

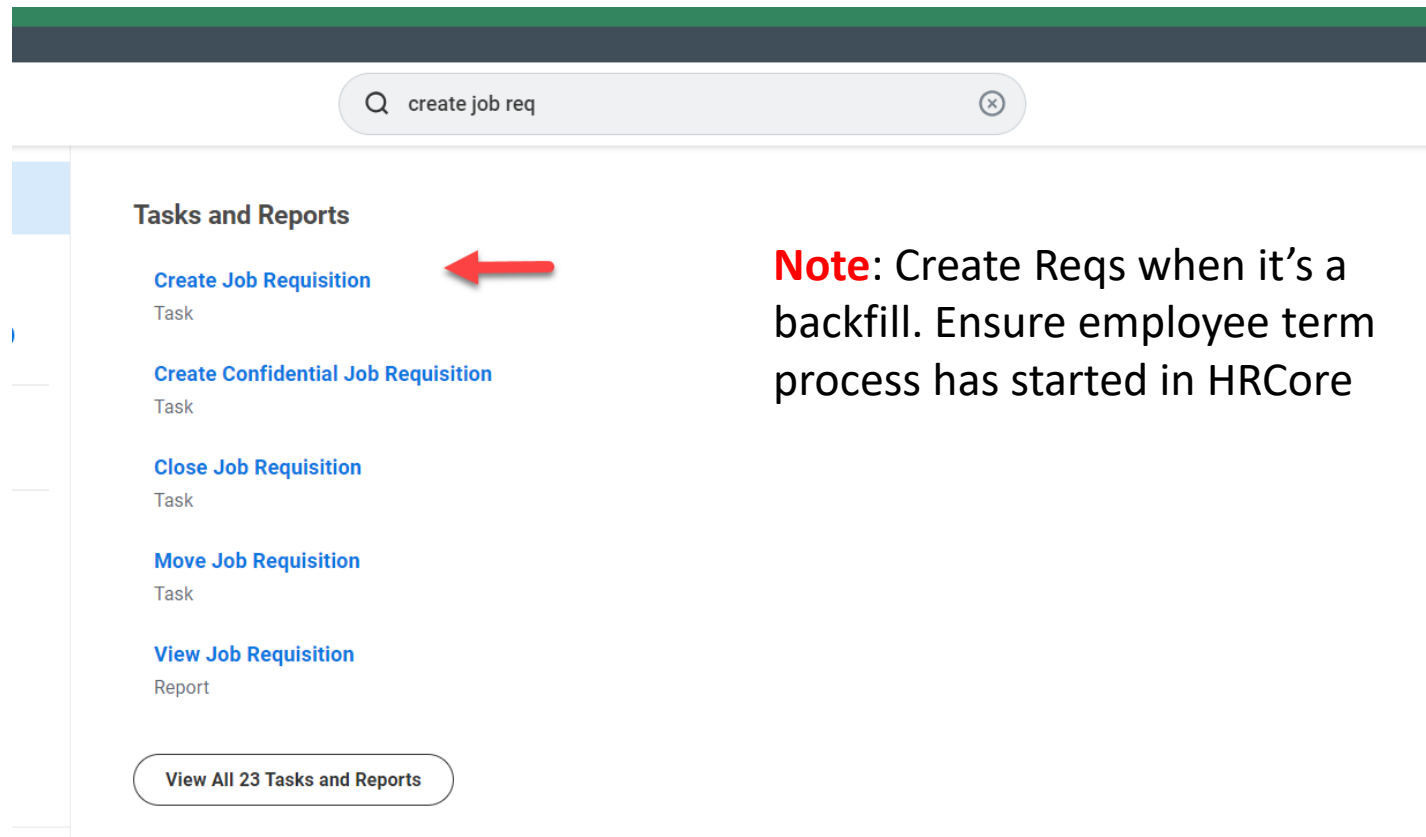
# Creating Job Requisitions

Action: Recruiter

- How to create a job req with a backfill
  - How to create a new job req

# Creating a job requisition when it is a backfill

# Search *Create Job Requisition*



Q create job req

**Tasks and Reports**

- [Create Job Requisition](#)  
Task
- [Create Confidential Job Requisition](#)  
Task
- [Close Job Requisition](#)  
Task
- [Move Job Requisition](#)  
Task
- [View Job Requisition](#)  
Report

