



Job Requisitions

Talent Acquisition / Recruiters

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

[Approve Job Requisitions](#)

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

[Assigning Primary Recruiters, Recruiting Coordinators](#)

How to assign a primary recruiter and/or recruiting coordinator to a job requisition you have approved.

[Posting Jobs](#)

How to post a job as a recruiter for a job requisition you are assigned to.

[Maintaining Requisitions](#)

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

[Requesting Translations](#)

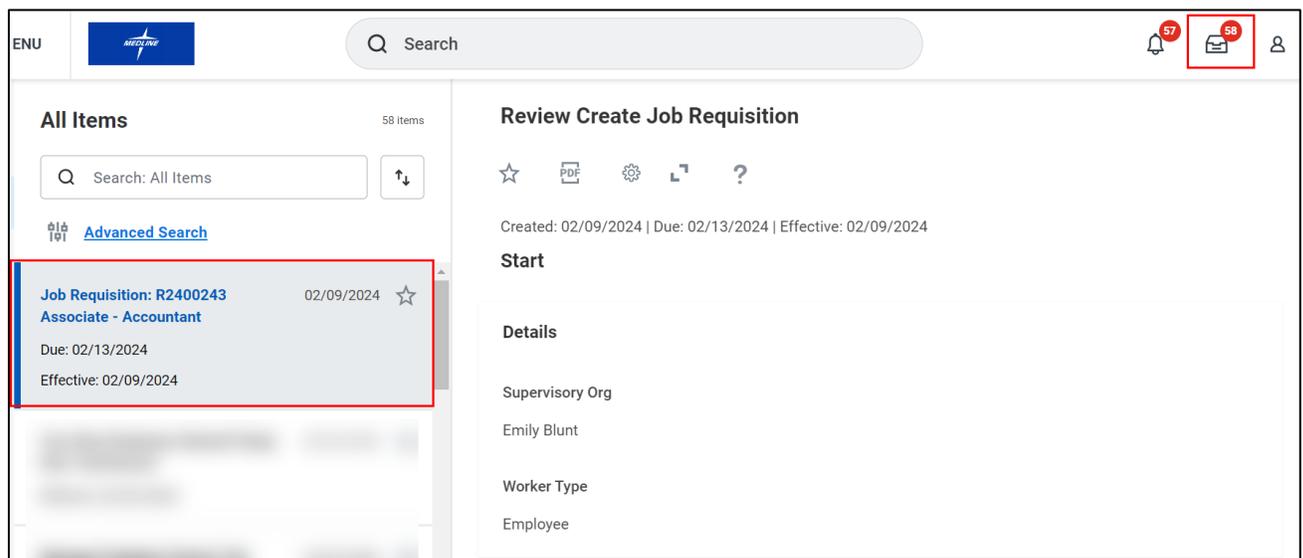
How to view candidates, access requisition details, review required qualifications, and view the job posting as a recruiter for a job requisition you are assigned to.

[Initiating and Creating Requisitions](#)

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

Approving Job Requisitions

1. As a Recruiting 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 the Recruiting Manager is the last 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](#)

