

Job Requisitions

Managers

For Managers looking to learn about the job requisition approval and initiation process, this document will guide you through the following tasks and processes:

Initiating Job Requisitions

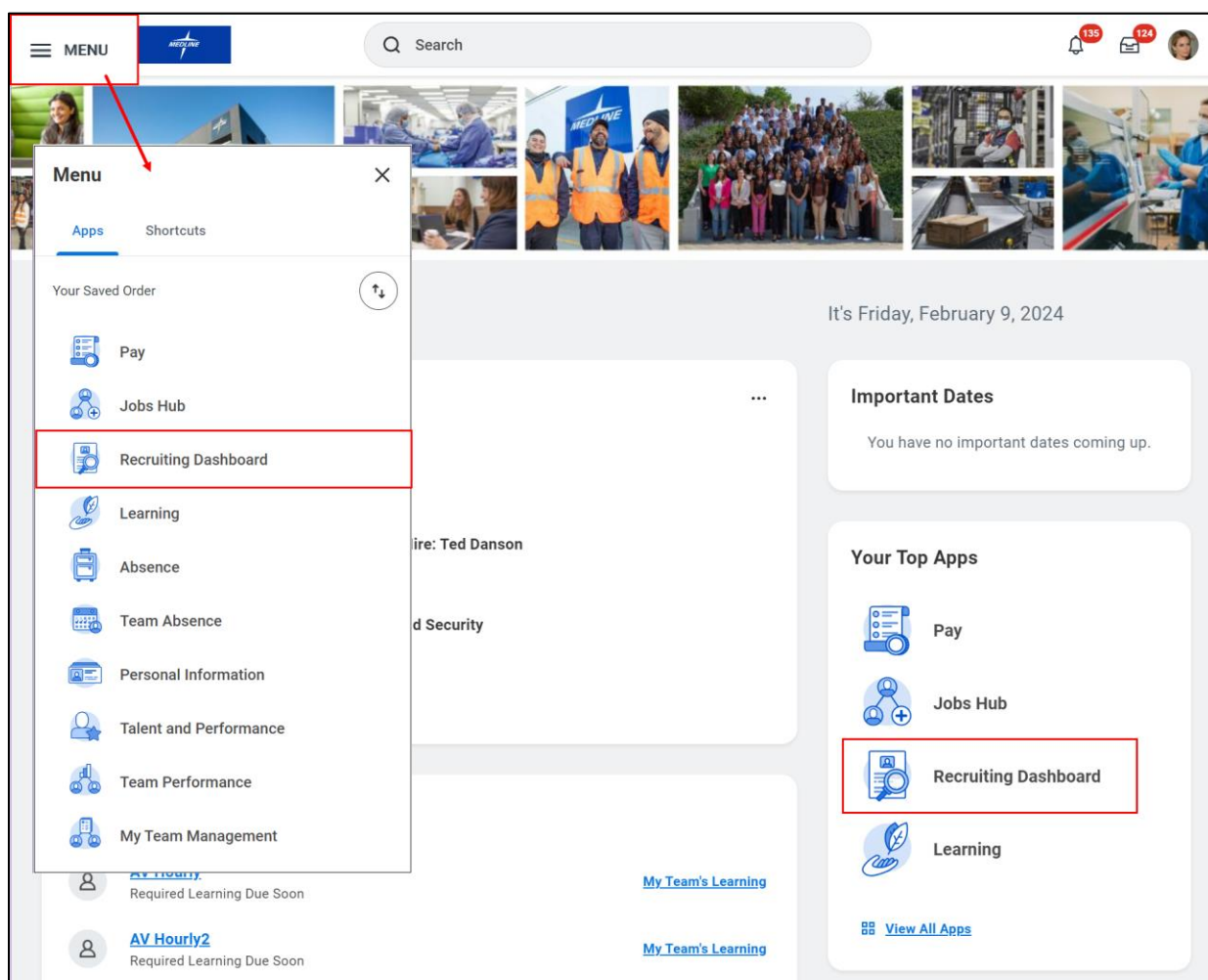
How to initiate job requisitions if you are hiring for your team.

