HCM: Start Job Requisition

Manager

Last Modified: July 1, 2025

About the Job Requisition

In Workday, a Job Requisition is a formal request to fill a position within the organization. It initiates the hiring process by capturing key information about the open role, enabling collaboration between HR, hiring managers, and recruiters. Job requisitions help ensure consistency, compliance, and visibility throughout the talent acquisition workflow, while also offering an auditable approach to headcount and hiring.

The Job Requisition process includes:

- Position Details – such as job profile, location, worker type, time type (full/part-time), and job posting title
- Hiring Manager – the manager responsible for filling the role
- Recruiting Information – including recruiter, recruiting start date, target hire date, and justification
- Job Description – a summary of responsibilities, qualifications, and required skills
- Compensation – salary range or compensation package (if configured)
- Job Posting Preferences – internal/external posting instructions and job site visibility
- Approvals – routing to appropriate stakeholders (e.g., finance, HRBP, department head) for validation and budget alignment

Start Job Requisition

From the homepage:

1. Type "**Start Job Requisition**" in the Search Bar.
2. You may also add it to your "Shortcuts" in the Global Menu bar in the top-left corner of your screen.

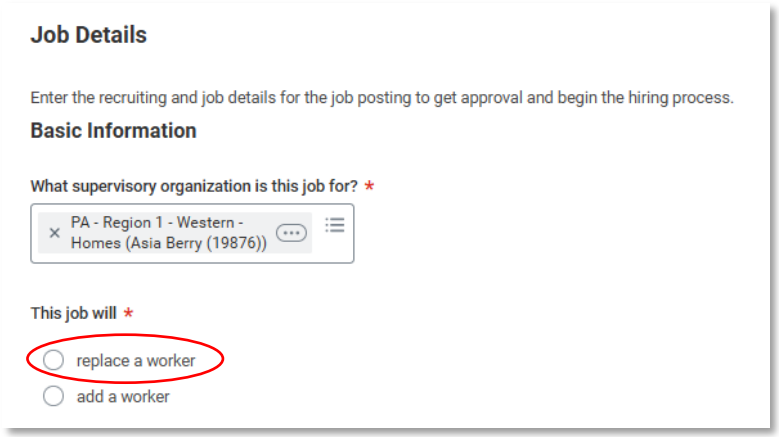
Note: If you do not see this Task in the drop-down list, you likely have an issue with Security. Contact your helpdesk for support in getting security adjusted so you can view it.

Job Details

Begin the process by selecting the Job Details. Basic Information will include which Supervisory Organization this job is for, and if this job will "replace a worker" or "add a worker".

SECTION 1 – Backfill an Existing Position

1. Choose "replace a worker" if you plan to re-use an existing position or backfill an existing position.
2. Choose "add a worker" if you plan to create a new position on your team.
   <Jump to Section 2 for "Add a Worker" for more details.>



