Requesting & Creating New Position
Role: Hiring Manager

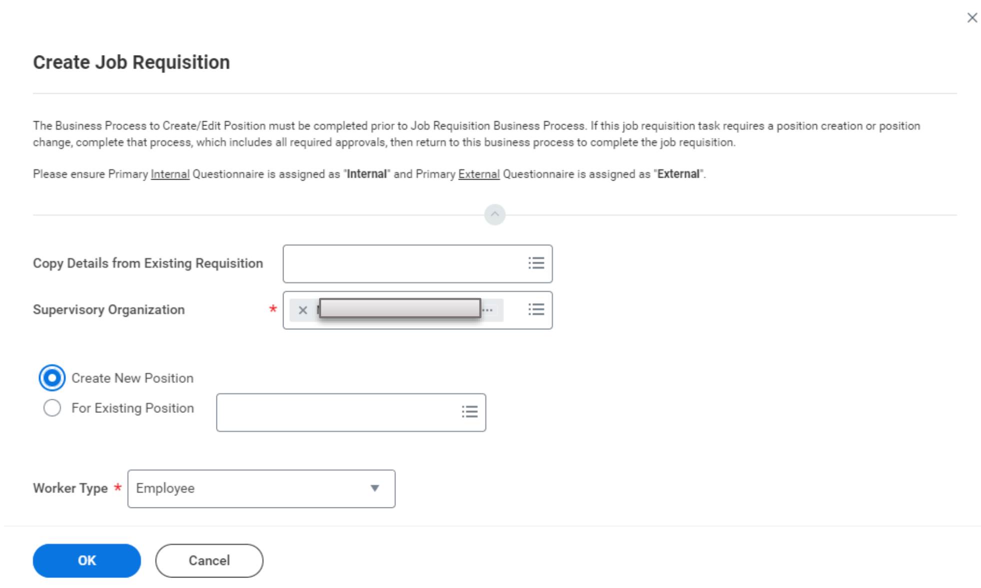
REQUESTING & CREATING NEW POSITION

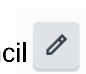
This process is used when requesting a new position that does not yet exist, which will be approved through the Compliment Meeting process or as an ad-hoc request, as directed by the executive team.

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.

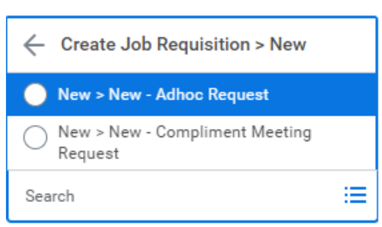
3. In the Create Job Requisition box, the supervisory organization will populate for the hiring manager submitting the request. Click 'Create New Position.' Select the Worker Type (employee or contingent worker). Click 'OK'



4. On the Recruiting Information page, click the pencil  to edit the fields.

5. Enter the number of openings requested; "1" will default in this field.

6. Select the reason.
   a. Select "New > New – Compliment Meeting Request" if the request is in time for the next scheduled Compliment Meeting.
   b. Select "New > New – Adhoc Request" if the request is urgent and needed before the next scheduled Compliment Meeting.



7. Select Recruiting Instruction – post job internally, externally, or both.

8. Select the desired Recruiting Start Date and Target Hire Date. ***Note: the job cannot be posted earlier than the date entered as the Recruiting Start Date.***

9. Click 'Next'

10. On the Job Details page, click the pencil to edit the fields.

11. Enter the Job Posting Title and the Justification for the position.

12. Under Job Profile, type in ***Need New Job Profile** and select this option. You will receive an alert noting compensation is hidden when you select a job profile outside of your organization. You can continue making edits to this page and moving through the process.

13. Enter the Job Description Summary and Job Description details. This should be created in partnership with your HR Business Partner before entering.

14. Enter Worker Sub-Type; select Worker Types, then the appropriate type of worker.

15. Enter Time Type; select full-time or part-time.

16. Enter Primary Location; this can be selected from the drop-down lists or typing in the location. The location selected will also populate in the Primary Job Posting Location; this can be edited by using the drop-down lists or typing in a different location.

17. Enter any Additional Locations for work locations or Additional Job Posting Locations as needed.

18. Enter Scheduled Weekly Hours; this will pre-populate based on the Time Type selected but can be edited.

19. Enter Work Shift if applicable.

20. Click 'Next'

21. On the Organizations page, select the Company and Cost Center for this position.

22. Click 'Next'

23. On the Attachments page, add justification documents for this new position. This should be information which will be presented to the Compliment Meeting and the executive team for seeking approval.

24. Click 'Next'

25. The Compensation tab will not have information entered yet, as the Job Profile has not yet been built. Click 'Next'

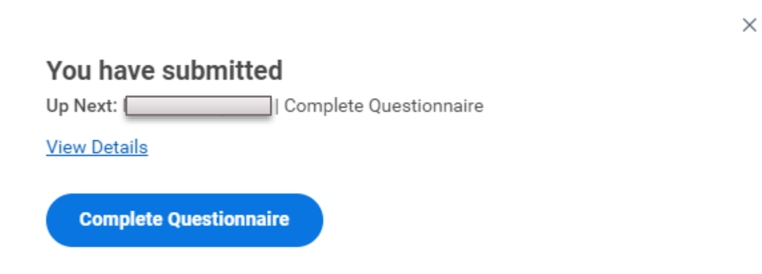
26. On the Assign Roles page, click ‘Add’ to add the Primary Recruiter. Under Role, select ‘Primary Recruiter.’ Under ‘Assigned To’ select Allowed Assignees → Recruiter → Select the Primary Recruiter for this role. Click the checkmark to save changes.

27. Click ‘Next’

28. Review the Job Requisition in full. Edits can be made to any section by clicking the pencil. Click the checkmark to save changes.

29. Click ‘Submit’

30. A box will appear with next steps, highlighting “Up Next: Complete Questionnaire”. Click ‘Complete Questionnaire.’



31. Complete all fields in conjunction with and as approved by your HR Business Partner.

    Fields to be completed in this step include: Job Profile Name, Job Family, Pay Rate Type, Exemption Status, and Compensation Grade.

32. Click ‘Submit’ when questions are completed.

33. The request will be routed to the HR Administrator to build the Job Profile in Workday. After the Job Profile is built, the HR Administrator will be prompted to update the compensation portion of the Job Req to include the paygrade.

34. Once this is complete, it will route to the HR Business Partner for review and approval.

35. After the approval of the HRBP, the new job requisition will be routed through the manager’s span, stopping at the first officer level. *(example: in any span of control, if a vice president reports to a senior vice president, approval routing will stop at the first vice president).*

36. The new job requisition will then be routed to the Chief Human Resources Officer (CHRO). The CHRO will review the information and will not respond to the requisition until an outcome has been reached at the Compliment Meeting.

    a. If the position is approved at the Compliment Meeting, the CHRO will approve the requisition in Workday, and it will then be routed to the CEO for approval. If additional approvers need to be added to the process, the CHRO will have the ability to do so.

    b. If edits are needed to the job requisition, as an outcome of the Compliment Meeting, the CHRO will select ‘Send Back’ in Workday, will choose who to send the requisition back to, and will enter a reason.

c. If the position is denied at the Compliment Meeting, the CHRO will deny the requisition. The requisition will then remain denied and will not be able to be actioned on or re-opened.

37. When routing is complete and if the position was fully approved, the requisition will route to the primary recruiter to review and post the position for recruiting. *Note: Positions cannot be posted prior to the date listed in the 'Recruiting Start Date' field.*