

# Create a Job Requisition for an Existing Position

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## Before You Begin

- First, [View Your Supervisory Organization\(s\)](#) to assess current staffing needs.
- Connect with your HR Lead in case you need to modify any **existing, unfilled position**, connect with your HR Lead.

## Initial Setup

1) Run the **Create Job Requisition** task.

2) Select the **Supervisory Organization** for this position (your primary Organization will be entered by default).

All **student workers** should be in an org ending in “STU”.

### 3) Choose **For Existing Position**.

- This dropdown lists active, unfilled positions that don't have open requisitions. It also includes active, filled positions, in case you need to replace staff set to depart in the near future.
- You can [view detailed staffing information from your supervisory organization](#).

4) **Worker Type** defaults to **Employee**. Do not change this.

5) Click **OK** to proceed to the job requisition form.

## Job Requisition Form

The job requisition form contains a number of screens/tabs, with different information required on each. For existing positions, required

fields will already be filled in, though you may need to review and edit them.

## Navigating the Form

By default, you'll start off in the **Recruiting Information** tab. However, you can skip to any tab in the form.

You can also use the **Back/Next** buttons to toggle between tabs.

### ***Recruiting Information*** Tab

Recruiting information may differ significantly from requisition to requisition,

- 1) Click the **pencil icon** to make the form fields editable.
- 2) Click the **Reason** dropdown and select the appropriate recruiting option:

- *To recruit externally*, select **Recruiting > Post for Competitive Fill**.
- *To recruit internally*, select **Recruiting > Post Internally Only**.
- *If no recruiting is necessary* (i.e., a temporary position), select **Administrative > Non-Competitive Fill; No Recruiting Required**.

### **Notes for Recruiting Reason:**

- Student positions should always be posted internally. Please consult with your HR lead to deem whether it is appropriate to only recruit internally for a staff position.
- An internal position must be posted at least 5 business days before a staffing action can be completed (i.e., [Hire, Change Job, etc.](#))
- Recruiting is also not necessary when creating a requisition for an employee's promotion or for temporary assignments. See [Manage Job Changes](#) for more information.

**3) Enter a Target Hire Date**, then select the same date for **Recruiting Start Date**.

- You will not be able to [hire an employee](#) prior to the **Target Hire Date** entered here, so *choose the earliest possible date*. Today's date is fine to use for **Recruiting Start Date** and **Target Hire Date**.
- **Target End Date** refers to the end of the worker's assignment and is only required for **Temporary Staff** positions. This end date can be adjusted throughout the worker's assignment as needed.

4) Click **Next** for the **Job** tab, or click on a different tab from the menu.

## ***Job*** Tab

Job details will already be filled in based on the HR-approved job description. Connect with HR if any changes to this information are necessary. If the job is to be posted, review selections in the **Questionnaire** section. Read [Overview: Job Requisition Questionnaires](#) for further guidance, if needed.

## ***Organizations*** Tab

Organization assignments determine which budget a worker's salary will come out of (see [Concept: Organization Assignments for Jobs](#) for more information).

There are significant impacts on payroll and budget reporting if organization assignments are incorrect. If you think you need to change the default org assignments, contact the [Business Office](#) for assistance.

## ***Attachments*** Tab

Attachments are not required for existing positions unless job details have changed. In that case, HR will provide the approved job description to attach here.

## Saving Your Work

You can only save your job requisition from the **Summary** screen. From there, you can also **Submit** a finished requisition (routes to HR for approval). Alternatively, click **Save for Later** to save your progress.

You can resume work on a saved requisition from your Workday inbox.

## Approval Process Overview

After you submit a job requisition, the task will route for review, approval, and posting. You will receive a notification when the job is posted and open for candidates to apply.

Human Resources approves job requisitions for **staff positions** and **non-workstudy student positions**. Financial Aid approves **workstudy** job requisitions.

Human Resources is responsible for posting position announcements to the external career sites. They are automatically notified when the job requisition is submitted.

## Track In-Progress Requests

You can view the status of submitted requisitions awaiting approval(s) from your Supervisory Org, under the **Staffing** tab. Read more about [tracking the status of employment actions](#) here.

## After Approval

### Facilities Requisition Form

After the job requisition has been fully approved, you'll receive a Workday inbox task to fill out the Facilities Requisition form.

This form ensures that proper facilities will be set up for this position (such as additional office furniture, keycard access, etc.). If you have any questions about this form, contact the [Facilities Operations Manager](#).

### Proceed to Recruiting

Now that your job requisition has been approved and your job posted, learn about the [Recruiting workflow](#), the next major part of the hiring process.

## Unpost a Job

In most cases a job will be automatically unposted from the internal and external career sites when all of the associated positions have been filled. When a job is unposted, no one will be able to see it nor apply for the position.

Job requisitions with job posting end dates will no longer be posted after that date, even if the position remains unfilled. You can contact HR to have the job requisition updated/reposted.

If your job is posted and you would like to unpost it for any reason, send a request with the Requisition number to [hr@cca.edu](mailto:hr@cca.edu).

## Closing a Job Requisition

To close a job requisition, send a request with the **requisition number** to [hr@cca.edu](mailto:hr@cca.edu).

## Up Next

- [Concept: Recruiting Process](#)