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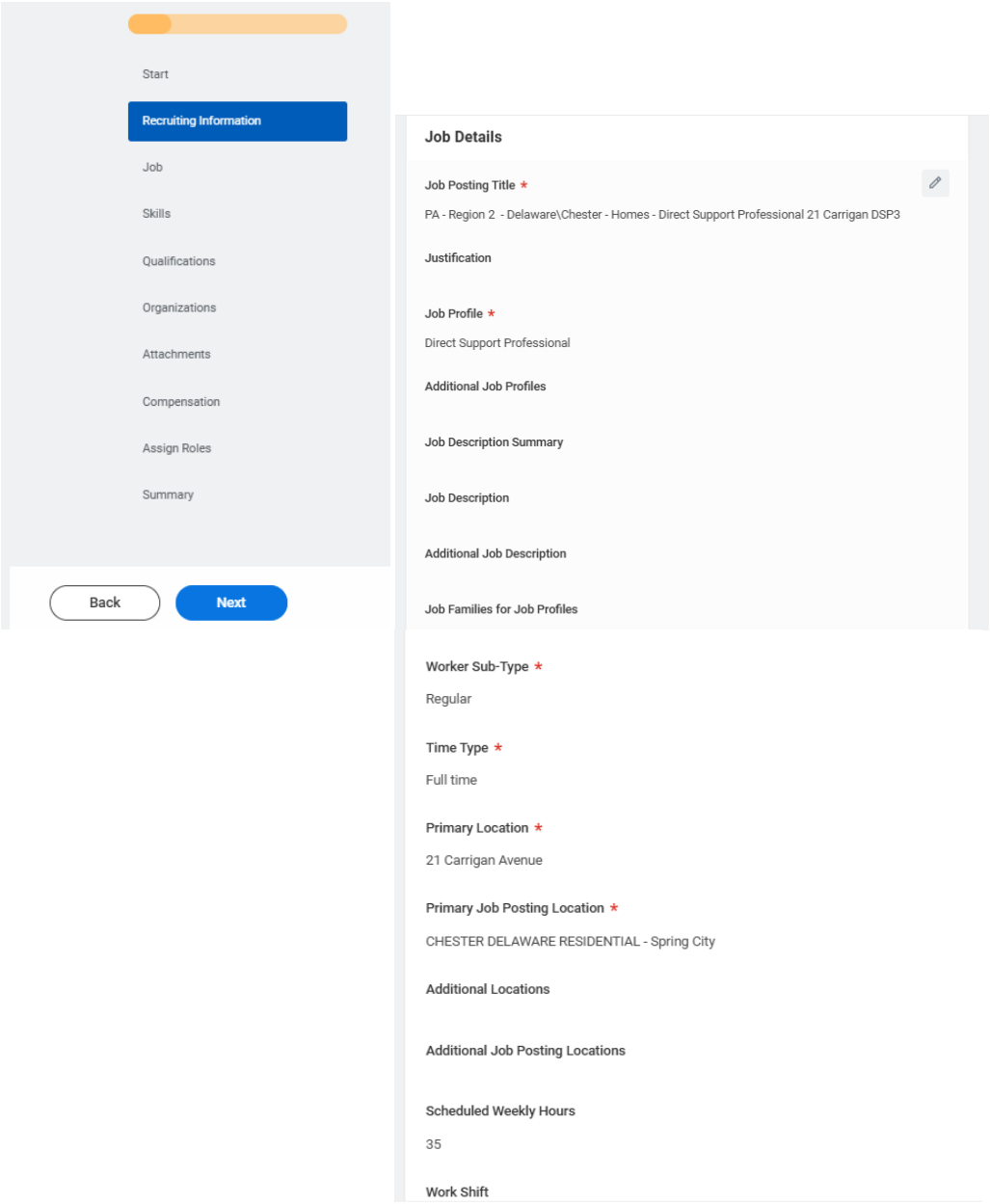
3. The next screen shows a series of options in the left-hand gray menu. The rest of the process walks you through these steps. **You only need to complete and/or review the fields with the "*" asterisk**. Most information has been pre-populated. Click "Next" to advance through each one.



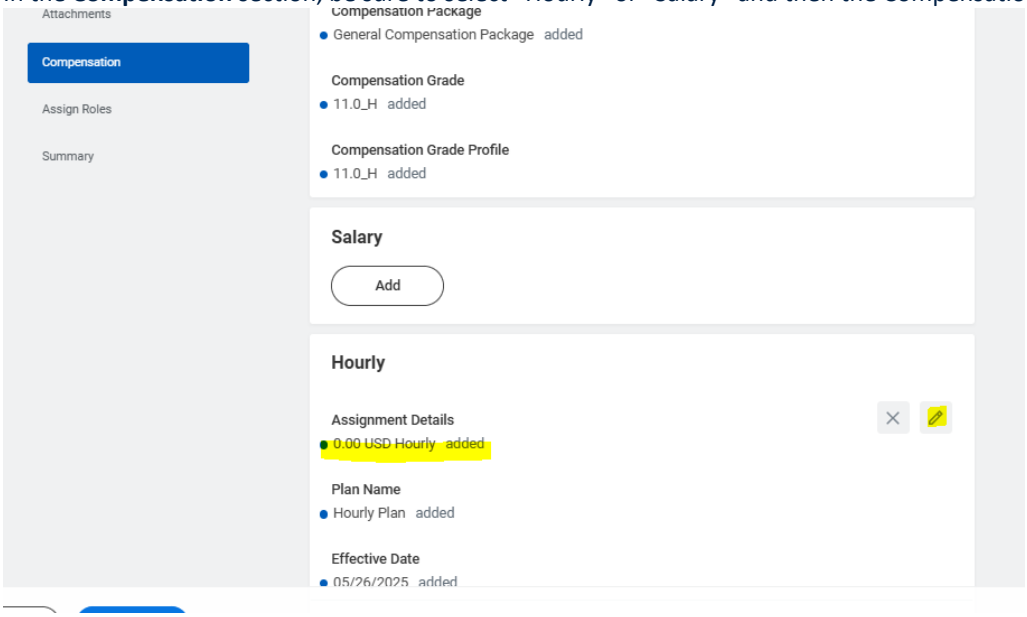
Note: Follow the Job Posting Title naming convention, as listed here in the screenshot.

