

## Objective

This tip sheet provides users with step-by-step instructions to create a Job Requisition in Workday. A Job Requisition is required to create a position in a Supervisory Organization for all populations (Academic, Postdoctoral, Staff, Student, Temporary (Fixed Term)). This tip sheet also provides instructions for how to view an approved Job Requisition.

This tip sheet is intended for these security roles: Manager, HR Analyst, HR Partner, Recruiting Coordinator, central HR Recruiter, or Executive Recruiter.

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## Note: Reclassification

Scenarios formerly known as “reclassification” are managed through the **Create Job Requisition** and **Change Job** business processes in Workday. Refer to the [Reclassification supplementary guidance](#) for more information.

## Note: Waiver Requests

Waiver requests are only needed for Staff or Temp requisitions that should otherwise be posted in Workday. To initiate a Job Requisition for a posting waiver request, use the initiation task “Create Confidential Job Requisition” in Workday.

If you choose the reason “Staff- Waiver Request – Select only for Confidential Job Requisitions” in a regular Create Job Requisition task, you will encounter an error. You will not be able to submit the Job Requisition.

## Note: Hybrid and Remote Work

Instructions to indicate on the job requisition/posting that a position **is eligible for or requires hybrid or remote work** is included in this document. For more information about off-campus work options, eligibility and approval requirements refer to <https://www.hr.upenn.edu/policies-and-procedures/policy-manual/other-policies/off-campus-work-expectations-policy>

## Job Requisition Checklist

Before initiating a Job Requisition, utilize the checklist below to ensure you have all the required information included in the Job Requisition. The fields listed below are those you'll be required to enter. Other information will default into the Job Requisition based on the Job Profile you select.

Required information includes:

- Supervisory Organization
  - Worker Type
  - Reason
  - Target Hire Date
  - Job Posting Title
  - Job Profile
  - Job Description Summary and Job Description (Only required for Job Requisitions that will be posted in Workday) \*Refer to the [Effective Job Descriptions page](#) on hr.upenn.edu.
  - Worker Sub-Type
  - Time Type
  - Remote Type (Only required for positions where hybrid or remote work is eligible or required)
  - Primary Location
  - Scheduled Weekly Hours
  - Organization Assignment: Penn CREF, Penn Fund, and Penn Program
  - Proposed Salary/Hourly Rate
  - Primary Recruiter (Only required for Job Requisitions that will be posted in Workday.)
- For Staff Positions:
- Work Experience
  - Education
  - Competencies
  - Required and Optional Skills

## Job Requisition Supplemental Information Checklist (formerly known as the PIQ)

Before initiating a Job Requisition for a Staff or Temp position, utilize the checklist below to ensure you are prepared to provide responses to the supplemental questions required for those positions.

Required information includes:

- Supervisory responsibility
- Impact on revenue generation
- Financial responsibilities
- Contact with minors
- Operate a University Vehicle
- Access to purchasing, credit cards, etc.
- Impact on grant funds
- Impact on operating budget
- Highest level of planning scope
- Working conditions
- Physical effort

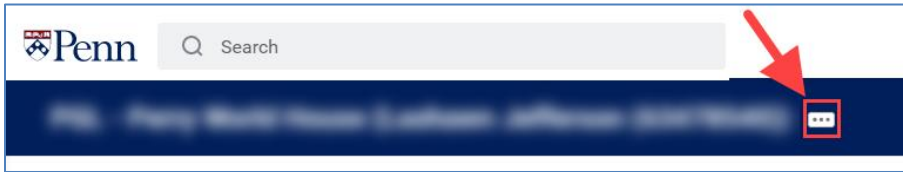
## Create Job Requisition

Creating a Job Requisition is a multi-step process. Ensure you have at least 15 minutes to complete the process

For staff positions, many fields will auto-populate with baseline information based on the Job Profile selected. This information should be modified according to the specific needs and responsibilities of the position. However, consistency with formatting should be maintained. Refer to specific instructions throughout the steps.

1. You may initiate the Job Requisition directly from the search bar, or from a Supervisory Organization. To initiate from the search bar, search for **Create Job Requisition**. To initiate from the Supervisory Organization, locate the Supervisory Organization. From the Supervisory Organization page select **Actions** → **Job Change** → **Create Job Requisition**.

The **Actions** button looks like this:



2. If navigating from the Supervisory Organization, the correct Supervisory Organization will default in. If initiating this process via the search bar, enter the Supervisory Organization name in the appropriate field.
3. Select **Create New Position** if creating a new position. Select **For Existing Position** if creating a Job Requisition to fill a position that is vacant or becoming vacant.
4. **Worker Type:** Select Employee or Contingent Worker.  
**Note:** Contingent Worker should be selected only for Workers who do not receive pay or benefits from Penn but need access to Workday for any reason (e.g., a UPHS employee who supervises Penn workers).
5. Click **OK** to proceed to the **Recruiting Information** page.

