

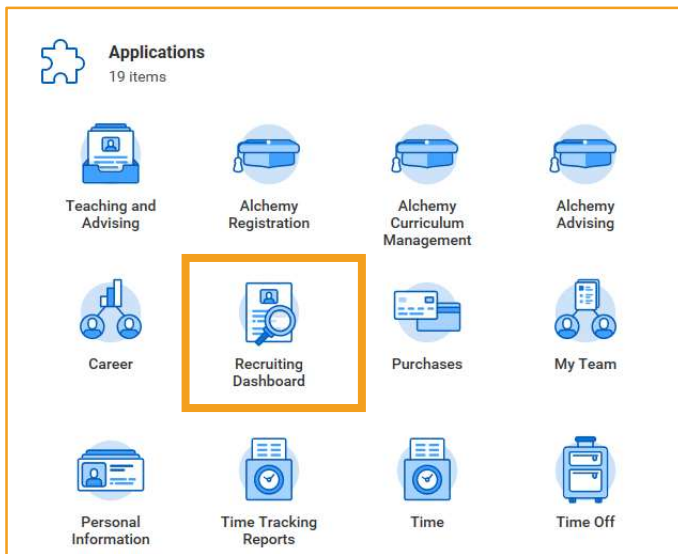
ACCESSING JOB REQUISITIONS

Here's how to access creating a job requisition that you can post for students to apply.

*You must have (JM) with your name to access this, if you do not please contact HR.

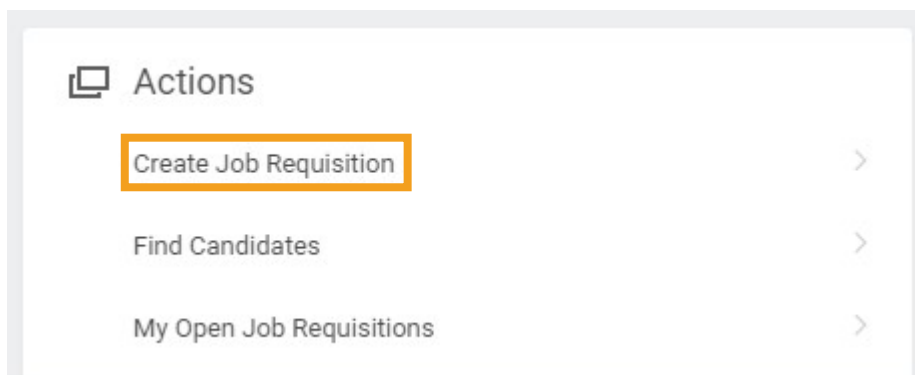
STEP 1

After logging in to Workday, select the **Recruiting Dashboard** icon.



STEP 2

On the **Recruiting** page, under the **Actions** section click on **Create Job Requisition**.



STEP 3

From **Create Job Requisition** page make sure that the **Supervisory Organization** has your name with **(JM)** and **Worker Type** as **Employee** and click **OK**.

*If you do not have a **(JM)** with your name you must contact HR before continuing.

Create Job Requisition

Supervisory Organizations with (PM) are only used for Regular, Seasonal, Faculty / Staff positions, (JM) is used for Students, Temps, and Contingent Workers.


Copy Details from Existing Job Requisition

Supervisory Organization *

Worker Type *

OK Cancel


STEP 4

From Recruiting Information page click on the  (pencil) icon to edit the information.

- Enter the **Number of Openings**.
- Click in box for **Reason**, select **Create Job Requisition > Student Employment**
- Select either **Student Employment > Non-Grant Funded** or **Requires Grant Funding**.
- Skip **Replacement For** box.
- In **Recruiting Instruction** select **Post – Student Employment**.
- In **Recruiting Start Date** box it will default to the current date
- In **Target Hire Date** enter a date from **08/25/2019** (first day of academic year) or later.
- In **Target End Date** you can enter a date or leave blank.
- Click **Next** at the bottom.

