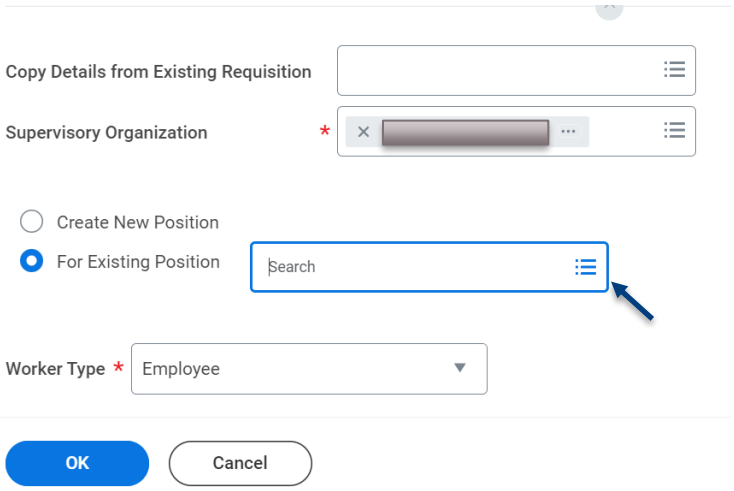
Create a Job Requisition for a Replacement in Workday
Role: Hiring Manager

CREATE A JOB REQUISITION – REPLACEMENT/BACKFILL

1. In the search bar on the homepage, type in 'Create Job Req.' Click 'Enter' on your keyboard.
2. On a new screen called 'Tasks and Reports' a link to Create Job Requisition will show – click this link.
3. A box will appear with the Supervisory Organization pre-populated with the hiring manager's name.
4. Select 'For Existing Position', then click the selection icon in the search field, and select the employee whose position is being replaced.



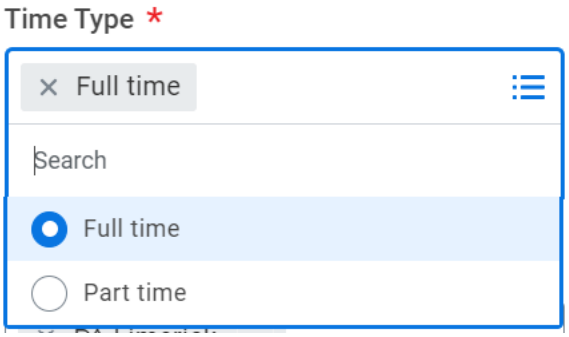
5. Complete Worker Type – Employee or Contingent Worker
6. Click 'OK'
7. On the next screen, complete the Recruiting Information. Required information is marked with a red asterisk (*). Information can be edited by clicking the pencil on the right-hand side of the box. To save updated information, click the check mark on the right-hand side of the box.
8. Under 'Reason' select 'Create Job Requisition > Replacement' and then select 'Replacement > Replacement.'
9. The individual's name who is being replaced will show in the 'Replacement For' box.
10. Under Recruiting Instruction enter if the position should be posted Externally Only, Internally Only, or Internally & Externally.
11. Select a Recruiting Start Date and a Target Hire Date. ***Note: the job cannot be posted earlier than the date entered as the Recruiting Start Date. You do not need to populate the Target End Date***

12. Click ‘Next’

13. Complete Job Details. Job Posting title can be edited; this is the title which will display on the external and/or internal job posting. Job Profile will pre-populate to match the profile of the existing position.

14. The Job Description Summary and Job Description should pre-populate. If not does not, connect with your HR Businss Partner to receive the most recent job description; copy and paste the information from the job description to the fields in the requisition.

15. Worker Sub-Type, Time Type, Primary Location, and Primary Job Posting Location will pre-populate to match the existing position, but can be edited by clicking the search bar for the field you wish to edit.



16. Additional locations which the incumbent may report can be added under ‘Additional Locations.’ Scheduled weekly hours can be adjusted as needed. The Work Shift can be adjusted as needed.

17. The Link to the Evergreen Requistion should not be edited

18. Compensation Grade will pre-populate under Compensation Details and cannot be edited.

19. The Questionnairres should not be edited.

20. Click ‘Next’

21. Review Company and Cost Center. The information will pre-populate based on where the existing position currently sits. This information can be edited by clicking the pencil on the right-hand side of the box. Save any changes by clicking the check mark on the right-hand side of the box.

22. Click ‘Next’

23. Documents can be added as necessary on the Attachments screen, but are not required.

24. Click ‘Next’

25. Compensation Guidelines attached to the paygrade will pre-populate. The Total Base Pay Range will display the minimum, mid-point, and maximum of the paygrade. The Grade and Grade Profile will attach from the job profile.

26. Complete Salary information by clicking the pencil to edit. The Assignment Details should be the target salary or hourly rate as agreed upon during the intake conversation with the recruiter and HR business partner. Click the check mark to save changes.