[View All 23 Tasks and Reports](#)

**Note:** Create Reqs when it's a backfill. Ensure employee term process has started in HRCore

# Select supervisor

The screenshot shows a 'Create Job Requisition' dialog box with the following fields and options:

- Copy Details from Existing Requisition:** An empty text input field.
- Supervisory Organization:** A dropdown menu with a red asterisk, currently showing 'x ...'. A red arrow points to this field.
- Worker Type:** A dropdown menu with a red asterisk, currently showing 'Employee'.
- Position Selection:** Two radio buttons: 'Create New Position' (unselected) and 'For Existing Position' (selected and highlighted with an orange box). A red arrow points to the 'For Existing Position' option.
- Existing Position:** A dropdown menu showing 'x Director, Internal .', which is only visible when 'For Existing Position' is selected.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

The background shows a sidebar with tasks like 'Create Job Task', 'Create Cont Task', 'Close Job R Task', 'Move Job R Task', and 'View Job R Report'. A search bar at the top contains 'create job req'.

Select Supervisor org and name of backfill

# Fill out mandatory\* info

The screenshot displays a web interface for entering recruiting information. On the left is a navigation menu with the following items: Recruiting Information (highlighted in blue), Job, Skills, Qualifications, Organizations, Attachments, Compensation, Assign Roles, and Summary. The main content area is titled 'Recruiting Information' and contains the following fields:

- Created from Defaulting Position:** Director, Internal Audit - Ryan Merignac
- Recruiting Details:**
  - Reason \***: A dropdown menu with 'Create Job > Backfill/Replacement' selected. To the right are 'undo' and 'confirm' icons.
  - Replacement For:** An empty dropdown menu.
  - Recruiting Instruction:** A dropdown menu with 'Post Internally and Externally' selected.
  - Recruiting Start Date \***: A date field containing '02/05/2024' with a calendar icon.
  - Target Hire Date \***: A date field containing '02/05/2024' with a calendar icon.
  - Target End Date:** A date field containing '08/05/2024' with a calendar icon.
  - Referral Details:**
    - Referral Payment Plan:** A dropdown menu with 'Referral Bonus' selected.

## Key Notes:

- Post Internally/Externally
- *Recruiting Start Date:* Today's date
- *Target hire date:* Can be today's date or when managers would like to fill
- *Target end date:* Should be 6 months

# Select Next and

The screenshot shows a 'Job' details form with a sidebar on the left containing navigation links: Start, Recruiting Information, Job (highlighted), Skills, Qualifications, Organizations, Attachments, Compensation, Assign Roles, and Summary. The main form area is titled 'Job Details' and contains several sections: 'Job Posting Title' with a text input field containing 'Director, Internal Audit' and a dropdown menu; 'Justification' with a large empty text area; 'Job Profile' with a dropdown menu showing 'Director, Internal Audit'; 'Job Description Summary' with a large empty text area; and 'Job Description' with a rich text editor containing the text '7. Makes recommendations to enhance business processes and identify op-'. A blue arrow points from the 'Job Posting Title' field to the right, and an orange arrow points from the 'Job Description' field to the right.

*Title:* Should default

*Description:* Should be added based on the job description

*Note:* Since this is a backfill the number of openings cannot be changed

# Fill out remaining mandatory\* fields

Job Families for Job Profiles  
(empty)

Worker Sub-Type \*

× Regular

Time Type \*

× Full time

Remote Type \*

Search

× Hybrid Position

Primary Location \*

× DDMI - Okemos ...

Primary Job Posting Location \*

× Okemos, MI ...

Additional Locations

Search

Additional Job Posting Locations

Scheduled Weekly Hours

- All other fields should be selected based on role.
- You can post in multiple locations (Okemos + FH example)

# Select Work shift only if its 2nd or 3rd shift. Then select next

The screenshot shows a job posting configuration form. At the top, there is a dropdown menu for 'Hybrid Position'. Below it are sections for 'Primary Location \*' (DDMI - Okemos), 'Primary Job Posting Location \*' (Okemos, MI), and 'Additional Locations' (Search). The 'Additional Job Posting Locations' section is empty. 'Scheduled Weekly Hours' is set to 40. The 'Work Shift' dropdown is set to 'First Shift (United States of America)', with a red arrow pointing to it. Below these are sections for 'Contract Details' (Employee Contract Type) and 'Compensation Details' (Compensation Grade: 30). At the bottom left, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted by an orange box.



