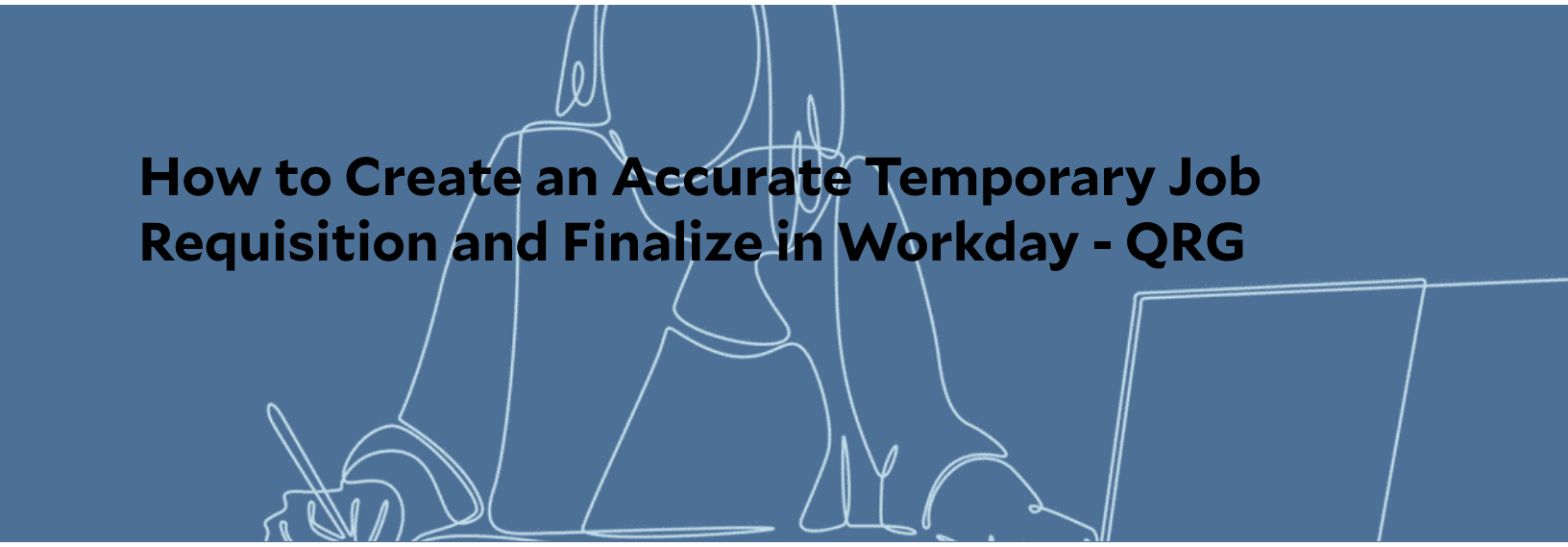


How to Create an Accurate Temporary Job Requisition and Finalize in Workday - QRG

Yale *Learn and Grow*

This Quick Reference Guide (QRG) is designed to support Hiring Managers and their Departments, as well as Talent Acquisition (TA) Team Members, through the Temporary Job Requisition (req) Creation process.

By the end of this learning, you will:

- Apply your role and responsibilities as a Hiring Manager and TA Team Member (i.e., TA Partner, TA Sourcing Specialist, TA Coordinator) to create a temporary job req in Workday and finalize it.
- Identify key steps that you, as the Department or TA representative, must take, as well as key information you must enter into the system so that the temporary job requisition is entered accurately, which leads to less editing and re-work for everyone involved in the recruitment process.
- Outline best practices that aid the TA Team in effectively creating a job req.

Audience

This learning is for Hiring Managers and their Department leads, as well as TA Team Members, for review and approval. It demonstrates the steps each involved stakeholder must take to create a temporary job req and finalize it.

Purpose
A job requisition is a formal request to initiate a search to fill a position. The job requisition specifies the requirements of the role. The temporary job requisition process begins in **Workday**.

This guide addresses the process of creating job requisitions for the following categories:

Employee:

- Temporary Service & Maintenance
- Temporary Clerical & Technical
- Temporary Managerial & Professional – only select this option if you do not intend to hire an M&P that is paid through a vendor/agency.
- Paid intern – non-Yale student temporary worker

🔔Please note: **The individual designated as the Hiring Manager on the Workday requisition will receive all subsequent notifications, questionnaires, and forms throughout the hiring process**. The Hiring Manager is **whomever the seat is created under**, in the applicable Supervisory Org. Oftentimes, an **Administrative or Operations Manager will assume the "Hiring Manager" function for temporary hiring** and then **transfer the temp (after hired) to** the appropriate **Leader** (PI, Faculty Member, Clinician, etc.).

