HUMAN RESOURCES

Job Requisition Form: New Staff Positions

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Before You Begin

If you haven't done so already, follow the initial steps for creating a job requisition. This guide walks you through the major sections of the job requisition form all the way through submission.

Note that this guide covers *new staff positions*. If you're hiring for an existing position, follow the Create a Job Requisition for an Existing Position guide.

Recruiting Information Tab

1) Click the **pencil icon** to make the form fields editable.

2) Update **Number of Openings** if you are hiring multiple people for this position (field default is **1**).

- You may only change this field when creating a new position.

3) 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:

- An internal position must be posted at least 5 days before a staffing action can be completed (i.e., **Hire**, **Change Job**, etc.)

- Recruiting is also not necessary when creating a position for an employee’s promotion. See Manage Job Changes for more information.

4) If this is a replacement position, search and enter the previous employee’s name in **Replacement For**. Otherwise, leave this field blank.

5) 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.
- **Target End Date** is only required for Temporary Staff positions.

6) Click **Next**, or the **Job** tab.

Job Tab

Job Details Section

Job details should be informed by the HR-approved job description.

1) Click the **pencil icon** to make the form fields editable.

2) Enter a **Job Posting Title** for the position. This title should be similar to the position title but does not need to be an exact match.

3) Click the **Job Profile** field, then type to search for an existing job profile.

- For *new positions*, HR will send the appropriate **Job Profile** along with your approved job description.
- For *temporary positions*, select **Temporary: Exempt** (for salaried positions) or **Temporary: Hourly**.

4) Enter the required job description information, which will appear on the job posting:

- **Job Description Summary** - an overview of the position.
- **Job Description** - any duties and skills required.
- If this is a temporary position, you may want to add the word "**TEMP**" in both fields.
- **Additional Job Description** - anything listed in this field *will not* pull into the actual job posting and be visible to candidates.

5) Select **Worker Sub-Type** from the dropdown menu:

- Select **Staff-Regular** for all *regular staff positions*.
- For *temporary workers*, select one of the following:
- **Staff-Temporary-Variable** - part-time, short term temporary employees working one or more temporary jobs with unpredictable scheduled hours, or less than 30 hours per week.
- **Staff-Temporary-Long Term** - Temps hired who are anticipated to work for CCA at a minimum of 30 hours per week for longer than a 3 month period.

6) Under **Time Type**, select **Full time** (37.5 hours per week) or **Part time**.

7) Under **Primary Location**, enter the employee's primary work location (usually Oakland or San Francisco).

- **Primary Job Posting Location** should autofill to match **Primary Location**. Do not change this.
- This also determines where an employee will receive their paycheck if they do not sign up for direct deposit and electronic payslips.

8) Update the **Scheduled Weekly Hours** as needed:

- If **Full Time**, leave at the default (37.5 hours for most positions but 40 for Public Safety Officers).
- If **Part Time**, enter the expected hours per week.

Questionnaires Section

If the job is to be posted (it requires internal or external recruiting), you must select a preconfigured questionnaire for the Workday-hosted sites. Read Overview: Job Requisition Questionnaires for guidance.

1) Within the **Job** tab, scroll down the page to the **Questionnaires** section.

2) Click the **pencil icon** to make these fields editable.

3) Select the appropriate questionnaire(s) based on the type of job and where the posting will appear.

4) Click **Next**, or the **Organizations** tab.

Organizations Tab

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

Ask for Help if You Need It

DO NOT GUESS on org assignments. There are significant impacts on payroll and budget reporting if these are incorrect. Contact the Business Office for assistance.

Steps

1) Within the **Organizations** tab, leave the default **Company** as **California College of the Arts**.

2) Click the **pencil icon** on a field to make it editable, then use the dropdown box to make the appropriate selections from the picklist.

- Do this for **Cost Center**, **Business Unit**, **Fund**, **Gift**, and **Object**.
- **Department** is required for staff, but this should not be filled for student or faculty positions.
- **Academic Program** should only be selected for faculty positions.

3) When you're ready, click **Next**, or the **Attachments** tab.

Org Assignments on the Form Are Requisition-Specific

If you're creating a **new position**, the orgs you select on the job requisition form are requisition-specific. You'll have the chance to set organization “defaults” for the position immediately after submitting the job requisition, but those default settings do not overwrite your entries on the job requisition form.

Attachments Tab

You are required to attach the HR-approved job description—in CCA’s job description template—to the requisition.

When you’re ready, click **Next**, or the **Summary** tab.

Summary Tab

Review the entire requisition form. Provide any additional information for approvers in the *Comments* area, such as justification for a new position.

Click **Save for Later** if you are not ready to submit but would like to retain your progress. You may resume a saved job requisition from a task in your Workday inbox.

Click **Submit** when ready.

Up Next:

Now that you've submitted your job requisition, read about the Post-Submission Lifecycle, including your two remaining inbox tasks, an overview of the requisition approval process, and how to track in-progress requests.