The first step of the recruiting process is to create a Job Requisition. After performing these steps, Managers and Recruiters can work with their Recruiter to post the job to career sites and find suitable candidates.

Tasks

- Start the Job Requisition Process

- Recruiting Information

- Job

- Organizations

- Compensation

- Medical Center-Assign Roles

- Summary

- Questionnaire for Medical Center Positions

- Edit Additional Data

- Create Position

- Request Requisition Compensation

- Create Search Committee – Primary Recruiter

- Post Job – Primary Recruiter

Start the Job Requisition Process

To start the Job Requisition process, the Recruiter or Manager will navigate to the My Team dashboard.

1. Under the Actions column, click **Create Job Requisition**. (Alternatively, you can simply type **Create Job Requisition** into the search bar and click the task.)

2. If you would like to **Copy Details from Existing Job Requisition,** click the prompt ▤ next to this field and select the job requisition you would like to copy. This field means you've posted a job like this before, and now you want to post another one just like it.
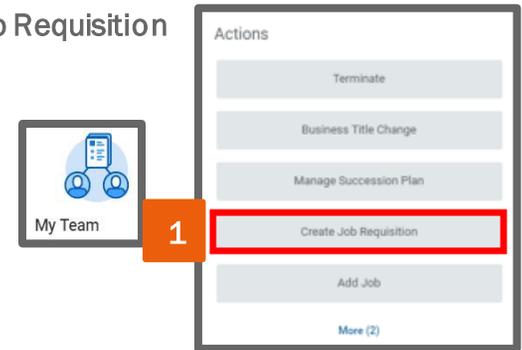
   **This function is not permitted for Medical Center and UPG requisitions.**

   Academic Requisitions

   Select the Existing Requisition from the 'My Requisitions' category within (or type the R# in the field).

   This creates an exact copy of the original requisition. Salary/hourly rate and other job details may need to be changed to reflect what is current.

   Unsure if you should copy? Contact your HR Business Partner for clarification.

3. Your **Supervisory Organization** will default in, although you can edit the field for those you have access to. Note: If you are posting a position that falls under your job management supervisory organization, edit the field.

4. Select **Create New Position** if you have not yet created a position and have approval to do so. This allows you to create a new position at the same time you're creating the job requisition.
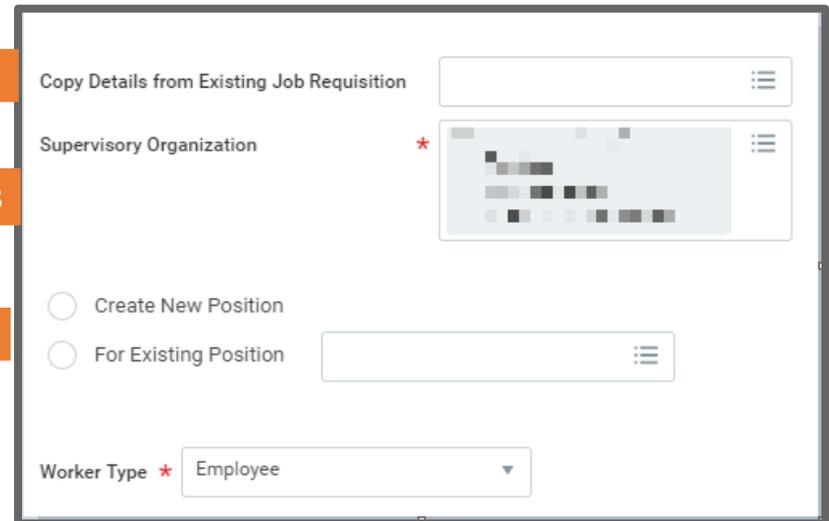
   Select **For Existing Position** and select the position you wish to fill. This can be for a vacant position or one that an existing employee is leaving.

Note: Classified Staff positions may not be posted as Classified Staff. Select the vacant Classified Staff position you are trying to fill. Work with your HR Business Partner who can assist with figuring out the University Staff job profile equivalent to select on the Job screen.

