



JWA Workday Manager Training

Creating a Job Requisition- Desktop

JWA Workday – Creating a Job Requisition

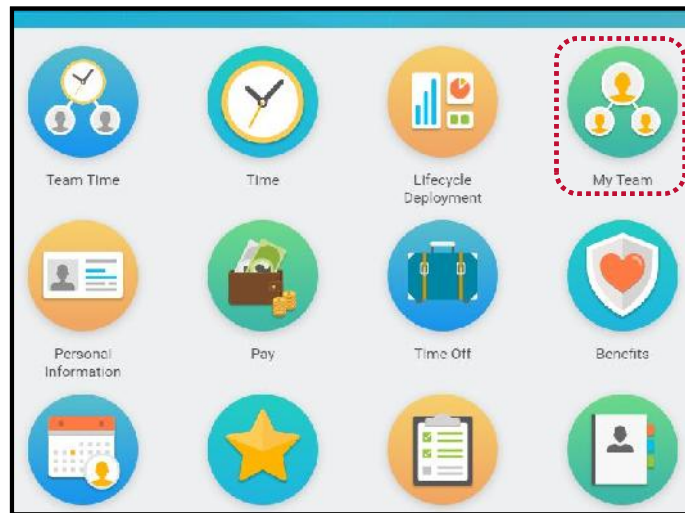
This Training Module Covers:

- Creating a Job Requisition



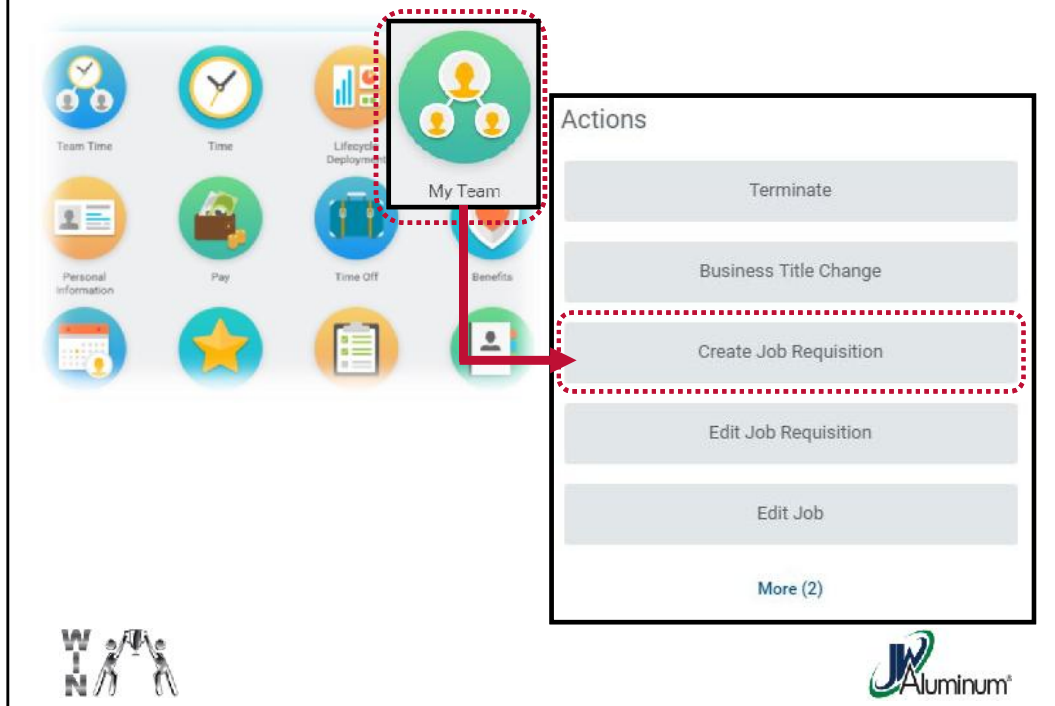
This slide list the subjects covered in this module.

