

Job Requisitions

HR



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

[Approving Job Requisitions](#)

How to view job requisitions that are sent to you for approval by Hiring Managers.

[Initiating Job Requisitions](#)

How to initiate a job requisition for your team or on behalf of a Hiring Manager.

Approving Job Requisitions

1. As a member of HR, 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.

The screenshot displays the MEDLINE system interface. At the top, there is a navigation bar with the MEDLINE logo, a search bar, and notification icons. The main content area is divided into two panels. The left panel, titled 'All Items', shows a list of job requisitions. One item is highlighted with a red box: 'Job Requisition: R2400243 Associate - Accountant'. The right panel, titled 'Review Create Job Requisition', shows the details of the selected requisition. The details include the creation date (02/09/2024), due date (02/13/2024), and effective date (02/09/2024). The 'Start' section is empty, and the 'Details' section shows the 'Supervisory Org' as 'Emily Blunt' and the 'Worker Type' as 'Employee'.



Please note that the HR Partner is the first approver in the process after an employee has submitted a job requisition request.

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

Review Create Job Requisition

☆

PDF

⚙️

?

Created: 02/09/2024 | Due: 02/13/2024 | Effective: 02/09/2024

Start

Details

Supervisory Org

Emily Blunt

Worker Type

Employee

Recruiting Information

Guide Me

Recruiting Details

Number of Openings

1

Reason *

New Headcount > New Headcount

Replacement For

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

Approve

Send Back

Send Back

To *

Search

Reason *

Submit

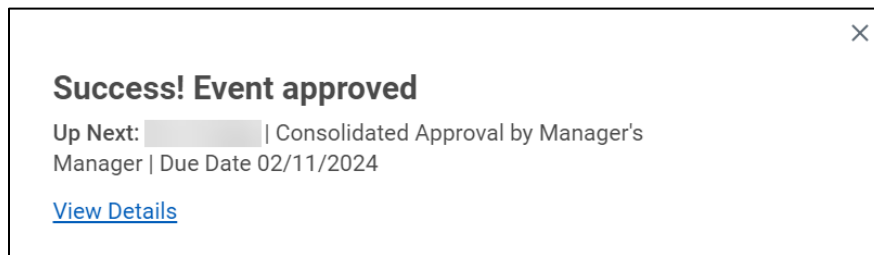
Cancel

Search

Emily Blunt – Revise Create Job Requisition

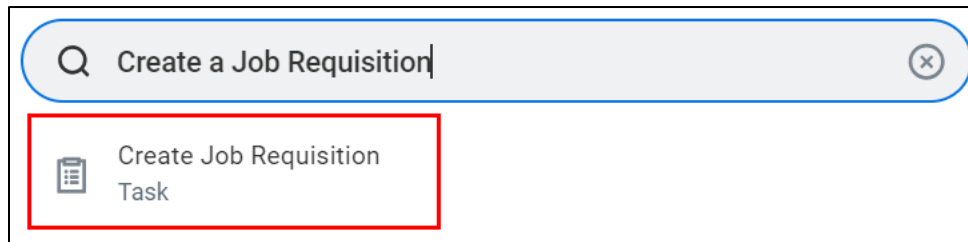
Emily Blunt – Request Requisition Compensation

4. If approved, the process will then be routed to the Manager of the employee who requested the job requisition for approval. Following their approval, it will route to several of their superiors as part of an approval chain, which typically ends with the Recruiting Manager.



Initiating Job Requisitions

1. To get started, search “**Create a Job Requisition**” in the Search Bar located at the top of the screen. Then, select the appropriate **Task**.



2. You can choose to **copy the details from an existing requisition** by selecting one from the drop-down menu. After that, you need to enter the name of the **supervisory organization** for the requisition request. This can be someone from your team or outside your team. Next, indicate if you are **creating a new position** or creating a job requisition **for an existing position(s)**. Then, choose the **Worker Type** between **Employee** or **Contingent Worker**. Click **OK** to proceed.

Create Job Requisition

Copy Details from Existing Requisition

Supervisory Organization

*
× Emily Blunt
...

