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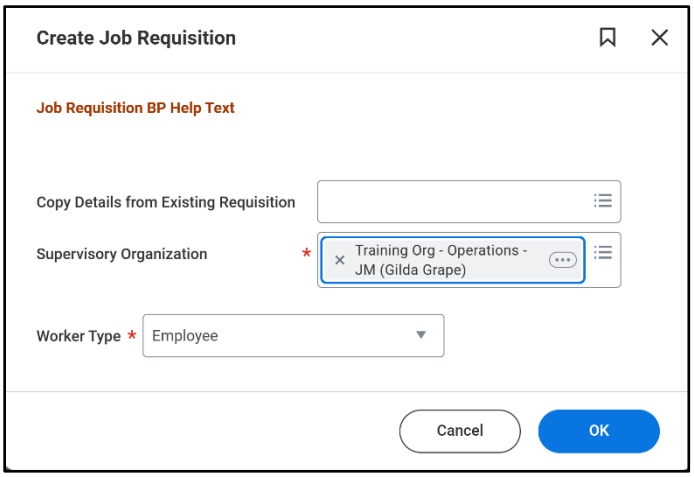
This job aid provides step-by-step instructions on how to create a job requisition for **Student Workers** and post the job requisition. For additional information, refer to the *Edit Job Requisitions & Update Postings* job aid for recruiters.

Create a Job Requisition for Student Worker

Note: *Those assigned a recruiter role in Workday can use the recruiting dashboard*.

1. In the Workday Search bar, type *Create Job Requisition*.
2. Select the **Create Job Requisition** task.
3. Identify the **Supervisory Organization** for the job.

   Note: *This should be a job management supervisory organization.*



4. Select **Worker Type**.
5. Click **OK**.

   Note: *The guided editor allows you to select **Back** or **Next** at the end of end page. You can also return to an earlier page by choosing it from the menu on the left. Each section has an **Edit** icon (Pencil icon) that you can use to enter or change details within each section. Select the checkmark to complete or the back arrow to undo.*
6. In the **Recruiting Information** section, under **Recruiting Details**, choose the **Number of Openings** that you might need for the year for this job so you can reuse this job requisition, e.g. 10-500.
7. Select a **Reason** from the dropdown menu – **Recruiting** > **Student Employee**.
8. Select **Recruiting Instruction** - **Post Internally Only** for student sites.

   Note: *For a direct hire, choose Do Not Post.*

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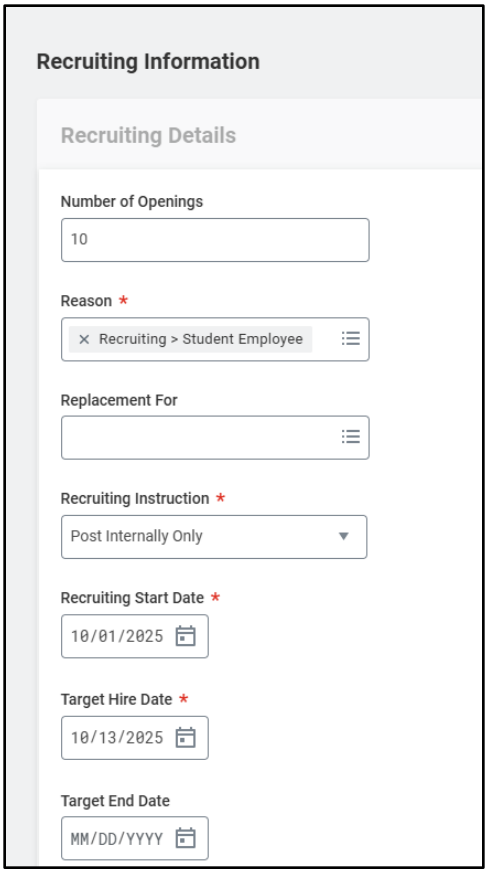
9. The **Recruiting Start Date** defaults to today's date. Adjust if needed and set a **Target Hire Date.**



10. Click **Next** to continue.
11. In the **Job** section, edit **Job Details.**
12. Enter **Job Posting Title** – something specific that differentiates one student worker from another, e.g. *Head Swim Instructor*.
13. Enter **Job Profile** – *Student Worker, Co-op Student, or Community Service.*
14. Job Description defaults from the profile and can be modified as needed but should not be removed.