Creating a Job Requisition



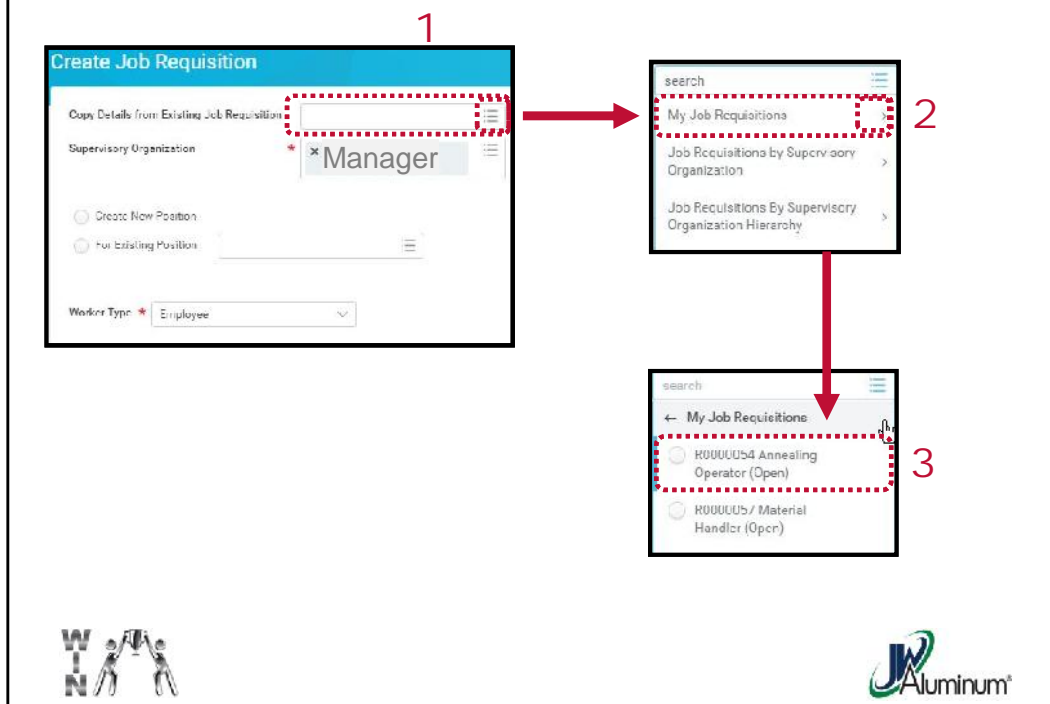
On the Home Screen, select the **"My Team"** Worklet.

Creating a Job Requisition



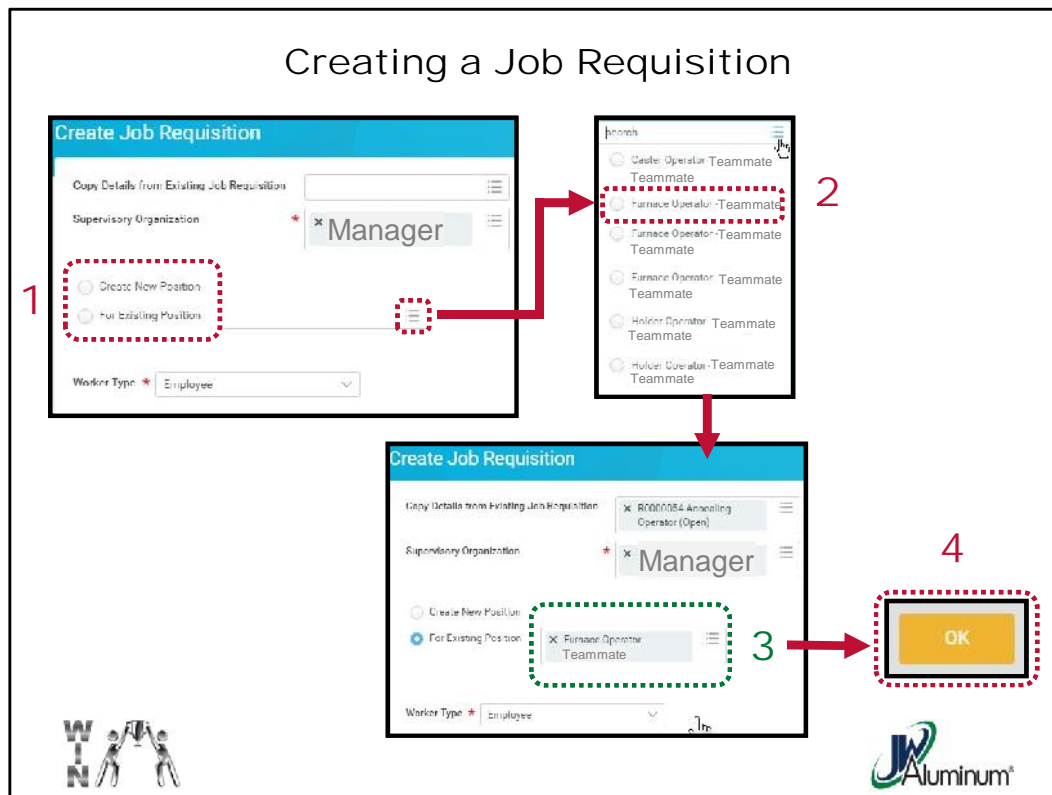
From the **“My Team”** menu, under **“Actions”** select **“Create Job Requisition.”**

