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
5. Click on the pencil icon to enter or edit information on the Recruiting Details:
   a. Number of Openings: Input as many opening as you will be hiring for this position
   b. Reason: New Position
   c. Leave the Replacement For & Recruiting Instructions 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 a far out date, Ex: 7/1/23).
   g. Click Next

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.

This process is required in Workday in order to post and recruit from the Student Employment Job Board.
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 Families for Job Profiles**
      i. Worker Sub-Type > Worker Types > Student
      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: Change to **10** *(Note: This is on calculate FTE and not 19 hours per week policy)*

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) *(Note: FUND & PROGRAM are required)*
   d. Fill out either Class or Activity if required for funding string. For Grant/Project use 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”

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)*
   b. Click on APPROVE to continue
   c. Up Next: Student Employment for Approval

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.