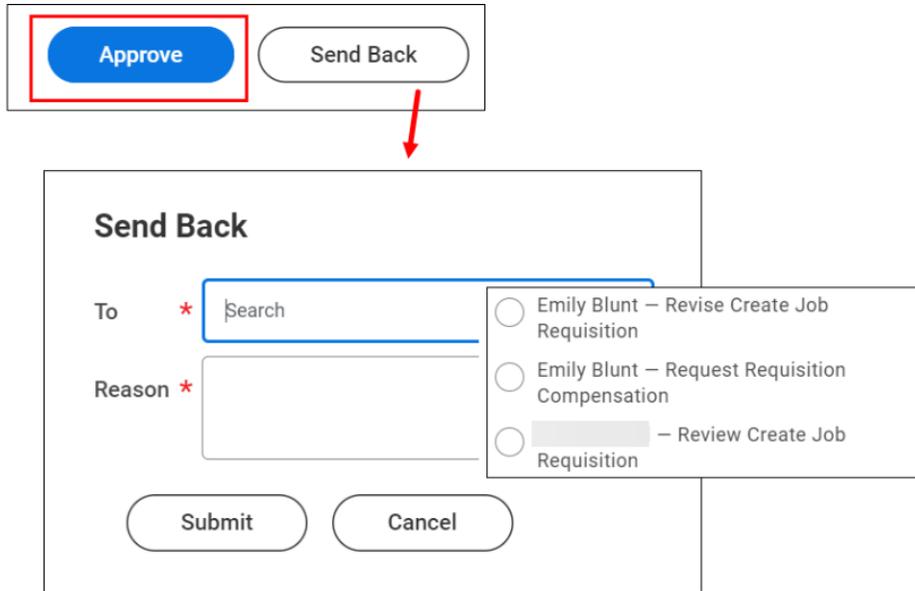
Recruiting Details

Number of Openings

Reason *
New Headcount > New Headcount

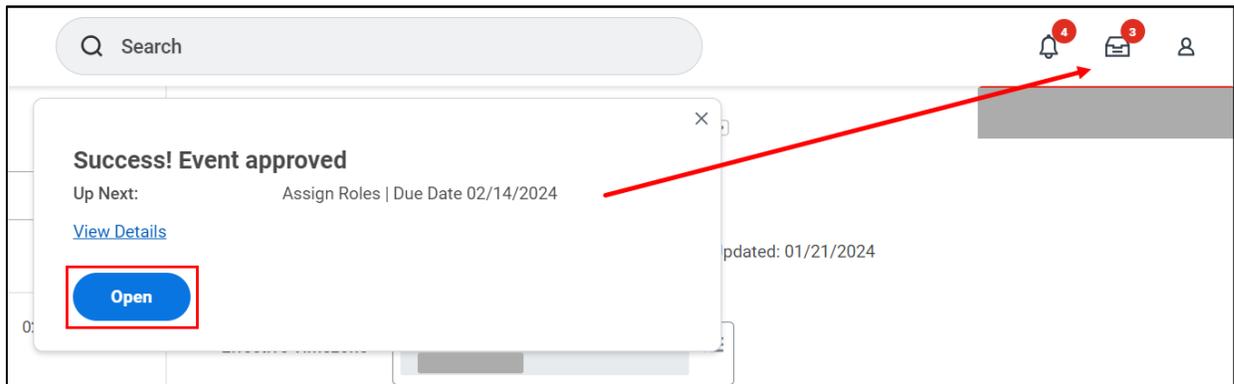
Replacement For

3. 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 or if you would like HR to review the requisition again. Then, enter your comments in the **reason** field to provide clear feedback and click **Submit**.



Assigning Primary Recruiters, Recruiting Coordinators

1. If you have just approved a job requisition request, you will receive a confirmation notification along with instructions for the next steps. You can either click **Open** directly on the notification or select the **Assign Roles** task in your **My Tasks Inbox**.



2. The task will open on the right-hand side of the page. Here, you will need to assign an individual to be the **Primary Recruiter** and the **Primary Recruiting Coordinator** for the approved job requisition. Select the role you are assigning from the available options. Then, click the drop-down menu under **Assigned To** and choose **Allowed Assignees**. From the list of available employees, select the name of the individual you want to assign to the role. If you need to assign additional roles or assignees, click the **Add** icon (+) to add them.

Assign Roles R2400243 Associate - Accountant (Open) ⋮

☆ ⚙️ 🗨️

Created: 02/12/2024 | Due: 02/14/2024 | Effective: 02/12/2024

Effective Date 02/12/2024

Effective Timezone * × GMT-06:00 Central Time (Chicago) ⋮

Assign Roles 1 item ☰ 🗨️ 🗨️

+	Role	Restricted to Single Assignment	Assigned To
-	× Primary Recruiter ⋮	<input type="checkbox"/>	Search for Position >
	○ Primary Recruiting Coordinator		Allowed Assignees >
			Job Profiles >
			By Organization >

2 items

Assignable Role
Primary Recruiter
Primary Recruiting Coordinator

Assign Roles 2 items ☰ 🗨️ 🗨️

+	Role	Restricted to Single Assignment	Assigned To
-	× Primary Recruiting Coordinator ⋮	<input type="checkbox"/>	× Recruitment Coord - [redacted] ⋮
-	× Primary Recruiter ⋮	<input type="checkbox"/>	× Recruiter - [redacted] ⋮

 Please note that when selecting individuals for the roles of Primary Recruiter and Primary Recruiting Coordinator, it is best to choose names that have the appropriate job title next to them.