Creating a Job Requisition



When the “**Create Job Requisition**” screen appears:

1. Select the “**Copy Details from Existing Job Requisition**” dropdown menu icon if you desire to use an existing job requisition.
2. Select the requisition group you desire. In this example, select “**My Job Requisitions.**”
3. When the “**My Job Requisitions**” dropdown menu appears, select the desired position. In this example, select “**R0000054 Annealing Operator (Open).**”



1. Choose between “**Create New Position**” or “**For Existing Position**” depending on if you are filling a role currently help by a teammate. In this example, the teammate was promoted. Therefore choose “**For Existing Position**” by selecting the **Dropdown Menu Icon**.
2. When the menu appears, select the desired position. In this example select “**Furnace Operator.**”
3. Confirm the desired position populated the “**For Existing Position**” field.
4. When the “**Create Job Requisition**” information is accurate and satisfactory press “**OK.**”

Creating a Job Requisition

Start

Recruiting Information

Job

Qualifications

Organizations

Attachments

Compensation

Summary

Recruiting Information

Recruiting Details

Reason *

Replacement for Teammate

Recruiting Instruction

Recruiting Start Date *

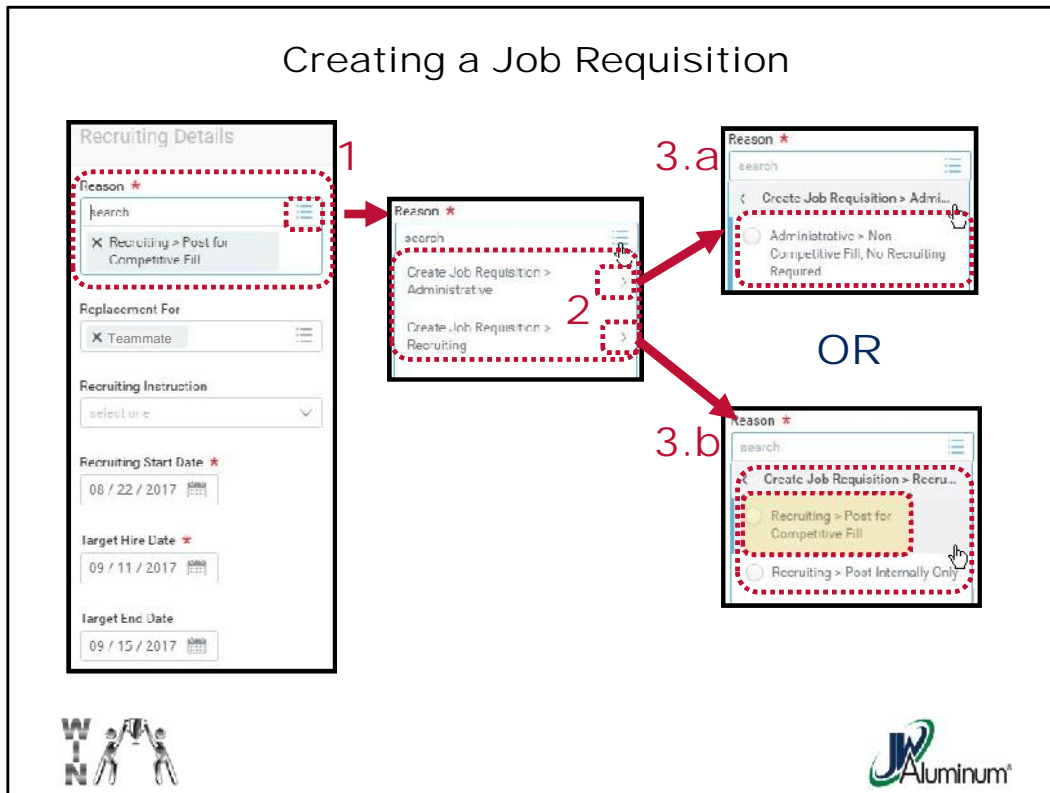
Target Hire Date *

Target End Date



When the “Create Job Requisition” screen appears select the **Edit Pencil** to populate the required fields.

