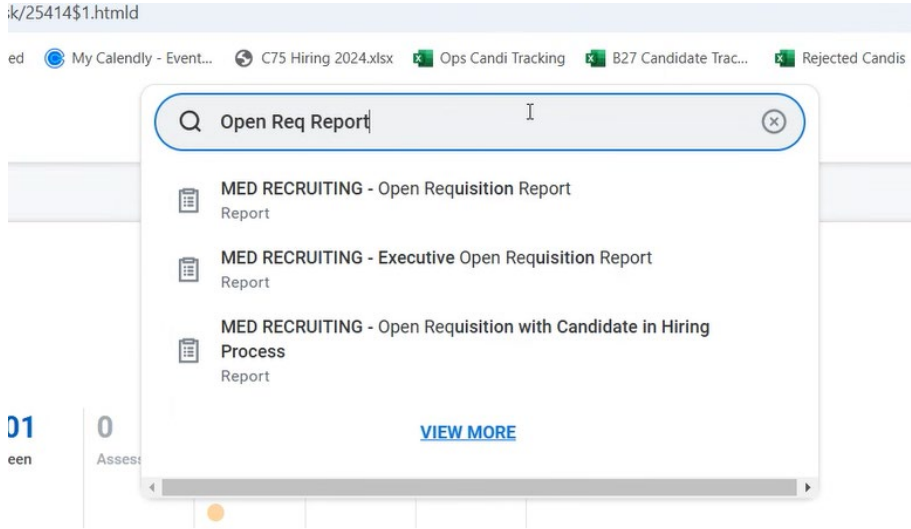
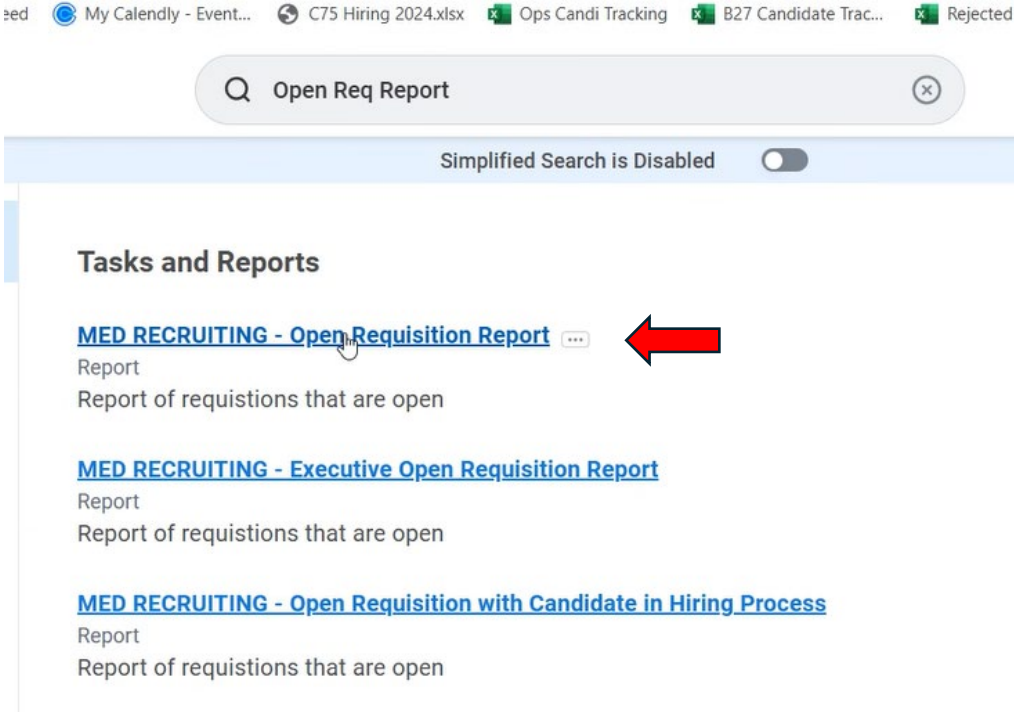


How to Run an Open Req Report

- Start by typing in “Open Req Report” in the Workday Search Bar and click enter



- You will want to choose the report titled “Med Recruiting – Open Requisition Report”



- The below screen will come up
 - You will want to put in your first and last name under “Recruiter,” then press enter and then “OK”
 - (*Note* - this report will pull up all your locations. If you want to look at a specific location, you can input that in the “Location” field)

