



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):

Q: Why do I need to create a job requisition if my faculty search won't post in Workday until December 1?

A: **Faculty and Classified positions (Position Management) must have a position and job requisition in Workday. A job requisition is required to fill a position resulting from a recruitment or to request a search waiver.**

Q: Is my vacant position already in Workday?

A: **A mass upload of all UNLV vacant position management positions to Workday occurred prior to go-live and each position has been linked to a job requisition. Verify that your open position is in Workday along with the linked job requisition as soon as possible to ensure no delays in initiating the hiring process once you've identified your finalist. The Manager or Administrative Assistant role can run the "Open Positions Summary" 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 your position is not in Workday, you will need to initiate the *Create Position* and *Create Job Requisition* business processes.**

Q: Do I still submit recruitment paperwork for faculty (academic and administrative) positions to the Provost Office or VP for approval?

A: **Yes, continue to submit paperwork through the current process for requesting a faculty search.**

Q: Do I still submit search waiver paperwork?

A: **No, use the *Create Job Requisition* business process to request a search waiver. If your position is new, use 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 requested and approved outside of Workday?

A: **If your vacant position and linked job requisition is already in Workday, HR will contact you to advise on how to 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> business process first. If you continue, you will receive an error message and will not be able to advance.
For Existing Position	Select and locate your unfilled position
Worker Type	Select "Employee" for classified and academic and administrative faculty positions

Recruiting Information

FIELD	NOTES
Reason*	<p>Select the appropriate reason for your recruitment (highlighted in red), exception or search waiver, see descriptions below:</p> <p>Create Job Requisition>Classified Exception</p> <p><i>700 hour</i> - Lists of persons with disabilities who are eligible for temporary limited appointments. This exception would be led by Human Resources.</p> <p><i>Application to Agency</i> – not used at UNLV. Use the <i>Create Job Requisition>New or Create Job Requisition>Replacement</i> reason type</p> <p><i>Non-Competitive</i> – used for Reinstatements (former permanent employee), Reassignments (reasonable accommodation placement) Transfer, Voluntary Demotion and any other noncompetitive appointments. These exceptions would be led by Human Resources.</p> <p><i>Reemployment</i> - appointment of a current or former employee to a class for which he or she has reemployment rights (layoff). This exception would be led by Human Resources.</p> <p>Create Job Requisition>Exception</p> <p><i>12 month Temporary</i> - 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.]</p> <p><i>Grant Named</i> – used for grant funded/named positions</p> <p><i>Post Doc</i> – used to hire Postdoctoral Scholars and Residents ONLY who meet the provisions for this type of appointment.</p>

FIELD	NOTES
Reason* (continued)	<p>Create Job Requisition>New Used for new positions.</p> <p>Create Job Requisition>Replacement Used to fill an existing vacant (unfilled) position.</p> <p>Create Job Requisition>Search Waiver</p> <p><i>Coach Staff</i> – used by Intercollegiate Athletics ONLY</p> <p><i>Critical Need</i> - 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.]</p> <p><i>Internal Hire</i> - not used at UNLV. Use the <i>Job Change</i> business process for internal promotions or reassignments/lateral transfers.</p> <p><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.</p> <p><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 result from an open and competitive search.</p> <p><i>Spousal Hire</i> - Limited use waiver for special circumstances.</p>
Replacement for	Select name of former employee if this job requisition is being used to fill the existing vacant (unfilled) position
Recruiting Instruction	<p>This field informs the Primary Recruiter how to process the job requisition.</p> <p><i>Medical Resident</i> – Used in conjunction with the Post Doc Exception to hire Medical Residents. No recruitment.</p> <p><i>Other</i> – will prompt assistance from the Primary Recruiter on how to proceed</p> <p><i>Post Internally & Externally</i> – Recruitment will be open to the public AND internal NSHE and/or UNLV employees</p> <p><i>Post Internally Only</i> – Recruitment will be open to NSHE and/or UNLV employees</p> <p><i>Search Waiver</i> – Used in conjunction with the search waiver reason type. No recruitment.</p>
Recruiting Start Date	For Recruitment – use today's date (for search waivers, use incumbent's start date) For Search Waiver/Exception – use start date of incumbent
Target Hire Date	Use date funds should be encumbered - (For search waivers, use incumbent's start date)
Referral Details	Leave blank, not used by NSHE.