5. Select **Worker Type**.

   a. **Employee**: A worker who is paid by University of Virginia payroll.

   b. **Contingent Worker**: A person who is affiliated with the University but is not paid by the University. (e.g., Visiting Scholar, consultant, Post-Doctoral fellow, Traveler)

6. Click **OK**.

Recruiting Information

Now you will enter **Recruiting Information**.

1. Click the **pencil editor**.

2. **Number of Openings** allows you to post multiple positions with the same job profile. **Enter a number in the field.** (e.g., RN Clin 1, Faculty Wage, Acute Care Nurse Practioner)

3. Using the prompt, select the **Reason** for the requisition.

> 💡 **Note**: For requistions that require the creation of a search committee, you must select the reason **Create Job Requisition>Hire by Search Committee** and the company has to be Academic.

Recruiting Information

Recruiting Details

2 Number of Openings
1

3 Reason *

- **Create Job Requisition>Hire by Manager** (used primarily by Academic or UPG)

   i. **Hire by Manager> (Academic, UPG)>New Position** use when the position is new.

   ii. **Hire by Manager> (Academic, UPG)>Replace Position** use when a replacing a previous worker who is transfering to a different position or who has left UVA.

- **Create Job Requisition>Hire by Medical Center** (use when posting a Medical Center position or job)

   i. **Hire by Medical Center>New Position or Replacement Position Not Supported by Flex Budget** use when the position is new or a replacement position not supported in the flex budget.

   ii. **Hire by Medical Center>Replacement Position Supported by Flex Budget** use when this is a replacement position supported by the flex budget.

- **Create Job Requisition>Hire by Search Committee** (use when there will be a search committee involved in the recruitment of the worker.

   i. **Hire by Search Committee>New Position, Not Part of the Annual Hiring Plan** use when the position is new, and was not part of the annual hiring plan.

   ii. **Hire by Search Committee>New Position, Part of Annual Hiring Plan** use when the position is new, and the plans for the position were included as part of the annual hiring plan.

   iii. **Hire by Search Committee** use when you are posting a job for a worker who is leaving the University and has accepted a different job.

4. Is this posting replacing (ACD) or backfilling (MC) a position on your team? If so, type the name of the worker in the **Replacement For** field to pull up the position. Note - the worker entered in this field must either be terminating/leaving the University OR transferring to a new position in the University/Medical Center.

5. **Recruiting Instruction** tells the Recruiter where to post the job.

- **Do Not Post** means the Recruiter will not post the job.

- **Post Internally & Externally** allows the job to be posted for internal and external applicants.

- **Post Internally Only** allows the job to be posted for existing workers who are paid by UVA only.

6. **Recruiting Start Date** is the date you wish to start recruiting. This date indicates to the Recruiter when you would like to start Recruiting. Note: For Medical Center use today's date.

4	Replacement For
5	Recruiting Instruction * — select one
6	Recruiting Start Date *
7	Target Hire Date * — MM / DD / YYYY
8	Target End Date — MM / DD / YYYY

7. **Target Hire Date** is the date you ideally expect the new worker to be in the job. Note: For Medical Center use today's date.

8. **Target End Date** is only needed for Temporary positions.

   Note: *When replacing an employee, keep in mind the applicable overlap period (60 days max) when choosing the Target Hire date*. The 60 day window starts from the termination date of the previous worker.

9. Click **Next**.

Job

Next you will enter Job information. If you've already created a position, or you're replacing a worker, the **Job Details** will default in. After selecting the Job Profile, other fields may default in.

1. Click the pencil editor.

2. Enter a **Job Posting Title** in the Job Posting Title field. This is the title that will show up in the posting.

3. Enter a **Justification** for the position in this section Note, this is required for the Medical Center.

4. Enter a **Job Profile** in the Job Profile field. This field identifies if it is Academic, Medical Center, UPG, exemption status, etc.

