POSTING JOBS

Below are two ways to post a job after it has been approved by Student Employment.
If you have created the job requisition and got it approved then you should go to step 1. If you had taken a job down and now need to put is back up go to Step A.

Step 1

After your job is approved by Student Employment…
If you had requested your job to be posted, in your Workday Inbox 📄 or 📥 a task to **Post Job** will appear.

- In the **Job Post** task in the box **Job Posting Site** select on **Internal (Non-Worker)** and you can select to either have the job post for **Graduate Student Jobs** or **Undergraduate Student Jobs** or both.
- Click **OK**.

Post Job

R0000382 Karla Test Job (Open) (Actions)

10 second(s) ago

Recruiting Instruction	Post - Student Employment Site
Job Posting Site ★	[ ] ☰
Preview Job Posting	☐

[OK]   [Cancel]

Step 2

You will now see to which group you selected the job to be posted for.

*You do not have to enter an **End Date** as the job will come down automatically once the Number of Openings is filled. However if you are unsure if you will need that many students you can always schedule it to come down and re-post the job if needed.

- Click on **Submit.**

	*Site	*Start Date	End Date	Primary Posting
⊖	Undergraduate Student Jobs	07/23/2019		☐
⊖	Graduate Student Jobs	07/23/2019		☐

2 items

enter your comment

Process History

Submit   Save for Later   Cancel

Step 3

You will get a green check mark and message that Process Successfully Completed. Your job is now posted! Keep in mind that it may take a couple of minutes.

Post Job: R0000382 Karla Test Job (Actions)

10 second(s) ago

Process Successfully Completed

Do Another
Post Job

> **Details and Process**

**Done**

POSTING JOBS

If you do not have a task to Post Job in your Inbox follow the directions below to post your job.

From your Workday homepage select the **Recruiting Dashboard** icon.
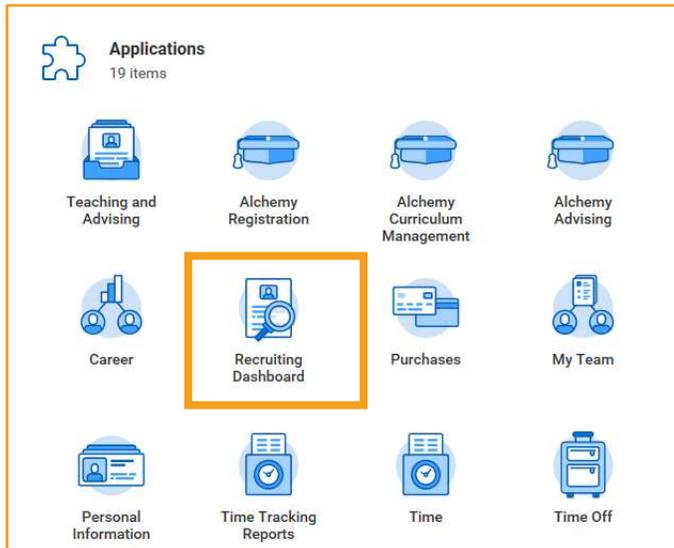
On the **Recruiting** page, under the **Actions** section click on **My Open Job Requisitions**.

You will have the prompt of Workday Organization Role default to Manager and you can click **OK**.

STEP D
Click on the Job Requisition Number and Title
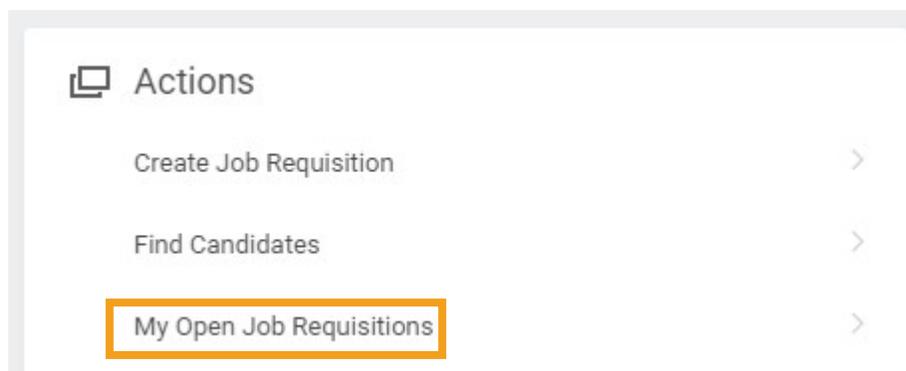
STEP E
You are now in your Job Requisition. Click on Job Postings.

STEP F
Then click the orange **Post Job** button.

You will get the **Post Job task**.
- In the **Job Post** task in the box **Job Posting Site** select on **Internal (Non-Worker)** and you can select to either have the job post for **Graduate Student Jobs** or **Undergraduate Student Jobs** or both.
- Click **OK**

Post Job
R0000811 Karla Test Job (Open) (Actions)

Recruiting Instruction	Post - Student Employment Site
Job Posting Site ∗	
Preview Job Posting	☐

OK Cancel
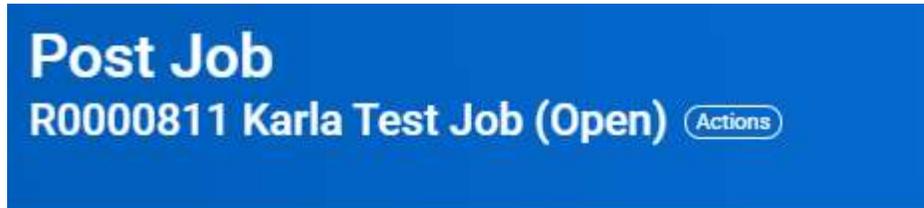
Step H
You will now see to which group you selected the job to be posted for.
*You do not have to enter an **End Date** as the job will come down automatically once the Number of Openings is filled. However if you are unsure if you will need that many students you can always schedule it to come down and re-post the job if needed.
- Click on **Submit.**

2 items

	*Site	*Start Date	End Date	Primary Posting
⊖	Undergraduate Student Jobs	07/23/2019		☐
⊖	Graduate Student Jobs	07/23/2019		☐

enter your comment

Process History

Submit Save for Later Cancel

Step I

You will get a green check mark and message that Process Successfully Completed. Your job is now posted! Keep in mind that it may take a couple of minutes.

Post Job: R0000382 Karla Test Job (Actions)

10 second(s) ago

✓

Process Successfully Completed

Do Another

Post Job

> **Details and Process**

Done