Create a job requisition for academic personnel

This job aid helps users create job requisitions for academic personnel in Workday. Academic personnel recruiting happens in APARS Faculty Search. You create the job requisition to link the candidate from APARS Faculty Search to Workday and complete the hire.

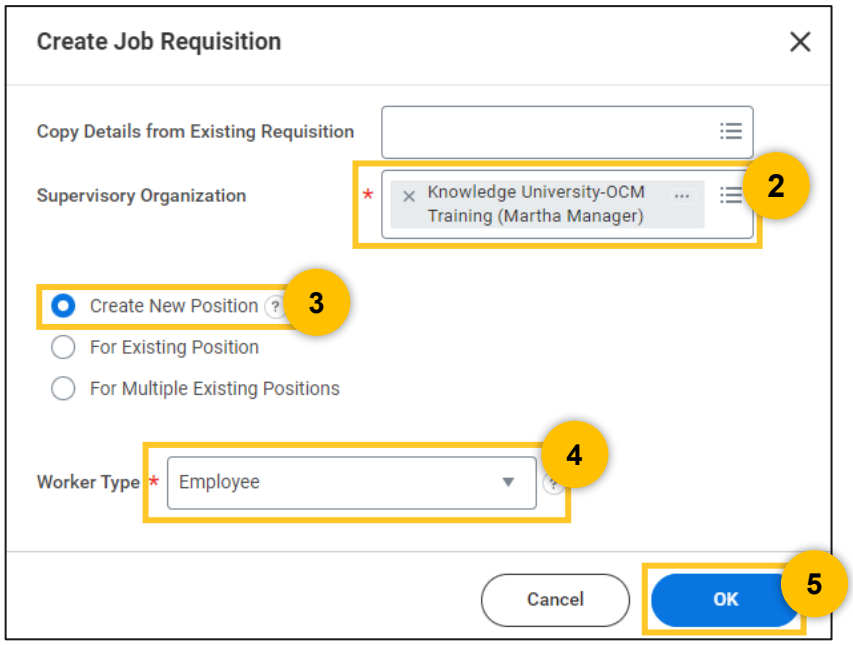
Initiators: Academic HR Analyst, Academic HR Partner, Manager

Approvers: n/a

Start

Complete these steps to create an academic position and job requisition:

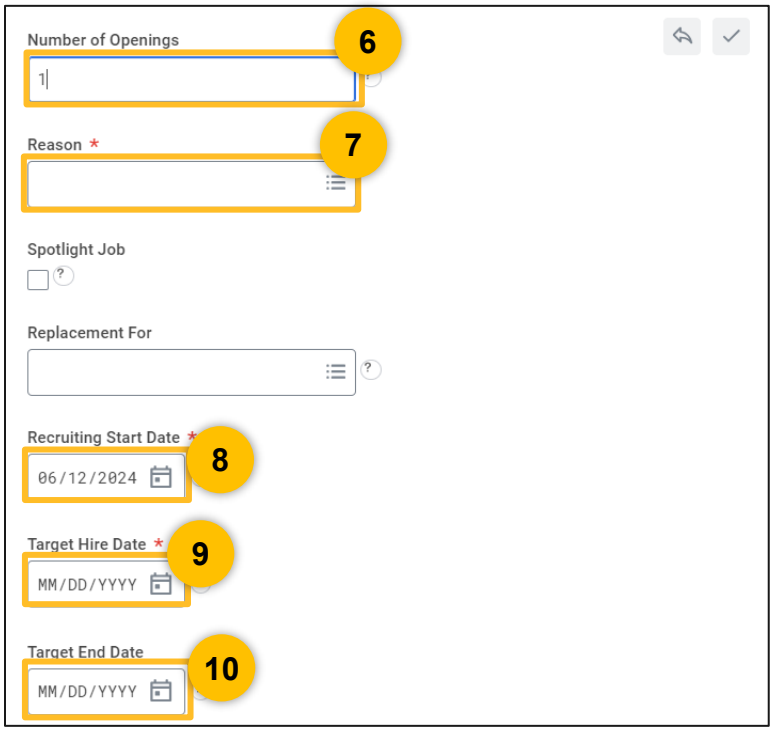
1. Search for and select **Create Job Requisition** in the search bar.
2. Enter the **Supervisory Organization**.
3. Select **Create New Position** or **For Existing Position.**
4. Select **Employee** as the **Worker Type.**
5. Select **OK.**



The Create Job Requisition page begins with the recruiting information section. Some fields are pre-populated if you selected **For Existing Position** in step 3. Other fields, like in step 6, only appear if **Create New Position** was selected.