27. Merit and Bonus information will pre-populate and are not editable.

28. Click 'Next'

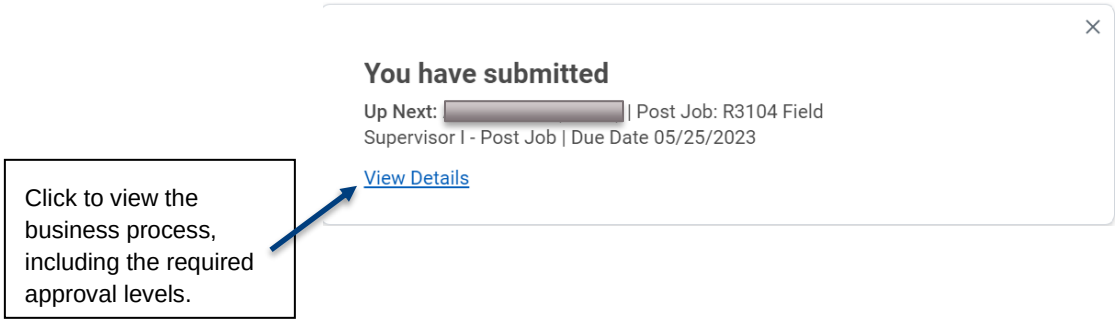
29. On the Assign Roles page, add a recruiter responsible for posting the position. Click 'Add,' then under Role, click 'Primary Recruiter.' Next, under 'Assigned To' select Allowed Assignees → Recruiter → select the appropriate recruiter's name. Click the check mark in the right-hand corner to save changes.

30. Click 'Next'

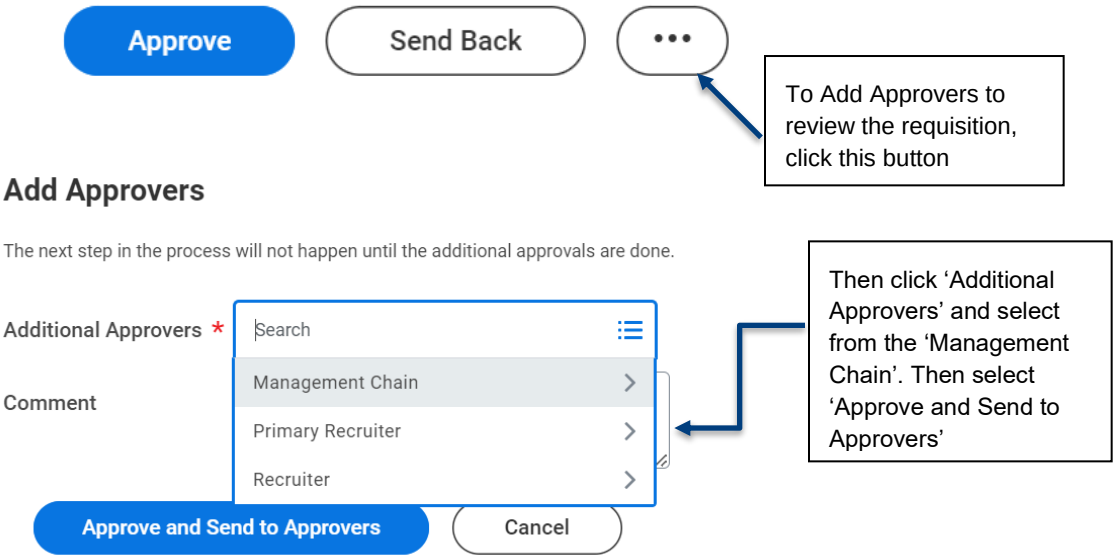
31. Review the requisition in full. Edits can be made by clicking the pencil in the right hand corner of a box; not every section can be edited. Editing one section will require moving through the requisition again from that section forward. Comments can be entered at the bottom as necessary. Click 'Submit' to submit the requisition for next level approval, 'Save for Later' to finish at a later time, or 'Cancel' to cancel the requisition request altogether.

32. If any information is correct or missing, a red 'Error' or yellow 'Alert' will show on the right hand side of the screen. Clicking the Error or Alert will provide details on the issues. After fixing the errors, click the check mark to save changes.

33. After clicking 'Submit' a box will appear showing the Job Req submitted and the next level approver on the list. You can view the business process, to include the required routing levels by clicking the blue link 'View Details.'



34. The requisition will require approval from the hiring manager and next level manager for a replacement. Those on the approval chain have the ability to 'Approve' the requisition, 'Send Back' to the hiring manager to make revisions, or 'Add Approvers' to send the requisition to additional leaders in the management chain to review and approve.



35. After the requisition has been approved through the manager chain, the requisition will route to the recruiter for review and posting.