    Note: *Click the pencil icon to edit, checkmark to complete, and back arrow to undo.*

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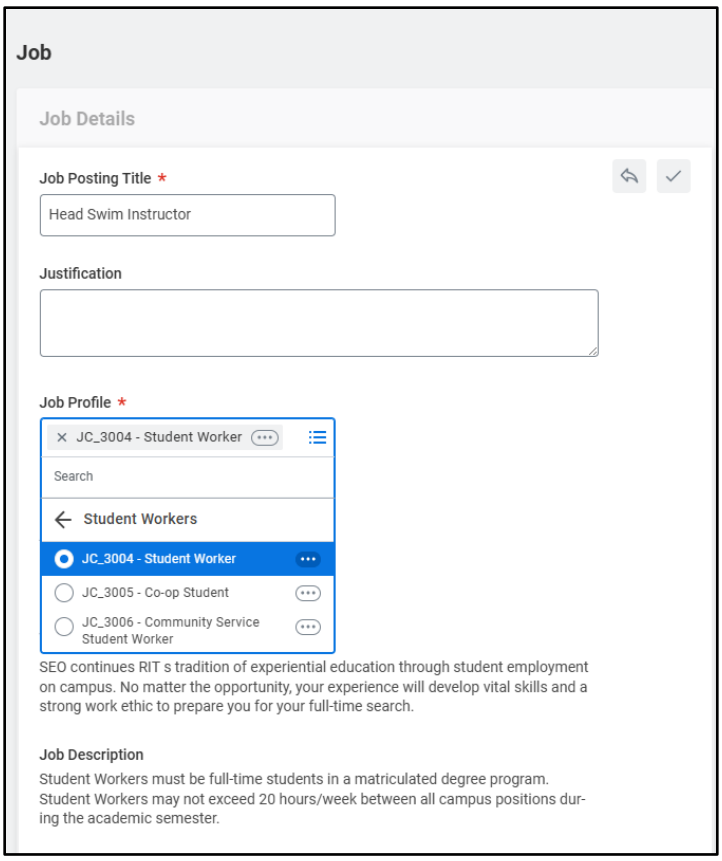
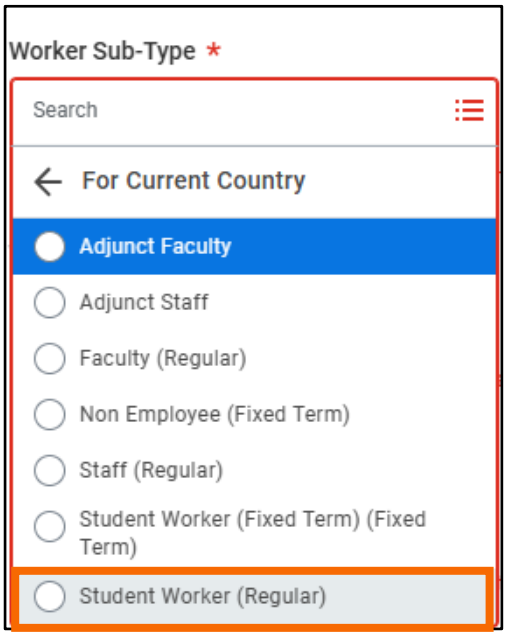


15. Enter **Worker Sub-Type** – most will be *Student Worker (Regular)*.
Student Worker (Fixed Term) is used for *Graduate Assistants and Co-op*.