Table of Contents:

Supplemental Materials

Lesson 1 of 5

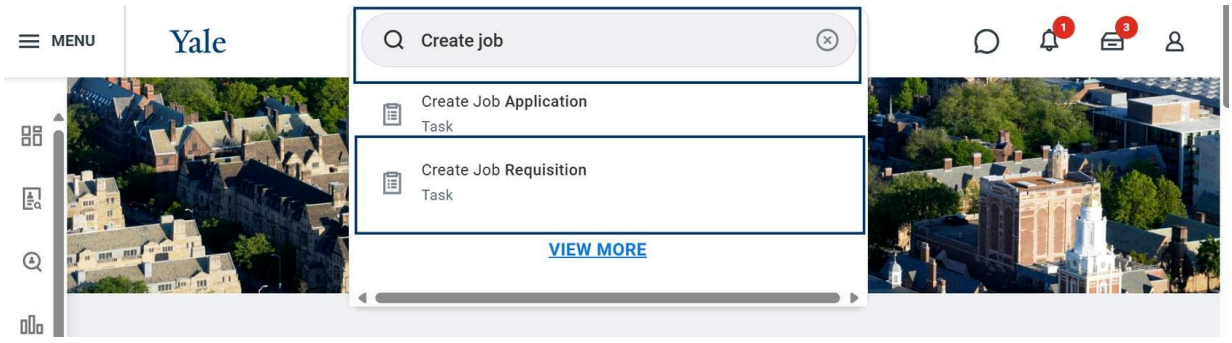
Create a Temp. Job Requisition in Workday | Start Page

Before you create a temporary (temp.) job requisition, please ensure all departmental pre-approvals (i.e., salary, level, headcount, etc.) are completed.

💡Note that all approvals now reside in Workday and include the HR Business Partner, Strategic Business Partner, and Compensation Partner.

From the Workday Landing Page:

- Type Create Job Requisition in the Workday Search bar.
- Select the Create Job Requisition task.