6. Enter the **Number of Openings.** This determines how many identical positions will be created and filled by this job requisition.
7. Select **Reason.**
8. Enter the **Recruiting Start Date.**
9. Enter the **Target Hire Date.**
10. Optional: Enter the **Target End Date.**

    Note: The **Target End Date** is only required for fixed-term employee types.



11. Select **Next**, which directs you to the **Job** section.

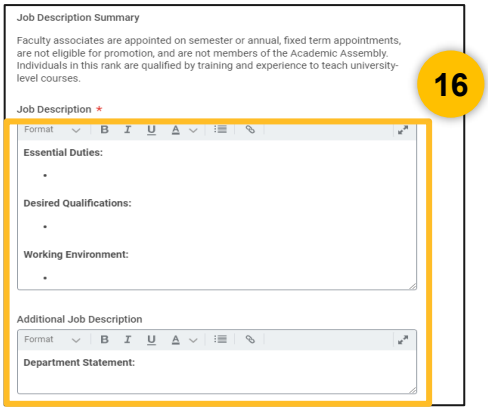
12. Enter the **Job Posting Title.**
13. Enter the **Justification.**
14. Select or confirm the **Job Profile.**
15. Select **Additional Job Profiles** to allow flexibility at the time of hire.

    Note: Additional job profiles should be added when hiring for open-rank positions. Faculty Associates should also list these job profiles:

    - Faculty Associate.
    - Faculty Associate Non-Exempt.
    - Instructional Professional Session.
    - Instructional Professional Session Non-Exempt.
    - Summer Instructor.
    - Summer Instructor Non-Exempt.

16. Optional: Enter the **Job Description.**

Note: The **Job Description Summary** may list the minimum qualifications from the job profile and cannot be edited.

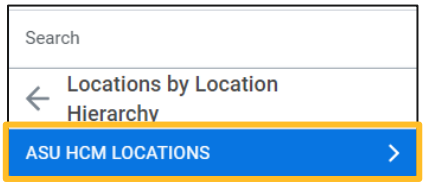


17. Enter the **Worker Sub-Type**.
18. Enter the **Time Type**.
19. Optional: Enter the **Remote Type**.

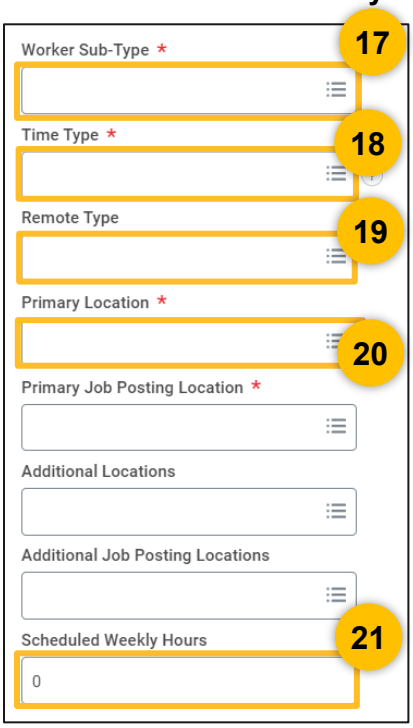
    Note: Edit fully remote or partially remote for **Remote Type**. Select **Fully Remote** if this position does not report to an ASU site. Select **Partially Remote** if this position has a hybrid work option.

20. Enter the **Primary Location**.

    Note: All locations must be in the **ASU HCM LOCATIONS** hierarchy. To ensure you select an appropriate location, search Locations by Location Hierarchy and select ASU HCM LOCATIONS in the dropdown.