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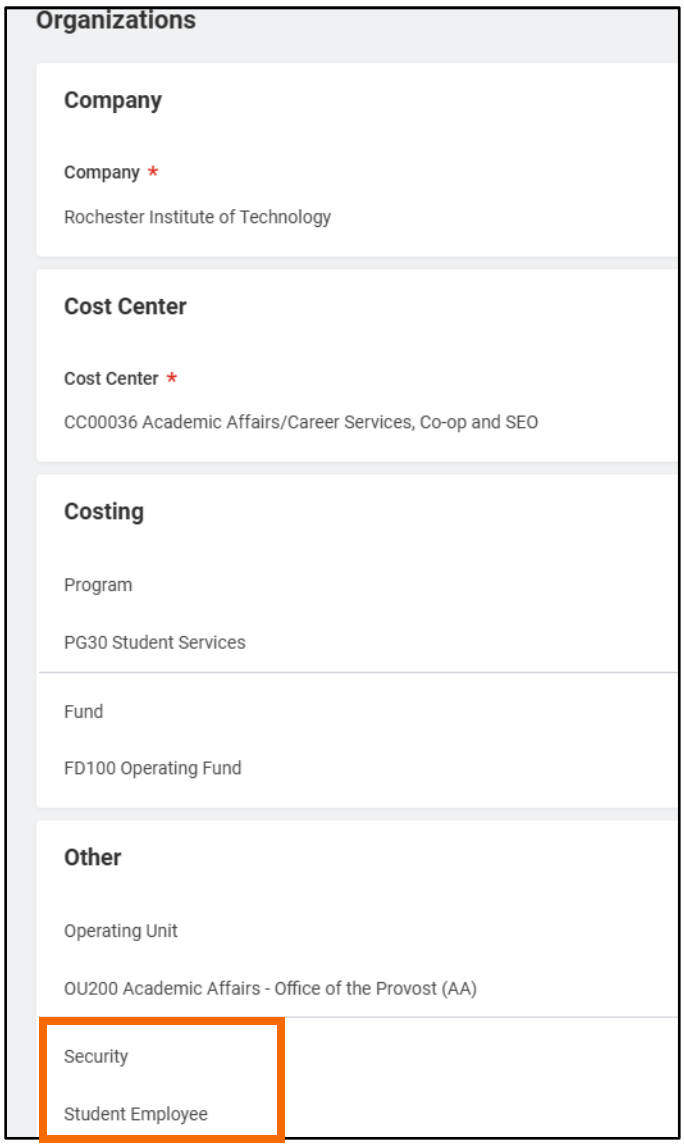
16. Enter **Time Type** – Part Time.
17. Enter **Remote Type** – *On Campus (*even if they are working from their Rochester home).
18. Enter **Primary Location** – *RIT Main Location*.
19. Enter **Job Posting Location** - *Rochester, NY.*
20. Enter **Scheduled Weekly Hours** – accurately estimate, not to exceed 20.
21. **Questionnaires** – N/A. Click **Next**.
22. **Skills** - N/A. Click **Next**.
23. **Qualifications** – N/A. Click **Next**.
24. Review **Organizations** – these should default from the job profile.

    Note: *For SEO – change* ***Security*** *to Student Employee. This assigns the requisition to SEO.*