Recruiting Information

Recruiting Details

Number of Openings 

Reason *

Replacement For

Recruiting Instruction *

Recruiting Start Date *
07/23/2019

Target Hire Date *

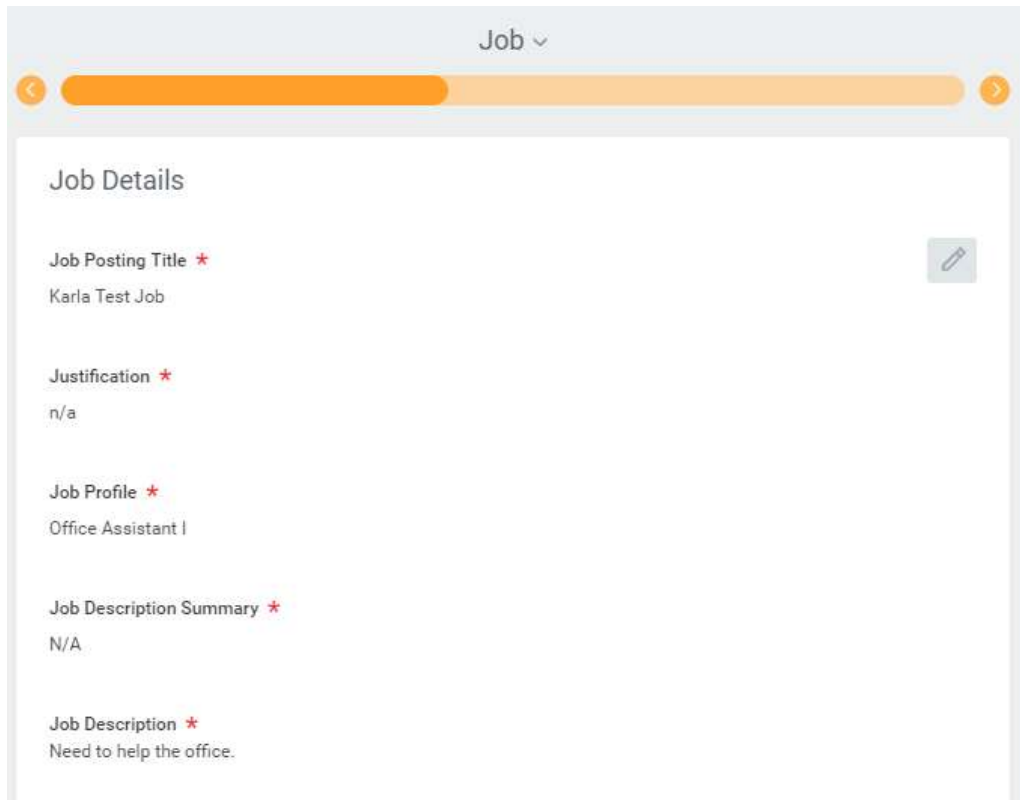
Target End Date

Back **Next**

STEP 5

From the **Job** page click the pencil icon to edit the **Job Details** section.

- In **Job Posting Title** enter the job title that will be seen on the posting.
- In **Justification box** enter n/a.
- In **Job Profile box** select **With Work Study** and select appropriate job profile.
- in **Job Description Summary** N/A will prepopulate after selecting job profile.
- In **Job Description** box enter the description of the job in as many details as possible.
- In the **Worker Sub-Type** select **Worker Types > Student – Academic Year**.
- In **Time Type** select **Part Time**
- In **Primary Location** enter location.
- In **Scheduled Weekly Hours** enter 20 or less
- Click on **Next** at the bottom.



The screenshot shows a web application interface for editing job details. At the top, there is a header bar with the word "Job" and a dropdown arrow. Below this is a progress bar with an orange segment on the left and a grey segment on the right. The main content area is titled "Job Details" and contains several input fields, each with a red asterisk indicating it is required. The fields are: "Job Posting Title" (containing "Karla Test Job"), "Justification" (containing "n/a"), "Job Profile" (containing "Office Assistant I"), "Job Description Summary" (containing "N/A"), and "Job Description" (containing "Need to help the office."). A pencil icon is visible next to the "Job Posting Title" field.

*Note

- Anything with a red * must have a value in the box.
- **Job Posting Title** is what the students will see when viewing the jobs posted, they will not see the Job Profile.
- You cannot change the Compensation Grade and although one may populate every job will be reviewed and that Class may be changed by Student Employment.
- Questionnaire section shows you what the students will be asked automatically when they apply.

Step 6

From **Qualification Section** skip boxes and scroll to the bottom and click on **Next**.



Step 7

From **Organizations** page the **Company**, **Cost Center**, and **Costing** will prepopulate.

*The **Cost Center** will default to your home cost center however if this job is being paid by another cost center you need to edit it here. If your job is being paid through a special fund you will change that in a later process.

- For Student Employment jobs you **MUST** go to the **Other** box section and edit in box **Student Pool** click **All Student Workers**.
- Click on **Next**.

Organizations ▾

<

>

Company

Company *

Bentley University

Cost Center

Cost Center *

1807 Financial Assistance

Costing

Program

400 Student Services

Fund

1100 Operating Fund - E&G

Other

Student Pool

All Student Workers

Division

Division of Enrollment Management

Faculty Research Accounts

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Organizations & Authorizations

Step 8

You can now review everything that you have entered along the steps for one final time before submitting. If you need to edit anything you can click on the pencil icon for that section to edit. Once you verify that everything is correct you can then click **Submit** at the bottom and this will submit the job requisition to Student Employment.

Step 9

Your job requisition is now sent to Student Employment for review. Student Employment will review all the details of your job requisition to make sure that everything meets the university standards.

*Once the position is reviewed it will either be sent back to you for correction or it will be Approved.