# Ensure company and cost center are correct

create job req

quisition

**Organizations**

Company

Company \*  
Delta Dental Plan of Michigan, Inc.

Cost Center

Cost Center \*  
Corp Audit & Advisory Ser

**Company + Cost Center:** should default. If missing, see termed employee profile.

**Skills:** leave blank

**Qualifications:** Leave blank

**Attachments:** leave blank

# Review Compensation

Under Salary: Add midpoint

Review grade level is accurate: If not, correction needs to be made in HRCore

❖ In the next steps you'll assign role.

The screenshot shows the 'Create Job Requisition' form in HRCore. The 'Compensation' section is active, and the 'Assign Roles' button is highlighted with an orange box and a blue arrow. The form includes the following sections:

- Total Base Pay**: 0.00 USD Annual added
- Guidelines**: Total Base Pay Range (109,600.00 - 173,900.00 USD Annual added), Compensation Package (General Compensation Package added), Grade (30 added), Grade Profile (Salary added), Step (empty), Progression Start Date (empty)
- Salary**: Assignment Details (0.00 USD Annual added), Plan Name (Salary Plan added), Effective Date (02/05/2024 added), Add button
- Hourly**: Add button
- Allowance**: Add button
- Bonus**: Assignment Details (24% Annual added), Plan Name (Delta Dental of Michigan Bonus Plan added), Effective Date (02/05/2024 added), Add button
- Commission**: Add button
- Other**: Add button