Approving Job Requisitions

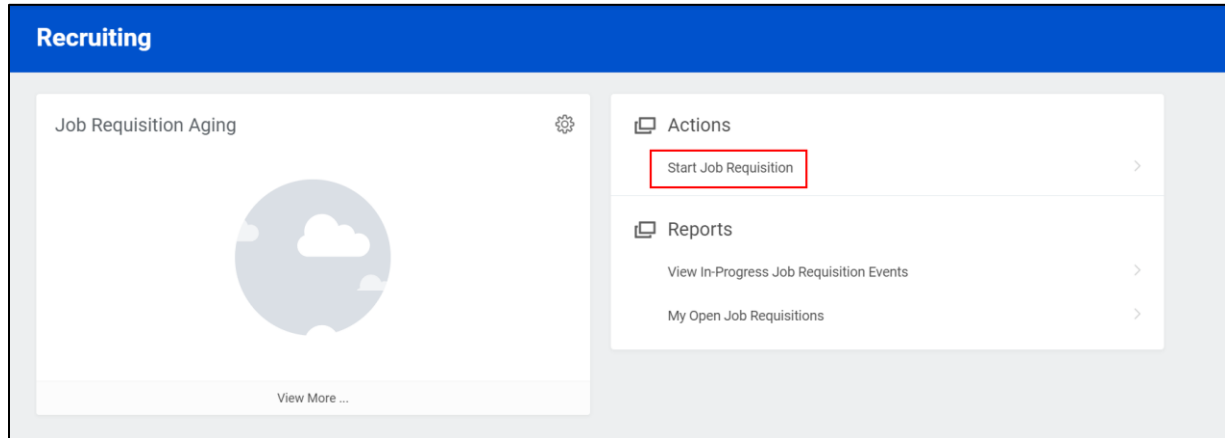
How to view job requisitions that are sent to you for approval by a Hiring Manager on your team.

Initiating Job Requisitions

1. As a Hiring Manager, you have the ability to initiate job requisitions in Workday. To get started, click on the **Recruiting Dashboard** app from the **Applications Menu** on your Workday Homepage. Alternatively, you can click the **Recruiting Dashboard** app directly on your Workday Homepage below **Your Top Apps** if it appears there.



2. Under the **Actions** column, select **Start Job Requisition**.



3. A form will appear to enter **Job Details** for your new job requisition. Provide the requested information as described below. Once you have completed the form, click **Submit**.
- What supervisory organization is this job for?:** This will automatically populate with your name. Note that you can only enter your name and the supervisory organizations of your direct reports.
 - This job will replace a worker or add a worker?:** If you select **replace a worker**, please provide the name of the worker being replaced. If you select **add a worker**, please indicate if you 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.
 - Select a Job Profile:** A list of suggestions based on your team will be displayed, or you may choose one from the drop-down menu.
 - Select a Job Title:** Enter the desired title for the position.
 - Is there a remote opportunity for this job:** Use the drop-down menu to specify if the role is **remote**, **hybrid**, **on-site**, or **outside sales**.
 - What location is this job based in:** 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.
 - Are you hiring a new employee or contingent worker:** Choose **Employee**. Then, specify **what type of worker you are hiring** from the drop-down menu (i.e. seasonal, regular, contract).
 - What is the time type for this job:** Choose between **full time** and **part time**.
 - (Optional) What are the scheduled weekly hours for this job?:** This will automatically populate based on your previous responses, but you can change this. You may also be required to **select a work shift** from the drop-down menu options.
 - Select a company and select a cost center:** Your organization will automatically populate, but you can choose an organization from the drop-down menus to align with the position.
 - When would you like this worker to start?:** Choose between **as soon as possible** and **selecting a specific date**.
 - (Optional) What recruiting instruction do you have for this job:** Choose between **this is a campus requisition** and **this is not a campus requisition**.