Job Details	
FIELD	NOTES
Job Posting title	<p>This is the business title for the position and should auto-populate. Title should match title on the approved job description.</p> <p>Classified position titles should match the official classification title (i.e.; Administrative Assistant 4). Some flexibility is permitted to uniquely describe the role of the position, for example: Administrative Assistant 4 (Event Coordinator).</p>
Justification	<p>Recruitment: Briefly describe the reason for requesting to fill the position. Search Waiver: Please supporting information as to why a search waiver is being requested.</p>
Job Profile	<p>The job profile should auto-populate and should not be changed ONLY for academic positions where more than one appointment level will be recruited (Assistant/Associate Professor, etc...)</p>
Job Description Summary	<p>This field does not appear on the job posting and can be left blank. It is a Workday delivered field with no ability to hide.</p>
Job Description	<p>Recruitment: Copy and paste the vacancy announcement template you completed into this field. Search Waiver: Provide a brief job description. This will be viewable to the incumbent when they submit their application</p>
Additional Job Description (documents required)	<p>Use this section to list required documents: Cover letter, CV/Resume and 3 Professional references</p>
Job Families for Job Profile	<p>This field auto-populates the job family name for the respective job family group (academic faculty, administrative faculty, classified, etc...). No action required on this field.</p>

Select the appropriate Worker Sub-type, most frequently used (for recruitments or search waivers) are **bolded** below:

Intermittent
Classified Hourly

Regular
Full-time Academic, Administrative Faculty and Classified

Regular (Fixed Term)
Resident

Seasonal
Classified, Classified Hourly

Student

Temporary (Fixed Term)
Postdoctoral Scholar, Temporary Hourly (non-exempt), Letter of Appointment

Worker Sub-Type

Time Type

Select whether the position is Full-time or Part-time

Primary Location

Select "UNLV1-Maryland Campus". This is the physical geographical location where the position resides.

Primary Job Posting Location

Select "UNLV1-Maryland Campus"

Additional Locations

Currently not being used, leave blank

Additional Job Posting Locations

Currently not being used, leave blank

Scheduled Weekly Hours

Regular positions default at 40 weekly hours. Make adjustment if needed

Work Shift

Empty field, leave blank

Link to Evergreen Requisition

Currently not being used, leave blank

Compensation Details	
FIELD	NOTES
Compensation Grade	<p>This field is tied to the salary schedule for the job family and should auto-populate.</p> <p>Example: Administrative Faculty – Grade A, B, C, etc... Classified - Grade 20, 21, 22, etc... Academic Faculty – Assistant Professor, Associate Professor, etc...</p>
Questionnaire	<p>Questionnaires are a series of questions asked of candidates and questionnaires have been prepared based on the job family (employee type). There are other questionnaires for other FIELDS (offer letters) that will populate but will not be used for this business process.</p> <p>If the recruitment will be posted internally and externally, Select Internal Career Site – Primary AND External Career Sites - Primary</p> <p>If the recruitment will be posted Internally ONLY, Select Internal Career Site – Primary</p> <p>For Search Waivers Select Internal Career Site – Primary AND External Career Sites - Primary</p> <p>Secondary questionnaires will not be used.</p> <p>The main two questionnaires to select are: Classified – Questionnaire and Faculty – Questionnaire</p> <p>Questionnaires reflect a date to indicate the most recent version, select the most recent version. Old versions are still loaded if there is a current recruitment posted with that version.</p> <p>For Classified positions with special requirements; drug test for controlled substances or a Training and Experience Exam (T&E), select the appropriate questionnaire to ensure the candidate receives the drug screening requirement and/or the T&E questions when completing their application. Need help? Contact Human Resources at classified@unlv.edu</p>
Qualifications	Skip section. NSHE will not be using this section, all qualifications will be described in the job description section.
Organizations	
Company Cost Center Costing Fund Other	<p>These fields should have pre-populated from when the position was created however you can make changes if needed, Use the wax tool to cross-walk legacy account lines.</p> <p>https://wax.unr.edu/</p>
Attachments	<p>Recruitment: Upload the Request for Ad Quote form for any paid advertising</p> <p>Search Waiver: If more than one department is involved, attach a statement showing agreement to the proposed hire.</p> <p>In the case of academic faculty, attach results of faculty vote, if required by Departmental Bylaws.</p>
Review Entries	Review the entire job requisition before submitting
Submit	Click Submit when done