Creating a Job Requisition



On the “**Recruiting Details**” screen there are several mandatory pieces of information:

1. For “**Reason**” press the **Dropdown Menu Icon**.
2. Select either “**Create Job Requisition > Administrative**” or “**Create Job Requisition > Recruiting**” by pressing the “>” sign beside your choice.
3. Select your option:
 - a. If the position is administrative and non-competitive fill, requiring no recruiting, select “**Administrative > Non-Competitive Fill; No Recruiting Required.**”
 - b. If the position is competitive choose either “**Recruiting > Post for Competitive Fill**” for broader distribution or “**Recruiting > Post Internally Only**” if you desire to fill the position from within JWA. For this example, choose “**Recruiting > Post for Competitive Fill.**”

Creating a Job Requisition

Recruiting Details

Reason *

☒ Recruiting > Post for Competitive Fill

Replacement For
☒ Teammate

Recruiting Instruction

Recruiting Start Date *
08 / 22 / 2017

Target Hire Date *
09 / 11 / 2017

Target End Date
09 / 15 / 2017

1 **Recruiting Start Date ***
08 / 22 / 2017



2 **Target Hire Date ***
09 / 11 / 2017

3 **Target End Date**
09 / 15 / 2017

4

←

✓

Populate the dates as follows:

1. Select the desired “**Recruiting Start Date**” by selecting the calendar icon and clicking on the desired date (mandatory).
2. Select the desired “**Target Hire Date**” by selecting the calendar icon and clicking on the desired date (mandatory).
3. If you desire to insert a date you want the recruiting to end (optional), under “**Target End Date**” select the date by selecting the calendar icon and clicking on the desired date.
4. Once the details are populated select the **Check Mark** to acknowledge the data.

Creating a Job Requisition

The screenshot shows a web form titled "Recruiting Information". Inside, there is a section titled "Recruiting Details" which is highlighted with a green dashed border and a red number "1" next to it. The details include: "Reason *" with the value "Recruiting > Post for Competitive Fill", "Replacement For" with the value "eric rye", "Recruiting Start Date *" with the value "08/22/2017", "Target Hire Date *" with the value "09/11/2017", and "Target End Date" which is empty. To the right of the details, there is a yellow button labeled "Next" with a red dashed border and a red number "2" above it. A red arrow points from the "Recruiting Details" section to the "Next" button. In the bottom left corner, there is a logo with the letters "WIN" and two stylized figures. In the bottom right corner, there is a logo for "JW Aluminum®".