Navigation buttons: Back, Next

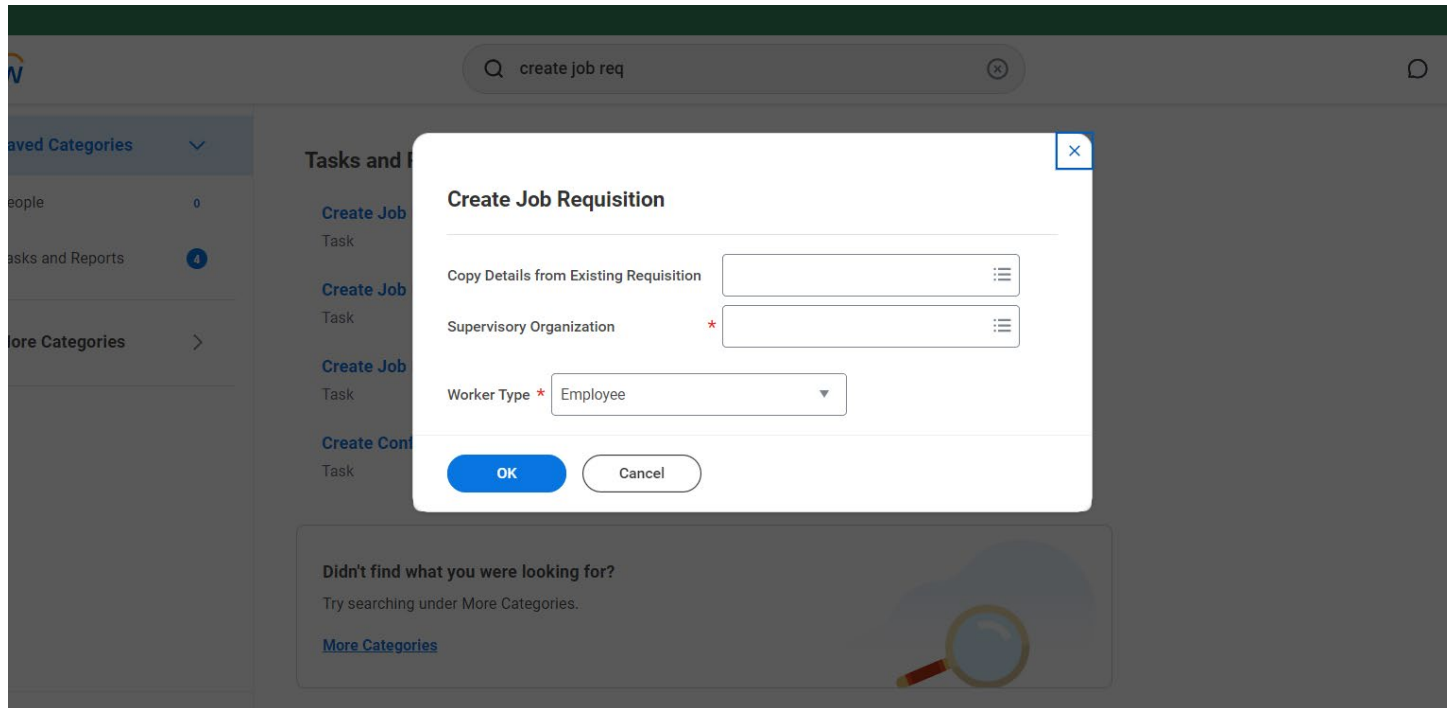
# Creating a new job requisition

# The position management staffing model gives you the most control over staffing with position management:

- You must have an open, approved position in the supervisory organization to hire, promote, demote, or transfer a worker. You define separate hiring rules and restrictions on each position.
- A position remains open until you fill or manually close the position.
- You can move positions from one supervisory organization to another as part of a job change.
- You can report on open and filled positions, track position history, and more



# From the search bar, type Create Job Requisitions



# Create new job requisition

## Create New Position

only used when we add to staff and a Job Profile is set up. If it's a new Job Title get with Angela to set up

## Leave Worker Type: Employee

Under Supervisory Organization: Type name of the Supervisory Organization (Name of Manager of Role)

The screenshot shows the 'Create Job Requisition' dialog box. The 'Supervisory Organization' field is highlighted with an orange box and a red arrow. The 'Create New Position' radio button is also highlighted with an orange box and a red arrow. The 'OK' button is highlighted with an orange box and a red arrow. The 'Worker Type' dropdown is set to 'Employee'.



# Add number of openings

Recruiting Information

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Attachments

Compensation

Assign Roles

Summary

**Recruiting Details**

Number of Openings 1

Reason \*

Replacement For

Recruiting Instruction

Recruiting Start Date \* 01/24/2024

Target Hire Date \*

Target End Date

**Referral Details**

Referral Payment Plan (empty)

**Number of Opening=**  
Enter exact number of  
positions you are  
looking to fill



# Add Reason

The image displays two screenshots of the Workday Recruiting Information form. The top screenshot shows the 'Recruiting Details' section with the 'Reason' field highlighted by an orange box. The bottom screenshot shows the same form with the 'Reason' dropdown menu open, displaying options: 'Create Job Requisition > Create Job', 'Create Job > Backfill/Replacement' (selected), 'Create Job > New Headcount', and 'Create Job > Previously Approved Headcount'. An orange arrow points from the highlighted 'Reason' field in the top screenshot to the selected option in the bottom screenshot.

## Reason Options

- Create Job > **Backfill/Replacement** (Used if replacing an Employee)- In this case its better to use “for exiting position” see other document
- Create Job > **New Headcount** (Used of it's a new Approval for new FTE)
- Create Job > **Previously Approved Headcount** (Approved Previously but new FTE)





# Replacement Type

Replacement For: Type employee (Note the term process must begin before posting.

The screenshot shows the 'Replacement For' dropdown menu in the Workday system. The menu is open, displaying several options: 'select one', 'Post Externally Only', 'Posting Not Required', 'Post Internally and Externally', and 'Post Internally Only'. A red arrow points to the 'select one' option, which is highlighted in blue. The background shows the 'Number of Openings' field set to 1, the 'Reason' field with a 'Create Job > New Headcount' button, and the 'Target End Date' field set to 07/24/2024.



# Update Dates

The screenshot shows the 'Recruiting Details' form in Workday. The form includes fields for 'Number of Openings' (1), 'Reason' (Create Job > New Headcount), 'Replacement For', 'Recruiting Instruction' (Post Internally and Externally), 'Recruiting Start Date' (01/24/2024), 'Target Hire Date' (01/24/2024), 'Target End Date' (07/24/2024), and 'Referral Details'. An orange box highlights the three date fields, and three orange arrows point from these fields to the text on the right side of the slide.