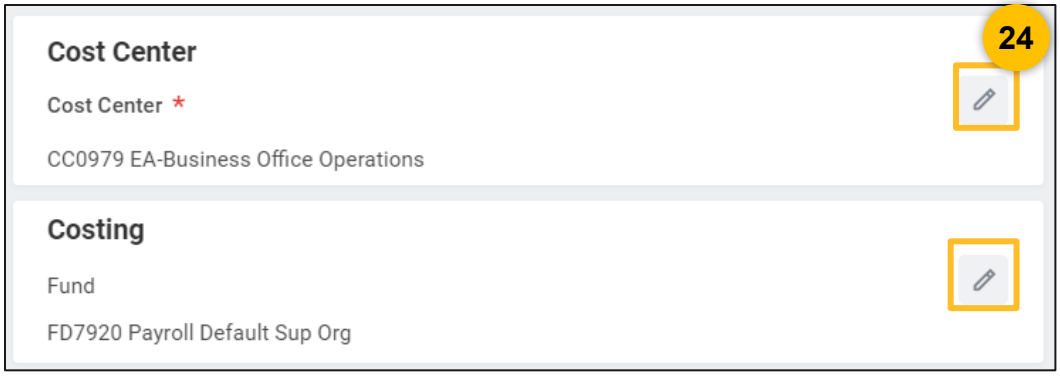
21. Enter **Scheduled Weekly Hours.**



Note: In the **Jobs** section, **Link to Evergreen Requisition**, **Compensation Details** and **Questionnaires** are unnecessary for this business process.

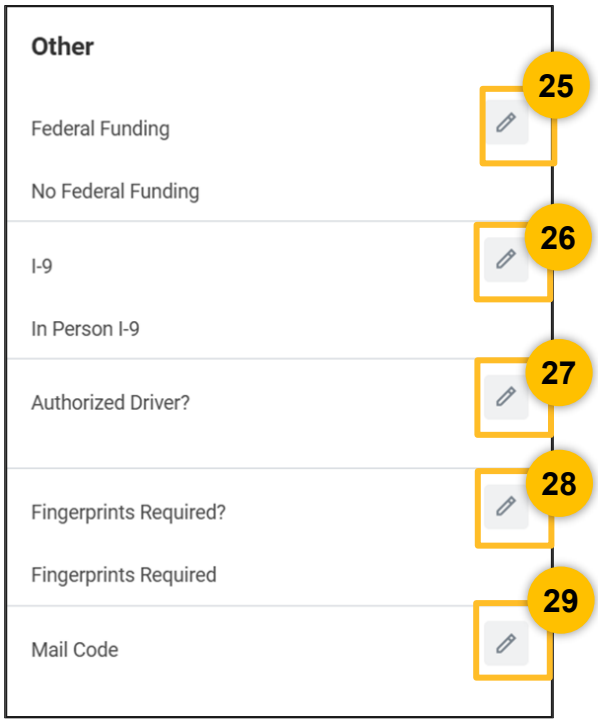
22. Select **Next.** The **Skills** section is not needed for this business process.
23. Select **Next.** The **Qualifications** section is not needed for this business process.
24. If necessary, select **Edit** to edit **Cost Center** or **Costing**.

    Note: These all default from the supervisory organization.



25. If the position is grant-funded or a federal work-study, select **Edit** and select the appropriate Federal Funding value**.** This defaults to No Federal Funding.
26. If the position is fully remote, select Edit and **Remote Anywhere I-9.**
27. If authorized driver status is required, select **Edit** and select **Driving Required.**
28. If fingerprints are required, select **Edit** and select **Fingerprints Required**.

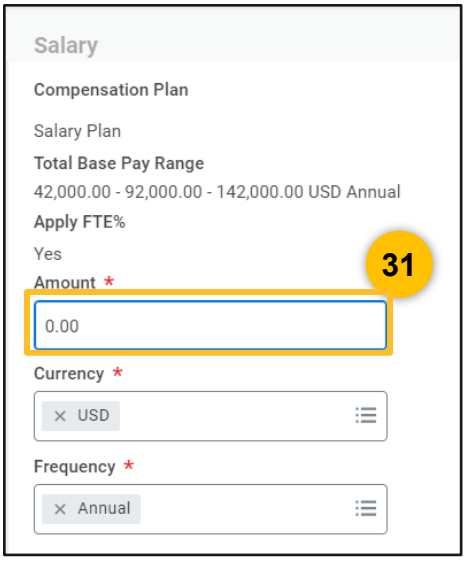
    Note: If fingerprints are not required on the job profile but are required for the position, then select fingerprints required.
29. Optional: Select the **Mail Code**.



