

# Job Requisitions: Post-Submission Lifecycle for New Positions

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## 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.

When you submit a job requisition for a **new position**, you are prompted to complete a sequence of two inbox tasks. Your requisition **WILL NOT PROCEED FOR APPROVAL** without addressing these to-do items (see below).

# Inbox To-Dos for New Positions

Any time you submit a job requisition for a **new position**, you'll have the opportunity to update the position's default organization assignments and request default compensation prior to approval.

## Set Org "Defaults" for Position

This inbox task does not overwrite the org assignments included on your submitted job requisition. However, future job requisitions for the position will pre-populate with those "default" orgs. You may **Skip** this optional inbox task, if you wish.

For more information, see [Concept: Organization Assignments for Jobs](#).

## Request Default Compensation

To complete this inbox task:

1) Click the **Add** button for either the **Salary** or **Hourly** section, based on how the position is compensated. Do not guess on this.

- You can see whether a job is salaried or hourly: run the **Job Profile** report and view the **Pay Rate Type** tab. Please connect with HR if you have further questions.

2) Under **Compensation Plan**, browse **All Compensation Plans**, then select **Hourly Plan** or **General Salary Plan** as appropriate.

3) Under **Amount**, enter the desired compensation for this position.

- This number must fall within the **Total Base Pay Range** shown.
- This compensation range is established by the **Job Profile**. Connect with HR if you have any questions.

4) If a cell phone allowance is applicable for this position, click the **Add** button in the **Allowance** section and enter the appropriate details.

- Allowance plans must be approved by Human Resources.
- See [CCA's cell phone policy](#) for additional details.

5) Click **Approve**.

## Track In-Progress Requests

You can view the status of submitted requisitions awaiting approval(s) from your Supervisory Org, under the **Staffing** tab (see [Tracking the Status of an Employment Action](#) for steps on getting there).

Note that the job requisition number will be issued once you save the requisition. Once it clears all approval steps, its status will change from “in progress” to “successfully completed” and the job will be available under the **My Open Job Requisitions** report.

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

# 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.

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](#)