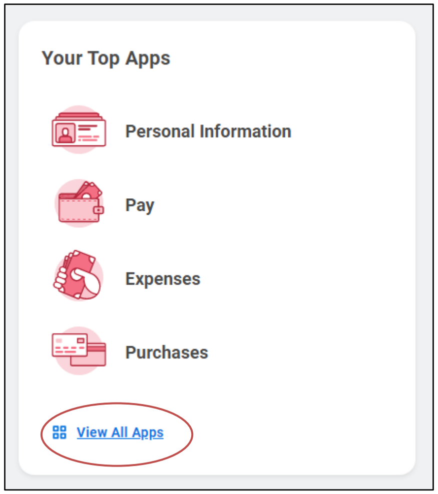
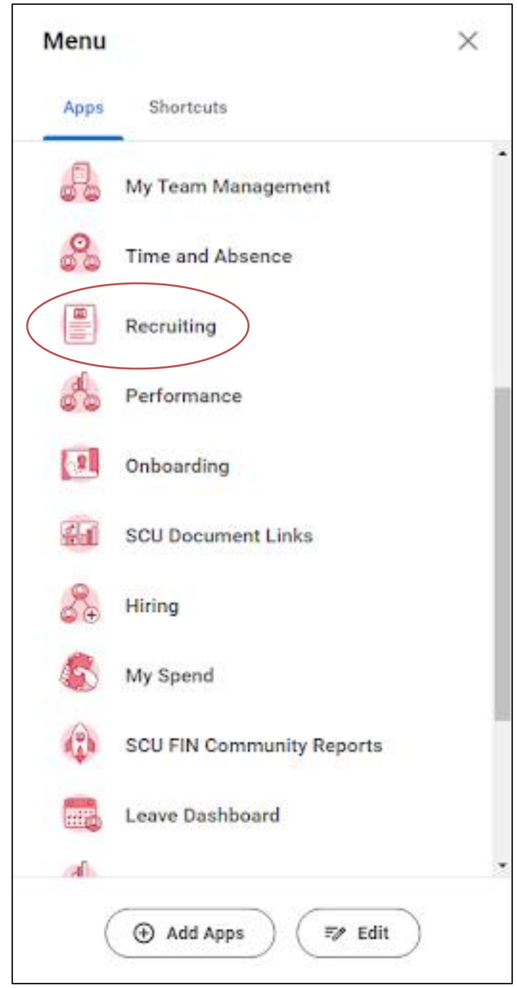
Create Job Requisition: Recruiting

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

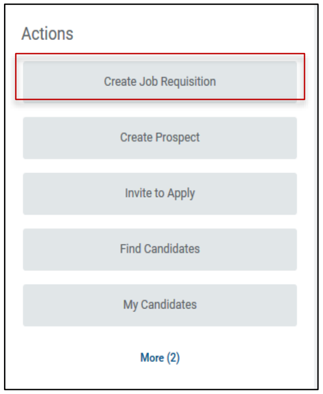
1. Login to **Workday**
2. Click on **View All Apps**:



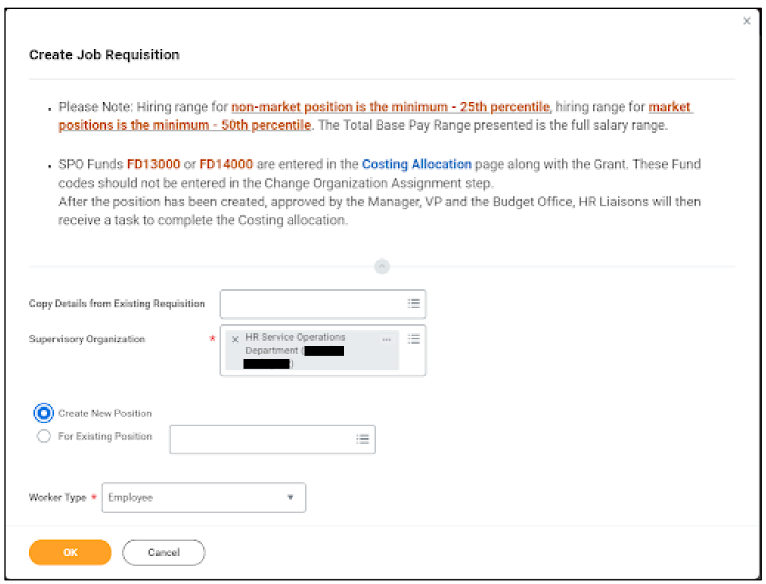
3. Select the **Recruiting** icon:



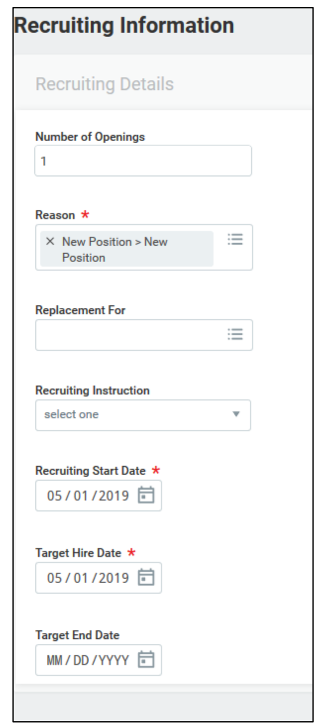
4. Click **Create Job Requisition** under **Actions**



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



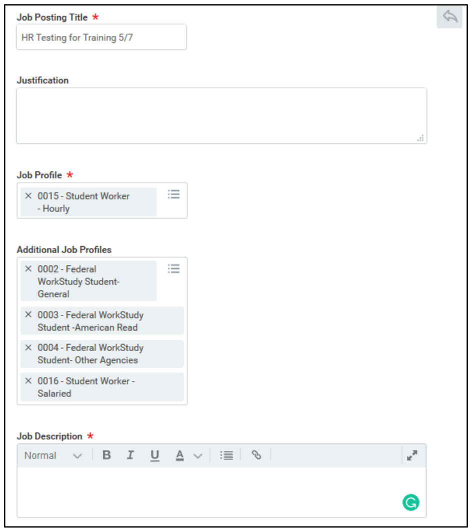
6. Click on the pencil icon  to enter or edit information on the **Recruiting Details:**
    a. **Number of Openings**: Input as many students you will be hiring for this position
    b. **Reason**: New Position
    c. Leave the **Replacement For** & **Recruiting Instructions** blank.
    d. **Recruiting 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'***.
    e. **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**)
    f. **Target End Date** field **is required** (Note: Can be end of academic year ex: 7/1/20)
    g. Click **Next**



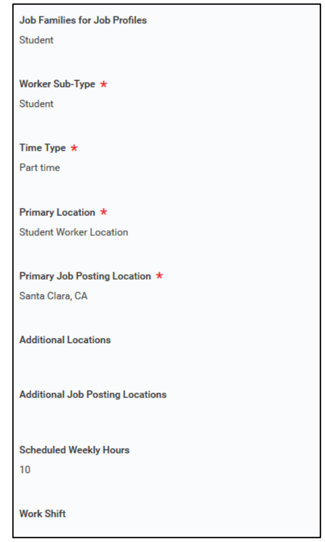
workday. | EDUCATION

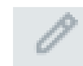
7. Click on the pencil icon  to enter or edit information on the **Job Details:**

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 Dept. Description, Qualifications and Duties & Responsibilities.

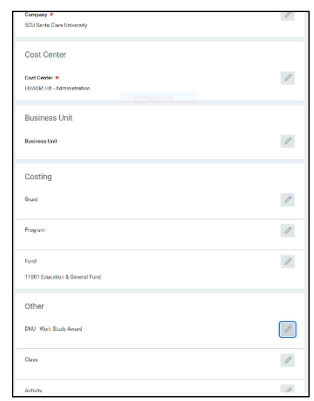


e. **Job Families for Job Profiles**
   1. Worker Sub-Type > Worker Types > Student
   2. Time Type > Part time
   3. Primary Location > All Locations > Student Worker Location
   4. Leave Additional Locations & Additional Job Posting Locations blank
   5. Schedule Weekly Hours: **10 (Note: This is on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



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

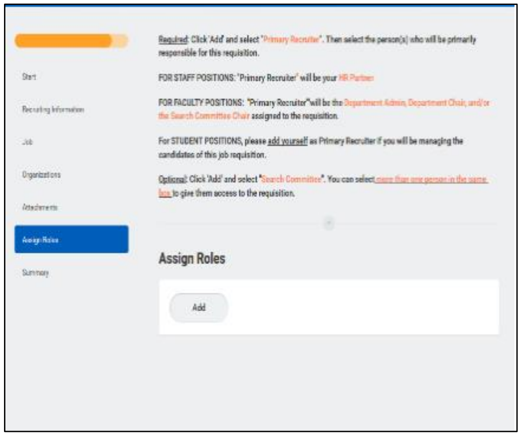
a. Company: Santa Clara University
b. Cost Center (Should populate if not entered your Dept.)
c. Costing: Use this for your funding string information (Program / Fund) (**Note: PROGRAM & FUND is required**)
d. Fill out either Activity and Class if required for funding string. For Project use the comments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



9. 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"



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**

> **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.