☐ Create New Position
☐ For Existing Position
☐ For Multiple Existing Positions

Worker Type *

Employee

OK

Cancel

3. If you have chosen to create new position, a blank form will appear for you to enter the **recruiting information** for your new requisition. If you selected “from an existing requisition position”, the details will be automatically populated. Use the **Edit** icon () to make changes and the **Checkmark** icon to save your changes. Once you have completed the questions on this page, click **Next**.
 - a. **Number of Openings:** Indicate the quantity of positions available.
 - b. **Reason:** Choose between back fill and new headcount.
 - c. *(Optional)* **Replacement For:** Select a terminated employee that this position would be replacing if applicable.
 - d. **Recruiting Instruction:** Choose whether this is a campus position or not.
 - e. **Recruiting Start Date:** Choose a start date for the recruiting process to begin.
 - f. **Target Hire Date:** Choose a target date for a candidate to be hired.
 - g. *(Optional)* **Target End Date:** Choose a date you are targeting for the recruiting process to end.
 - h. *(Optional)* **Referral Payment Plan:** Choose whether a referral bonus would apply to this requisition.

Recruiting Details

Number of Openings

a

1

Reason *

b

Replacement For

c

Recruiting Instruction

d

Recruiting Start Date *

e

02/12/2024

Target Hire Date *

f

Target End Date

g

Referral Details

Referral Payment Plan

h



Please note that all fields marked with a red asterisk (*) must be completed.

4. A form will appear to enter **job** details for your new requisition. Use the **Edit** icon () to make changes and the **Checkmark** icon to save your changes. Once you have completed the questions on this page, click **Next**.
 - a. **Job Posting Title:** Enter the desired title for the position.
 - b. **Job Profile:** Choose a job profile from the drop-down menu.
 - c. **Job Description:** A job description based on the job profile selected will automatically appear. Make any revisions as necessary.
 - d. **Worker Sub-Type:** Choose between Intern, Regular, Seasonal, and Temporary.
 - e. **Time Type:** Choose between full time and part time.
 - f. **Remote Type:** Choose between Hybrid, On-site, Outside Sales, and Remote.
 - g. **Primary Location:** Select one from the drop-down menu.
 - h. **Primary Job Posting Location:** This will automatically populate but can be modified.
 - i. **Work Shift:** Select one from the drop-down menu.
 - j. *(Optional)* Select any questionnaires or assessments that apply to the requisition.

Job Details

Job Posting Title *

a

Job Profile *

b

Job Description Summary

Job Description *

c

Additional Job Description

Job Families for Job Profiles

Worker Sub-Type *

d

Time Type *

e

Remote Type *

f

Primary Location *

g

Primary Job Posting Location *

h

Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours

0

Work Shift

i

Link to Evergreen Requisition

Evergreen Requisition

Compensation Details

Compensation Grade

Questionnaires

j

Internal Career Site - Primary

Internal Career Site - Secondary

External Career Site - Primary

External Career Site - Secondary

Assessments

j

Inline Assessment Test

Default Assessment Tests

5. On the following page, you can choose to add **Required Skills** and **Optional Skills**. Suggested skills will appear based on the job details you have provided and similar worker profiles. Click **Next** to proceed.

Skills

Suggested skills based on Job Details from the requisition and similar worker profiles.
Workday doesn't display suggestions if there are no relevant skills available.

Required Skills

Optional Skills

6. Next, you have the option to add **qualifications** for the job requisition. This included specifying the required level of education, language proficiency, certifications, work experience, competencies, responsibilities, or training details. You can do so by selecting **Add** under the appropriate category and providing more information. Click **Next** to proceed.

Qualifications

Education

Add

Language

Add

Certifications

Add

Work Experience

Add

Competencies

Add

Responsibilities

Add

Training Details

Add

7. Here, you must select a **company** and a **cost center** that are associated with the job requisition. Additionally, if applicable, you may need to specify any unions that are relevant to the position. Click **Next** to proceed.

Organizations

Company

Company *
Medline Industries, LP

Cost Center

Cost Center *
91200 MARKETING - G & A

Other

Learning Zone

Union (Mexico)

Department

MKTG - Marketing

8. On the next page, you can add any relevant documents by clicking **Add**. Click **Next** to proceed.

Attachments

Documents

Add

9. You will be directed to a summary of the information you have provided. If you need to make any changes, you can either click **Guide Me** to navigate back to the relevant section or make edits directly on this page using the **Edit** icon (). It is important to ensure that your changes have been saved and reviewed before proceeding. Once you are satisfied with the job details, click **Submit** to finalize the job requisition.

Start

Details

Supervisory Org

Emily Blunt

Worker Type

Employee

Recruiting Information

Guide Me

Recruiting Details

Number of Openings

1

Reason *

Replacement For

Recruiting Instruction

Recruiting Start Date *

02/12/2024

Target Hire Date *

Target End Date

Referral Details

Referral Payment Plan

10. 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: R2400248 HR Generalist

- Review Create Job Requisition | Due Date 02/13/2024

[View Details](#)



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