

Starting a job requisition process

Purpose

To guide managers and recruiters through the steps required to initiate a Job Requisition in Workday, enabling efficient hiring aligned with organizational needs.

Overview

In Workday HCM, the Recruitment module streamlines the hiring process from job requisition to onboarding. This guide focuses on how to start a job requisition, which is the first step in hiring a new employee or replacing an existing one.

Step-by-Step Instructions

Step 1: Search for the Task

- In the **Workday search bar**, type:
Start Job Requisition

Step 2: Choose the Requisition Type

- Decide whether you are:
 - **Replacing a worker**, or
 - **Adding a new worker**

Note:

There must be an **existing position** available. Without it, you cannot proceed.

Step 3: Select the Position

- Choose the **position** you want to open the requisition for.
- Based on the selected position, **some fields will auto-populate**.

Step 4: Fill in Required Fields

- Complete all **mandatory fields** that are not auto-filled.
- Review the information for accuracy.

Step 5: Submit

- Once all fields are completed, click **Submit** to initiate the job requisition process.

Start Job Requisition

Job Details

It is not possible to submit a vacancy request if no position is available. In this case, you must submit a request for a new position.

Basic Information

What supervisory organization is this job for? *

- Training Demo Landal
- X Administrative and General (Roosa Brooklyn)

This job will *

- replace a worker
- add a worker

Is there an existing position for this job? *

- Yes

Select an existing position for this job *

- X Employee (Unfilled)

Job Information

Job Profile *

Suggested for you: General Manager 1, Housekeeping Employee 1, Manager Accounting & Transformation, P&M Employee 1

- X Commercial Employee

Submit **Save for Later**

Requisition Details		Hiring Requirements	
Job Requisition	JR100174 Accounts Manager (Open)	Job Details	
Supervisory Organization	Training Demo Landal Administrative and General (Roosa Brooklyn)	Job Profile	Manager Accounting & Transformation
Number of Openings	1 available (0 unavailable, 0 filled) 1 total	Job Timeline for Job Profile	Shared Service Center
Position	Accounts Manager (Unfilled)	Worker Sub-Type	Regular (week-term/used term)
Spotlight Job	No	Worker Type	Employee
Referral Payment Plan	(empty)	Time Type	Full Time
Available for Overlap	No	Compensation Grade	Hay Level 17
Available for Hire	Yes	Remote Type	(empty)
Hiring Freeze	No	Primary Location	ENJ ENU Training Demo Rabbit Hill
Requester	Roosa Brooklyn	Primary Job Posting Location	ENJ ENU Training Demo Rabbit Hill
Job Application Template	Application Template - Only Resume (Mandatory)	Additional Locations	(empty)
		Additional Job Posting Locations	(empty)

Note:

Your credentials are typically provided by your HR or IT team. For security, Workday requires multi-factor authentication.