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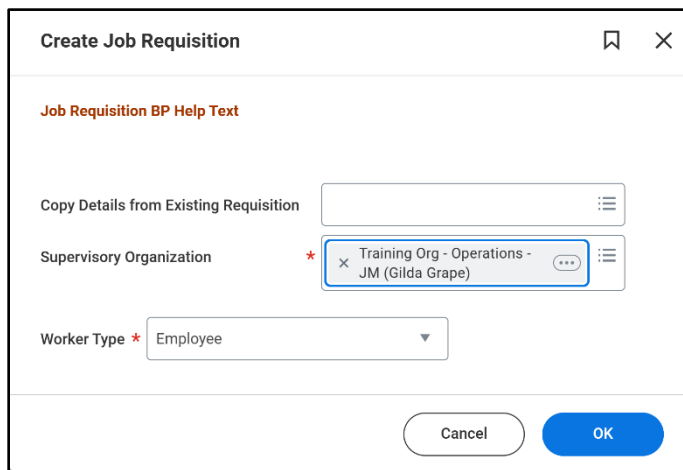
This job aid provides step-by-step instructions on how to create a job requisition for **Student Workers** and post the job requisition. For additional information, refer to the *Edit Job Requisitions & Update Postings* job aid for recruiters.

## 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.

The screenshot shows a 'Create Job Requisition' window. At the top, there's a title bar with a bookmark icon and a close 'X' button. Below the title bar, there's a section labeled 'Job Requisition BP Help Text'. The main form area contains three fields: 'Copy Details from Existing Requisition' with a search icon, 'Supervisory Organization' with a red asterisk and a dropdown menu showing 'Training Org - Operations - JM (Gilda Grape)' with a close 'X' and a menu icon, and 'Worker Type' with a red asterisk and a dropdown menu showing 'Employee'. At the bottom, there are 'Cancel' and 'OK' buttons.

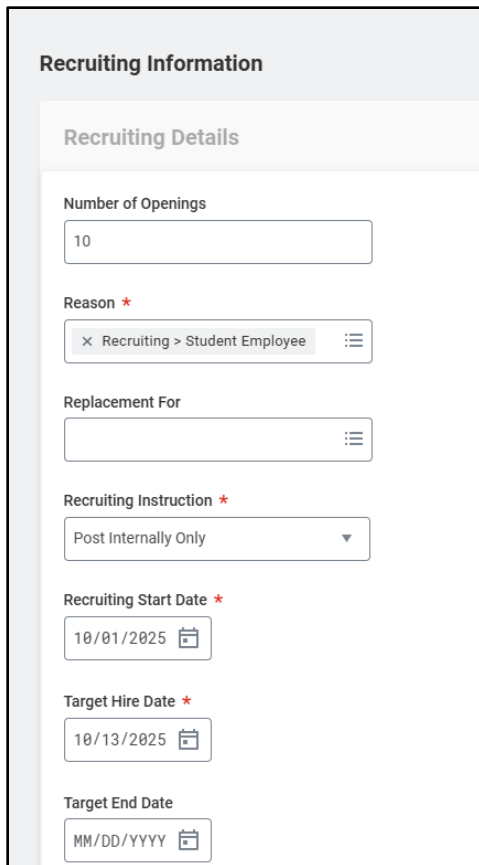
4. Select **Worker Type**.
5. Click **OK**.

**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*.

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



The screenshot shows the 'Recruiting Information' section of a Workday form. It includes the following fields:

- Recruiting Details** (Section Header)
- Number of Openings**: A text input field containing the value '10'.
- Reason \***: A dropdown menu showing 'Recruiting > Student Employee' with a close button (X) and a menu icon (three horizontal lines).
- Replacement For**: A dropdown menu with a menu icon (three horizontal lines).
- Recruiting Instruction \***: A dropdown menu showing 'Post Internally Only' with a downward arrow.
- Recruiting Start Date \***: A date picker showing '10/01/2025' with a calendar icon.
- Target Hire Date \***: A date picker showing '10/13/2025' with a calendar icon.
- Target End Date**: A date picker showing 'MM/DD/YYYY' with a calendar icon.

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.

Job

Job Details

Job Posting Title \*

Head Swim Instructor

Justification

Job Profile \*

×

JC\_3004 - Student Worker

...

Search

← Student Workers

☒ JC\_3004 - Student Worker

...

☐ JC\_3005 - Co-op Student

...

☐ JC\_3006 - Community Service Student Worker

...

SEO continues RIT's tradition of experiential education through student employment on campus. No matter the opportunity, your experience will develop vital skills and a strong work ethic to prepare you for your full-time search.

