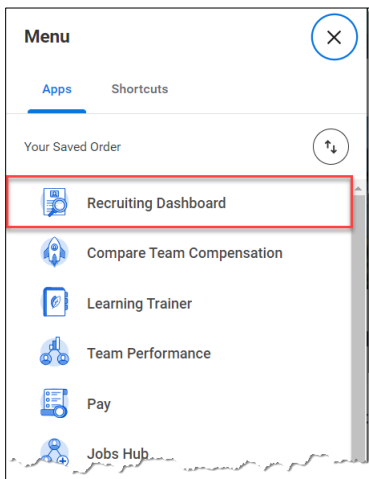


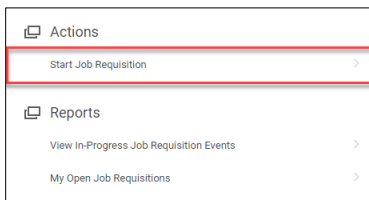
Create a Job Requisition

Hiring Managers will be expected to initiate job requisitions in Workday.

1. From the home page, select the **Menu** in the left-hand corner.
2. Select the **Recruiting Dashboard** app.



3. In the Actions section, click **Start Job Requisition**.



4. Your name will already be entered in What supervisory organization is this job for. Anything else needed here?

5. Select if the job will **replace a worker** or **add a worker**.

Job Details
Managers: If this requisition is for a backfill from within the last 90 days, please select 'replace a worker' below and identify the incumbent for this position. If this is for a delayed backfill outside of the last 90 days, please select 'add a worker' and then select the incumbent position after selecting 'yes' under 'Is there an existing position for this job?' If this is a new position, please select 'add a worker' and enter the number of positions you will be requesting with this requisition.
Basic Information
What supervisory organization is this job for? *

✕ Emily Blunt ...

This job will *

☐ replace a worker

☐ add a worker

Job Information

a. If you select **replace a worker**, please provide the name of the worker being replaced.

b. If you select **add a worker**, please indicate if an existing position for this job already exists. If so, select the existing posting for this job. If no, enter how many openings there are for this job.

6. Select a **Job Profile**. A list of suggestions based on your team will be displayed, or you may choose one from the drop-down.

7. Select a **Job Title**. Enter the desired title for the position.

Job Information
Job Profile *
Suggested for you Accountant HR Generalist Janitor Machine Operator I Sr Analyst Release

Job Title *

Job Description Summary

Job Description

Worker Information

8. Select **Is there a remote opportunity for this job** from the drop-down.
 - a. Remote
 - b. Hybrid
 - c. On-site
 - d. Outside sales.
9. Select **What location is this job based in** from the drop-down. A list of suggestions based on your team will be provided, or you may choose a location from the drop-down menu or add additional locations below.
10. In **Are you hiring a new employee or contingent worker**, click **Employee**.
11. Select **What type of worker you are hiring** from the drop-down menu (i.e. seasonal, regular, contract).
12. Select **What is the time type for this job**. Choose between **Full time** and **Part time**.
13. (Optional) Enter **What are the scheduled weekly hours for this job?**. This will automatically populate based on your previous responses but may edit this number. You may also be required to select a work shift from the drop-down menu options.

Worker Information

Is there a remote opportunity for this job? *

What location is this job based in? *
Suggested for you CORP- Libertyville CORP- Mundelein CORP- Northfield - Headquarters
MFG- Anaheim, CA OPS- Mundelein, IL - B01

Add additional locations

Are you hiring a new employee or contingent worker? *

☐ Employee

☐ Contingent Worker

What is the time type for this job? *

☐ Full time

☐ Part time

What are the scheduled weekly hours for this job?

0

14. Select a **company** from the drop-down. Your organization will automatically populate, but you can choose an organization from the drop-down menus to align with the position.
15. Select a **cost center** from the drop-down.

Cost Information

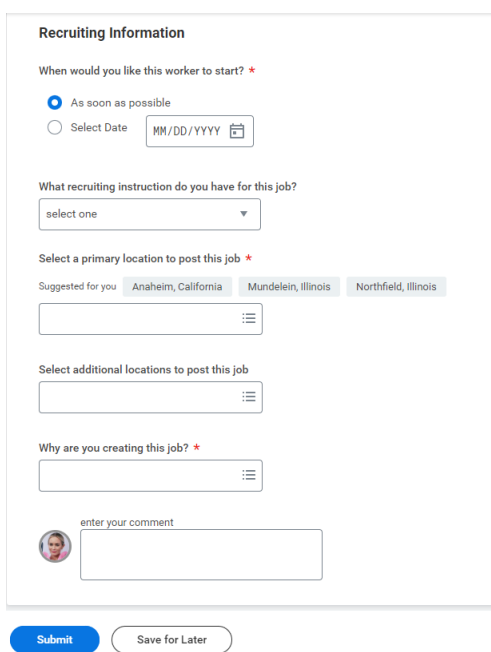
Select a company *

✕ Medline Industries, LP ...

Select a cost center *

✕ 91200 MARKETING - G & A ...

16. Select **When would you like this worker to start?** Choose between as soon as possible and selecting a specific date.
17. (Optional) Select **What recruiting instruction do you have for this job** from the drop-down. Choose between this is a campus requisition and this is not a campus requisition.
18. **Select a primary location to post this job** from the drop-down. This field will automatically populate. Do not change this value. If needed, add another location in the additional locations field.
19. Select **Why are you creating this job?** from the drop-down. Choose between back-fill and new headcount.
20. If desired, **enter a comment** for the job requisition.
21. Click **Submit** when you have confirmed all details. You can also click **Save for Later** at any time and return to complete the form at another time.



The screenshot shows a web form titled "Recruiting Information". It contains several sections with labels and input fields:

- When would you like this worker to start? ***: Two radio buttons. The first is "As soon as possible" (selected). The second is "Select Date" with a date picker showing "MM/DD/YYYY".
- What recruiting instruction do you have for this job?**: A dropdown menu with "select one" as the placeholder.
- Select a primary location to post this job ***: A section with "Suggested for you" and three location tags: "Anaheim, California", "Mundelein, Illinois", and "Northfield, Illinois". Below these is a dropdown menu.
- Select additional locations to post this job**: A dropdown menu.
- Why are you creating this job? ***: A dropdown menu.
- enter your comment**: A text input field with a small profile picture icon to its left.

At the bottom of the form are two buttons: "Submit" (blue) and "Save for Later" (white with a blue border).

22. Upon successful completion, you will receive a confirmation notification along with instructions for next steps. You can either click **Open** directly on the notification or select the Request Requisition Compensation task in your My Tasks Inbox.