Recruiting Information

Recruiting Details

Reason *
Recruiting > Post for Competitive Fill

Replacement For
eric rye

Recruiting Start Date *
08/22/2017

Target Hire Date *
09/11/2017

Target End Date

Next

1. Review the “**Recruiting Information**” for accuracy.
2. When acceptable, press “**Next**.”

Creating a Job Requisition

1

Job

Job Details

Job Posting Title *
Annealing Operator

Justification

Job Profile *
1004 - Annealing Operator

Job Description Summary

Job Description

Job Parameters for Job Profile
Production

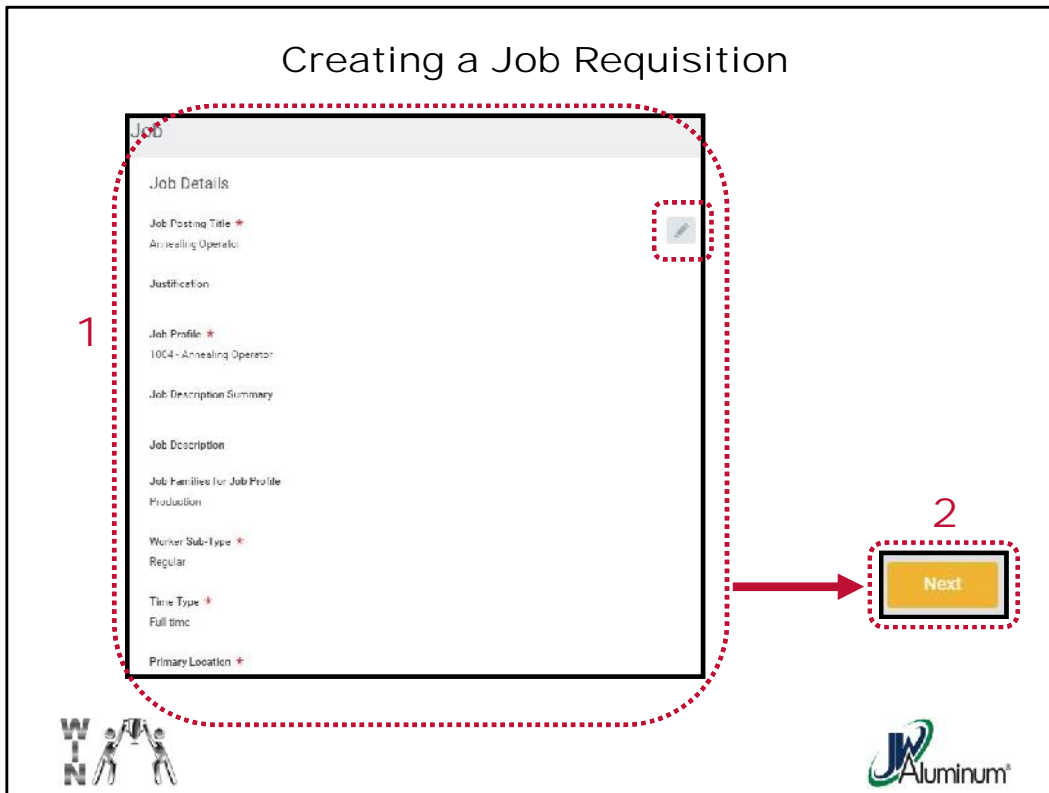
Worker Sub-Type *
Regular

Time Type *
Full time

Primary Location *

2

Next



The Next Screen is the “**Job**” screen.

1. Review the information to determine if there are any desired changes or if there is missing mandatory information. Where edits are needed, press the **Edit Pencil** and edit accordingly.
2. After editing and pressing the Check Mark, review the information. Where acceptable, press “**Next.**”

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Creating a Job Requisition

Qualifications

Education

Degree *

Associates

✕

Field of Study

Actuarial Science

Required

Yes

Add

Next

The Next Screen is the “**Qualifications**” screen.

1. Review the information to determine if there are any desired changes or if there is missing mandatory information. Where edits are needed, press the **Edit Pencil** and edit accordingly.
2. After editing and pressing the Check Mark, review the information. Where acceptable, press “**Next.**”

Creating a Job Requisition

Organizations

Company

Company *

JW Aluminum Company

Cost Center

Cost Center *

200 Annealing

Next

The Next Screen is the “**Organizations**” screen.

1. Review the information to determine if there are any desired changes or if there is missing mandatory information. Where edits are needed, press the **Edit Pencil** and edit accordingly.
2. After editing and pressing the Check Mark, review the information. Where acceptable, press “**Next.**”

Creating a Job Requisition

Attachments

Documents

Add

Next

The Next Screen is the “**Attachments**” screen.

1. Determine if you want to attach a document (example a job description) and if desired, press the “**Add**” button.
2. After adding a document, or if you chose not to, press “**Next.**”



Creating a Job Requisition

1

Compensation

Total Base Pay

Total Base Pay
0.00 USD Hourly added

Primary Compensation Basis

Basis
(empty)

Basis Detail
0.00 USD Hourly added

Guidelines

Pay Range
10.00 - 20.00 USD Hourly added

Compensation Package
(empty)

Grade
1 added

2

Next

The next screen is the “**Compensation**” Screen.

1. Review the compensation for accuracy.
2. Select “**Next**” to continue.



Creating a Job Requisition

The screenshot shows a web application interface for creating a job requisition. At the top, a blue header bar contains the text "Create Job Requisition". Below this, the main content area is divided into two sections. The left section is a large, empty light gray box. The right section, titled "Start", contains a "Details" panel with the following information: "Supervisory Org" (empty), "Manager" (text), "Position" (empty), "Turnace Operator - Teammate" (text), "Worker Type" (empty), and "Employee" (empty). A green dotted line with the number "1" below it encircles the entire content area. A red arrow points from the bottom of this area to a green "Submit" button, which is enclosed in a red dotted line with the number "2" to its left. In the bottom left corner, there is a logo with the letters "WIN" and an illustration of two people. In the bottom right corner, there is a logo for "JW Aluminum®".

This screen is a summary and review screen:

1. Review all the information on the “**Create Job Requisition**” screen. You will need to scroll down to see the entire screen content.
2. Once satisfied, press “**Submit**” at the bottom of the screen.

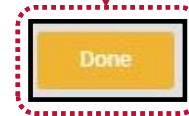
Creating a Job Requisition

You have submitted Job Requisition: R0000064 Annealing Operator

Up Next

 Manager
Approval Chain by Manager

 Details and Process



You will see a “You have submitted...” screen appear confirming completion. Press **“Done”** to complete the process.