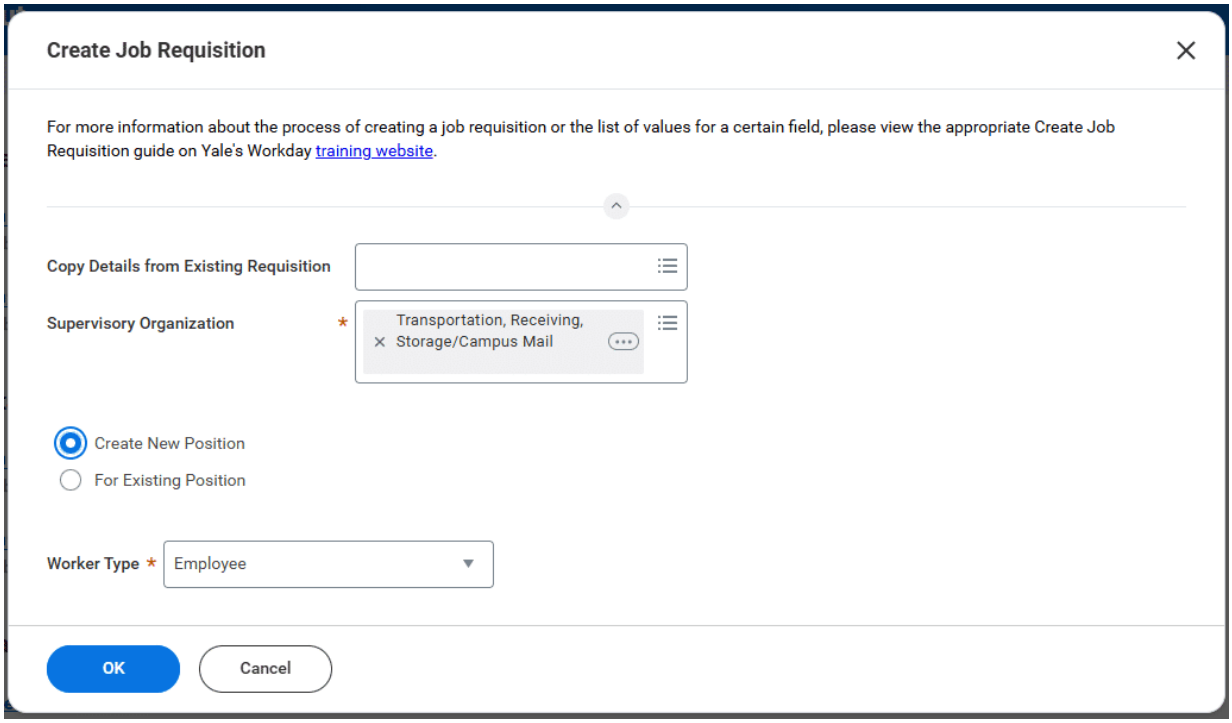


🔔Please note: **The individual designated as the Hiring Manager on the Workday requisition will receive all subsequent notifications, questionnaires, and forms throughout the hiring process**. The Hiring Manager is **whomever the seat is created under**, in the applicable Supervisory Org, becomes the Hiring Manager.

Oftentimes, an **Administrative or Operations Manager will assume the "Hiring Manager" function for temporary hiring** and then **transfer the temp (after hired) to** the appropriate **Leader** (PI, Faculty Member, Clinician, etc.).

Select **Supervisory Organization**. Please ensure that the appropriate Supervisory Organization is selected in this step. Once the requisition is submitted, you will not have the opportunity to make this edit, and you will need to initiate a new requisition.

- If you wish to create a requisition for a Supervisory Organization that does not exist, submit the Supervisory Organization Creation form.



- **Select Create a New Position**
    - **Create New Position**: A new position (seat) will be created within the Supervisory Organization you have selected. If a new position is created, the Cost Center Payroll Costing Specialist will receive a Workday inbox task to Assign Costing Allocation for Create Position when the Job Requisition is submitted.

- **Select Worker Type:**
    - Select **Employee** for the following requisitions:
        - Temporary Service & Maintenance
        - Temporary Clerical & Technical
        - Temporary Managerial & Professional – select this option only if you do not intend to hire an M&P who is paid through a vendor or agency.

- Select **Contingent Worker:**
    - For (M&P) Contingent Worker Vendor Paid
    - This refers to an M&P temporary worker who will **not be paid by Yale.**
    - **Do not select this option for any C&T Temporary requisitions.**

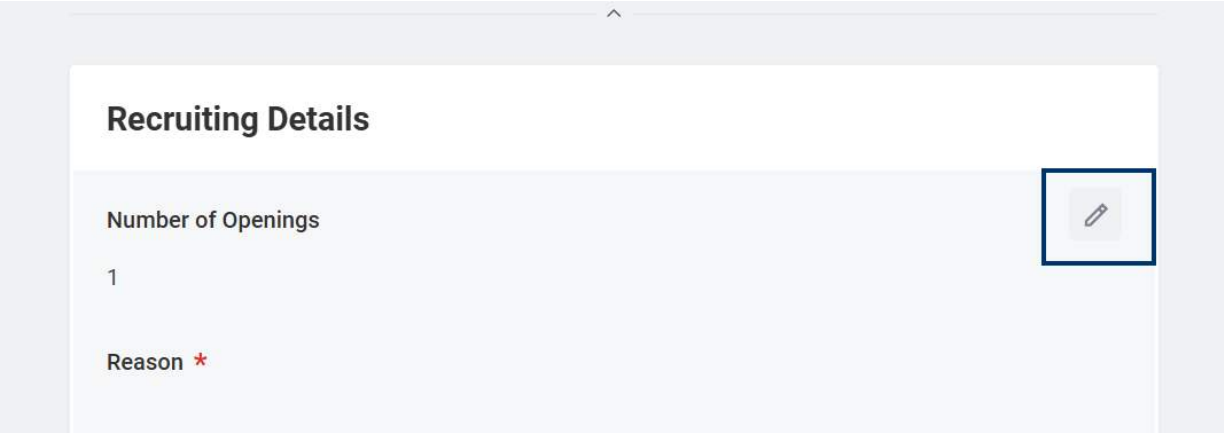
- Select **OK** to continue.

👇🏽 Click the play button below to view the steps in a video.