3. When you are done, click **Submit** at the bottom of the page.

Submit	Save for Later	Cancel
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4. You will receive a confirmation notification. The task will then be routed to the Primary Recruiter (“recruiter”) to post the job.

Success! Event submitted

Up Next: [redacted] | Post Job: R2400243 Associate - Accountant - Post Job | Due Date 02/14/2024

[View Details](#)

Posting Jobs

1. The recruiter will receive a task in their **My Tasks Inbox**. Select the task titled **Post Job**.

2. When opening the task on the right-hand side of the page, you will have the option to select the **Job Posting Sites** where you want to post the job requisition. The drop-down menu will include options such as **External** (Medline career page), **Internal** (Workday careers hub), and **Agency** (Korn Ferry).

 By choosing the applicable sites, you can ensure that the job requisition is posted in the appropriate locations to reach external candidates, internal candidates within the organization, and through recruitment agencies.

3. If you would like to **Preview the Job Posting** before submitting it, you can do so by selecting the checkbox provided. This will allow you to review the job posting on the next page and make any necessary edits before finalizing. When you have made your selection, click **OK**.

Post Job R2400243 Associate - Accountant (Open) ⋮

☆ ⚙️ 📄

Created: 02/12/2024 | Due: 02/14/2024

Recruiting Instruction This is NOT a Campus requisition

Job Posting Site * ⋮

Preview Job Posting

OK Cancel

4. If you have chosen to preview the job posting, you will see a description of the posting on the right. To make any changes, click **Edit Job Requisition**. To proceed, click **OK** (see step 6).

Post Job R2400243 Associate - Accountant (Open)

1 item

Job Posting	Job Posting Description
Medline	<p>Job Description</p> <p>JOB SUMMARY: Process Month-end duties including preparation and completion of Journal Entries and Financial Reports. Support Year-end Audit by creating and updating schedules to support financial results. Perform Account Reconciliations that substantiate the values on the Balance Sheet. Ensure processes produce correct GAAP accounting and have sufficient documentation for both the procedure and the purpose. CORE JOB RESPONSIBILITIES: - Year-end audit support including updating SAP preparing/updating schedules, and preparing sections of audited statements. - Prepare and/or approve monthly close data, journal entries, and account reconciliation. Analyze operating financials, interpret results and recommend a plan of action to improve the accounting process. - Perform Account Reconciliations designed to provide a Strong Control on the Balance Sheet. - Serve as backup for key individual(s) in the Corporate Accounting Department. Education - Bachelor's degree in Accounting or Finance. Additional - Experience applying GAAP knowledge. PREFERRED QUALIFICATIONS: - Advanced level skill in Microsoft Excel (for example: using AVERAGE function, merging and centering cells, printing centered page and/or creating a pivot table). - Able to work with large amounts of data. - Strong expertise in at least one area of GAAP - SAP, AS400, and QAD system experience. - RDMS (Access, FoxPro, etc.) experience. - International Finance Reporting Standards (IFRS) experience. - CPA, CGMA, CMA.</p> <p>Covid Requirement - Please be aware that Medline requires all employees starting in this position to be fully vaccinated against COVID-19. This position will require the successful candidate to provide proof that they are fully vaccinated by their start date. Medline is an equal opportunity employer, and will provide reasonable accommodations to those individuals who are unable to be vaccinated for COVID-19 consistent with federal, state, and local law.</p> <p>Benefits - Medline is committed to offering competitive benefits and a variety of choices to best meet the needs of you and your family. For employees scheduled to work at least 30 hours per week, this includes health and well-being, financial fitness, career development, paid time off and more. Employees scheduled to work less than 30 hours per week can participate in the 401(k) plan, access the Employee Assistance Program (EAP), Employee Resource Groups (ERG) and Medline Service Corps. For a more comprehensive list of our benefits, please click here.</p> <p>Every day, we're focused on building a more diverse and inclusive company, one that recognizes, values and respects the differences we all bring to the workplace. From doing what's right to delivering business results, together, we're better. Explore our Diversity, Equity and Inclusion page. can the underlined be a link to https://www.medline.com/about-us/inclusion-and-diversity/</p> <p>Medline Industries, LP is an equal opportunity employer. Medline evaluates qualified applicants without regard</p>

