



Create a Student Job Requisition

- ▶ Select your desired job from the [Student Job Description Library](#).
- ▶ Login to Workday.
- ▶ Create the Job Requisition.
 - In the search bar, type “**Create Job Requisition.**”
 - Click on <**Create Job Requisition**> task and select the following:
 - **Supervisory Organization** (defaults to your supervisory organization)
 - Select **Create New Position**
 - Enter Worker Type: **Employee**
 - Click <**OK**>
 - Click on the pencil to enter/edit Recruiting information:
 - Number of openings
 - Reason
 - Recruiting start date
 - Job Description* (copy and paste text from your desired job)
 - Compensation (do not enter compensation if stipend position)
- ▶ Click <**Submit**> to complete your job requisition.

UP NEXT: HR will approve the job requisition.

***Note:** This field will auto-populate if the Job Profile selected is 00047 – Campus Student Employee.

TIPS

You can create the position(s) and the requisition at the same time!

Recruiting start date should be today’s date – if you enter a future date, the job posting will not be on the Careers site until the future date.

RELATED TASK(S)

- Enter Stipend Payment

RESOURCES

- [Student Employment Support Site](#)
- Student Employment Guide

Still need help? Contact your HR Business Partner or call Jobs on Campus at (703) 284-7781.