Continue to Create a Job Requisition in Workday | Recruiting Information

Create a Temp. Job Requisition in Workday | Recruiting Information

Click on the **pencil icon** to edit the details.



- **Number of Openings:**
    - This field does not appear when creating a job requisition for an existing position.
    - Enter the number of open temp positions.

- **Fill in the Reason (Required)**
    - The reason field refers to the “reason for hire,” or why this request has been initiated. Click the reason to see the sub-reason available.

👇🏽See the Reasons below for more details.

Temp Requisitions

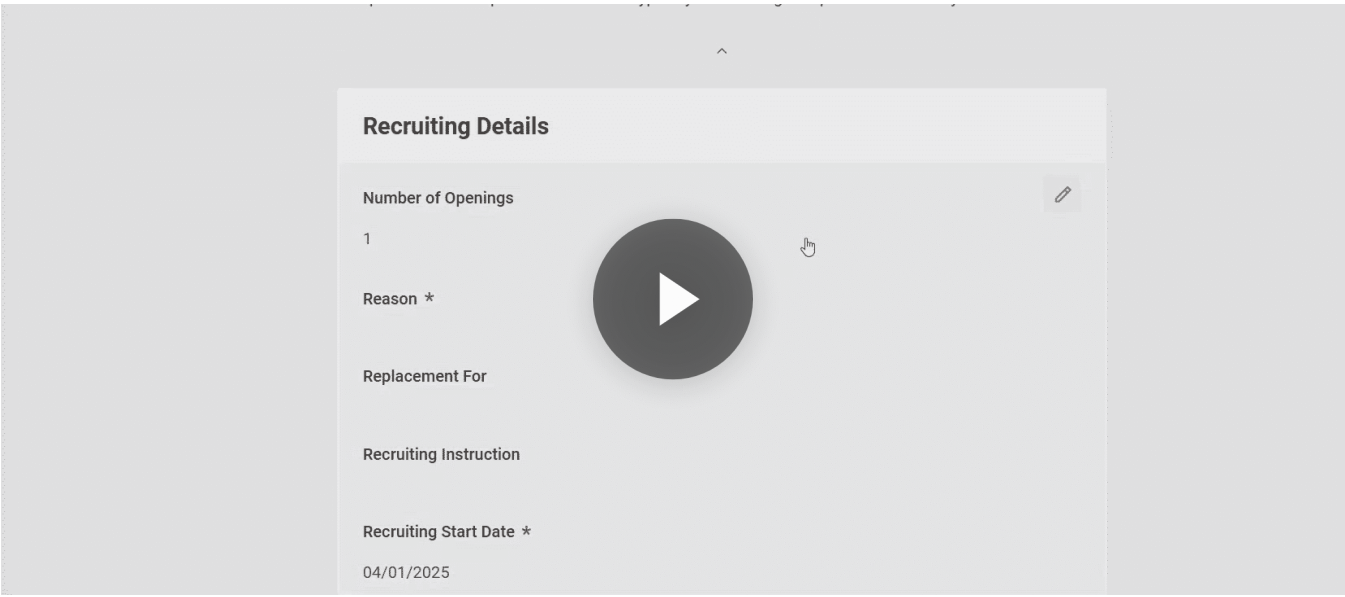
- **Leave of Absence (LOA):** Create a temp job requisition due to a Leave of Absence (LOA).
- **Non-LOA Absence:** Create a temp job requisition due to a non-Leave of Absence (LOA) absence.
- **Position Vacancy:** Create a temp job requisition for a vacant position.
- **Retiree Transition:** Create a temp job requisition to hire a recently retired employee.
- **Seasonal Need:** Create a temp job requisition for a seasonal need.
- **Special Project:** Create a temp job requisition for a special project.

Fill in the **Reason** for the position, **Replacement For** (as applicable), the **Recruiting Start Date**, which is typically the current date, and **the Target Hire Date**.

Add the **Target End Date (Required)**.

Click the **Next** button.

👇🏽 Click the play button below to view the steps in a video.



👇🏽 To go to the next step, click continue below.