If using an existing position, all other information will be auto-populated.

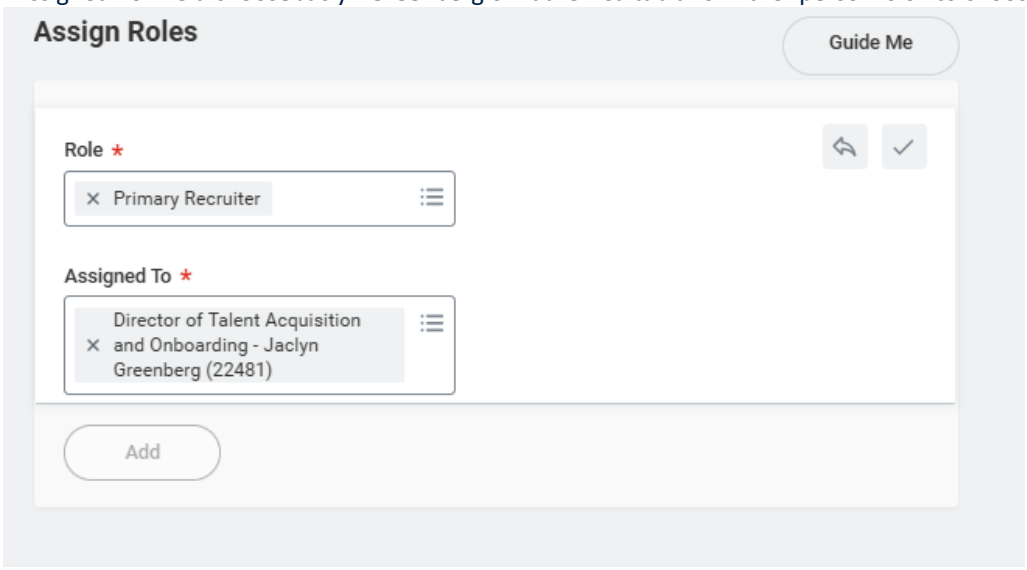
If creating a new position, choose the information that best describes the position you need on your team, including the right Job Profile, Worker Sub-Type, Time Type, and Primary Locations.

Job Descriptions have NOT yet been added to Workday. No need to fill this out.