- If you have chosen to edit the job requisition, you will have the ability to make changes to any part of the requisition without further approvals. This includes modifying the previously approved requisition details and the job summary. To proceed with the changes, you will need to select a **reason** from the provided drop-down menu, indicating the purpose of the change. Use the **Edit** icon () to add a reason and the **Checkmark** icon to save your changes. When you are finished, click **Submit**. You will be returned to Step 2 to finalize the posting.

Recruiting Details

Reason *

- ← Edit Job Requisition > Administrative
- Administrative > Requisition Detail Correction/Adjustment
- Administrative > Update Description or Justification

- If you have chosen to proceed, you will see a table with the selected sites. Set the **Start Date** and **End Date** for the posting(s) to be available. Click **Submit** to proceed.

The screenshot shows a 'Post Job' interface for 'R2400243 Associate - Accountant (Open)'. It displays a table with 2 items. The table has columns for Site, Start Date, End Date, and Primary Posting. The 'Start Date' and 'End Date' columns are highlighted with red boxes. The 'Submit' button is also highlighted with a red box.

*Site	*Start Date	End Date	Primary Posting
Internal	02/12/2024	MM/DD/YYYY	<input type="checkbox"/>
Medline	02/12/2024		<input type="checkbox"/>

Buttons: Submit, Save for Later, Cancel

- You will receive a confirmation notification along with instructions for next steps. Click **Edit Additional Data** directly or select the task in your **My Tasks Inbox**.

The notification displays the following text:

Success! Event submitted
Up Next: Kala Schofield | Edit Additional Data
[View Details](#)
Edit Additional Data

- If you have chosen to post the requisition externally, you will receive a confirmation notification along with instructions for next steps. Click **To Do** directly or select the task in your **My Tasks Inbox**.

The notification displays the following text:

Success! Event submitted
Up Next: Kala Schofield | Post to eQuest
[View Details](#)
To Do

- Click the blue SAML link in the task to proceed to the eQuest platform and post the requisition to external job boards. Click **Submit** to proceed.

Complete To Do [Post to eQuest](#) ⋮

☆ 📄 PDF ⚙️ 📄

Created: 02/12/2024

For [Emily Blunt](#)

Overall Process [Job Requisition: R2400243 Associate - Accountant](#)

Overall Status [Successfully Completed](#)

Due Date [02/13/2024](#)

Instructions [Please proceed to eQuest to post job to external boards using the SAML Ink below.](#)

[eQuest Job Posting](#)

⋮ [Save for Later](#) [Submit](#)

Maintaining Requisitions

1. From the Workday Homepage, click the arrow to open the collapsible pane on the left-hand side of the screen. Then, select **Job Requisitions**.

MENU 🔍 Search 🔔 2 📧 17 👤

- Recruiting
- Job Requisitions**
- Candidates
- Dashboard

Shortcuts

- View In-Progress Job Requisition...
- Create Job Requisition
- Edit Job Requisition
- Create Evergreen Requisition
- Edit Evergreen Requisition
- Invite to Apply
- Create Prospect
- Find Candidates

ing, On Behalf of: **Kala Schofield** It's Wednesday, February 21, 2024

Action

- [eQuest: Post Job: ACC0100ME National Accounts Manager - Walgreens \(Retail\)](#) 1 day(s) ago
- [eQuest: Post Job: ACC0100ME National Accounts Manager - Walgreens \(Retail\)](#) 1 day(s) ago
- [Position Compensation Change: R2400039 Test_Asst Mgr Quality_2](#) 1 month(s) ago

[1/10/2024](#) [\(47\)](#)

Your Top Apps

- Recruiting
- Pay
- Jobs Hub
- Learning

[View All Apps](#)

2. You will be directed to the **Job Requisition Workspace**, where you can select a job requisition that you are assigned to manage.

