HUMAN RESOURCES

Concept: Job Requisitions

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Hiring managers use **Job Requisitions** in Workday to create and/or post job openings and collect and manage applications.

Positions vs. Requisitions

Managers can create a new **position** when they create a **job requisition**, but these are two distinct concepts.

Think of the position as the role itself, which may be filled or unfilled at any given time. The position encompasses details like job duties, management hierarchy, compensation info, and more. A *position* is additional headcount in an organization.

A job requisition is a time-dated request to seek applicants for a specific position. A job requisition typically remains "open" until the position is filled, whereupon it "closes" but remains available as a record.

One position may have multiple associated job requisitions over time, as workers come and go or as personnel needs change.

Before initiating the hiring process, managers should first ask themselves whether they wish to add new headcount to their org, in which case they'll need to create a job requisition for a new position, or whether they can modify existing headcount.

Open Job Requisitions

From any of your open job requisitions, you can view and manage your applicant pool throughout the recruiting process. Here are some highlights:

- Access individual applications and candidate profiles
- "Advance" suitable candidates as part of the recruitment process
- Perform "mass" action on a selected group of candidates (advance, decline, or email)
- View summary information on your applicant pool
- View details on the requisition
- See that the job has been posted internally and externally

Before you can access any of these functions, you'll need to create the job requisition.

Creating Job Requisitions

Existing Positions

Job requisitions for **existing positions** follow a streamlined creation process, skipping several approval steps and generally requiring less input of information compared to creating a new position.

New Positions

The creation of a new position adds a few steps to the job requisition process. You will have to fill out all required fields in the job requisition form, and new positions require several additional approval steps (and inbox tasks).

The major steps are broken down below. Before proceeding, consult with Human Resources to gauge the appropriateness of a new position.

1) Create a Job Requisition for a New Position

2) Job Requisition Form (Follow Instructions Based on the Position Type)

- New Staff Positions
- New Workstudy Student Positions
- New Non-workstudy Student Positions

3) Job Requisitions: Post-Submission Steps for New Positions

Job Changes

When a current CCA employee switches roles, their former role may become vacant and active, or it may become obsolete. Depending on the changes being made, you may need to create a new position (and job requisition) or you may simply be able to update the existing position.

Read Manage Job Changes for more information, or contact Human Resources for help.