Job, Organizations, and Summary Page

Create a Temp. Job Requisition in Workday | Job, Organizations, and Summary Page

Job

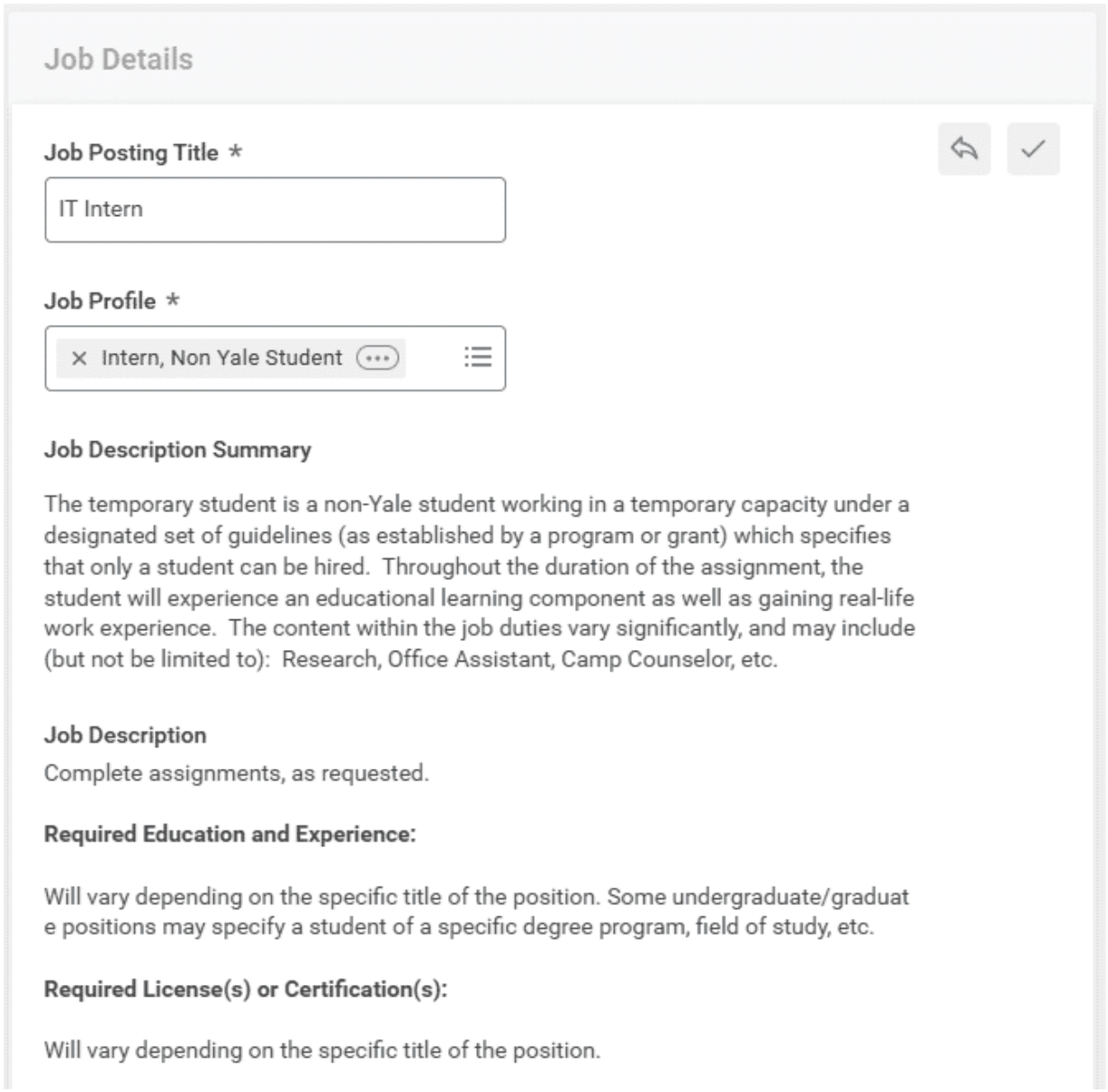
Fill in the **Job Posting Title:**

- Also known as a business title.
- This will be visible to the candidate throughout the Yale Talent Network (YTN); please use proper capitalization and spelling.
- Please note that the Job Posting Title must be 50 characters or less.

Fill in the **Job Profile:**

- Enter the appropriate University Job Title.
- You can enter keywords such as "Assistant Administrator," "Financial Analyst," "Senior Admin," or "Accounting" to have Workday provide options in the drop-down.

The **Job Description Summary** will auto-populate based on the Job Profile selected.

