

Create a Job Requisition for a New Position: First Steps

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Before You Begin

1) First, [View Your Supervisory Organization\(s\)](#) to assess current staffing needs.

2) Before creating a job requisition, you must obtain an approved **job description** and **job profile**.

- For new workstudy positions, please contact [Financial Aid](#).
- For new staff and non-workstudy student positions, please contact [Human Resources](#) for the job description template.

3) Next, determine the appropriate [org assignments](#) for the position, consulting with the [Finance Office](#) as needed.

Initial Setup

1) Run the Create Job Requisition task.

2) Select the **Supervisory Organization** for this position (your **Organization** will be entered by default).

- All **student workers** should be in the org ending in “**STU**”.

3) Choose **Create New Position**.

If you're creating a position similar to one that already exists in your supervisory org, use **Copy Details from Existing Job Requisition** to pre-populate form fields based on that requisition.

4) **Worker Type** defaults to **Employee**. Do not change this.

5) Click **OK** to proceed to the job requisition form.

Job Requisition Form

The job requisition form contains a number of screens/tabs, with different information required on each. If you have copied details from a previous job requisition, required fields will already be filled in, though you may need to review and edit them.

Navigating the Form

By default, you'll start off in the **Recruiting Information** tab. However, you can skip to any tab or use the **Back/Next** buttons to toggle between tabs.

Saving Your Work

You can only save your job requisition from the **Summary** screen. From there, you can also **Submit** a finished requisition (routes to HR for approval). Alternatively, click **Save for Later** to save your progress. You can resume work on your saved requisition from your Workday inbox.

Up Next

Depending on what kind of employee you are hiring, you must fill out the job requisition form differently. Please follow the guide appropriate for the role you are creating and hiring for:

- [Job Requisition Form: **New Staff Positions** \(regular and temporary staff\)](#)
- [Job Requisition Form: **New Workstudy Positions**](#)
- [Job Requisition Form: **New Non-workstudy Student Positions**](#)

Then, once you've filled out and submitted the job requisition form, there are some post-submission steps you'll have to address prior to approval.