25. Click **Next**.

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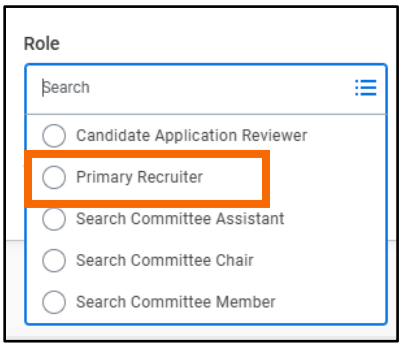
26. **Attachments** – N/A**.** Click **Next**.
27. **Enter Compensation Guidelines** - **Compensation Package** defaults from the job profile.
    a. **Compensation Grade –** *Student Worker***.**
    b. **Compensation Grade Profile** – most will be *Student Min-25* (under $25).
    c. **Hourly Assignment** can be adjusted after the hire. Click **Next.**
28. **Assign Roles** – **This is not required**. You should only complete this field if other staff will also using this job requisition, **OR** if you are not the manager of the supervisory organization and need to assign yourself access. *If you are the manager, your access is automatic and you do not need to assign yourself.*
    a. Click **Add**. Enter **Role** - *Primary Recruiter* then **Assign** this role to Staff Support and Co-Managers to transact with this job. Click **Next.**
    b. Only those with **Student Hiring Support(SHS**) security role can be added here. If they are not available, you can contact the Student Employment Office to request that they are added as SHS for the supervisory organization.



29. Review the Summary and go back to edit as needed. When you are ready to post the Job Requisition, click **Submit.** You will receive a popup to **Complete Questionnaire**.
30. Click the button or go to your My Tasks Inbox to find the **Job Requisition Additional Details** task and answer the question.
    Note: *The workflow routes to the Student Employment Office for Review.*

Post Job

After SEO reviews the job requisition, the task returns to the manager to post the job. The task appears on the home page under Awaiting Your Action and also in the My Tasks Inbox.

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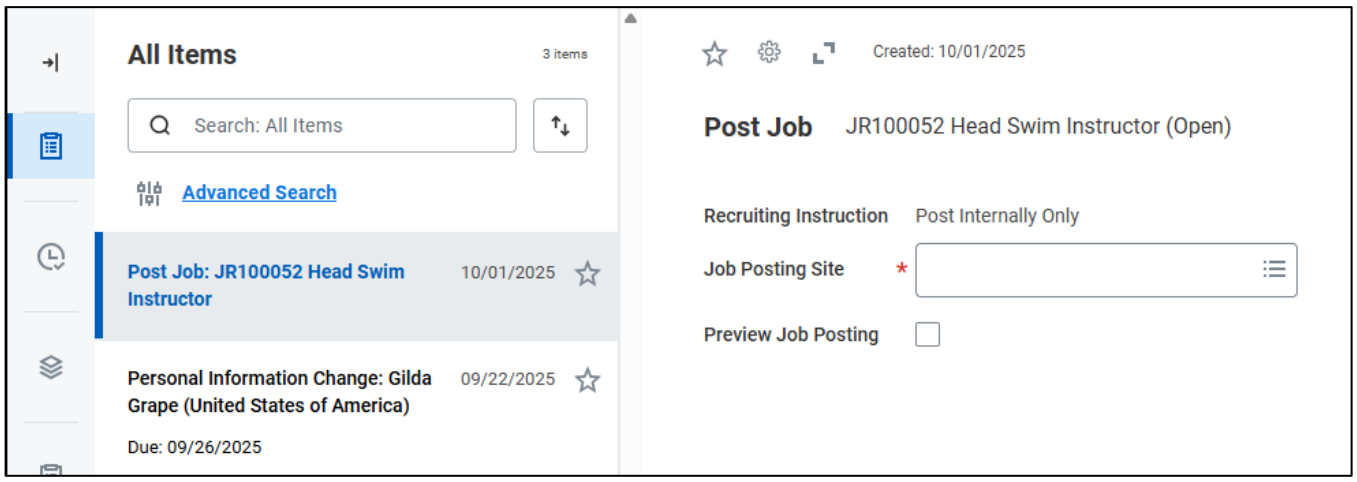
1. Click on the task to take action.



Note: *Expand the window to full screen and collapse the navigation pane to the left to see more of the task.*

2. Enter Job Posting Site – Internal (Non-Worker) > Student Jobs.
3. Check the box to **Preview Job Posting**. Click **OK**.
4. Select **OK** to post the job.
5. Select **Submit**.

