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.
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.

8. In the menu, hover over Job Change and click Create Job Requisition.
9. Click the **OK** button.

10. Click the Edit **icon.**
11. Type or use the prompt to select the Reason.
12. In the menu, click Create Job Requisition > JobAps.
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.

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

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

21. Click the **Submit** button.
22. Click the **Done** button.

23. The System Task is complete.