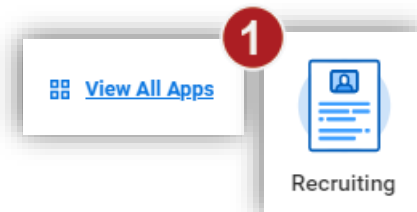Creating a Job Requisition allows Managers to request a new requisition based off of two parameters: (1) New Positions and a (2) Replacement Requisition.

1. Click the **View All Apps** button and Select the **Recruiting** application from the Home Page.

2. Select **Create Job Requisitions** under Actions.

Note: If you already have multiple open requisitions and you are needing to create a pre-filled copy of one of those requisitions, you can select the option **of My Job Requisitions** within the **Copy Details from Existing Job Requisition** box.

3. Select the option, **Create New Position**, to create a new position with your job requisition request.
    Note: Select this option if you are not replacing an existing position.

4. Click the option **For Existing Position** and then select the appropriate position for which you are creating a requisition.
    Note: Select this option if you are replacing an existing position.
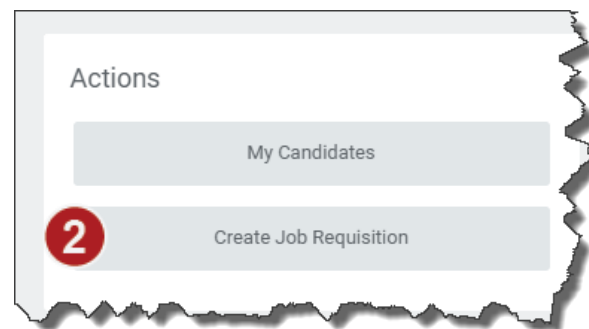
5. **Worker Type** will already be populated as Employee. <u>Do not change</u> it unless you are requesting a requisition for a Contingent Worker (i.e. Contract Staff).

6. Click **OK** and you will be directed to the Recruiting Information Screen.

Note: A report will populate to help provide information about the Average time To Fill Positions within your department as well as a list of all your open positions. Click the "X" in the top right to close this window.

7. Select the **Reason** box and select the following as appropriate:

   - *Create Job Requisition>Employee Request* – for any core staff positions.

   - *Create Job Requisition>Contingent Worker Request* – for any contingent staff positions.

8. Select the **Target Hire Date** and **Recruiting Start Date;** both of these should be the same date. **Target End Date** is not required.

9. Click **Next** at the bottom of the page to proceed to the **Job** Page.

10. Fill out all required fields (Job Posting Title, Justification, Job Profile, Worker Sub-Type, Time Type, Location, Scheduled Weekly Hours, and Work Shift).
    Note: If you are requesting from a pre-existing position, most fields will pre-populate, but please review to ensure all fields are accurate.
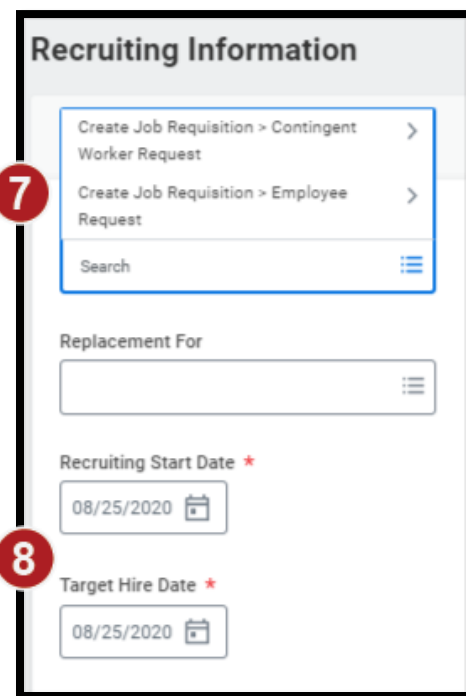
    Note: Be sure to correctly identify Work from Home (WFH)** jobs via the location field. If you are not sure which state the candidate will work from, please select "WFH State of Oklahoma" for the default.