- m. **Select a primary location to post this job:** This field will automatically populate. You may add an additional location from the drop-down menu if necessary.
- n. **Why are you creating this job?:** Choose between **back-fill** and **new headcount**.



Please note that additional questions may appear depending on your responses to the form. All fields marked with a red asterisk (*) are mandatory to complete. You may not initiate this process on behalf of another Manager.

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? *

x Emily Blunt ...

a

This job will * b

☐ replace a worker

☐ add a worker

Job Information

Job Profile * c

Suggested for you

Accountant Building & Grounds Custodian Facilities Administrator HR Generalist Janitor

Job Title * d

Job Description Summary

Job Description

Worker Information

Is there a remote opportunity for this job? * e

What location is this job based in? * **f**

Suggested for you CORP- Northfield - Headquarters MFG- Anaheim, CA MFG - Mexicali1 OPS- Mundelein, IL - B01
OPS- Rialto, CA C09

Add additional locations

Are you hiring a new employee or contingent worker? * **g**

☐ Employee
☐ Contingent Worker

What is the time type for this job? * **h**

☐ Full time
☐ Part time

What are the scheduled weekly hours for this job? **i**

0

Cost Information

Select a company * **j**

x Medline Industries, LP ...

Select a cost center *

x 91200 MARKETING - G & A ...

Recruiting Information

When would you like this worker to start? * **k**

☒ As soon as possible
☐ Select Date MM/DD/YYYY

What recruiting instruction do you have for this job? **l**

select one

Select a primary location to post this job *

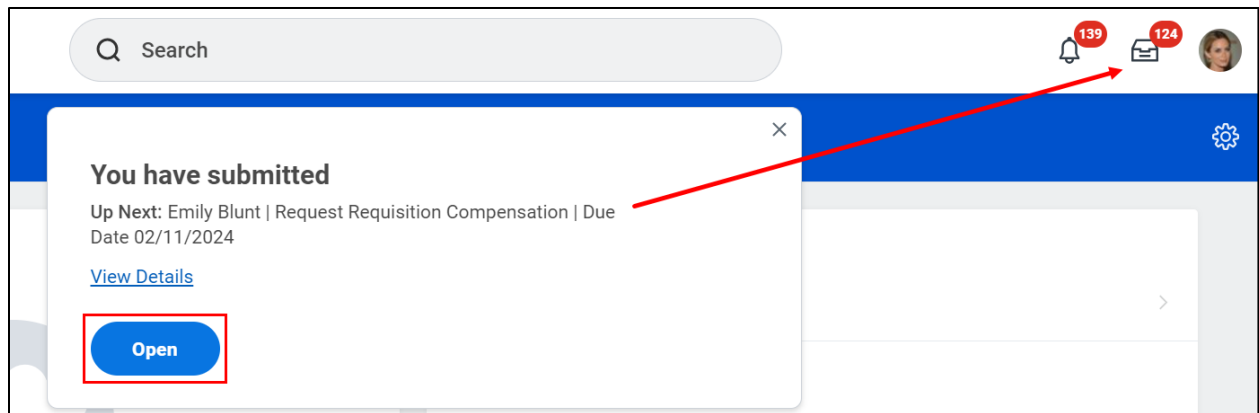
Suggested for you Anaheim, California



Select additional locations to post this job **m**

Why are you creating this job? * **n**

Submit Save for Later

- 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**.



