

Workday: Create Job Requisition in Workday

Document ID: WD-REC-SOP-002

Process: Recruiting – Create Job Requisition

System: Workday

Document Type: Standard Operating Procedure / Job Aid

Version: 1.0

Effective Date: August 19, 2026

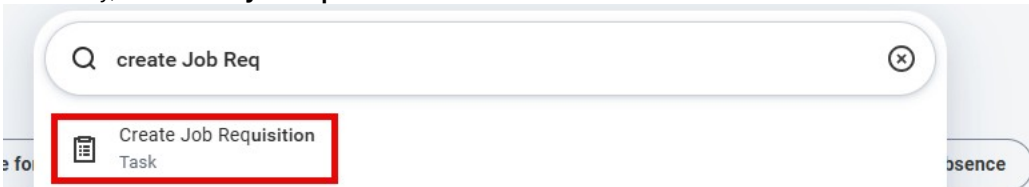
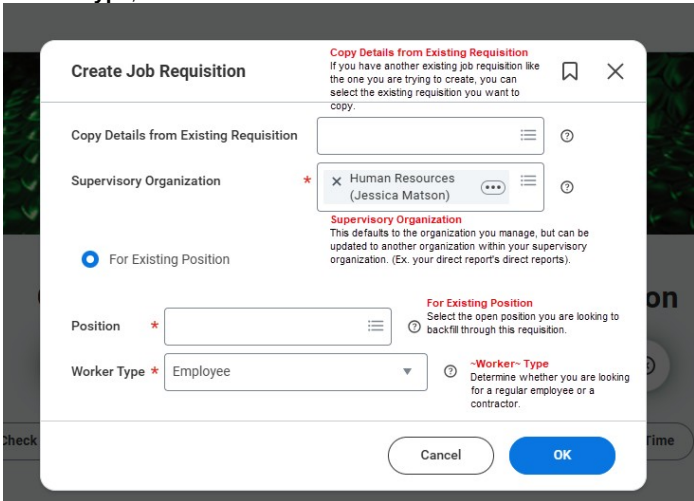
Process Owner: HR

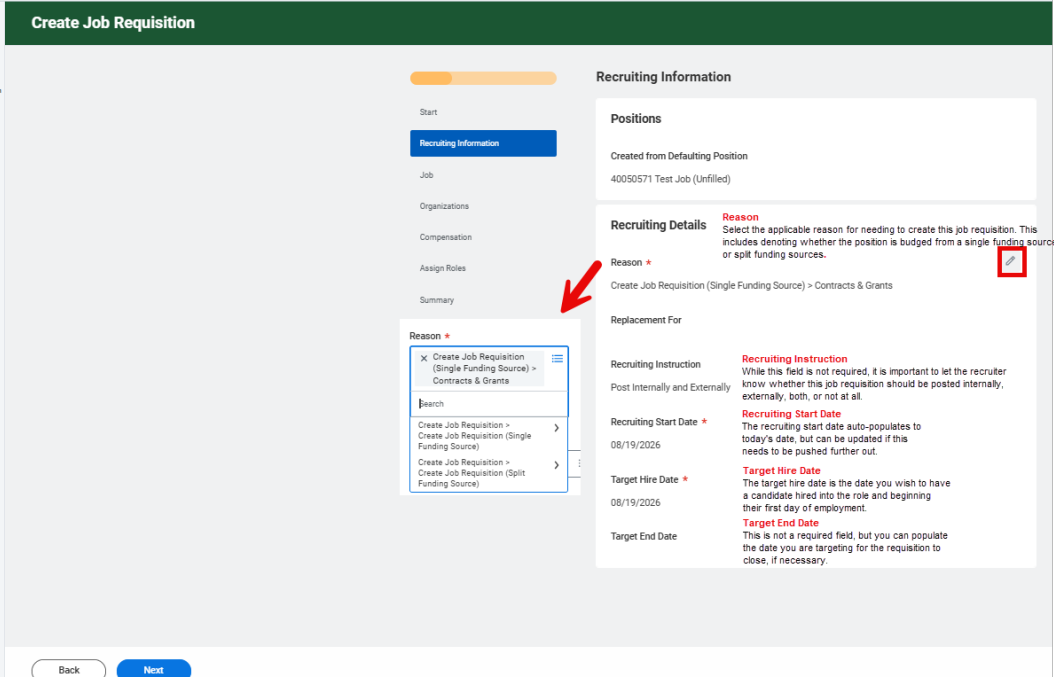
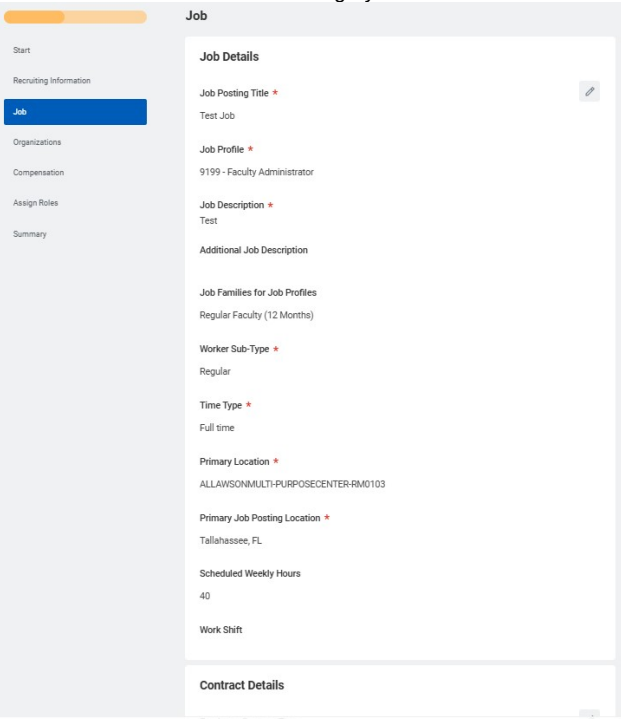
Audience: Hiring Managers, Initiators

Purpose:

Guides Initiators/Managers to create a job requisition an open position and captures the organizational, position, recruiting, Compensation and job-posting information required to move the position through the organization's approval process.