    ***Work from Home is any employee who will work completely remotely and will not be asked to come to campus. Employees who work from home and will not be in the hospital or clinic setting even one minute of one day. These positions can be located out of state.*

11. Click **Next** to proceed to the Organizations screen

12. Assign the **Company** and **Cost Center** in the required fields. If the requisition is for an RN Residency, add the "RN" residency type within the **Other** section.
   **Note:** The cost center assigned must be associated with the company that is assigned

13. Click **Next** to proceed to the Attachments screen

    - Please provide any supporting documents (PDF, Word, or Excel) regarding the requisition that can provide context throughout the approval process.
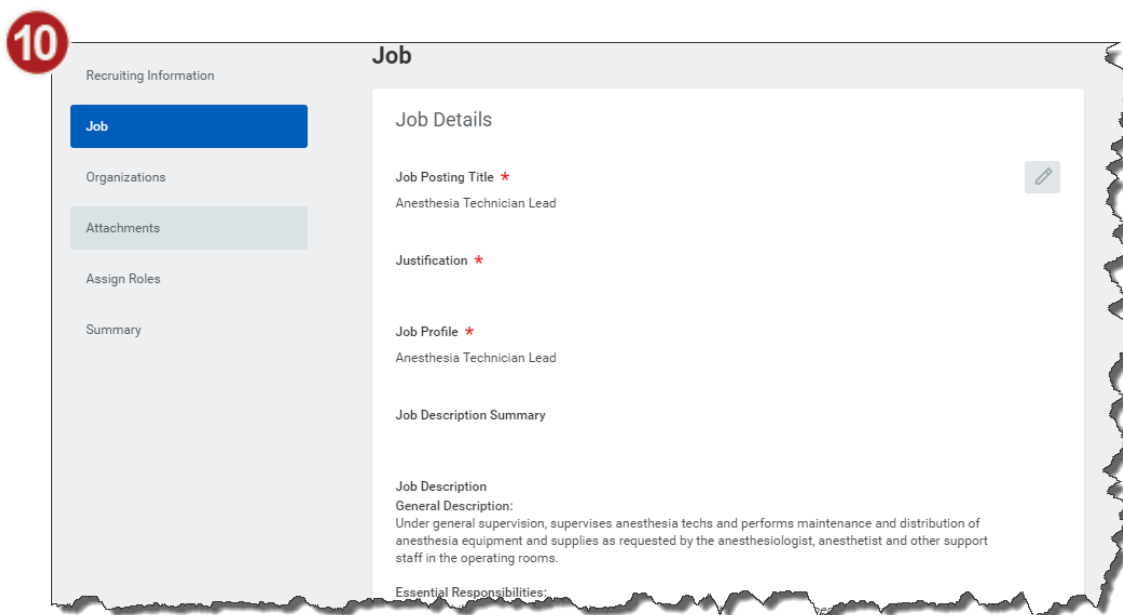
14. Click **Next** to proceed to the Cost Information screen (This screen will only appear if you are requesting a contingent worker requisition). This information is not required on the requisition.
15. Click **Next** to proceed to the Assign Roles screen
16. Click the **Add** button under the Assign Roles window.

Note: Only assign roles if you are requesting a job requisition for an employee. Contingent workers requisitions do not require a primary recruiter assignment.
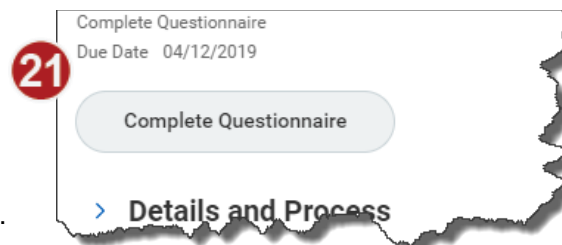
17. Select **Primary Recruiter** as the Role.
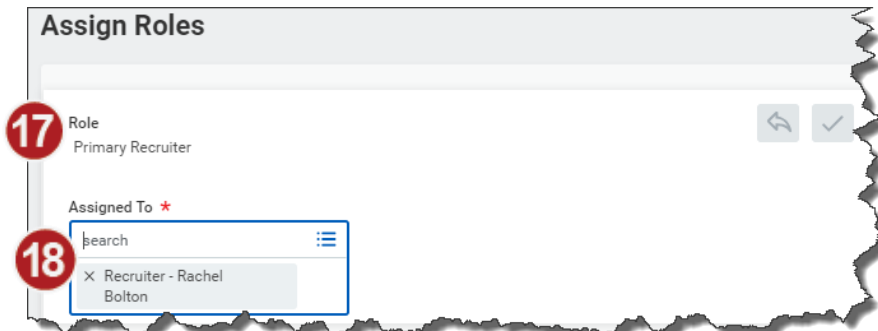
18. Type the name of the Recruiter that will supporting your requisition or search via the **Assigned To** box.