Note: *The workflow routes to the Student Employment Office for Review. Check the Remaining Process and Process History by going to your My Tasks Archive.*

Screening Candidates

1. Select the **My Tasks** icon or review the job requisition to see a list of candidates.
2. Select a job candidate's **Screen** Inbox task to review their profile and submitted documents.
    a. For student employment, scheduling and managing interviews will be done outside of Workday. This streamlined process allows departments to follow interview processes based on their unique needs and positions.
    b. Departments will have two options to move candidates forward:
        i. **Short List** – to designate applicants that you'd like to review again or have others review
        ii. **Offer** – for applicants you have made a verbal offer of hire, and want to initiate the hire process.

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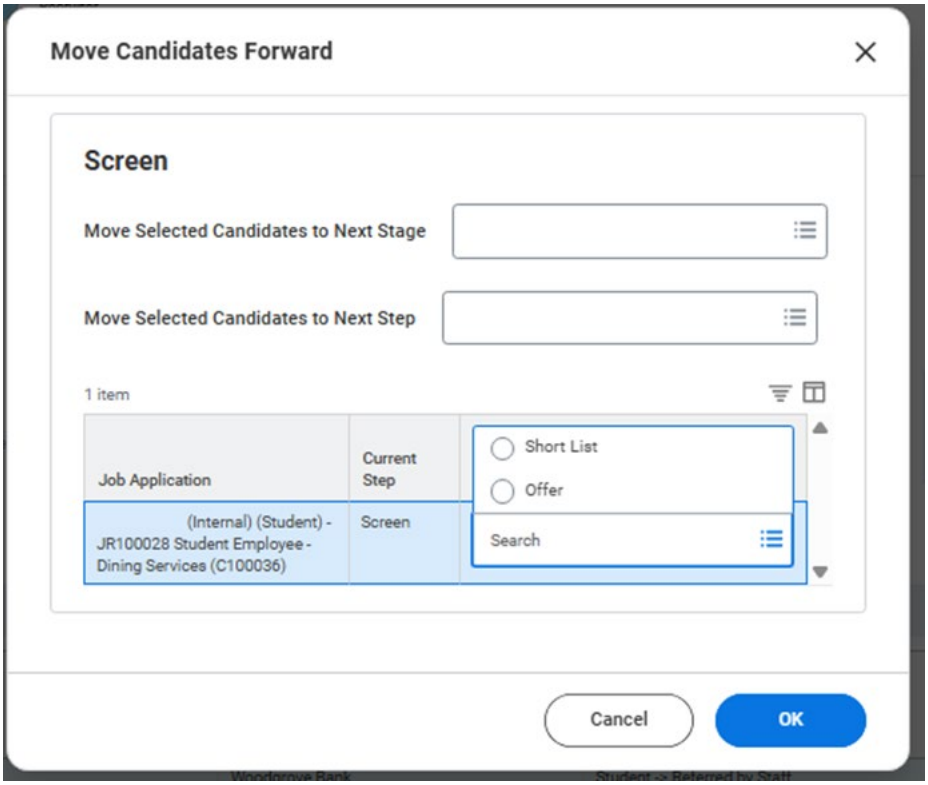
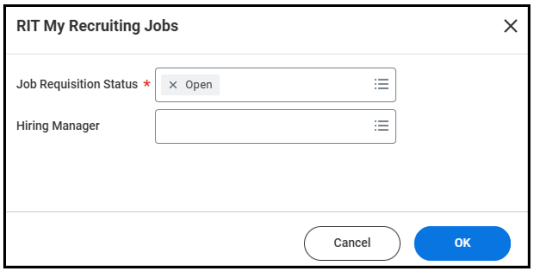


