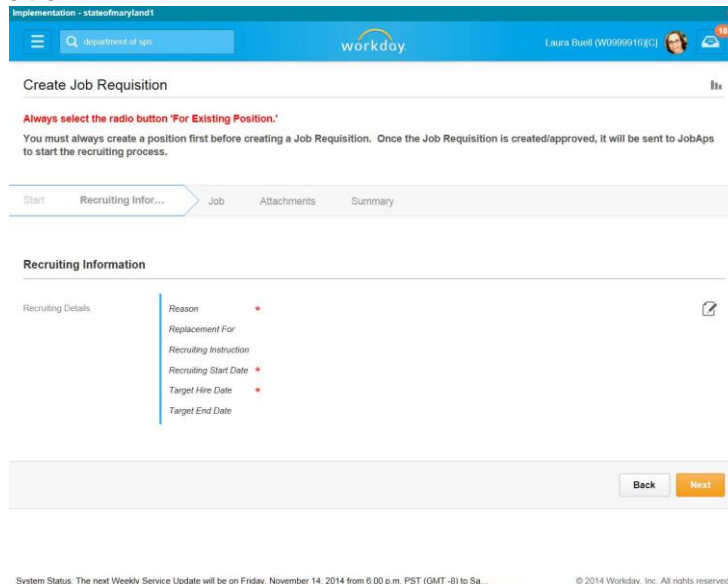
Worker Type * Employee

OK Cancel

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9. Click the  button.

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Start Recruiting Infor... Job Attachments Summary

Recruiting Information

Recruiting Details

Reason *

Replacement For

Recruiting Instruction


Recruiting Start Date *

Target Hire Date *

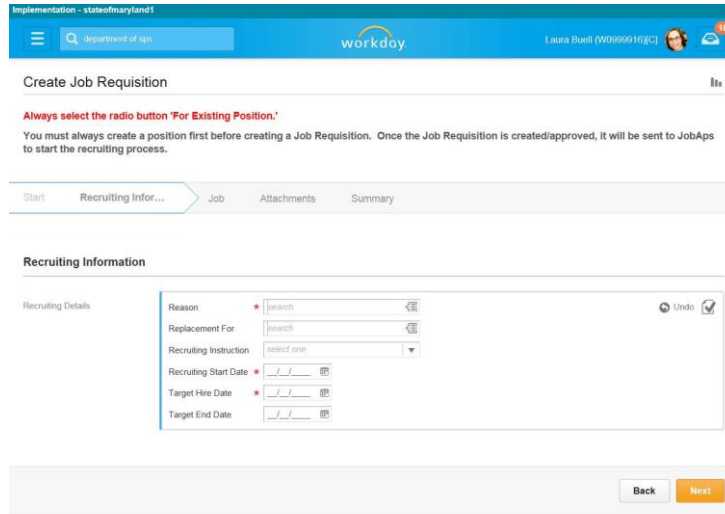
Target End Date

Back Next

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10. Click the  icon.

Create Job Requisition



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Start Recruiting Infor... Job Attachments Summary




Recruiting Information

Recruiting Details

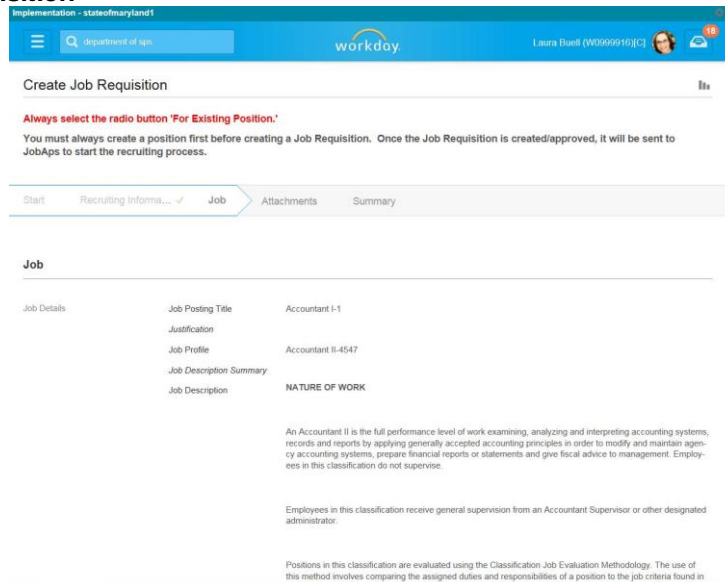
Reason: search
 Replacement For: search
 Recruiting Instruction: select one
 Recruiting Start Date: / /
 Target Hire Date: / /
 Target End Date: / /

Back Next

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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  icon to select the Recruiting Start Date.
15. Use the Calendar  icon to select the Target Hire Date.
16. Click the **Next**  button.

