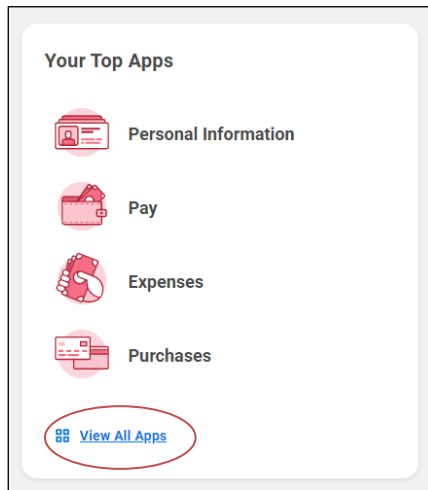


Create Job Requisition: Recruiting

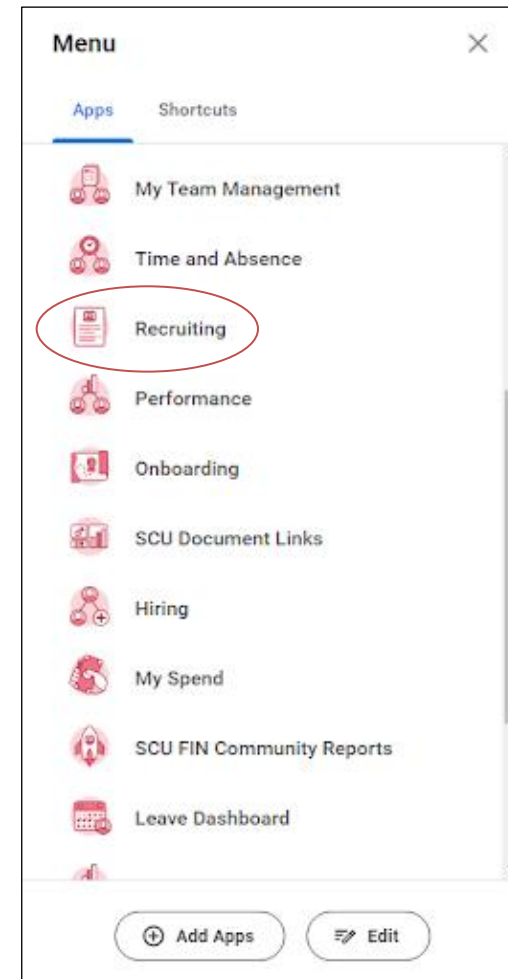
Student Employee

This process is required in Workday in order to post and recruit from the Student Employment Job Board.

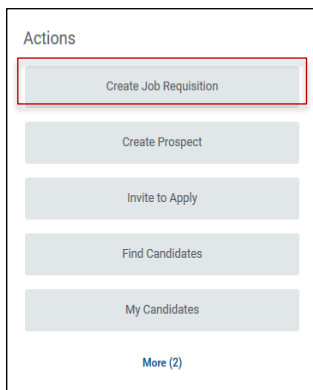
1. Login to **Workday**
2. Click on **View All Apps**:



3. Select the **Recruiting** icon:

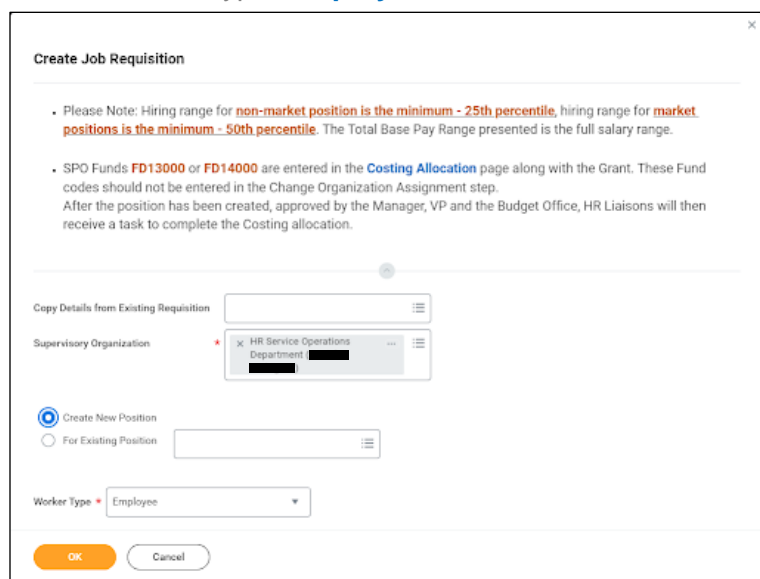


4. Click **Create Job Requisition** under **Actions**




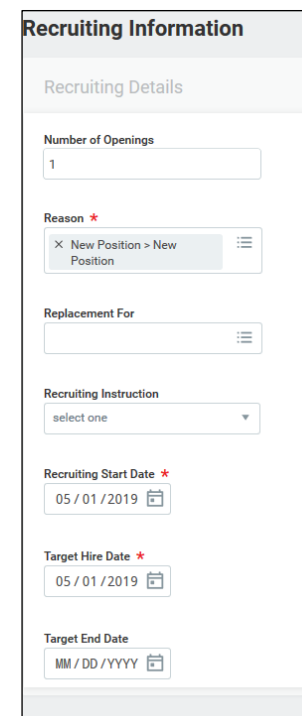
A screenshot of a sidebar menu titled 'Actions'. It contains several buttons: 'Create Job Requisition' (highlighted with a red rectangle), 'Create Prospect', 'Invite to Apply', 'Find Candidates', 'My Candidates', and a 'More (2)' link at the bottom.

5. Select the following:
- Supervisory Organization** (defaults to your supervisory organization). Click on **"X"** if you want to change it to another supervisory organization.
 - Select **Create New Position**
 - Worker Type: **Employee**




A screenshot of the 'Create Job Requisition' form. It includes a 'Please Note' section with hiring range information. Below this, there are fields for 'Copy Details from Existing Requisition', 'Supervisory Organization' (with a dropdown menu showing 'HR Service Operations'), 'Create New Position' (selected with a radio button), 'For Existing Position' (unselected), and 'Worker Type' (set to 'Employee'). At the bottom are 'OK' and 'Cancel' buttons.

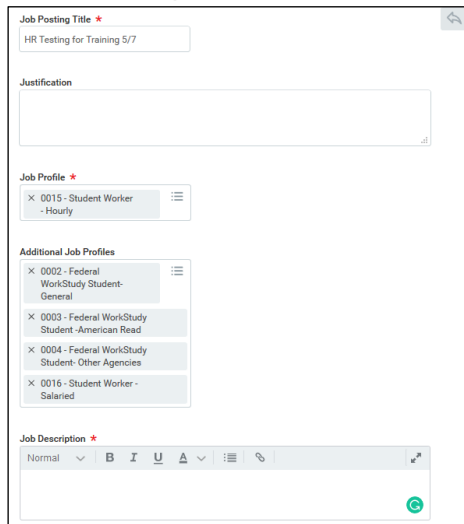
6. Click on the pencil icon  to enter or edit information on the **Recruiting Details**:
- Number of Openings**: Input as many students you will be hiring for this position
 - Reason**: New Position
 - Leave the **Replacement For** & **Recruiting Instructions** blank.
 - Recruiting Start Date**: Use the current pay period to ensure student has timely access to the timesheet. Either **1st** or **16th**. (**Note: A student cannot be hired before the Recruiting Start Date**) This will be the '**Job Posting Date**'.
 - Target Hire Date**: Estimated hire date for student to start, use beginning of a pay period, either **1st** or **16th**. (**Note: Use the same recruiting date**)
 - Target End Date** field is required (Note: Can be end of academic year ex: 7/1/20)
 - Click **Next**



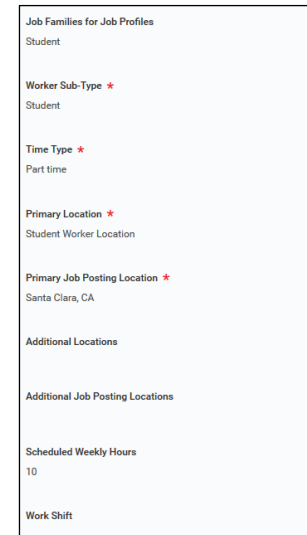
A screenshot of the 'Recruiting Information' form. It includes a 'Recruiting Details' section with fields for 'Number of Openings' (set to 1), 'Reason' (set to 'New Position > New Position'), 'Replacement For', 'Recruiting Instruction' (set to 'select one'), 'Recruiting Start Date' (set to 05 / 01 / 2019), 'Target Hire Date' (set to 05 / 01 / 2019), and 'Target End Date' (set to MM / DD / YYYY).


7. Click on the pencil icon  to enter or edit information on the **Job Details:**

- Enter a **Job Posting Title** (Note: This will be the position actual job title)
- Leave **Justification** field blank
- Job Profile** > **By Job Family** > **Student Group** > **Student** > Select general for all students **0015**
- Job Description:** Enter Dept. Description, Qualifications and Duties & Responsibilities.