Instructions

Step	Action
1	In Workday, enter Create Job Requisition in the search bar and select the task from the results. 
2	Your Supervisory Organization will default into the required field. If you have more than one Supervisory Organization, click the prompt to select the appropriate Supervisory Organization. Choose the Open Position you have created to add the new headcount, choose Employee or Contingent Worker as Worker Type, then Click OK.  Note: The Question Mark icons next to the fields are Quick Tips meant to help you as you navigate the system.
3	Enter the required (*) information in each category listed on the left. As complete each section click Next to move to the next Category. Click the Pencil Icon to open the Recruiting Information fields for editing and enter the following required (*) information.

Step	Action
	
4.	Verify the Job Details section. Job Posting Title, Job Profile, Job Description, Worker Sub Type, Time Type, Primary Location, Primary Job Posting Location and Scheduled Weekly Hours fields will populate based on the position you selected. All the default Application questionnaires will populate for Internal and External applications. Click Next to move to the next Category. 
5.	Verify the Organization Details. These have pulled over from the information provided when you created the position. Then select Next.

Step	Action
	Start Recruiting Information Job Organizations Compensation Assign Roles Summary Organizations Company Company * LE001 Florida Agricultural and Mechanical University (FAMU) Cost Center Cost Center * CC030300 Office of Human Resources Region Region Costing Program Fund FD101 General Revenue Other Program Code PC11 General Academic Instruction
6	Verify the Compensation Details. These auto-populate based on the position you selected when starting the job requisition process. Select Next. Start Recruiting Information Job Organizations Compensation Assign Roles Summary Total Base Pay Total Base Pay 10,000.00 USD Annual added Guidelines Total Base Pay Range 1.00 - 250,000.50 - 500,000.00 USD Annual added Compensation Package General Compensation Package added Compensation Grade 099FAC added Compensation Grade Profile (empty) Salary Assignment Details 10,000.00 USD Annual added Plan Name Academic Salary Plan added Effective Date 05/19/2026 added Add Hourly Add Allowance Add
7	In Assign Roles Section, Click Add to add to assign the Primary Recruiter role and Job Requisition Hiring Manager to the applicable individuals. Note that the Job Requisition Hiring Manager should be yourself, unless you are creating the requisition on behalf of another manager. Then select Next. Create Job Requisition Start Recruiting Information Job Organizations Compensation Assign Roles Summary Assign Roles Add

Step

Action

Assign Roles

Start

Recruiting Information

Job

Organizations

Compensation

Assign Roles

Summary

Role

Primary Recruiter

Assigned To *

23493000 HR Generalist - Alexis Mosley

Role

Job Requisition Hiring Manager

Assigned To

Jessica Matson

Add

Role

At a minimum, ensure you assign a Department Lead (Recruitment) to oversee this job requisition.

8

Review the Details in **Summary Section** and Click **Submit**.

9

The job requisition will go to the **Primary Recruiter** you selected in the previous step for Review.

10

Once the Budget check is completed the Job Req will route through the Approval Matrix and Will go to the Primary Recruiter for **Configure Supplementary Questionnaires step** and then Recruiter can be able to **Post the Job Requisition Externally and Internally** from the Post Job Inbox task.

Post Job

JR100286 Coordinator, Academic Programs (F-ill Date: 08/31/2026)

Job Posting Site *

Preview Job Posting

Search

All

External

Internal

Internal (Non-Workday)

Just have a value.

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Hiring Manager and Initiators can now able to see the Job Req under Supervisory Organization staffing tab and Ready to Hire.

Human Resources (Jessica Matson)

Organization Name

Human Resources (Jessica Matson)

Organization ID

SUP_5,3347.2

Type

Supervisory

Superior Organization

Human Resources (Shauna Allen Robinson)

Details

Members

Staffing

Unavailable to Fill

Roles

Security Groups

Compensation Activity

Organization Assignments

Student Members

Staffing Model

Position Management

Positions with Open Job Requisition: 2 Items

Position Restrictions	Effective Job Requisition	Job Requisition FTE	Job Family	Job Profile	Job Profiles for Job Family	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type	Default Weekly Hours	Scheduled Weekly Hours	FTE
4020388 Administrative Assistant (Unfilled)	JR100282 Administrative Assistant (Open)	1	USP Services	0710 - Administrative Assistant	0003 - Clerk 0004 - Senior Clerk 0102 - Secretary 0108 - Senior Secretary 0710 - Executive Secretary More (110)	0 FORTWALHEB ADMINISTRATION CENTER	04/29/2025	04/29/2025	Full-time	Employee	Regular	40	40	100%
4020071 Test Job (Unfilled)	JR100019 Test Job (Open)	1	Regular Faculty (12 Months)	9196 - Faculty Administrator	9000 - Faculty (General) 9000.01 - Overhead Faculty (General) 9000.02 - Summer Faculty (General) 9001-ASST - Associate Dean 9001-DEAN - Dean More (47)	0 JLLAWSONMULTIPURPOSECENTR	08/16/2025	08/16/2025	Full-time	Employee	Regular	40	40	100%