

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

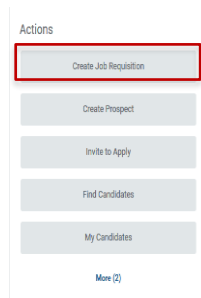
Keep in Mind:

- Use this process when posting a job to go through the entire recruitment process.
- Use this process when you DO NOT have a particular candidate in mind.

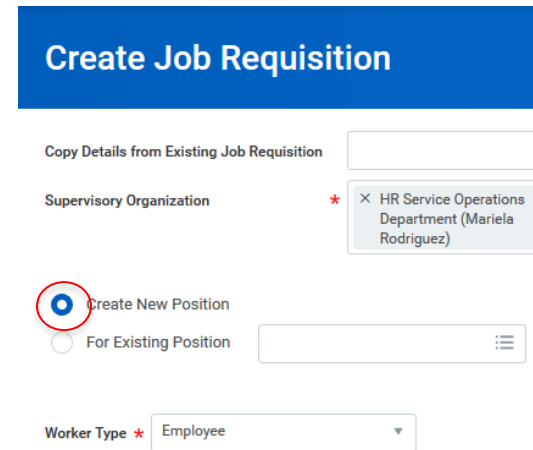
1. Login to **Workday**
2. Select the **Recruiting** icon



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



4. Select the following:
 - a. **Supervisory Organization** (defaults to your supervisory organization)
 - b. Select **Create New Position**
 - c. Worker Type: **Employee**
 - d. Click **OK**



Create Job Requisition


Copy Details from Existing Job Requisition

Supervisory Organization *


Create New Position

For Existing Position


Worker Type *

5. Click on the pencil icon  to enter or edit information on the **Recruiting Details:**
 - a. **Number of Openings:** Input as many students you will be hiring for this position
 - b. **Reason:** New Position
 - c. Leave **Replacement For & Recruiting Instructions** field blank.
 - d. **Recruiting Start Date:** Current pay period either **1st** or **16th** of the month (**Note: A student cannot be hired before the Recruiting Start Date**). This will be the “*Job Posting Date*.”
 - e. **Target Hire Date:** Use the same as recruiting date.


- f. **Target End Date** field is required (Note: Can be the end the of the academic year, Ex: 7/1/20).
- g. Click **Next**

- 6. Click on the pencil icon  to enter or edit information on the **Job Details:**
 - a. Enter a **Job Posting Title** (Note: This will be the position actual job title)
 - b. Leave **Justification** field blank
 - c. **Job Profile** > **By Job Family** > **Student Group** > **Student** > Select general for all students **0015**
 - d. **Job Description:** Enter Department Description, Qualifications and Duties & Responsibilities.
 - e. **Hiring Range:** Enter hourly rate (ex: \$15.00 per hour) (Note: This is what will be posted as the hourly range for students to view on the job posting).

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


- 7. Click on the pencil icon  to enter or edit information on the **Organizations:**
 - a. Company: Santa Clara University
 - b. Cost Center (Note: Should populate, if not enter your Department)

- c. Costing: Use this for your funding string information (Program/Fund) (**Important: FUND & PROGRAM are required**)
- d. For Class, Activity & Grant/Project enter in comments box at the end.
- e. Click **Next**

- 8. Click on the pencil icon  to enter or edit information on the **Assign Roles**
 - a. Role > Primary Recruiter (**Note: always select this option for student requisitions**)
 - b. Assigned to > Select yourself as the “assigned to”

This step is optional: Additional Recruiter

- c. Click on the **Add** button to add an additional recruiter in your Department
 - i. Select **Search Committee** role
 - ii. **Assigned to:** Name of additional recruiter**(Note: Once Job Req. is approved the Additional Recruiter will see “My Search Committee” on their Recruiting Icon)**

- 9. Click on **OPEN** to enter or edit information on **Compensation for Position Event:**
 - a. Scroll to the bottom section and use pencil icon  to edit hourly rate (**Note: defaults to minimum hourly rate make sure to update to match ‘Hiring Range’ section**)
 - b. Click on **SUBMIT** to continue
 - c. Up Next: Student Employment for Approval

> **Details and Process**

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

What's Next?

- Now that the job requisition has been submitted, Student Employment will receive and post the job.
- After Student Employment posts the 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.
- Once the job is posted and you’ve interviewed and selected a candidate, follow the “Hiring a Student Employee: Job Requisition” job aid for steps on how to hire a student.
- If you have enough candidates and you would like to review them Student Employment can remove job posting from Career page.