Job Requisition Workspace											
Show All		By Hiring Manager		By Primary Location		x Frozen		x Open		x Owned by Me	
Job Requisition	Status	Location	Rev... ↓	Screen	Asses...	Intervi...	Offer	Backg...	Ready...		
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;"> ▼ Sr Mgr Talent Acquisition </div> <div style="padding: 5px;"> <p>R2300139 [TEST] Intern Posted 68 days ago</p> <p>CORP- Northfield - Headquarters -- ></p> </div> </div>											
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;"> ▼ Sr Mgr Channel Marketing </div> <div style="padding: 5px;"> <p>R2300082 Automation Engineer Ld Posted 70 days ago</p> <p>CORP- Northfield - Headquarters -- ></p> </div> </div>											
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;"> ▼ Emily Blunt Sr Accountant </div> <div style="padding: 5px;"> <p style="border: 2px solid red; display: inline-block; padding: 2px;">R2400243 Associate - Accountant</p> Posted 9 days ago <p>CORP- Libertyville -- ></p> </div> </div>											
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;"> ▼ VP Retail Sales </div> <div style="padding: 5px;"> <p>ACC0100ME National Accounts Manager - Walgreens (Retail) Posted 2 days ago</p> <p>CORP- Northfield - Headquarters 2 additional locations 75 > 2</p> </div> </div>											

- From here, you can view **Active** and **Inactive Candidates** or **Details** of the requisition at a high-level. Select **Open Detailed View** to be directed to the job requisition's landing page.

← R2400243 Associate - Accountant
Open detailed view ↗

● Posted 70 days ago

▼ **Emily Blunt**
Sr Accountant

▼ **R2400243 Associate - Accountant**
● Posted 9 days ago

▼
VP Retail Sales

▼ ACC0100ME National Accounts Manager - Walgreens (Retail)
● Posted 2 days ago

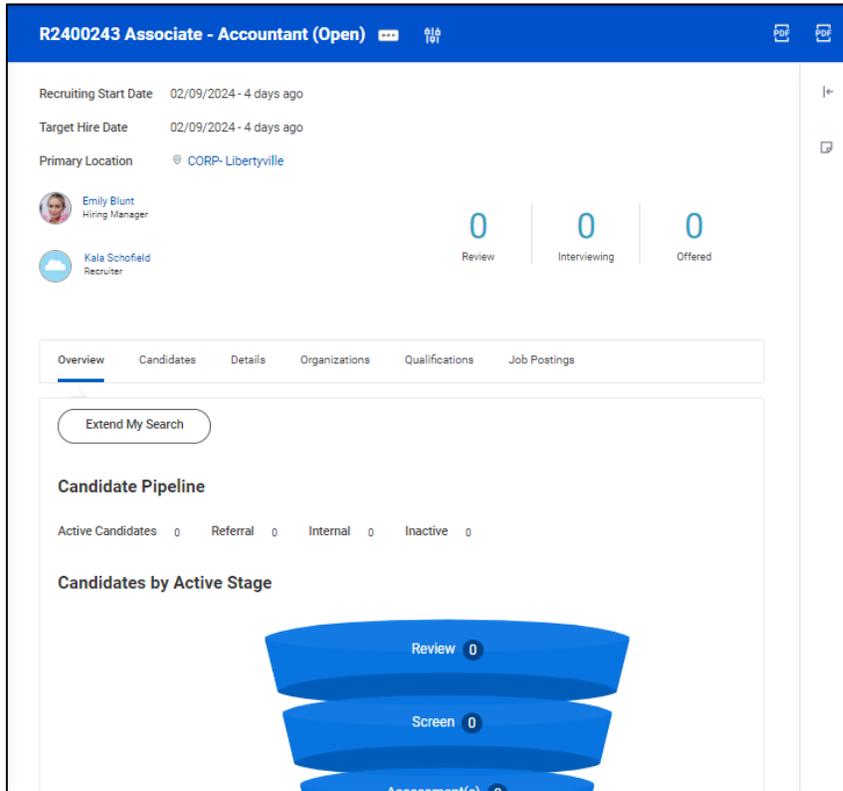
Job Requisition Workspace Summary View

Candidates
Details

Active (0)
Inactive (0)

