



Create Job Requisition

This How-To Guide covers creating a **job requisition** to post a job opening for recruiting.

Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. Select the **Recruiting Dashboard** (the **graph icon** on the left-hand side) and select **Create Job Requisition** (you can also enter **Create Job Requisition** in the search bar and start the task from there).

Note: Discuss the job description and expected salary range with Human Resources **before** submitting a requisition.

5. Complete each section of the **Requisition**. Select **OK** or **Next** to continue through all sections.

- **Start**

- **Copy Details from Existing Requisition** to pre-fill the requisition with details from another requisition.
- Select the **Supervisory Organization**.
- Search for the **Position** the Requisition is for.
- Select the appropriate **Worker Type**.

- **Recruiting Information**

- Indicate the **Number of Openings**.
- Select the **Reason** for the Requisition. If applicable, indicate the position it is a **Replacement For**.



- Select the **Dates** required.
- Include any **Referral Details**.

- **Job**

- Enter **Job Posting Title** and **Job Profile**.
- Enter **Job Description**.
- Select **Worker Sub-Type, Time Type, Primary Location, Primary Job Posting Location, Scheduled Weekly Hours**, and other fields as needed.
- Enter **Compensation Details**.
- Indicate any **Questionnaires** to be used.
- Enter necessary **Qualifications**.
- **Organizations**: Select **Company, Cost Center**, and any required Worktags.
- **Attachments**: Specify all necessary supporting documentation.
- **Compensation**: Include all required compensation information.
- **Assign Roles**: Include all members of the **recruiting and/or search process**. You must identify the **Primary Recruiter** at the time of creation; **Committee Members** can be added later.
- **Summary** – Review all information entered.

6. **Submit** the **Requisition** for approval and posting.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.