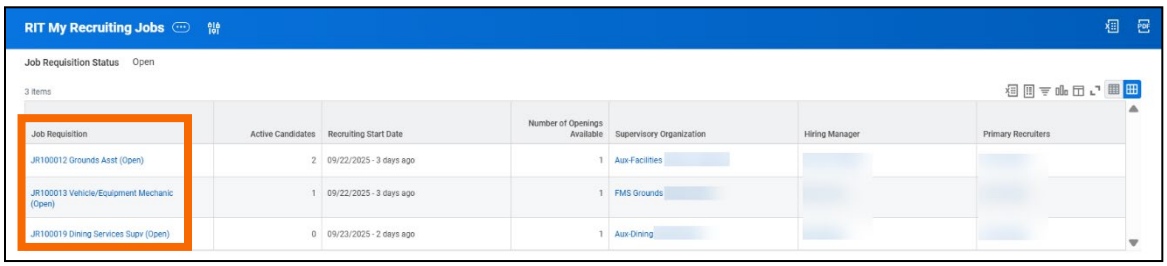
c. If you want to decline the candidate, select **Decline** and a **decline screen reason**. Workday then sends your candidate a rejection notification.

Use Mass Actions

1. Search for and select the **RIT My Recruiting Jobs** report, as shown in the image below.
2. In the **Job Requisition Status** field, remove **Frozen** and keep **Open** to filter for open positions.



3. Select **OK**. Workday filters the results and only displays open positions.
4. In the **Job Requisition** column, select a job requisition's name to view details about the job requisition.



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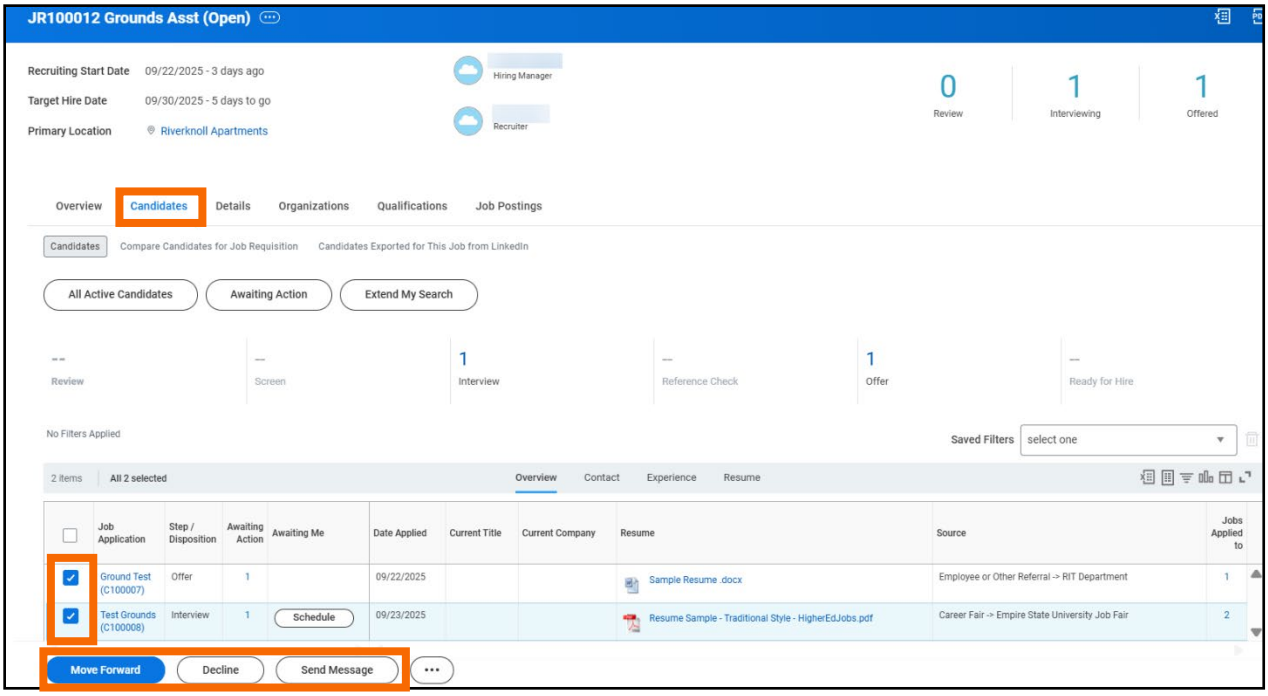
5. Select the **Candidates** tab.
6. In the grid, select all the candidates that you want to mass move forward or mass decline.
7. Select the mass action that you need to complete. Options include **Move Forward**, or **Decline**.