4. In the **Compensation** section, be sure to select “Hourly” or “Salary” and then the Compensation amount.

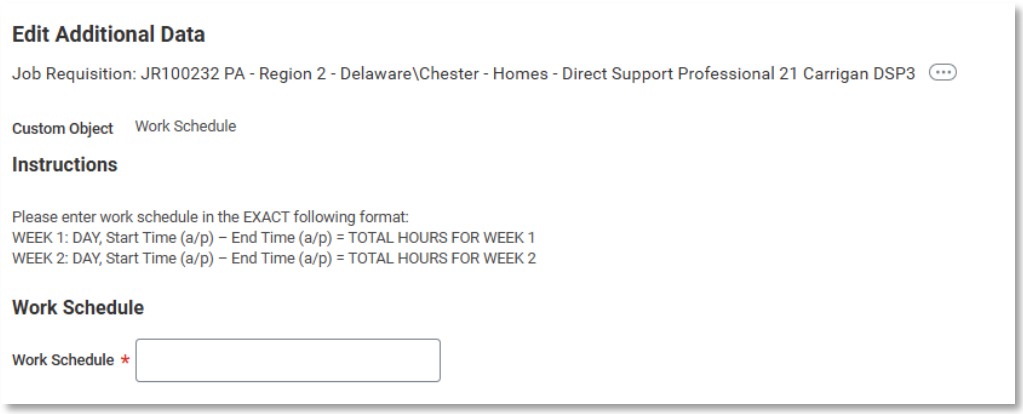


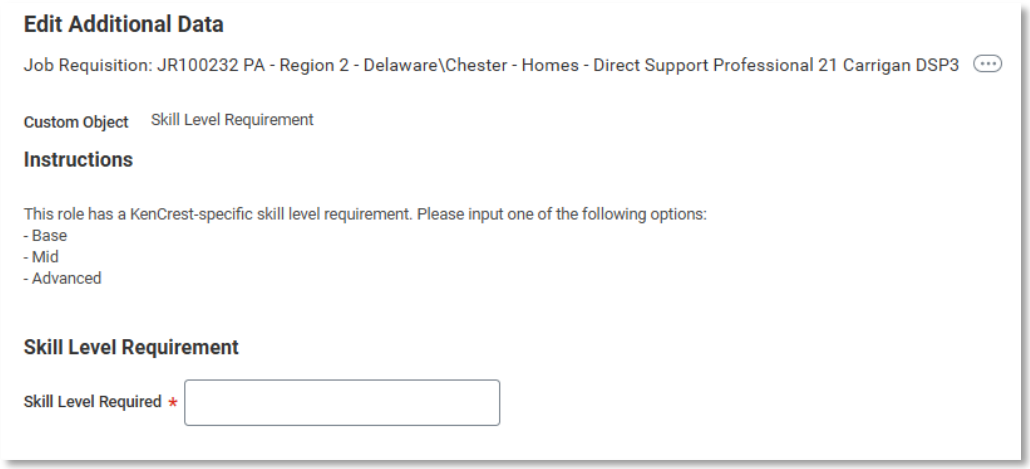
5. In the **Assign Roles** section, be sure to choose the role “Primary Recruiter” option and then in the “Assigned To” field choose Jaclyn Greenberg or Lauren Caltabiano. Either person is ok to choose.



6. Once you go through all left-hand menu categories, this is a great place to review all information on the Summary Screen. Give all fields one final check, then click “Submit”

7. Some roles, mostly in Residential Direct Care, are required to add “**Additional Data**”. These are custom fields, which means there are no drop-down options. Therefore, you will need to follow the on-screen instructions to be sure to enter the right Value and Format.





8. Once information is reviewed, click the “Submit” button.

9. The next 2 steps include Routing for Approval:

    a. Routing to Hiring Manager’s Supervisor for Approval
    b. Routing to HR Manager for Approval

10. The final step for the Hiring Manager is to make final review of Compensation, Assign Recruiter, and review Cost Allocation (if any).

11. Once all fields and additional steps are complete, the Hiring Manager clicks the “Submit” button and then the Job Requisition goes to Recruiting to post the job.

SECTION 2: Start Job Requisition while creating a New Position.

1. Choose “add a worker” if you plan to create a new position on your team and then the default “No, create a new position for this job” is set for you.