Job Description

Student Workers must be full-time students in a matriculated degree program. Student Workers may not exceed 20 hours/week between all campus positions during the academic semester.

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

Worker Sub-Type \*

Search

← For Current Country

☒ Adjunct Faculty

☐ Adjunct Staff

☐ Faculty (Regular)

☐ Non Employee (Fixed Term)

☐ Staff (Regular)

☐ Student Worker (Fixed Term) (Fixed Term)

☐ Student Worker (Regular)

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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.

Organizations

Company

Company \*

Rochester Institute of Technology

Cost Center

Cost Center \*

CC00036 Academic Affairs/Career Services, Co-op and SEO

Costing

Program

PG30 Student Services

Fund

FD100 Operating Fund

Other

Operating Unit

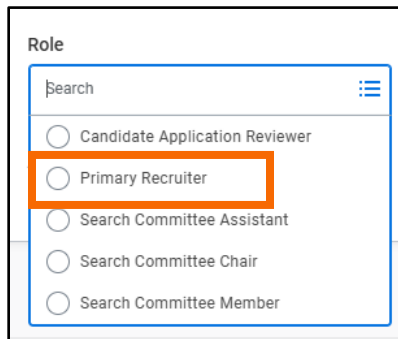
OU200 Academic Affairs - Office of the Provost (AA)

Security

Student Employee

25. Click **Next**.

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.



The screenshot shows a 'Role' dropdown menu with a search bar at the top. Below the search bar, there is a list of roles with radio buttons next to them. The 'Primary Recruiter' role is highlighted with an orange rectangular box. The other roles listed are 'Candidate Application Reviewer', 'Search Committee Assistant', 'Search Committee Chair', and 'Search Committee Member'.

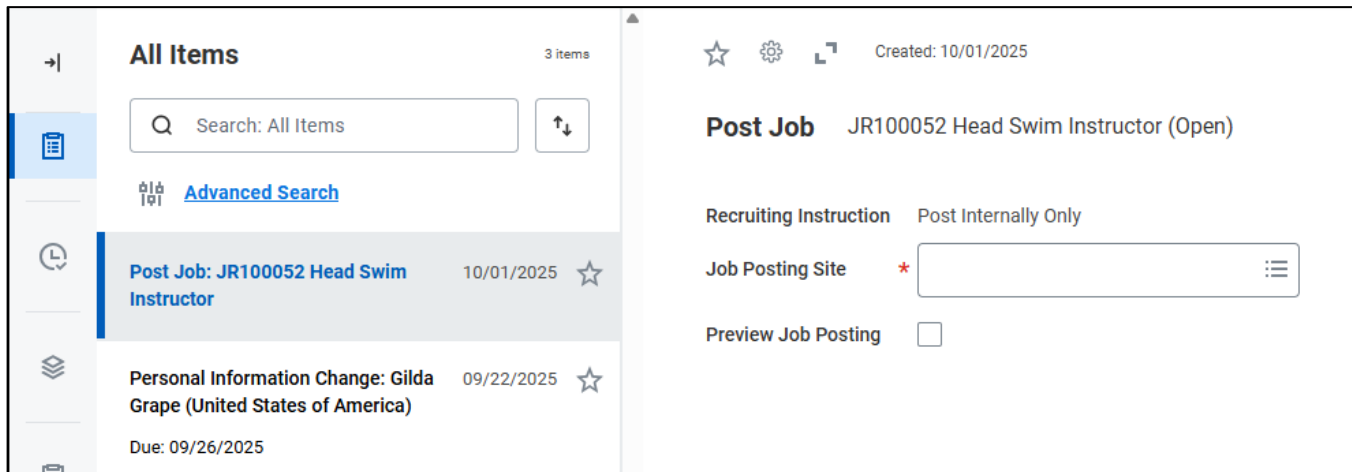
29. Review the Summary and go back to edit as needed. When you are ready to post the Job Requisition, click **Submit**. You will receive a popup to **Complete Questionnaire**.
30. Click the button or go to your My Tasks Inbox to find the **Job Requisition Additional Details** task and answer the question.

**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.

1. Click on the task to take action.



The screenshot shows the Workday interface. On the left, the 'All Items' task list is visible, containing three items: 'Post Job: JR100052 Head Swim Instructor' (dated 10/01/2025), 'Personal Information Change: Gilda Grape (United States of America)' (dated 09/22/2025), and a task due on 09/26/2025. The 'Post Job' task is selected. On the right, the 'Post Job' form for 'JR100052 Head Swim Instructor (Open)' is displayed. It includes a 'Recruiting Instruction' dropdown set to 'Post Internally Only', a 'Job Posting Site' dropdown with a red asterisk, and a 'Preview Job Posting' checkbox.