***Note**: Use the filter options carefully. Once you apply a mass action, you cannot rescind it. If you do, you will need to manually select a Move Forward or Decline decision for each candidate.*

Manage the Job Offer

Workday Recruiting allows for both initiation and revision of an offer. This process should be used for the formal offer **after** negotiations have been made verbally. This job aid provides HR partners, recruiters, and managers step-by-step instructions on how to use Workday to make a formal offer and how candidates will accept the offer.

After the screening and any interview processes are complete, and all verbal negotiations have been decided, you are ready to begin the offer process.

Initiate Offer Letter

2. Go to your **Inbox** to locate the **Offer for Job Application** task and click to open the screen. You can also navigate to the candidate grid, select the candidate, click on Move forward and Offer. The offer task will launch.
3. On the **Start** screen in the details section click on the pencil icon to complete the required fields. Enter the exact hire date and hire reason. It is okay if the hire date is different than the target hire date that appears. All other information defaults in and most should not need to be changed.
    a. Confirm that **Business Title** and **Scheduled Weekly Hours** are both accurate and specific to the role.

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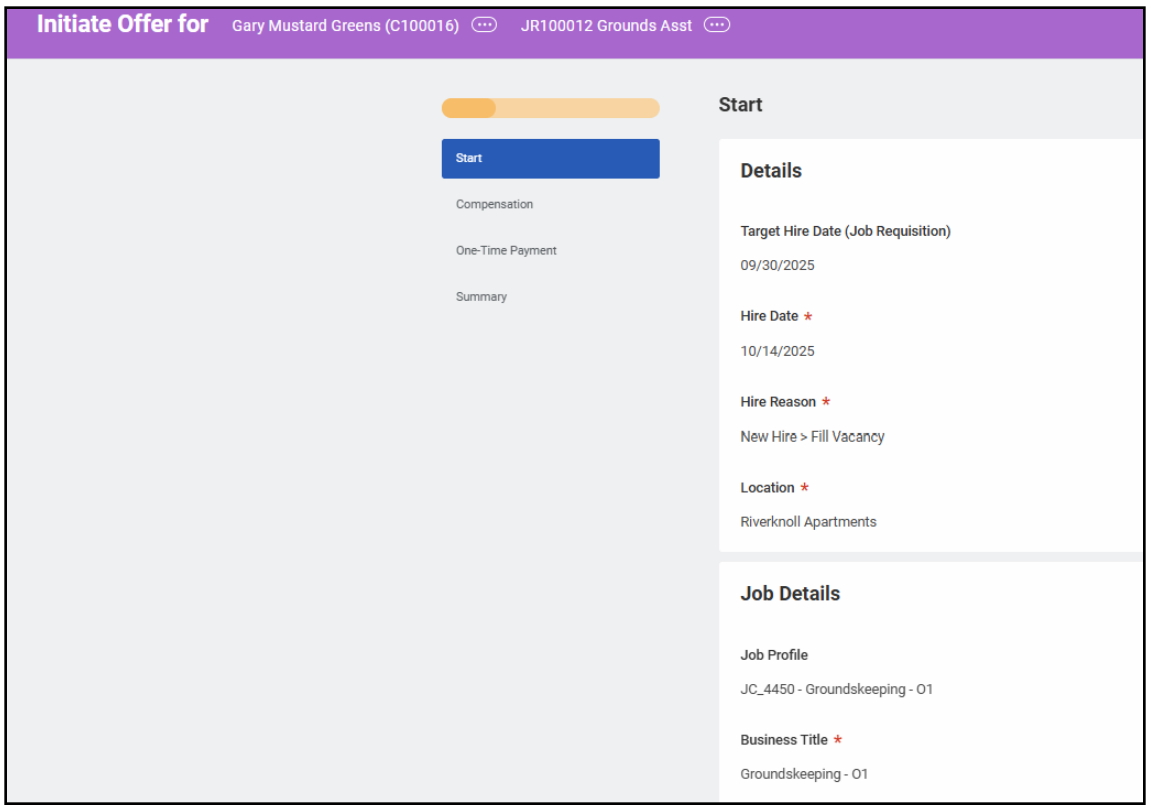
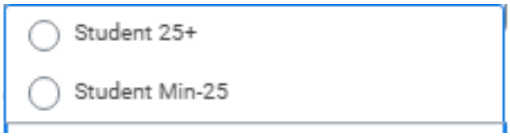
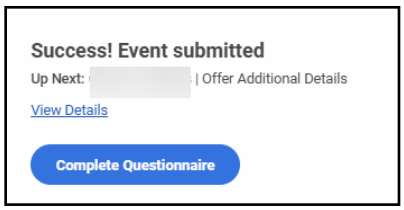