### A. Recruiting Information

The Recruiting Information section requires the following information: Number of Openings, Reason, Recruiting Instruction, key recruiting dates.

1. Enter the correct **Number of Openings**.

**Note:** You may enter more than one if you are using the requisition to create multiple positions with the same Job Profile and job details.

2. In the **Reason** field, select one of the following reason codes:

- a) **Addition** – Used if creating a new position.
- b) **Promote/Demote** – Used only when creating a job requisition for existing workers whose positions are changing because their job responsibilities have changed (the process formerly known as reclassification).
- c) **Replacement** – Used if replacing a worker in an existing position.

If **Reason** chosen is **Replacement**, enter the name of the worker being replaced in the *Replacement For field*. Skip this field if you chose a different reason.

3. **Recruiting Instruction:** Select **one** of the following options from the drop-down list as appropriate:

- a. Do Not Post – Select for all non-staff and non-student Job Requisitions.
- b. Staff-Post only – Select for Staff searches that do not require central HR Recruiting support.
- c. Staff-Post with Central Recruiting - Select for Staff searches that require central HR Recruiting support.
- d. Staff-Waiver Request – Select only for Confidential Job Requisitions used in the Waiver Request process.
- e. Student – Do Not Post – Select for requisitions where students have already been identified for hire.
- f. Student – Post Job Requisition – Select for student Job Requisitions that will be posted for recruitment in Workday.

## 4. Enter the desired **Recruiting Start Date and Target Hire Date.**

**Note:** Recruiting Start Date pre-populates to current date. This can be changed to start recruiting at a previous or future date. In the case of retro-hires, note that a worker **cannot** be hired with a hire date that is before the Recruiting Start Date.

## 5. **Target End Date:** Enter a Target End Date if creating a Job Requisition for a fixed term worker like a Temporary Worker, Student, Staff in a grant funded position or Postdoc. This date will pre-populate into the offer letters for Student and grant-funded Staff hires.

## 6. Click **Next** to proceed to the **Job** page.

### B. Job

The Job section requires information pertaining to job details, including, but not limited to: Job Posting Title, Job Profile, Worker Sub-Type, Time Type, Primary Location, Scheduled Weekly Hours.

1. In the **Job Posting Title** field, enter the business title for the position. The title will be posted on recruiting sites, if applicable, and should accurately describe the job. Keep the title as simple as possible to assist with job posting search algorithms.
2. The **Justification** field is only required for Reclass or Waiver request Job Requisitions. Please enter relevant details for your Job Requisition type.
3. In the **Job Profile** field, type or select the appropriate Job Profile.

[A list of available student Job Profiles is available here.](#)

If your Job Requisition can be filled by more than one Job Profile, select one job profile under Job Profile and then add others under **Additional Job Profiles**. For example, your student position could be filled by Work Study or Student Worker, or you could hire a Staff worker as an Administrative Assistant A or Administrative Assistant B.

4. If posting a position for Staff, Temp, or Student Recruitment, a **Job Description Summary** and **Job Description** must be entered. For staff positions, these fields will default with generic baseline information.
  - a. **Job Description Summary** should include an overview of the position. For staff positions, the default should be modified to be more specific to the school/center, department, and position.
  - b. **Job Description** should contain specific responsibilities and expectations for applicants as well as qualifications. This information will appear on the job posting. For staff positions, the default should be modified to be more specific to the position. The existing format of responsibilities and qualifications should not be altered to ensure consistency in job postings. The education and work experience should also not be modified since this is tied to the selected job profile.

**NOTE:** Documentation other than a resume (e.g., cover letter) is NOT required by Workday. If documentation is required, edit the Job Description Summary and/or Job Description fields instructing the candidate to attach any necessary documentation.

5. In the **Worker Sub-Type** field select one of the following: Academic, Postdoctoral, Staff, Student, Temporary (Fixed Term).
6. For **Time Type** select Full Time or Part Time.

**Note:** A Staff or Academic worker with 35 or more hours per week is considered full time in Workday and may be eligible for full-time benefits. Staff or Academic workers between 17.5 and 35 hours per week may be eligible for part-time benefits.

7. For **Remote Type**, select from the available options to indicate if the position is hybrid or remote eligible or required. Choices are **Hybrid Eligible, Hybrid or Remote Eligible, Remote Eligible, or Remote Required**. Leave this field blank if hybrid or remote work does not apply. For more information on hybrid and remote work, refer to <https://www.hr.upenn.edu/PennHR/wellness-worklife/flexible-work>
8. In the **Primary Location** field enter the building, or general location. Buildings may be listed by building name or address. If the appropriate location is not listed in Workday, contact the Solution Center.