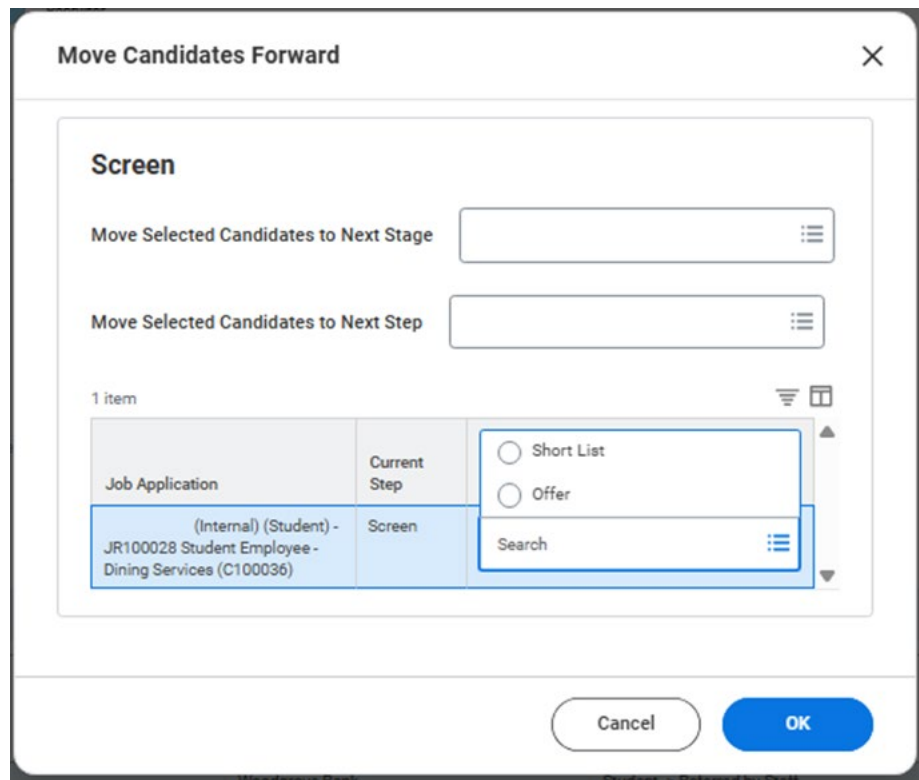
**Note:** Expand the window to full screen and collapse the navigation pane to the left to see more of the task.

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.



**Move Candidates Forward**

**Screen**

Move Selected Candidates to Next Stage

Move Selected Candidates to Next Step

1 item

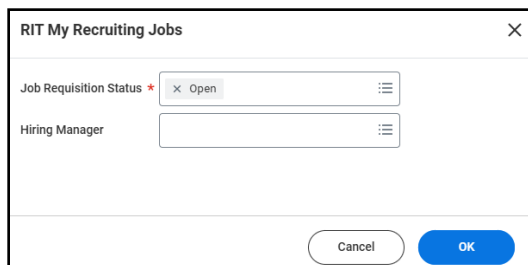
Job Application	Current Step	
(Internal) (Student) - JR100028 Student Employee - Dining Services (C100036)	Screen	<input type="radio"/> Short List <input type="radio"/> Offer <input type="text" value="Search"/>

Cancel OK

- 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.