Dates:

**Recruiting Start Date:** Do not use future Start Date. Use date creating the req

**Target Hire Date:** When you plan for EE to start. Can use same as recruiting start date.

**Target End Date:** Use 6 months from posting date. (Can repost if needed)



# Referral Plan

The screenshot shows the 'Recruiting Details' form in Workday. The left sidebar contains navigation options: Start, Recruiting Information (highlighted), Job, Skills, Qualifications, Organizations, Attachments, Compensation, Assign Roles, and Summary. The main form fields are: Number of Openings (3), Reason (Create Job > Backfill/Replacement), Replacement For (empty), Recruiting Instruction (Post Internally and Externally), Recruiting Start Date (01/24/2024), Target Hire Date (01/24/2024), Target End Date (07/24/2024), Referral Details, and Referral Payment Plan (Referral Bonus). A red arrow points to the 'Referral Payment Plan' dropdown.

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Attachments

Compensation

Assign Roles

Summary

### Recruiting Details

Number of Openings

Reason \*  
x Create Job > Backfill/Replacement

Replacement For

Recruiting Instruction  
Post Internally and Externally

Recruiting Start Date \*  
01/24/2024

Target Hire Date \*  
01/24/2024

Target End Date  
07/24/2024

Referral Details

Referral Payment Plan  
x Referral Bonus

Select Referral Plan.  
Select if you have a referral program.  
Interns are left empty



# Job Description

\*copy and paste special Job description from Word

Paste: Job Description

Do not use: Job Description Summary

Job

Job Details

Job Posting Title \*  
Internal Audit Analyst Enter Title

Justification  
Approved FTE| Approval Reason

Job Profile \*  
Internal Audit Analyst Select Title from List

Job Description Summary

Job Description \*

Job Profile \*  
Internal Audit Analyst

Job Description Summary

Job Description \*

Evaluates processes, transactions, records, metrics, systems, and technology in order to identify and minimize risk, ensure compliance, and improve effectiveness of operations and controls.

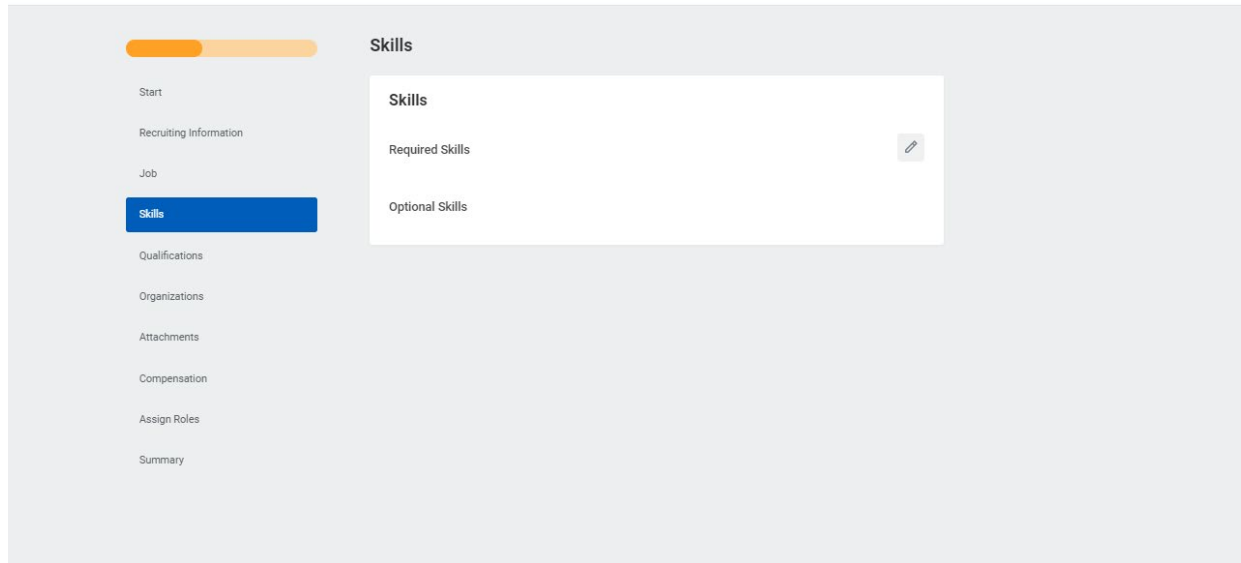
Primary Job Responsibilities:

1. Determines or validates accuracy, consistency, and compliance of component and end-to-end transaction processing in one or more business domains using production or test environment simulations, sampling, automated data reviews and analysis, and other methods.
2. Participates in external audits or assessments, including tracking and monitoring requests and gathering responses.
3. Investigates and quantifies impact and risk associated with problems, exceptions, inconsistencies, and opportunities for improvements identified in internal audit.