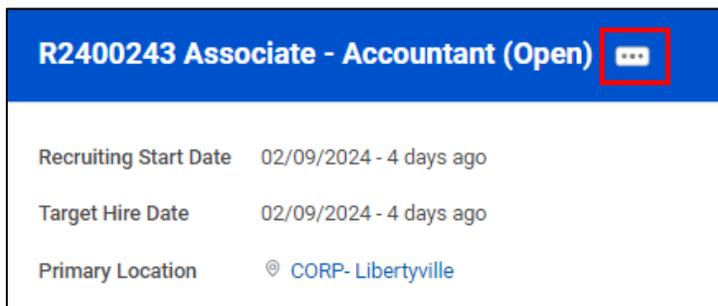
There are no active candidates on this Job Requisition

4. From the job requisition's landing page, you can manage the job requisition, view candidates, access requisition details, review required qualifications, and view the job posting.

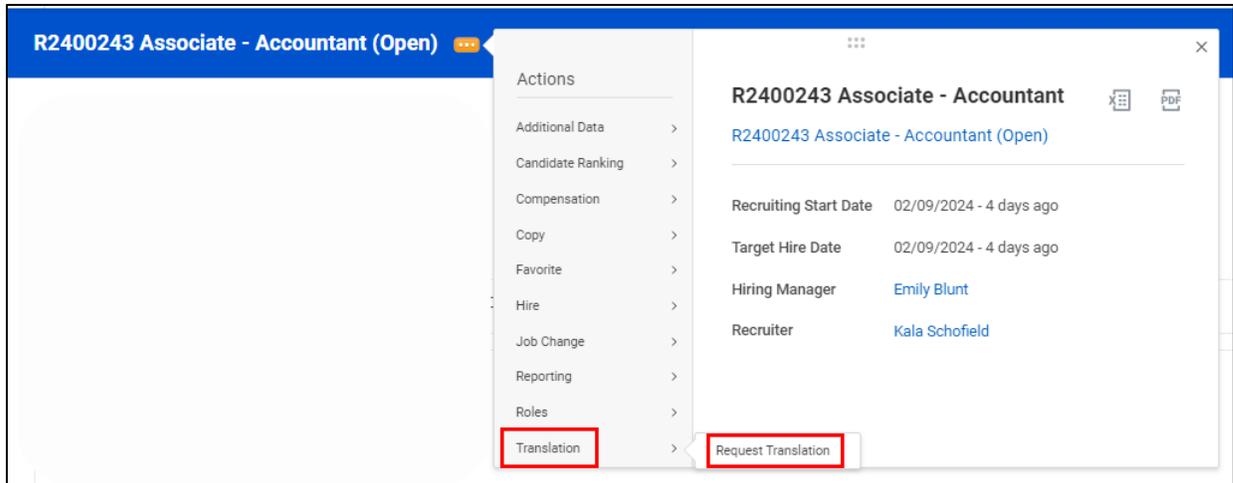


Requesting Translations

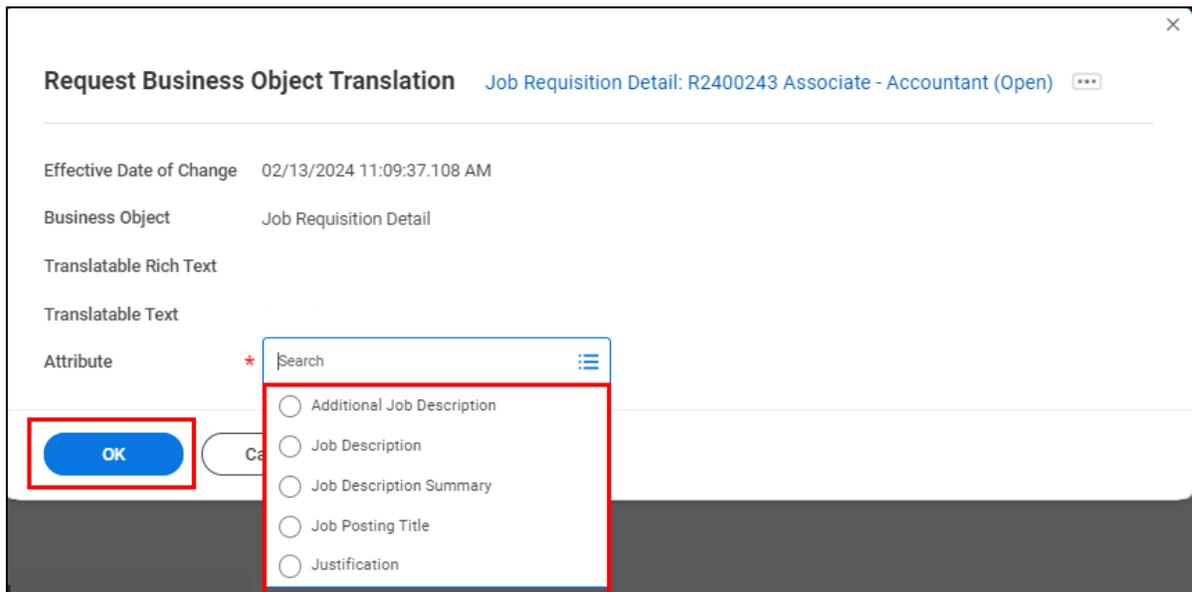
1. From the requisition landing page for a requisition, select the **Ellipses** icon, otherwise known as the **actions** button located next to the job title.



2. From the sidebar that appears, select **Translation**, then **Request Translation**.



3. Select an **attribute** from the drop-down menu to be translated. Then, click **OK**.



4. Click the **Add** icon (+), then select an option from the drop-down menu under **Translate To**. Next, click **Submit** to proceed.

Request Business Object Translation Job Requisition Detail: R2400243 Associate - Accountant (Open)

Attribute Job Description

Effective Date of Change 02/13/2024 11:13:15.903 AM

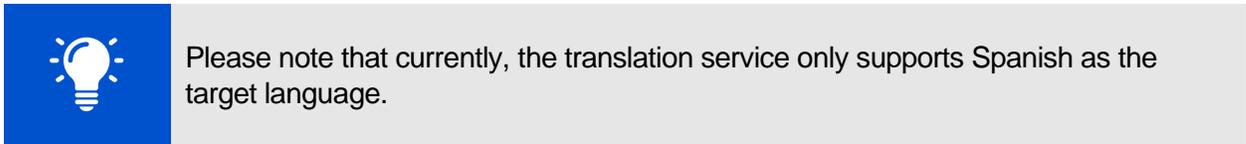
Translatable Rich Text JOB SUMMARY: Process Month-end duties including preparation and completion of Journal Entries and Financial Reports. Support Year-end Audit by creating and updating schedules to support financial results. Perform Account Reconciliations that substantiate the values on the Balance Sheet. Ensure processes produce correct GAAP accounting and have sufficient documentation for both the procedure and the purpose. CORE JOB RESPONSIBILITIES: - Year-end audit support including updating SAP, preparing/updating schedules, and preparing sections of audited statements. - Prepare and/or approve monthly close data, journal entries, and account reconciliation. Analyze operating financials, interpret results and recommend a plan of action to improve the accounting process. - Perform Account Reconciliations designed to provide a Strong Control on the Balance Sheet. - Serve as backup for key individual(s) in the Corporate Accounting Department. Education - Bachelor's degree in Accounting or Finance. Additional - Experience applying GAAP knowledge. PREFERRED QUALIFICATIONS - Advanced level skill in Microsoft Excel (for example: using AVERAGE function, merging and centering cells, printing centered page and/or creating a pivot table). - Able to work with large amounts of data. - Strong expertise in at least one area of GAAP. - SAP, AS400, and QAD system experience. - RDMS (Access, FoxPro, etc.) experience. - International Finance Reporting Standards (IFRS) experience. - CPA, CGMA, CMA.