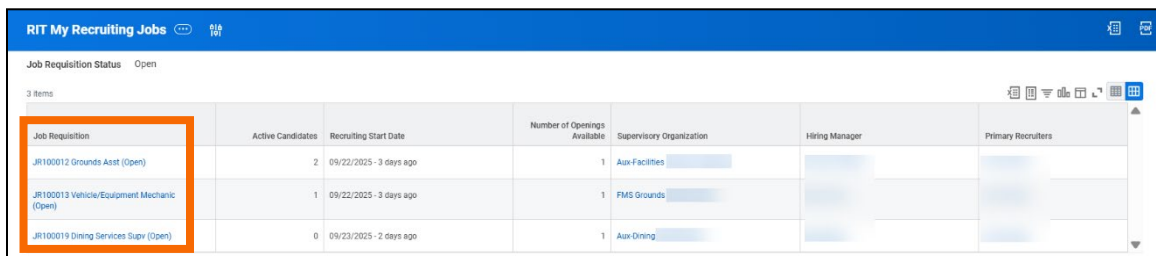
**RIT My Recruiting Jobs**

Job Requisition Status

Hiring Manager

Cancel OK

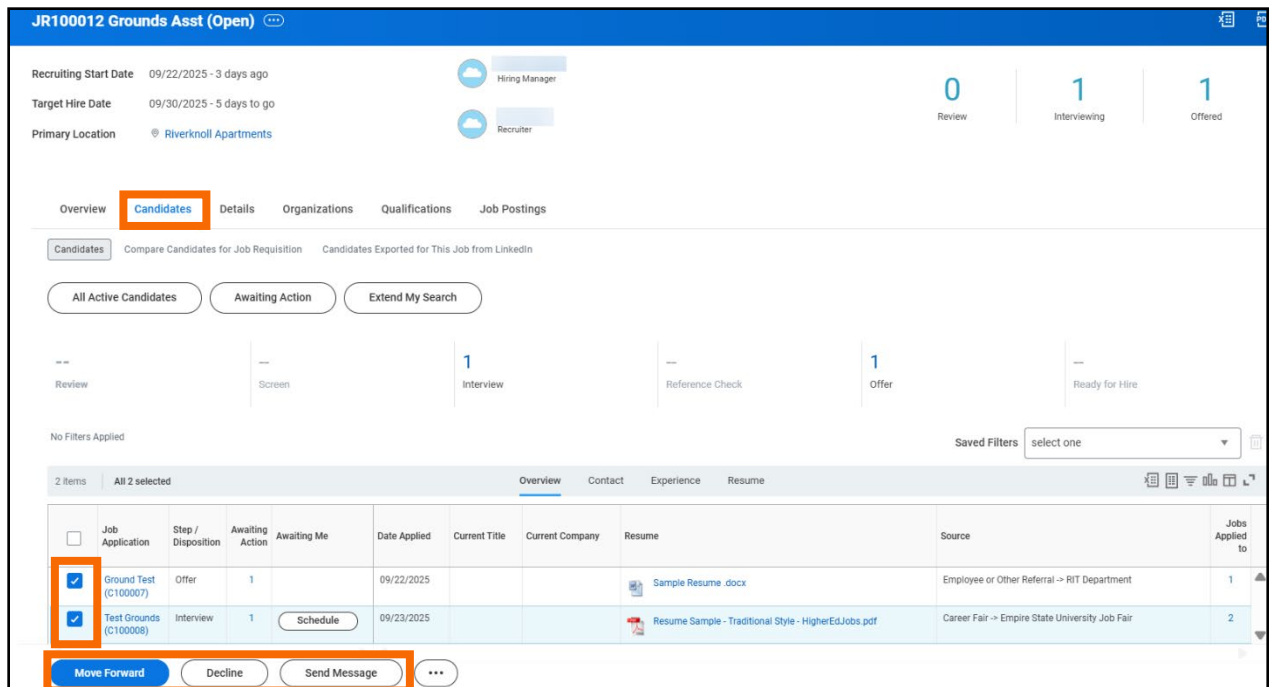
3. Select **OK**. Workday filters the results and only displays open positions.
4. In the **Job Requisition** column, select a job requisition's name to view details about the job requisition.



Job Requisition	Active Candidates	Recruiting Start Date	Number of Openings Available	Supervisory Organization	Hiring Manager	Primary Recruiters
JR100012 Grounds Asst (Open)	2	09/22/2025 - 3 days ago	1	Aux-Facilities		
JR100013 Vehicle/Equipment Mechanic (Open)	1	09/22/2025 - 3 days ago	1	FMS Grounds		
JR100019 Dining Services Supvr (Open)	0	09/23/2025 - 2 days ago	1	Aux-Dining		



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**.



**JR100012 Grounds Asst (Open)**

Recruiting Start Date: 09/22/2025 - 3 days ago  
 Target Hire Date: 09/30/2025 - 5 days to go  
 Primary Location: Riverknoll Apartments

Hiring Manager: [Avatar]  
 Recruiter: [Avatar]

0 Review | 1 Interviewing | 1 Offered

Overview | **Candidates** | Details | Organizations | Qualifications | Job Postings

Candidates | Compare Candidates for Job Requisition | Candidates Exported for This Job from LinkedIn

All Active Candidates | Awaiting Action | Extend My Search

Review | Screen | 1 Interview | Reference Check | 1 Offer | Ready for Hire

No Filters Applied | Saved Filters: select one

2 Items	All 2 selected	Overview	Contact	Experience	Resume					
<input checked="" type="checkbox"/>	Ground Test (C100007)	Offer	1		09/22/2025			Sample Resume .docx	Employee or Other Referral -> RIT Department	1
<input checked="" type="checkbox"/>	Test Grounds (C100008)	Interview	1	Schedule	09/23/2025			Resume Sample - Traditional Style - HigherEdJobs.pdf	Career Fair -> Empire State University Job Fair	2

Move Forward | Decline | Send Message | ...