5. The **Requisition Compensation Change** form will appear to enter your target compensation assignment for the requisition. You may make changes to the following fields.
 - a. Scroll down to view the **Guidelines** for the **Total Base Pay Range**. This section provides an appropriate salary band that you should target for the role.
 - b. Click the **Edit** icon () to enter your target salary **amount** for the position. If the role is for an hourly worker, a similar process will fall under the **Hourly** category. To save, click the **Checkmark** icon.
 - c. Then, scroll further down and click the **Edit** icon () to enter a **Bonus** structure. Enter an **Individual Target %** amount and click the checkbox if it is a **Guaranteed Minimum**. Click the **Checkmark** icon to save.
 - d. Once you have finished, click **Submit**.

Guidelines

Total Base Pay Range a

- 63,960.00 - 92,560.00 USD Annual added

Compensation Package

- Medline Compensation Package added

Grade

- 23 added

Grade Profile

- US 23-110 Annual added

Step

(empty)

Progression Start Date

(empty)

Salary

Assignment Details

- 0.00 USD Annual added

Plan Name

- Salary Plan added

Effective Date

- 02/09/2024 added

Hourly

Allowance

Merit

Compensation Plan

Salary Plan

Total Base Pay Range

63,960.00 - 92,560.00 USD Annual

Apply FTE%

Yes

Amount *

0.00 b

Error: The field Amount is required and must have a value.

Currency *

USD

Frequency *

Annual

✓

✎

Bonus

Assignment Details

- 10% Annual added

Plan Name

- Formula Bonus added

Effective Date

- 02/09/2024 added

Stock

Commission d

Compensation Plan

Formula Bonus

Individual Target % c

Guaranteed Minimum

Frequency

Annual

> Additional Details

Assignment Details

10% Annual

✓

✎

Submit d Save for Later Close

- After submitting your request, you will receive a notification indicating that your request has been routed to the next person in the approval process, typically an HR Partner.

×

Success! Event submitted

Up Next: HR Partner | Job Requisition: R2400243 Associate - Accountant - Review Create Job Requisition | Due Date...

[View Details](#)

Please note that actual compensation will be assigned to the position at hire based on the approved and accepted offer.

Approving Job Requisitions

1. As a People Manager, you may receive a notification in your **My Tasks Inbox** to approve a request for a job requisition. Look for the task titled **Job Requisition** and select it for review.

Please note that after an employee has submitted a job requisition request, the second approver in the process is typically the Manager's Manager, following the approval by the HR Partner.

2. The details of the job requisition request will open on the right-hand side of the page. Review the job details submitted.

Review
Job Requisition: R2400243 Associate - Accountant

☆ ⚙️ ↶

Created: 02/09/2024 | Due: 02/11/2024 | Effective: 02/09/2024

For Emily Blunt

Overall Process Job Requisition: R2400243 Associate - Accountant

Overall Status In Progress

Due Date 02/13/2024

Details to Review

Recruiting Information

Position New Position

Worker Type Employee

Number of Openings 1

Reason New Headcount > New Headcount

Replacement For (empty)

Recruiting Start Date 02/09/2024

Target Hire Date 02/09/2024

Job

Job Posting Title Associate - Accountant

Job Profile Accountant

Worker Sub-Type Regular

Time Type ★ Full time

Primary Location CORP- Northfield - Headquarters

3. After reviewing the job requisition, you have two options: **Approve** or **Send Back**. If you choose to **Send Back** the job requisition to the initiator, you can specify whether you would like the initiator to make revisions to the job details or the compensation, or if you would like the HR Partner to review the requisition again. Then, enter your comments in the **Reason** field to provide clear feedback and click **Submit**.

Approve
Send Back

Send Back

To ★
Reason ★

☐ Emily Blunt – Revise Create Job Requisition
☐ Emily Blunt – Request Requisition Compensation
☐ – Review Create Job Requisition

Submit
Cancel

4. Once approved, the process will then be routed to several superiors in your organization as part of an approval chain for further review and approval. This chain typically ends with the Recruiting Manager in the Talent Acquisition Department.

×

Success! Event approved

Up Next: | Consolidated Approval Chain by Manager |
Due Date 02/11/2024

[View Details](#)