MED RECRUITING - Open Requisition Report

Candidate in Offer Stage

Supervisory Organization *

Include Subordinate Organizations

Business Unit

Department

Management Level

Hiring Manager

Recruiter

Country

Location

Buttons: Cancel, OK

- The below screen will come up and you will want to export this file to excel

MED RECRUITING - Open Requisition Report

Details

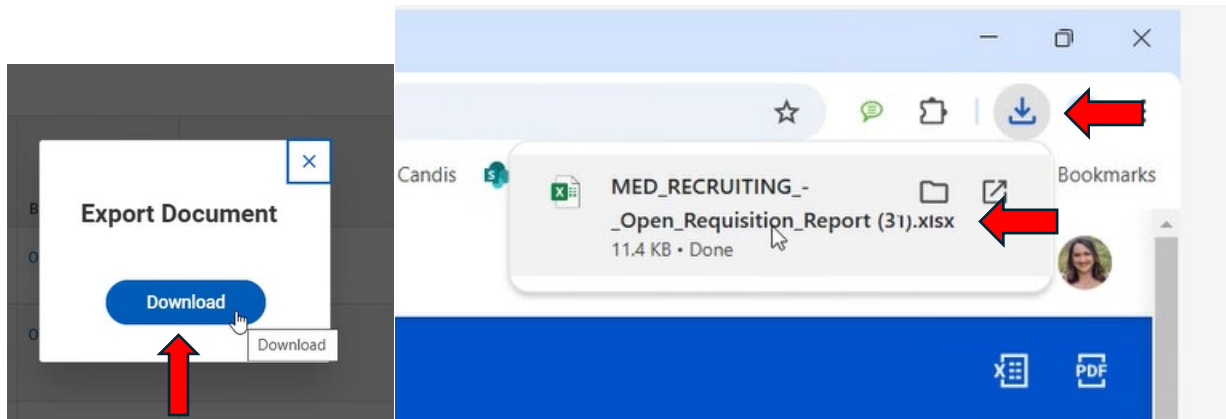
42 Items

Reference ID	Job Profile	Job Posting Title	Job Code	Business Unit	Department	Cost Center	Primary Location	Hiring Manager
R2400486	Warehouse Operator Operations	Warehouse Operator		Operations	OPS - Branches	92940 OPS-C75-LACEY, WA	OPS- Lacey, WA C75	Rene Dirk
R2400488	Warehouse Operator Operations	Warehouse Operator		Operations	OPS - Branches	92640 OPS-B27-PORTLAND, OR	OPS- Gresham, OR B27	Mark Cardoos
R2400813	Warehouse Operator Operations	Warehouse Operator		Operations	OPS - Branches	92930 OPS-B34-ANCHORAGE, AK	OPS- Anchorage, AK B34	Miguel De Jesus
R2405849	Warehouse Operator Operations	Warehouse Operator		Operations	OPS - Branches	92560 OPS-B80-WAIPAHU, HI	OPS- Kapolei, HI B80	John Aranton
R2408475	Warehouse Operator Operations	Warehouse Operator	16120	Operations	OPS - Branches	92640 OPS-B27-PORTLAND, OR	OPS- Gresham, OR B27	David Nicodemus

Buttons: Export to Excel

Items per page: All | 1 of 42 Items

- Click on the “Download” button and then click on the excel file that will populate on the upper right hand corner (*Note* - if you don’t see the excel file populate, you can click on the download button on the upper right hand corner to bring up your downloaded files)



- Your excel file is now open
 - You will want to put on a filter on your file. Under “Job Code” you will want to filter to blanks and delete out all rows that are blank (you don’t want to look at the blanks as those are Evergreen Reqs)
 - After you have deleted out all blank rows under “Job Code” you will want to un-filter under “Job Code” to look at all your data
 - You will want to keep the following columns on your excel file – **Reference ID, Job Posting Title, Primary Location, Number of Openings Total, Offer Stage, Background Stage, and Ready for Hire.** All other columns can be deleted

Reference ID	Job Profile	Job Posting Title	Job Code	Business Unit	Department	Cost Center	Primary Location	Hiring Manager
R2400486	Warehouse Operator Operations	Warehouse Operator		Operations	OPS - Branches	92940 OPS-C75-LACEY, WA	OPS- Lacey, WA C75	Rene Dirk
R2400488	Warehouse Operator Operations	Warehouse Operator		Operations	OPS - Branches	92640 OPS-B27-PORTLAND, OR	OPS- Gresham, OR B27	Mark Cardoos
R2400813	Warehouse Operator Operations	Warehouse Operator		Operations	OPS - Branches	92930 OPS-B34-ANCHORAGE, AK	OPS- Anchorage, AK B34	Miguel De Jesus
R2405849	Warehouse Operator Operations	Warehouse Operator		Operations	OPS - Branches	92560 OPS-B80-WAIPAHU, HI	OPS- Kapolei, HI B80	John Aranton
R2408475	Warehouse Operator Operations	Warehouse Operator	16120	Operations	OPS - Branches	92640 OPS-B27-PORTLAND, OR	OPS- Gresham, OR B27	David Nicodemus
R2408570	Warehouse Ld Operations	Warehouse Lead	16111	Operations	OPS - Branches	92940 OPS-C75-LACEY, WA	OPS- Lacey, WA C75	Nathan Roth
R2408571	Warehouse Ld Operations	Warehouse Lead	16111	Operations	OPS - Branches	92940 OPS-C75-LACEY, WA	OPS- Lacey, WA C75	Nathan Roth
R2408569	Warehouse Ld Operations	Warehouse Lead	16111	Operations	OPS - Branches	92940 OPS-C75-LACEY, WA	OPS- Lacey, WA C75	Nathan Roth
R2410505	Trainer Branch	Branch Trainer	70113	Operations	OPS - Branches	92940 OPS-C75-LACEY, WA	OPS- Lacey, WA C75	Brittany Chun Fook
R2411201	Warehouse Operator Operations	Warehouse Operator	16120	Operations	OPS - Branches	92560 OPS-B80-WAIPAHU, HI	OPS- Kapolei, HI B80	John Aranton
R2411344	Warehouse Operator Operations	Warehouse Operator	16120	Operations	OPS - Branches	92640 OPS-B27-PORTLAND, OR	OPS- Gresham, OR B27	Vanessa Torres
R2411379	Warehouse Operator Operations	Warehouse Operator	16120	Operations	OPS - Branches	92930 OPS-B34-ANCHORAGE, AK	OPS- Anchorage, AK B34	Miguel De Jesus
R2411345	Warehouse Ld Operations	Warehouse Ld Operations	16111	Operations	OPS - Branches	92640 OPS-B27-PORTLAND, OR	OPS- Gresham, OR B27	Dakota Woods