# Leave skills blank

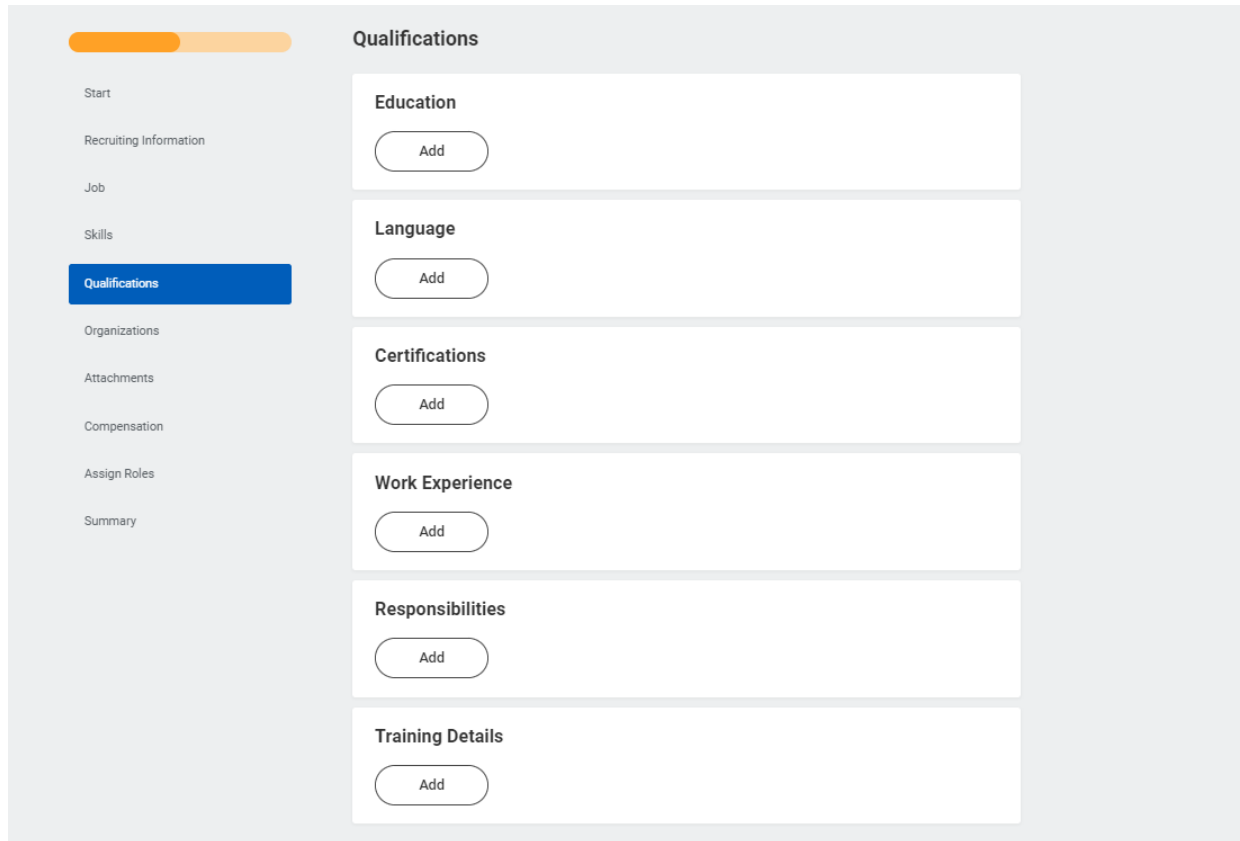
1



The screenshot shows the Workday Skills page. On the left is a navigation menu with the following items: Start, Recruiting Information, Job, Skills (highlighted in blue), Qualifications, Organizations, Attachments, Compensation, Assign Roles, and Summary. The main content area is titled "Skills" and contains a white box with the following text: "Skills", "Required Skills" (with an edit icon), and "Optional Skills".



