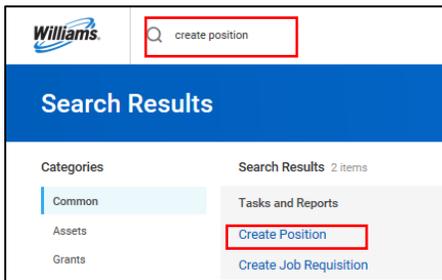


Create Position

As a manager, you have the ability to create a position in Workday. A position must exist in order to create a job requisition and start the recruiting process. A new position will require all necessary approvals for adding headcount.

1. To get started, first search “create position” in the search bar. Then select **Create Position** from the search returns.



2. The **Supervisory Organization** will auto-populate.
3. Next, enter the **Position Request Reason** from the dropdown menu, **Job Posting Title** and **Number of Positions to be filled**. You can attach EOT approval in **Position Request Reason**.



4. Fill in the **Hiring Restrictions**. **Availability Date**, **Earliest Hire Date**, **Job Profile**, **Worker Type**, and **Worker Sub-Type** are mandatory fields in this section. If the position will be filled immediately, use the current date for both the **Availability Date** and **Earliest Hire Date**.
 - The **Availability Date** is the date the position is available to begin the recruiting process. If you need to begin the recruiting process before the **Availability Date**, you will need to edit the position restrictions.
 - The **Earliest Hire Date** is the date you expect the position to be occupied (for example, 30 days from the **Availability Date**) and will also inform when the position’s costs are reflected in your budget. Best practice is generally to separate the **Availability Date** and **Earliest Hire Date** by 30 days; however, this date can be adjusted out if you anticipate a longer time to fill. Keep in mind, once a position has a requisition associated with it, it cannot be edited.
 - The Job Profile will auto-fill the **Job Description Summary** and **Job Description**. These fields should not be edited. If you have any questions about selecting the appropriate Job Profile, please consult your HRBP.

- You may also be prompted to enter whether the job is considered a “**Critical Job**,” and select the **Difficulty to Fill**. You are not required to submit entries for these fields as talent acquisition will review and coordinate if necessary.
- Do not enter **Qualifications**.
- Click **Submit**, then **Done** to submit the new position for approval.
- Your request will route to the appropriate approvals. You will receive a notification once the approval has gone through.
- Once your position has been approved, **Open** the request to **Change Organization Assignments** (Cost Center).
- Here you should review/edit the **Cost Center** and other organization details as necessary. Select the appropriate Cost Center from the dropdown menu, then select the checkmark to continue.

- Select **Submit**, then **Done** to submit the change. Next, your request to create the position will be sent to the Cost Center Analyst for review.
- The HRBP will create an associated requisition to begin the recruiting process, if appropriate.