**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.

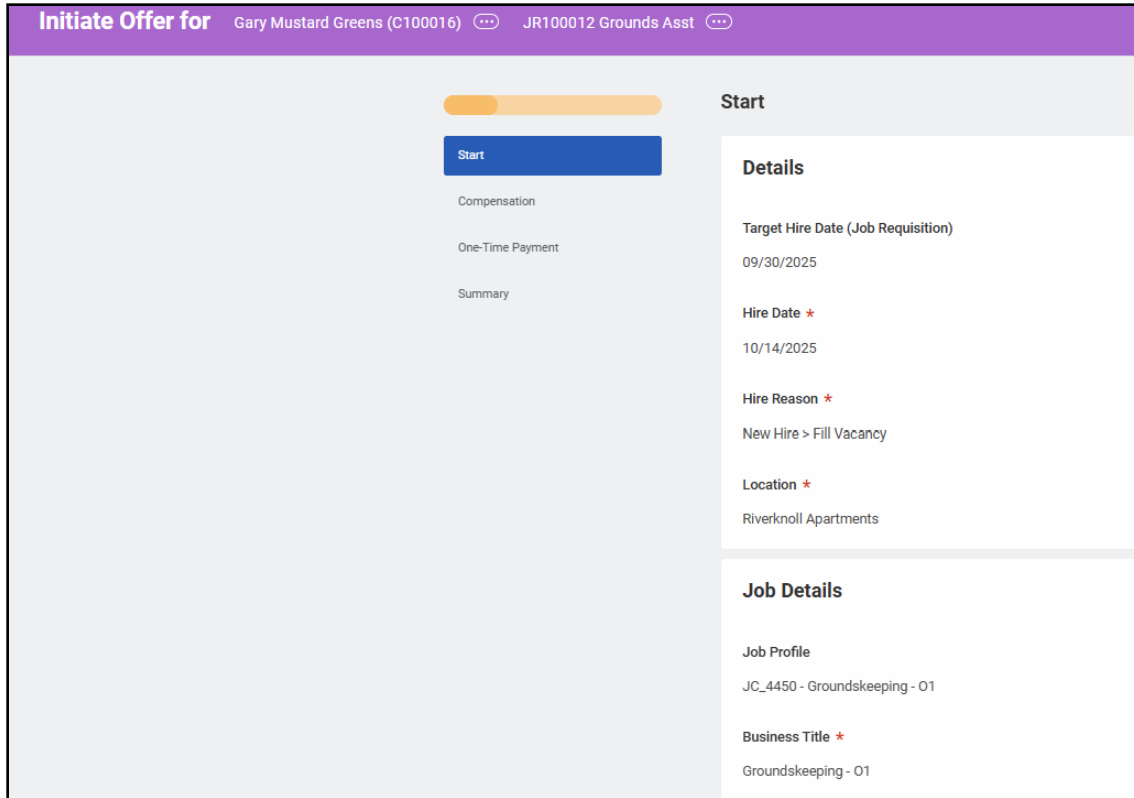
## Manage the Job Offer

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.



**Initiate Offer for** Gary Mustard Greens (C100016) JR100012 Grounds Asst

**Start**

Start

Compensation

One-Time Payment

Summary

**Details**

Target Hire Date (Job Requisition)  
09/30/2025

Hire Date \*  
10/14/2025

Hire Reason \*  
New Hire > Fill Vacancy

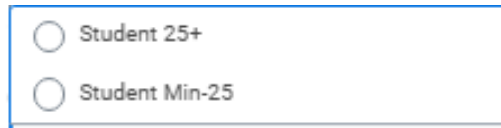
Location \*  
Riverknoll Apartments

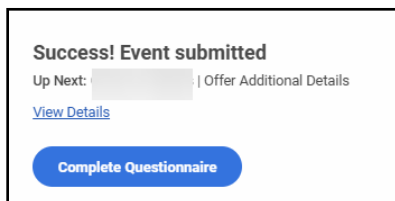
**Job Details**

Job Profile  
JC\_4450 - Groundskeeping - 01

Business Title \*  
Groundskeeping - 01

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.



**Success! Event submitted**

Up Next: Offer Additional Details

[View Details](#)

**Complete Questionnaire**

## 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.

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.