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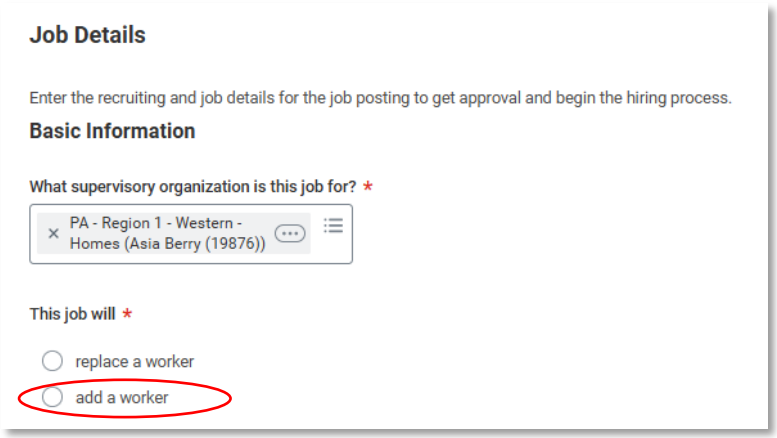
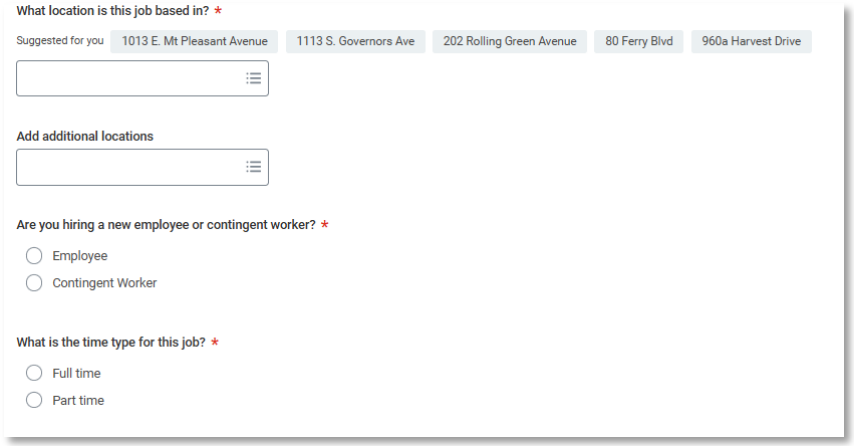
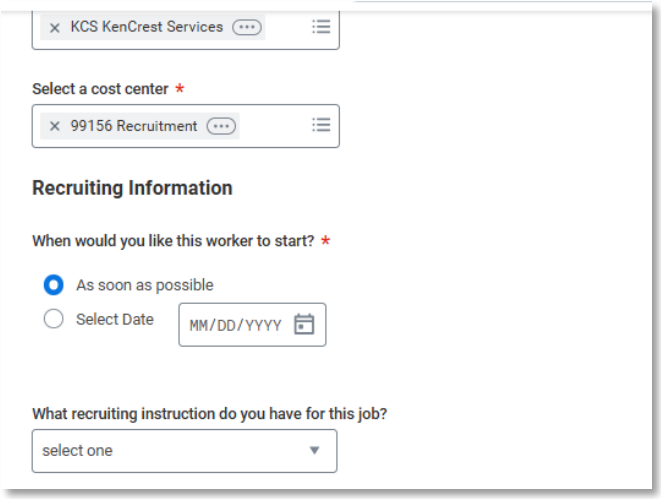


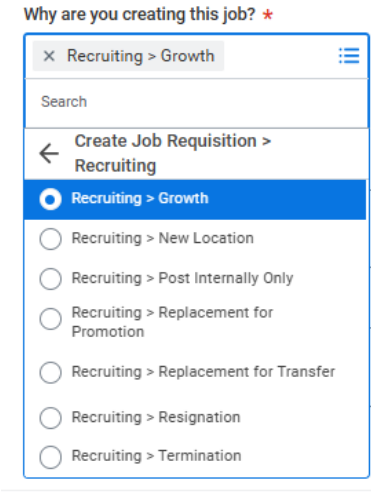
2. Complete the following fields on the screen:



3. On the next screen, choose the Company, Cost Center, and Recruiting Information



4. Finally, give a reason why you are creating this job:



Note: Job Posting Title = Position Title. Refer to the screenshot on Page 2 in this Job Aid for an example of a Position Title Naming Convention.

Choose the Job Profile that best describes the position you are creating. Once selected, other fields will populate.

5. Once Complete with the “New Position” steps, continue through the process, completing all other steps. Refer to Steps 4-11 in SECTION 1 listed above.