1. Login to **Workday**
2. Type in “**Create Job Requisition**” in the search bar. Click on the appropriate task
3. Assigning a supervisory organization to the requisition.
   a. If you are the hiring manager then the Supervisory Organization will default to yours. If not, select from the drop down options to pick the correct organization.
4. If the requisition is for a replacement, select **Existing Position** and pick the applicable position from the drop down and click **OK**.
5. If the position is new, select **Create New Position**
6. Select the Worker type as **Employee** and click on **OK**.
7. Click on the **Edit** button to enter all recruiting information and click **Next**.
8. Add all Job-related information and click **Next**.

9. Attach all necessary documents like Job description.
10. Click **Submit** on the Summary Page to complete the requisition

**Notes**
- Contact Senior HR Partner for Job Profile information.
- Most of Job-related information will auto-populate for existing positions.