

# **Create Job Requisition - Job Aid**

Use this job aid to assist in completing the fields required for the *Create Job Requisition* business process in Workday. This business process is used to submit your request to start a recruitment or a search waiver.

## Who can initiate?

(Hiring) Manager or Administrative Assistant role can initiate this business process

### Who Approves my Job Requisition?

The Manager and Executive (VP) must approve the job requisition.

#### What happens next?

After your job requisition is approved, a Primary Recruiter will be assigned to your Job Requisition to proceed with the job posting. The Manager and Administrative Assistant role will receive a notification once the position has been posted. If requesting a search waiver the request will be reviewed and routed to designated HR or Compliance Staff.

#### How do I start?

Log into Workday, from the Search box in the upper left hand corner, type "Create Job Requisition"

#### Tip! for completing this business process

You're currently **unable** to save your work so have your position details information handy.

# Frequently Asked Questions (FAQ):

linked job requisition as soon as possible to ensure no delays in initiatir identified your finalist. The Manager or Administrative Assistant role car report.

- Q: What if I am unable to locate my vacant position?
- A: Contact the Budget Office to verify if your position is in Workday. If you need to initiate the Create Position and Create Job Requisition business
- Q: Do I still submit recruitment paperwork for faculty (academic and administrativ approval?
- A: Yes, continue to submit paperwork through the current process for requ
- Q: Do I still submit search waiver paperwork?
- A: No, use the *Create Job Requisition* business process to request a search the *Create Position* first to establish the position in Workday.
- Q: Do I need to create a job requisition if my search waiver was previously reque
- A: If your vacant position and linked job requisition is already in Workday, proceed.

Supervisory Organization and Position		
FIELD	NOTES	
Optional: Copy Details from Existing Job Requisition	Use this if there an existing job requisition already exists for your position without having to complete a new one.	
Supervisory Organization	Locate the name of the Supervisory Organization (Hiring Manager) where the position resides	
Create New Position	New positions will need to be created first in Workday before creating a job requisition. Stop and complete the <i>Create Position</i>	

FIELD	NOTES
Reason* (continued)	Create Job Requisition>New Used for new positions.
	Create Job Requisition>Replacement Used to fill an existing vacant (unfilled) position.
	Create Job Requisition>Search Waiver
	Coach Staff – used by Intercollegiate Athletics ONLY
	Critical Need - A specified term appointment up to one-year (not subject to renewal) may be approved to acquire the services of an individual critical to institutional needs when operating requirements are immediate and a public search would result in undue delay or disruption. [The department is committed to conducting an open and competitive search during the specified term appointment period.]
	Internal Hire - not used at UNLV. Use the Job Change business process for internal promotions or reassignments/lateral transfers.
	<i>Reinstatement</i> - An employee may be reinstated to employment without a search, if the employee separated from UNLV within the past 12 calendar months and is returning to the same or substantially similar role within the same department or division, with no material increase in salary.
	<i>Special Skills</i> - A search waiver may be approved to acquire the services of an individual whose academic, research, or professional qualifications are responsive to an express need of the institution and are so noted in their discipline as to negate a reasonable presumption that a better qualified candidate would re

	Select the appropriate Worker Sub-type, most frequently used (for recruitments or search waivers) are <b>bolded</b> below: <i>Intermittent</i> Classified Hourly <i>Regular</i>
Worker Sub-Type	