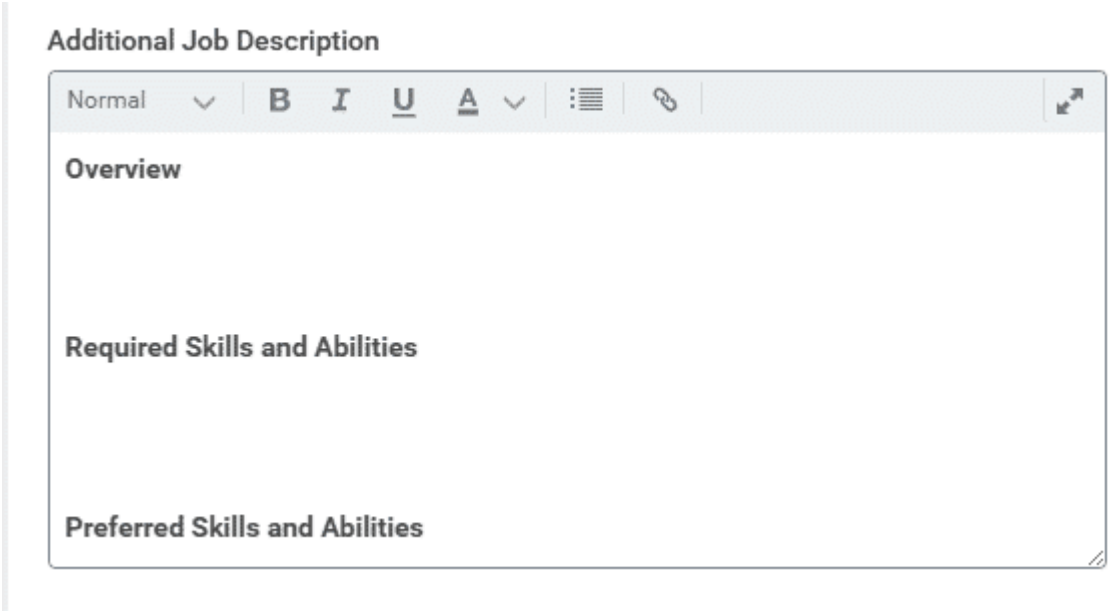


Additional Job Description: The top 300 most frequently filled positions of the past 3 years will be pre-populated as a template for managers to edit.

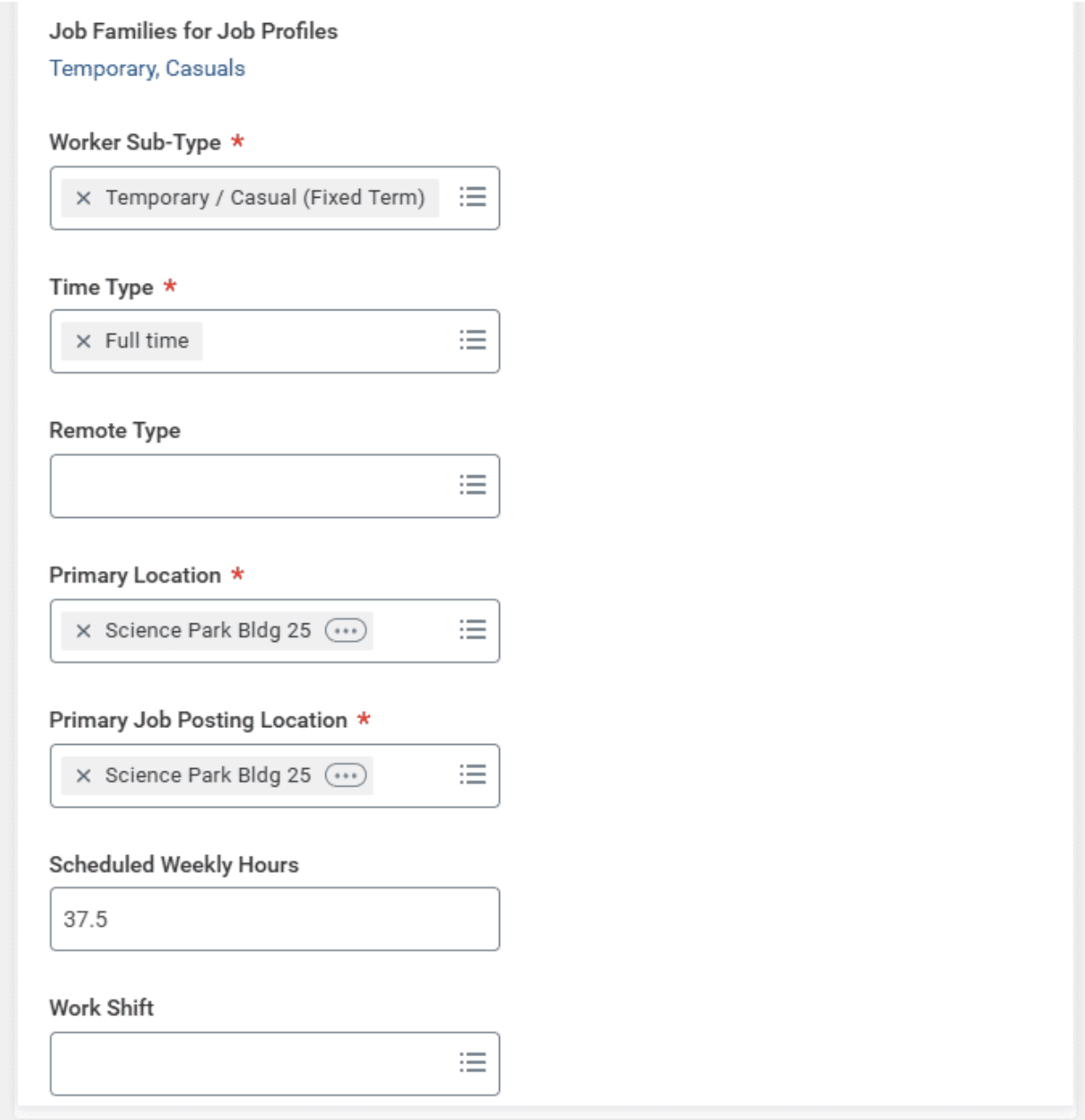
- **Overview** - Formerly known as the Position Focus. This section should answer most of the questions (who, what, when, where, why, how) that a potential candidate may have about the position (4,000 character limit).
- **Required Skills and Abilities** (for non S&M positions) - The minimum required skills/abilities that a candidate must possess to be qualified for the position (limit