Create Job Requisition



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Start Recruiting Informa... Job Attachments Summary

Job


Job Details

Job Posting Title	Accountant I-1
Justification	
Job Profile	Accountant II-4547
Job Description Summary	
Job Description	NATURE OF WORK

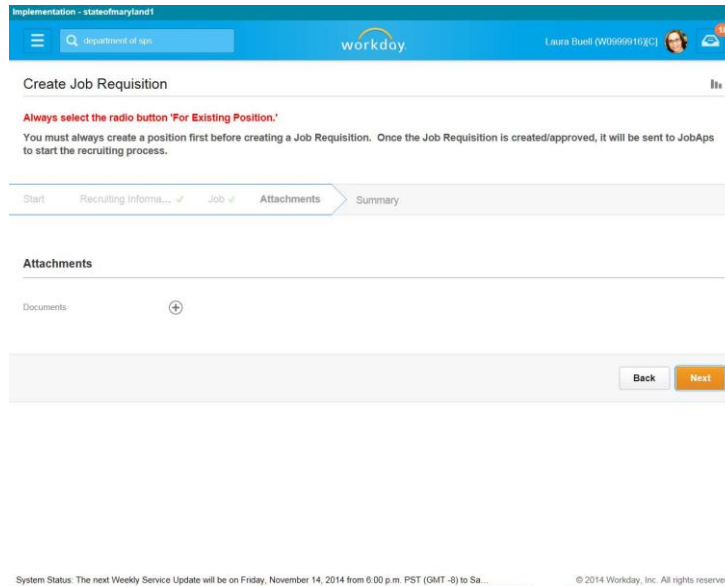
An Accountant II is the full performance level of work examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles in order to modify and maintain agency accounting systems, prepare financial reports or statements and give fiscal advice to management. Employees in this classification do not supervise.

Employees in this classification receive general supervision from an Accountant Supervisor or other designated administrator.

Positions in this classification are evaluated using the Classification Job Evaluation Methodology. The use of this method involves comparing the assigned duties and responsibilities of a position to the job criteria found in the Nature of Work and Excerpts of Work sections of a class specification.

17. Use the vertical scroll bar to view the bottom of the page.
18. Click the **Next**  button.

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Start Recruiting Informa... Job Attachments Summary

Attachments

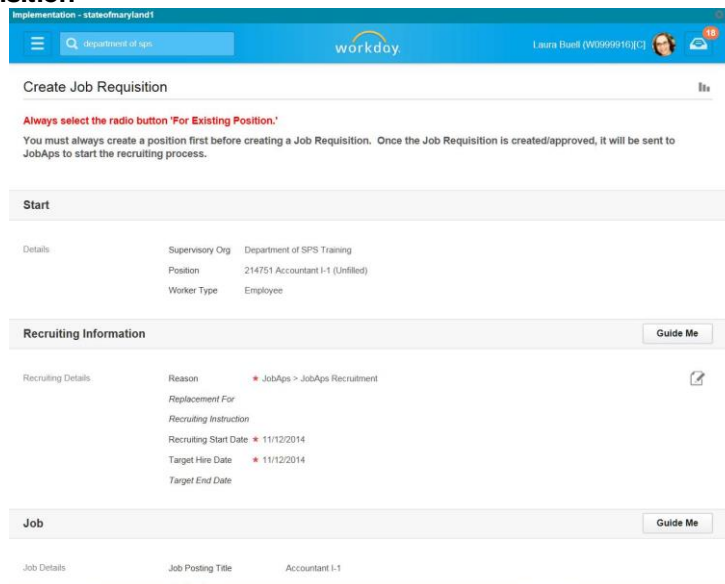
Documents

Back Next

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19. Click the **Next** button.

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Start

Details

Supervisory Org	Department of SPS Training
Position	214751 Accountant I-1 (Unfilled)
Worker Type	Employee

Recruiting Information Guide Me

Recruiting Details

Reason	JobAps > JobAps Recruitment
Replacement For	
Recruiting Instruction	
Recruiting Start Date	11/12/2014
Target Hire Date	11/12/2014
Target End Date	

Job Guide Me

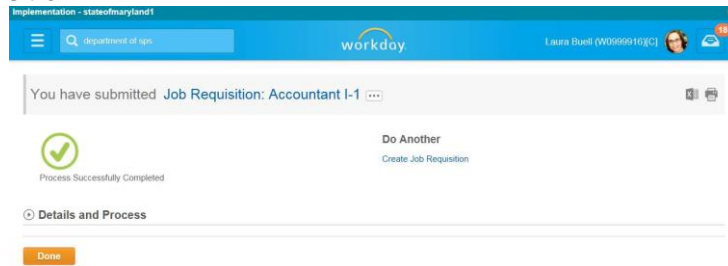
Job Details

Job Posting Title	Accountant I-1
Justification	

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

21. Click the **Submit** button.

Create Job Requisition



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22. Click the **Done**  button.

23. The System Task is complete.