19. Click **Next** at the bottom of the page and you will proceed to the Review page.

20. Click **Submit**.

21. Click the **Complete Questionnaire** button. This is the eReq questionnaire that is mandatory for all requisition approvals.

22. Click **Submit** to send the requisition through the approval chain.

23. Once the requisition has been fully approved, you will receive a notification in Workday.

To view the approval status of the requisition please follow these steps:
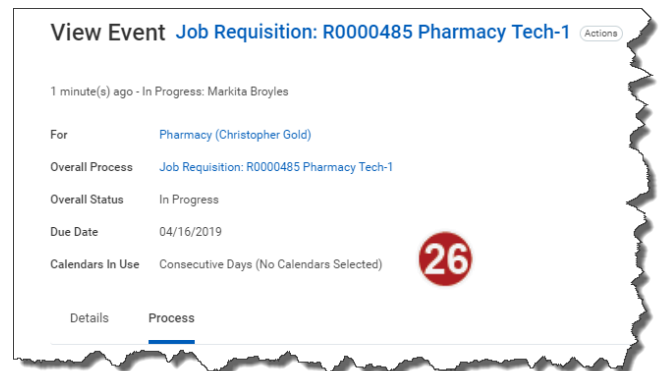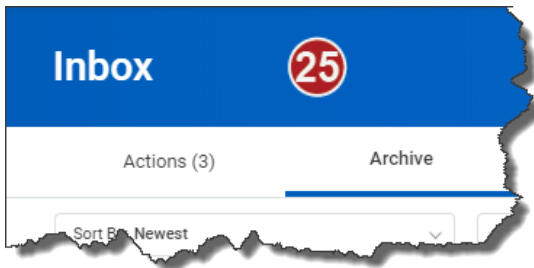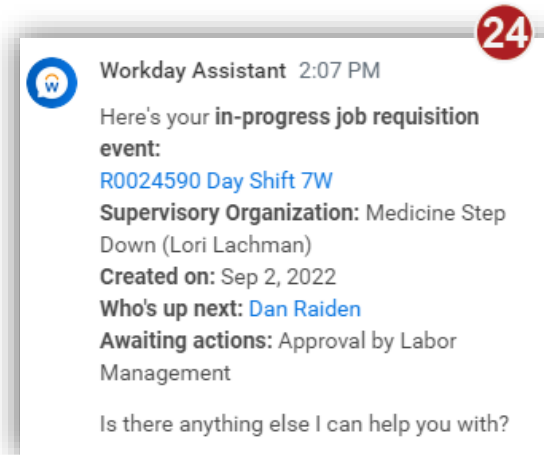
24. Select the **Workday Assistant** icon 💬 next to your profile and type "View in-progress job requisition events".

<div align="center">

OR

</div>

25. Select your **Inbox**.

26. Open up your **Archive** folder, search for the appropriate requisition number, and select the task.

27. Within the task, select the **Process** tab to see all the details of the requisition approval and who it is Awaiting Action.

DOCUMENT CONTROL				
Title:	Request a Job Requisition	Author:	Michael Cam	
VERSION	*SUMMARY*	*DATE*	*EDITED BY*	*APPROVED BY*
DRAFT	REVIEWED WITH NOTES	4/4/2019	W. LYONS	M. CAM
1.1	REVISED WITH CONTENT CHANGES	4/11/2019	W. LYONS	M. CAM
1.2	REVISED WITH CONTINGENT WORKER CHANGES	1/10/2020	B. PETTIJOHN	M. CAM
1.3	REVISED WITH NEW REQUEST CATEGORIES	8/25/2020	B. PETTIJOHN	M. CAM
1.4	REVISED WITH POSITION MANAGEMENT STEPS	10/20/2020	B. PETTIJOHN	M. CAM
1.5	REVISION OF POSITION MANAGEMENT STEPS	4/6/2021	B. PETTIJOHN	M. CAM
1.6	UPDATE OF LOGO	5/25/2021	M. CAM	M. CAM
1.6.2	UPDATE OF EREQ INSTRUCTIONS	7/13/2021	M. CAM	M. CAM
1.7	UPDATED WITH PEOPLE EXPERIENCE BRANDING	6/17/2022	S. VULLUPALA	B. PETTIJOHN
1.8	UPDATED WITH WFH LOCATION INFO	8/17/2022	B. PETTIJOHN	M. CAM
1.9	UPDATED WITH WORKDAY ASSISTANT FEATURE	10/25/2022	W. CHEN	B. PETTIJOHN