4. Select **Next**.
5. The **Compensation** section is next.
    a. In the guideline section, you will need to choose the appropriate **compensation grade profile**. For most students this will be **Student Min-25,** indicating they will be making less than $25/hr.



    b. Update the hourly rate to reflect the candidate's true compensation. Don't edit allowance or merit. Click next.
6. The **One-Time Payment** section is next, however this does not apply to student employees and should be skipped.
7. This takes you to the **Summary** page. Carefully review all offer details by scrolling through each section to verify the accuracy of the details. If any data needs to be edited, click the pencil icon and make the change(s).
8. Select **Submit**.
9. A pop-up window will appear asking you to complete the Offer Additional Details questionnaire.



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Generate the Offer Letter

1. Select the **My Tasks Inbox**.
2. Locate the **Generate Document for Offer** task and click to open the screen.
3. To view the document and make edits, click **Review**.
4. Review all offer details to ensure they are correct. Green bubbles use conditional formatting to populate information provided. You may edit any information needed.

   Note: *Legal language is locked so it cannot be edited.*

5. The **Offer Letter** will be sent to the candidate and will appear in the **Candidate Home** section of their Workday profile, accessible through our career site.

   Note: *For internal candidates it routes to their My Tasks inbox.*

6. Once the **Candidate** receives the offer letter, they can accept the offer and electronically sign it. If the candidate decides not to accept the offer, they will need to provide a comment as to why. If the candidate realizes there is an error in the letter and you need to correct it, they should not accept it. You can make the necessary corrections by going to the candidate's profile, select **move forward** and **re-negotiate offer**. This will kick off the offer process again allowing you to make the necessary updates.

Move Candidate to Ready for Hire

After the candidate accepts the offer and completes the electronic signature the hiring manager will receive a notification to make the offer decision.

1. From your home page, click **My Tasks Inbox**.
2. Locate the **Make Offer Decision** task. This can also be completed by going directly to the candidate's profile.
3. Select **Move Forward** and select **Ready for Hire**.
4. The **Candidate** will receive a notification to complete 2 tasks from their candidate profile on the external career site.
5. Once they complete the tasks, and you have moved them to **Ready for Hire** this completes the recruiting process.

Hire a Student Employee

Once a candidate completes the business process steps, Workday initiates the hiring process.

Note*: Your organization may have configured additional interview schedule business process steps to complete.*

Depending on your company's business process workflow and your organizational role, Workday may send you a **Hire Candidate** Inbox notification.

1. Select the **My Tasks** icon.

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2. Select the **Hire Student** task. Workday displays the candidate and position details.
3. Verify the job details.
4. Add any additional information.
5. Optionally, add any attachments.
6. Select **Submit**. Your organization may require additional approvals and processes.

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