# Fill out what you need



The screenshot shows the 'Qualifications' section of a Workday job requisition form. On the left is a navigation sidebar with a progress indicator at the top. The 'Qualifications' item is highlighted in blue. The main content area contains six sections, each with an 'Add' button:

- Education**: Add
- Language**: Add
- Certifications**: Add
- Work Experience**: Add
- Responsibilities**: Add
- Training Details**: Add



# Select Company Name

n

The screenshot shows the 'Organizations' section of a Workday interface. On the left is a navigation sidebar with options: Start, Recruiting Information, Job, Skills, Qualifications, **Organizations**, Attachments, Compensation, Assign Roles, and Summary. The main area is titled 'Organizations' and contains a 'Company' input field. A dropdown menu is open below the field, displaying a search bar and a list of organizations. The first item, 'Delta Dental of North Carolina', is selected and highlighted in blue. Other items in the list include Delta Dental of Tennessee, Inc., Delta Dental Plan of Michigan, Inc., Delta Dental Plan of New Mexico, Inc., Red Cedar Investment Mgmt LLC, Renaissance Life & Health Ins Co of Am, Roosevelt Innovations LLC, and The 4100 Group, Inc. There are also icons for undo, redo, and checkmark next to the input field.



# Select Cost Center

Q create job req

**Organizations**

Company

Company \*

Delta Dental Plan of Michigan, Inc.

Cost Center

Cost Center \*

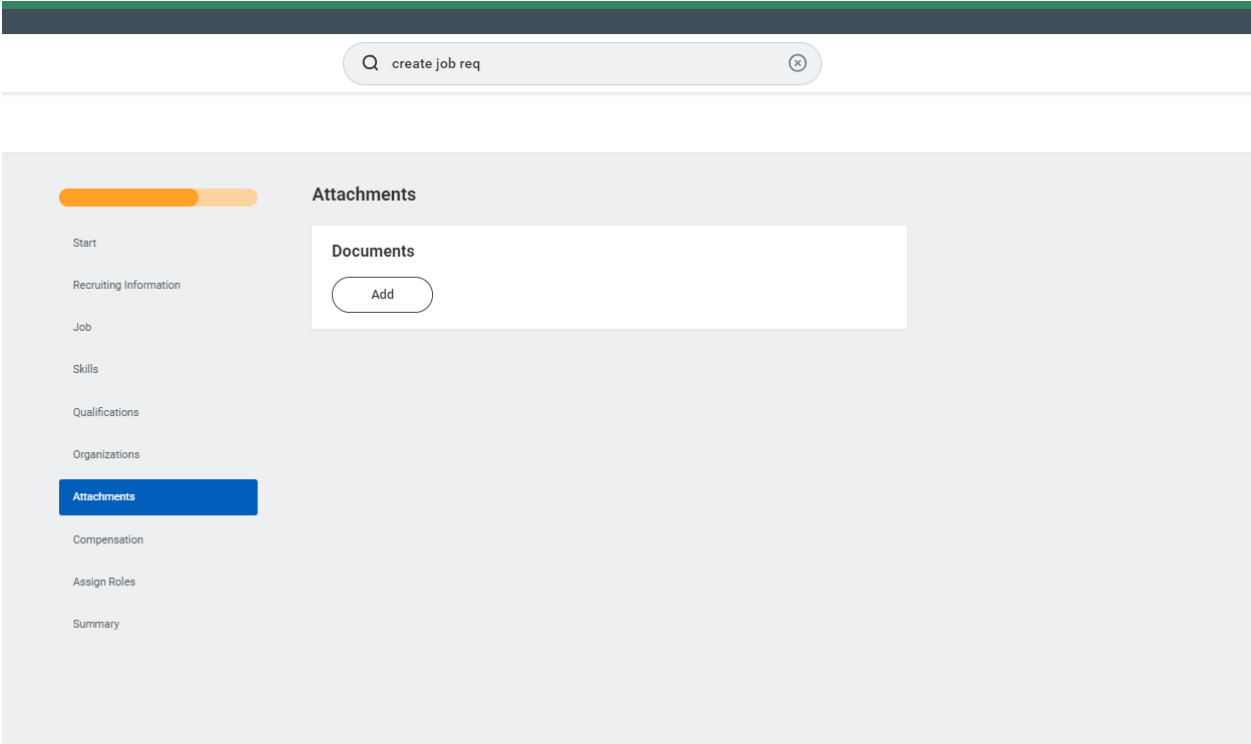
Corp Audit & Advisory Ser

If missing new cost center it needs to be set up in core





# Can attach documents as backup



# Compensation

Step  
(empty)