**Note:** **Primary Job Posting Location** will auto-populate.

9. **Scheduled Weekly Hours** prepopulate to 40 hours: Update the field accordingly.  
**Note:** For all **exempt** positions, Scheduled Weekly Hours should be 40. For **non-exempt full-time** positions, Scheduled Weekly Hours should match the default weekly hours for the Supervisory Organization. For **non-exempt part-time** positions, Scheduled Weekly Hours should be the actual number of hours the part-time role will work each week.
  10. Skip **Link to Evergreen Requisition and Compensation Details**.
  11. **Questionnaire** details default based on the Job Profile selected. Do not edit.  
**Note:** The Questionnaire selected refers to the questions a Staff or Student candidate is asked when applying (i.e., work authorization status, etc.).
  12. **Assessments** default based on the Job Profile selected. Do not edit.  
**Note:** Assessments preceded by “SH” refer to Spark Hire video interview questions administered to the candidate during a video interview. Assessments preceded by “SS” refer to Skill Survey reference check questions administered during the reference check process. To use these features the relevant assessment must be listed in the **Default Assessment Tests** field.
  13. Click **Next** to proceed to the **Skills** page.
- C. Skills**
14. You can edit **Required** or **Optional** skills. These fields will default with generic baseline information.
  15. Click **Next** to proceed to the **Qualifications** page.

## **D. Qualifications**

The Qualifications section is optional for non-staff Job Requisitions.

1. For staff positions, edit the **Skills** section to indicate both Required and Optional Skills. While this information is not part of the posting, it is used to help match candidates and becomes part of the position information used in Talent Management planning and strategy.  
  
Workday will recommend skills based on the Job Profile selected as well as from requisitions for similar positions.
2. The **Education** and **Work Experience** information should be pre-populated for staff positions and *should not be changed* since they are linked to the appropriate qualifications for the selected Job Profile.
3. The **Competencies** will pre-populate based on the Job Family for the Job Profile. The pre-populated competencies can be modified based on the specific responsibilities of the position.
4. The **Responsibilities** section should be pre-populated for staff positions. These responsibilities should be edited to align with the specific responsibilities of the position. It is important to ensure that percentages are included as well as indicating if the responsibility is essential (required). The responsibilities should match what was entered in the Job Description.
5. Edit **Language, Certifications, and Training Details** information as needed for Central Compensation position evaluation. Information may auto-populate based on the Job Profile and may be edited.  
**Note:** Fields posted on the career site include Job Posting Title, Job Profile Title, Job Description Summary, Job Description, Job Location, Department/School, Pay Range.  
  
Qualifications (Education, Language, Required Work Experience, Responsibilities, etc.) are **NOT** posted. If you would like to advertise qualifications, please edit the Job Description Summary and/or Job Description fields. Additionally, documentation *other* than a resume (e.g., cover letter) is **NOT** required by Workday. If documentation is required, edit the Job Description Summary and/or Job Description fields, instructing the candidate to attach any necessary documentation.
6. Click **Next** to proceed to the **Organizations** page.

## E. Organizations

The Organizations section contains the following fields: Company, Penn CREF, Penn Fund, Penn Cost Center, and Penn Program.

1. Do not change the **Company** field. The default— Trustees of the University of Pennsylvania—is correct in all scenarios.
2. Click the Pencil Icon to enter the correct **Penn Fund**, **Penn CREF**, and **Penn Program**. **Penn Cost Center** will auto-populate based on the Supervisory Organization.

**Note:** The Penn Fund should *never* include segments that may be end-dated, like 5-funds. An end-dated fund should never be the default costing.

**Note:** Penn CREF must be entered as xx-xxxx starting with your School/Center code.

3. Click **Next** to proceed to the **Attachments** page.

## E. Attachments

1. Required attachments are determined by Supervisory Organization. Attach documentation as necessary.

**Note:** Reclass requisitions with reason Promote/Demote require supporting attachments and Confidential Job Requisitions for Waiver Requests require candidate resume attachments along with any other supporting documentation.

2. Click **Next** to proceed to the **Compensation** page.

## F. Compensation

Most sub-sections on the Compensation page default based on the Job Profile selected and should not be edited.

Enter Salary or Hourly compensation information in the Salary or Hourly box toward the bottom of the page.

1. Scroll down to the **Salary** or **Hourly** sub-section. Edit only the appropriate field.
2. **For a Salaried position**, click the **Pencil Icon** in the **Salary** field and enter the proposed salary in the **Amount** field.