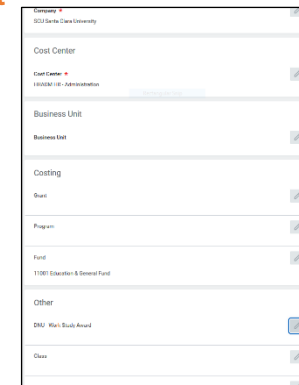


- Job Families for Job Profiles**
 - Worker Sub-Type > Worker Types > Student
 - Time Type > Part time
 - Primary Location > All Locations > Student Worker Location
 - Leave Additional Locations & Additional Job Posting Locations blank
 - Schedule Weekly Hours: **10 (Note: This is on FTE and not 19 hrs. per week policy)**
 - Click **Next**



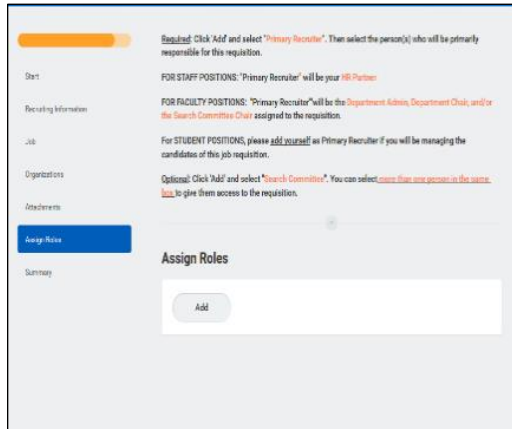
8. Click on the pencil icon  to enter or edit information on the **Organizations:**

- Company: Santa Clara University
- Cost Center (Should populate if not entered your Dept.)
- Costing: Use this for your funding string information (Program / Fund) (**Note: PROGRAM & FUND is required**)
- Fill out either Activity and Class if required for funding string. For Project use the comments box.
- Click **Next**



9. Click on the pencil icon  to enter or edit information on the **Assign Roles**

- Role > Primary Recruiter (**Note: always select this option for student requisitions**)
- Assigned to > Select yourself as the “assigned to”



Required: Click 'Add' and select "Primary Recruiter". Then select the person(s) who will be primarily responsible for this requisition.

FOR STAFF POSITIONS: "Primary Recruiter" will be your HR Partner.

FOR FACULTY POSITIONS: "Primary Recruiter" will be the Department Admin, Department Chair, and/or the Search Committee Chair assigned to the requisition.

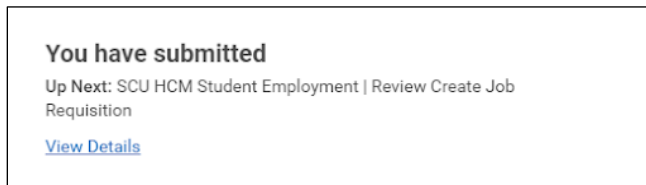
FOR STUDENT POSITIONS, please add yourself as Primary Recruiter if you will be managing the candidates of this job requisition.

Optional: Click 'Add' and select "Search Committee". You can select more than one person in the system to give them access to the requisition.

Assign Roles

Add

10. Review & **Submit**

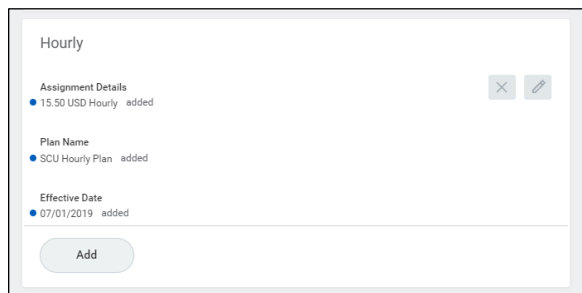


You have submitted

Up Next: SCU HCM Student Employment | Review Create Job Requisition

[View Details](#)

11. Up next: Request Requisition Compensation. Click on **OPEN**



Hourly

Assignment Details
● 15.50 USD Hourly added

Plan Name
● SCU Hourly Plan added

Effective Date
● 07/01/2019 added


Add

Success! Event submitted

Up Next: SCU HCM Student Operations | Create Position:
Testing - Review Position Request | Due Date 09/11/2022

[View Details](#)

12. Student Employment will now receive the Job Requisition to view and approve.

13. Check your  Review and submit 'Supplemental Questionnaires for Job Requisition'.

What's Next?

- Now that the job requisition has been submitted, Student Employment will receive and post the job.
- After Student Employment post job you can review the requisition by clicking on the 'Recruiting' icon and clicking on 'My open Requisitions'. This is where you will check to view your candidates.