Progression Start Date  
(empty)

**Salary**

Assignment Details

- 60,000.00 USD Annual added

Plan Name

- Salary Plan added

Effective Date

- 01/24/2024 added

**Hourly**

**Allowance**

**Merit**

Assignment Details

- 3.00% Annual added

Plan Name

- Delta Dental of Michigan Merit Plan added

Effective Date

- 01/24/2024 added

**Bonus**

Assignment Details

- 8% Annual added

Plan Name

- Delta Dental of Michigan Bonus Plan added

Effective Date

- 01/24/2024 added

**Commission**

**Other**

**Compensation:** If Grade level programmed

**Salary can be entered:** Advise to add the midpoint as a guideline for the recruiter



# Assign Role

Q create job req

Assign Roles

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Attachments

Compensation

Assign Roles

Summary

Role  
Primary Recruiter

Assigned To  
Talent Acquisition Specialist

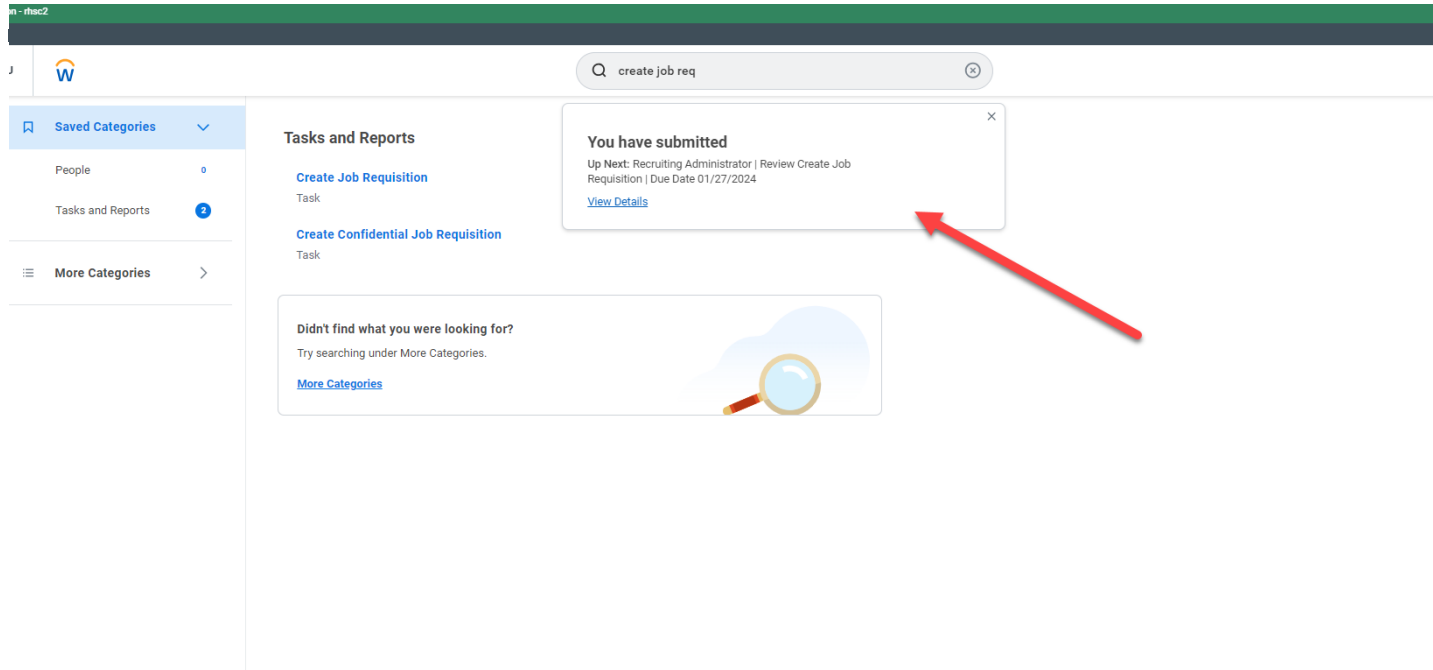
Add

**Role:** Primary Recruiter must be selected. Note if there is no recruiting security set up for the employee they cannot be selected. If you want multiple recruiters click add otherwise save

**Note:** first recruiter listed will be listed on the offer letter.



# Review and Submit



Next step will be sent for approval-DDMI HR