**Note:** For part-time salaried positions, enter the amount the worker should receive based on their part-time status. For example, if you enter \$25,000 for a worker working 20 hours per week, Workday will calculate that the annualized salary at 100% FTE is \$50,000. The salary rate at 100% FTE must fall within the Total Base Pay Range associated with the Job Profile. Once you enter the proposed salary, click the check mark to save, scroll up to view **Total Base Pay**, and ensure that the proposed total salary is correct. The rate listed in Total Base Pay will populate as the high-end of the Salary Range for Staff and Temporary job postings.

3. **If this is an Hourly position**, click the **Pencil Icon** in the **Hourly** field and enter the proposed hourly rate in the **Amount** field.



### Keep in Mind!

When entering a proposed salary or proposed hourly rate, the proposed amount must fall within the **Base Pay Range**. **Total Base Pay Range** should never be edited.

4. Click **Next** to proceed to the **Assign Roles** page.

## G. Assign Roles

Assign Roles is only required for Job Requisitions that will be posted for recruiting in Workday.

1. Click **Add**.
2. In the **Role** field select **Primary Recruiter**. The Primary Recruiter is responsible for managing candidates in the Job Application process once the Job Requisition has been created.
3. In the **Assigned To** field, designate an individual as Primary Recruiter. Primary Recruiter may be any individual with a recruiting-enabled role in the Supervisory Organization (Manager, Recruiting Coordinator, HR Analyst, HR Partner, Recruiter, or Executive Recruiter).

You may add more than one Primary Recruiter to a Job Requisition by adding additional names to the **Assigned To** field.

4. Click **Next** to proceed to the summary page.

## H. Summary

Review the entire Job Requisition. Make corrections as needed. After reviewing the information entered for accuracy, click **Submit**.

You have successfully initiated a Job Requisition. Job Requisitions that require a Supplemental Information Questionnaire and/or review and approval will be routed appropriately.

Once approved, a Job Requisition will be available for posting, if applicable.

Job Requisitions that do not require approval are successfully completed once submitted.

## Complete Job Requisition Supplemental Information

This section is required when creating a Job Requisition for a Staff or Temp position.

1. Upon submitting the Job Requisition, you will be prompted to **Complete the Job Requisition Supplemental Information**.
2. Click the **Complete Questionnaire**.
3. Complete the Questionnaire and select **Submit**.

**Note:** Upon completing and submitting the Questionnaire, Staff and Temp Job Requisitions will be routed for the appropriate reviews and approvals.

Once a Job Requisition has been reviewed and approved by all appropriate parties, the Post Job task will go to the Recruiting Coordinator and central HR Recruiter roles to post the position.

## View Job Requisition Approval Flow

If a Job Requisition is awaiting approval and you would like to view where it is in the approval process:

1. Navigate to the open Job Requisition by searching "JR: JRXXXXXXXX" in the search bar, or navigate to your inbox, select the Archive tab, and locate the completed action to create the Job Requisition.



2. Select the Process tab and scroll down to view details on outstanding steps.



## View Job Requisition

Anyone with a recruiting-enabled role in the Supervisory Organization may view open Job Requisitions and applicant information. Recruiting-enabled roles include: manager, HR Analyst, HR Partner, Recruiting Coordinator, Recruiter, and Executive Recruiter.

1. From the Workday Homepage, click the **Recruiting** application.
2. From the Recruiting application: Select **Job Requisition**.
3. In the **Job Requisition** field, select the **Job Requisition** you want to view information for from the drop-down list.
4. Select **OK**.
5. This will open the Job Requisition page. From this page you can view information pertaining to the Job Requisition.

This includes:

- Candidate Information: Active/Inactive Candidates, Candidates by Active Stage (i.e., Application Received, Screen, Interview, etc.)
- Details: Job Requisition Details, Compensation, Interview Team
- Organization: Company, Penn CREF, Penn Fund, Penn Cost Center, Penn Program
- Qualifications Information
- Job Postings: Posting Link(s), Type of Posting, Posting Start/End Date, Cost, Action

**Note:** Only Central HR Recruiters and Recruiting Coordinators can edit Job Requisitions once they've been approved. For more information see the [Recruiting: Manage Open Job Requisitions](#) tip sheet.

## Student Job Profiles

- **Student Worker**
- **Work Study - On Campus**
- **SFS International Work Study**
- **Work Study - Community Service** (Used for jobs designated community service. [See definition under Federal Work-Study Community Service on the SRFS website](#). The Office of Student Employment reviews and approves community service Job Requisitions.)
- **Work Study - Community Service 2** (Used for special programs designated by the Office of Student Employment.)
- **Work Study - Mathematics Tutor**
- **Work Study - Reading Tutor**
- **Work Study - Off Campus 2** (Used by the Office of Student Employment ONLY.)
- **Work Study - Off Campus/Community Service 2** (Used by the Office of Student Employment ONLY.)