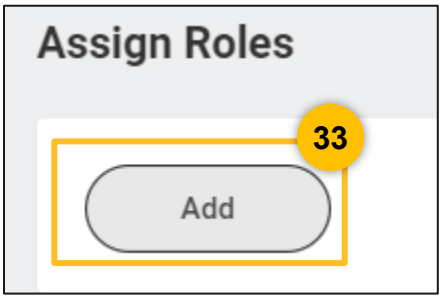
30. Select **Next** to navigate to the **Compensation** section**.** Skip the Attachments section.
31. Select **Edit** to enter **Amount.**

    Note: The job profile determines the compensation plan and pay range.

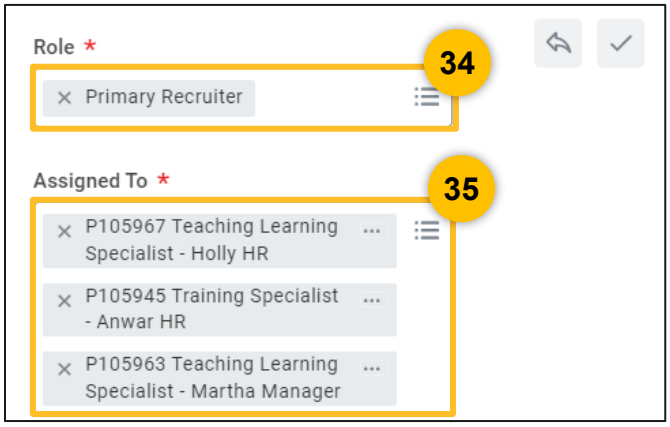
    Note: The pay amount can be adjusted during the offer. It routes for reapproval if the amount is more than what was initially approved on the job requisition.



32. Select **Next.**
33. Select **Add** to assign roles for the Primary Recruiter.

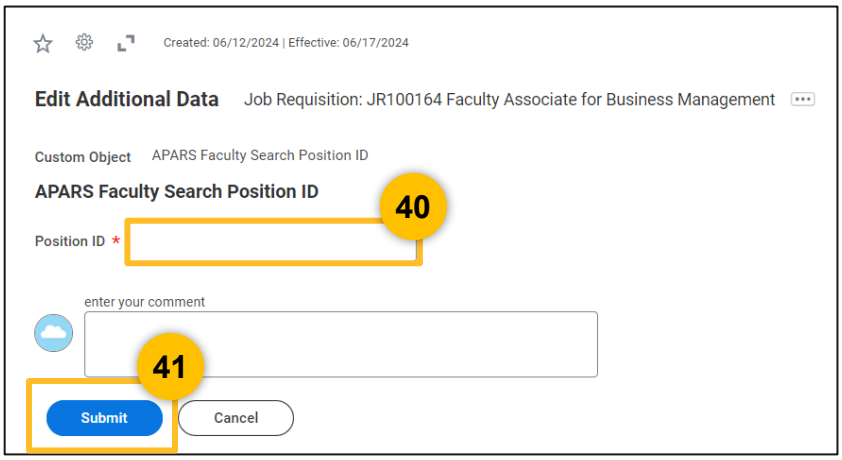


34. Select **Edit** and enter **Primary Recruiter.**
35. Select **Assigned To** and enter the Primary Recruiters for the requisition. You should assign multiple people as Primary Recruiter.



36. Select **Next.**
37. Review job requisition.
38. Select **Submit.**
39. Navigate to **My Tasks** and select **Edit Additional Data** task.
40. Enter the **APARS Faculty Search Position ID**.

41. Select **Submit.**



42. Navigate to **My Tasks** and select the **Medical Surveillance Questions** task.
43. Complete the questionnaire.
44. Select **Submit.**

Next steps

Contact the APARS Recruiter and enter the job requisition number in the APARS Faculty Search. The APARS recruiter sets the application status to “Send Candidate to Workday.” The candidate appears on the job requisition in either the Offer or Background Check stage. The Primary Recruiter can then complete the hiring process.

If you wish to post to third-party advertising sites, use the **Create Request** business process. See the Create Request job aid for instructions.