Job Requisition Form: New Workstudy 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.

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**).

3) Click the **Reason** dropdown and select **Create Job Requisition** > **Recruiting** > **Post Internally Only**.

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.
- Leave **Target End Date** blank.

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

Job Tab

Job Details Section

For workstudy positions, the *Job Profile* is created by Financial Aid, and the required information will populate in the fields once the job profile is selected on this screen.

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) Search and select the workstudy **Job Profile**:

- Search "**WS**" to browse all existing workstudy job profiles.
- After you select a **job profile**, several required fields will auto-populate.

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

- **Job Description Summary** - an overview of the position.
- **Job Description** - any duties and skills required.
- **Additional Job Description** - anything listed in this field *will not* pull into the actual job posting and be visible to candidates.

5) In **Worker Sub-Type**, browse by **Worker Types**, then pick **Workstudy Student**.

- DO NOT select **Student**.

6) Under **Time Type**, select **Part time**.

7) Enter a **Primary Location**, the campus where the student is actually working.

- For students working regularly on both the Oakland and San Francisco campuses in this role, please create two separate positions. **This is a legal requirement.**
- **Primary Job Posting Location** should autofill to match **Primary Location**. Do not change this.

8) Update **Scheduled Weekly Hours** with the expected hours per week.

Questionnaires Section

If the job is to be posted, you must select a preconfigured questionnaire for the Workday-hosted sites. Follow the steps below, and see Overview: Job Requisition Questionnaires if you need additional information.

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 **Student Employment** questionnaire for **Internal Career Site - Primary** and **External Career Site - Primary**.
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

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

Attachments Tab

No attachments are required for student jobs. Click **Next** to skip, or click the **Summary** tab.

Summary Tab

Review the entire requisition form. 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. The job requisition will then route for approvals.

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.