- You will now want to create another column at the end and title it, "What's Left"
 - In the "What's Left" column you will want to take your column "Number of Opening Total – Offer Stage – Background Stage – Ready for Hire." You will want to click and drag your formula down the column for all rows with data
 - Formula Example: =D2-E2-F2-G2 then click enter
 - In your "What's Left" column after you have put in your formula
 - Any row with a 1 or higher means you have openings in your req for candidates
 - Any row with a 0 means there isn't any openings in your req for candidates
 - Any row with a -1 or a negative number means you have too many people in your req and you will need to move some people to a new req

The screenshot shows an Excel spreadsheet titled "MED_RECRUITING - Open Requisition Report (31)". The spreadsheet has the following columns: Reference ID, Job Posting Title, Primary Location, Number of Openings Total, Offer Stage, Background Stage, Ready for Hire, and What's Left. The formula bar at the top shows the formula "=D2-E2-F2-G2".

Reference ID	Job Posting Title	Primary Location	Number of Openings Total	Offer Stage	Background Stage	Ready for Hire	What's Left
R2408475	Warehouse Operator	OPS- Gresham, OR B27	1	0	0	0	=D2-E2-F2-G2
R2408570	Warehouse Lead	OPS- Lacey, WA C75	1	0	0	0	
R2408571	Warehouse Lead	OPS- Lacey, WA C75	1	1	0	0	
R2408569	Warehouse Lead	OPS- Lacey, WA C75	1	1	0	0	
R2410505	Branch Trainer	OPS- Lacey, WA C75	1	1	0	0	
R2411201	Warehouse Operator	OPS- Kapolei, HI B80	2	0	0	2	
R2411344	Warehouse Operator	OPS- Gresham, OR B27	1	1	0	0	
R2411379	Warehouse Operator	OPS- Anchorage, AK B34	4	0	1	3	
R2411345	Warehouse Ld Operations	OPS- Gresham, OR B27	1	0	0	0	
R2411420	Warehouse Operator	OPS- Gresham, OR B27	1	0	0	0	
R2411346	Trainer Branch	OPS- Gresham, OR B27	1	0	0	0	
R2500243	Warehouse Operator	OPS- Lacey, WA C75	1	0	0	1	
R2500149	Warehouse Operator	OPS- Lacey, WA C75	3	0	0	2	
R2500150	Warehouse Operator	OPS- Lacey, WA C75	10	1	0	9	
R2500138	Trainer Branch	OPS- Lacey, WA C75	1	1	0	0	
R2501121	Warehouse Operator	OPS- Anchorage, AK B34	1	0	0	0	
R2500849	Branch Trainer	OPS- Anchorage, AK B34	1	0	0	0	
R2500851	Warehouse Lead	OPS- Anchorage, AK B34	1	0	0	0	
R2501182	Warehouse Operator	OPS- Lacey, WA C75	1	0	0	0	
R2500849	Warehouse Operator	OPS- Gresham, OR B27	1	0	0	1	
R2501301	Warehouse Operator	OPS- Lacey, WA C75	1	1	0	0	
R2501351	Warehouse Operator	OPS- Lacey, WA C75	1	0	0	1	
R2501413	Warehouse Operator	OPS- Gresham, OR B27	1	0	1	0	
R2501355	Warehouse Operator	OPS- Lacey, WA C75	1	0	0	0	
R2501218	Warehouse Operator	OPS- Lacey, WA C75	1	1	0	0	
R2500850	Warehouse Operator	OPS- Gresham, OR B27	1	0	1	0	
R2501389	Warehouse Operator	OPS- Lacey, WA C75	1	1	0	0	