of 5; 400 character limit for each).

- **Preferred Skills and Abilities** (Optional) - Include any additional, desirable skills and abilities (limit of 5; 400 character limit for each).



Fill in the **Worker Sub-type**, **Time Type** (Full-time or Part-time), and the **Primary Location.**



Fill in the **Scheduled Weekly Hours:**

- For full-time, this field will default to 40.
- You must update for positions scheduled for 37.5 hours.

🔔**Note: Compensation Grade** and **Questionnaires** will prepopulate based on the job profile.

Click the **Next** button.

Organizations

On the **Organizations** page, the **Company** and **Cost Center** fields will populate based on the selected job profile. Click the pencil icon to make changes as needed. Edit the **Employee Type** to Temporary/Casual.

Organizations

Company

Company *

Yale University

Cost Center

Cost Center *

CC0301 ADMTRS TRS/CM Central

Other

FERPA Non-Disclosure

Employee Type

Search

× Temporary / Casual

Home Organization Structure

L35 Supervisor Labor Level

Health Care Worker

Click the **Next** button.

Summary

On the **Summary** page:

- Review all information to ensure the job requisition is correct before submitting.
- Make any additional edits.
- Please note that the vast majority of the job requisition fields cannot be edited once the requisition is approved in Workday. Any errors after will require the initiation of a new job requisition.

Click the **Submit** button.