Translate From English (United States)

1 item

	*Translate To	Existing Translation	Copy Rich Text Base Value	*Suggested Translation
<input type="radio"/>	Spanish (Neutral)		<input type="checkbox"/>	

Submit Save for Later Cancel



Initiating and Creating Requisitions

1. From the Workday Homepage, click the arrow to open the collapsible pane on the left-hand side of the screen. Then, select **Create Job Requisition**.

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 [dropdown icon]

Supervisory Organization * x Emily Blunt [edit icon]

Create New Position

For Existing Position [dropdown icon]

For Multiple Existing Positions

Worker Type * Employee [dropdown arrow]

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

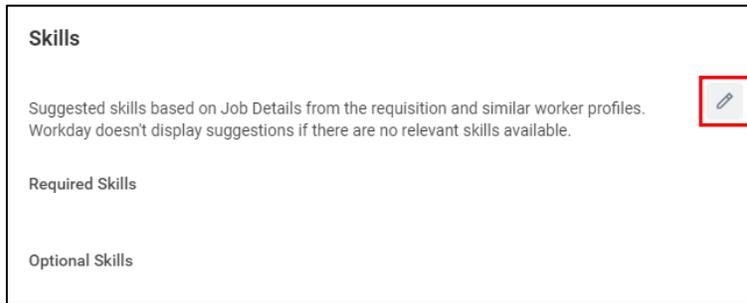
External Career Site - Secondary

Assessments **j**

Inline Assessment Test 

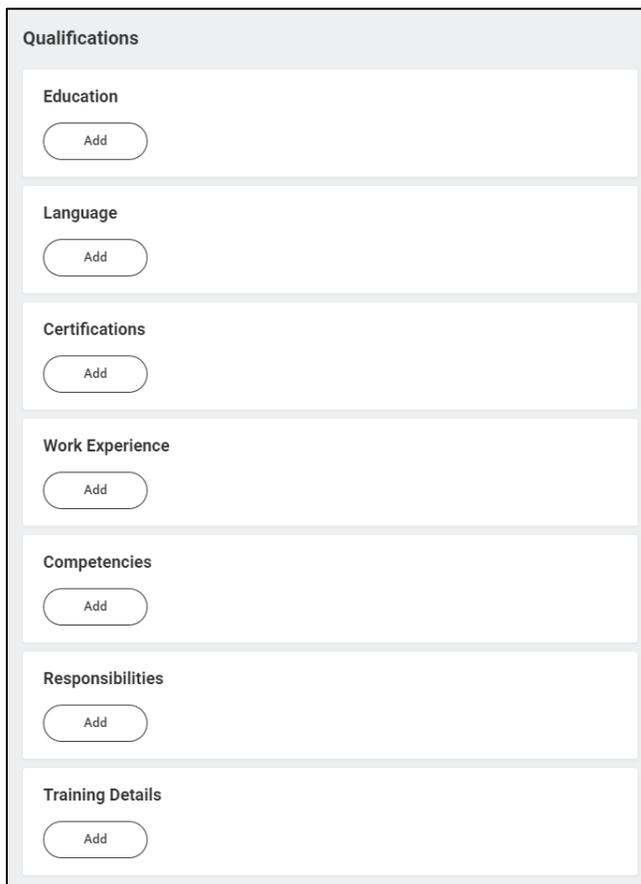
Default Assessment Tests

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.



The screenshot shows a section titled "Skills" with a sub-header "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." To the right of this text is a small icon of a pencil inside a square box, which is highlighted with a red border. Below the suggested skills section are two sections: "Required Skills" and "Optional Skills", each with a corresponding icon.

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.



The screenshot shows a section titled "Qualifications" with a list of categories, each with an "Add" button:

- 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



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

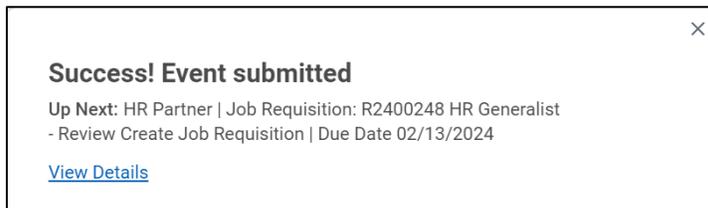
Target Hire Date *

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.



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