Finalize Requisition in Workday

Lesson 4 of 5

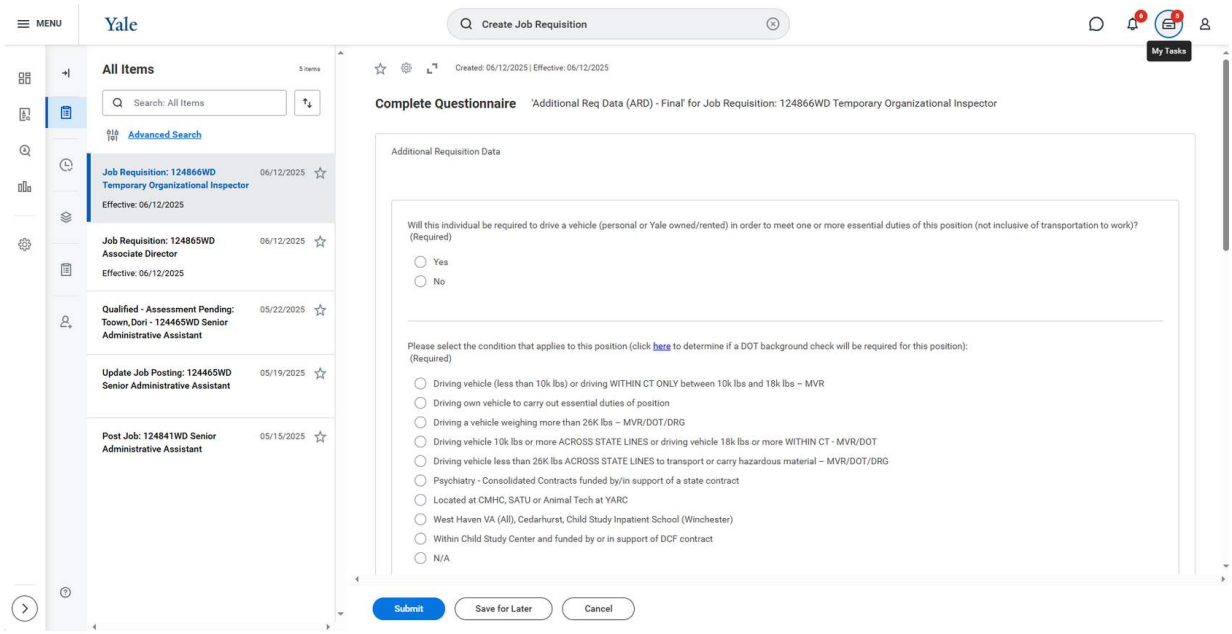
Finalize Temp. Job Requisition in Workday

Once the position is submitted in Workday, it will integrate into the approvers' **"My Tasks"** in Workday. This **"My Task"** will include the Workday requisition number (12345WD).

💡Note that all approvals now reside in **Workday** and include the **HR Business Partner**, **Strategic Business Partner**, and **Compensation Partner (as needed)**.

Complete the Additional Requisition Data (ARD) Questionnaire

The Complete Questionnaire task will route to your **My Tasks** inbox for you to complete the Additional Req Data (ARD) - Final questionnaire.


MENU
Yale
Create Job Requisition
My Tasks
All Items
5 items
Search: All Items
Advanced Search
Job Requisition: 124866WD Temporary Organizational Inspector
06/12/2025
Effective: 06/12/2025
Job Requisition: 124865WD Associate Director
06/12/2025
Effective: 06/12/2025
Qualified - Assessment Pending: Toown, Dori - 124465WD Senior Administrative Assistant
05/22/2025
Update Job Posting: 124465WD Senior Administrative Assistant
05/19/2025
Post Job: 124841WD Senior Administrative Assistant
05/15/2025
Created: 06/12/2025 | Effective: 06/12/2025
Complete Questionnaire
'Additional Req Data (ARD) - Final' for Job Requisition: 124866WD Temporary Organizational Inspector
Additional Requisition Data
Will this individual be required to drive a vehicle (personal or Yale owned/rented) in order to meet one or more essential duties of this position (not inclusive of transportation to work)? (Required)
Yes
No
Please select the condition that applies to this position (click here to determine if a DOT background check will be required for this position): (Required)
Driving vehicle (less than 10k lbs) or driving WITHIN CT ONLY between 10k lbs and 18k lbs – MVR
Driving own vehicle to carry out essential duties of position
Driving a vehicle weighing more than 26K lbs – MVR/DOT/DRG
Driving vehicle 10k lbs or more ACROSS STATE LINES or driving vehicle 18k lbs or more WITHIN CT - MVR/DOT
Driving vehicle less than 26K lbs ACROSS STATE LINES to transport or carry hazardous material – MVR/DOT/DRG
Psychiatry - Consolidated Contracts funded by/in support of a state contract
Located at CMHC, SATU or Animal Tech at YARC
West Haven VA (All), Cedarhurst, Child Study Inpatient School (Winchester)
Within Child Study Center and funded by or in support of DCF contract
N/A
Submit
Save for Later
Cancel

Continue

Supplemental Materials

What's Next

Thank you for reading this QRG.

Supplemental Tools

Sites

- Manager Toolkit
- Hiring Guide

Glossary

For a full listing of recruitment terminology, click **here**.

Contact: Learning@yale.edu

CONTINUE