   Note: If replacing a Classified Staff employee, enter the job profile equivalent your HR Business Partner helped you find. This should be the cross-walked job profile from Classified Staff (which cannot be filled) to University Staff, so the old position can be posted.

5. The **Job Description Summary, Job Description,** and **Additional Job Description** will default after you chose the Job Profile. Do not edit these fields but work with your Recruiter if edits are needed.
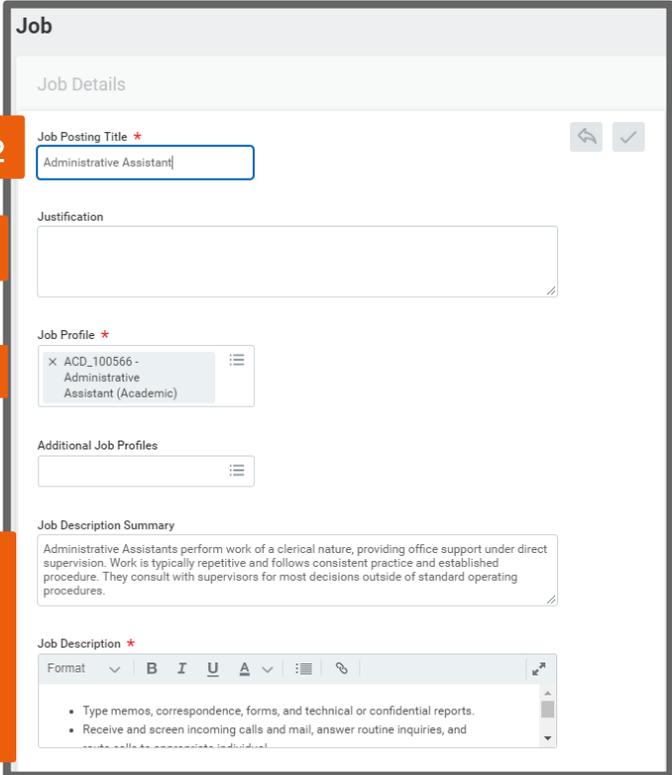
Job

Job Details

2 Job Posting Title *
Administrative Assistant

3 Justification

4 Job Profile *
× ACD_100566 - Administrative Assistant (Academic)

Additional Job Profiles

5 Job Description Summary
Administrative Assistants perform work of a clerical nature, providing office support under direct supervision. Work is typically repetitive and follows consistent practice and established procedure. They consult with supervisors for most decisions outside of standard operating procedures.

Job Description *
Format | B I U A | ☰ ⅜

- Type memos, correspondence, forms, and technical or confidential reports.
- Receive and screen incoming calls and mail, answer routine inquiries, and

6. Using the prompt, enter a **Worker Sub-Type**. Select **Worker Types**:

    - **Non-Employee**-is used to bucket specific types of non-Employees (e.g., Postdoc) that are ultimately not paid through UVA Payroll.

    - **Non-Paid Job**-Additional jobs for paid employees, which is not the primary job.

    - **Regular** is a benefitted worker.

    - **Student** is a UVA student you wish to hire.

    - **Temporary** is a temporary worker hired by UVA Temp Flex

    - **Wage** is a wage worker with no benefits

7. Using the prompt, choose a **Time Type**.

    - Full Time

    - Part Time

8. Using the prompt, Enter the **Primary Location** for the position. This represents the office location. (e.g. University Hospital, Gilmer Hall)

9. After entering the Primary Location, the **Primary Job Posting Location** will default.

10. If needed, enter **Additional Locations**.

11. The **Scheduled Weekly Hours** will default in. Edit the hours as needed. This number represents the number of hours or average hours the worker will work per week.

12. **Work Shift** is not required.

13. Click **Next**.

Job Families for Job Profiles
Administrative Support

6 — Worker Sub-Type *

7 — Time Type *

8 — Primary Location *

9 — Primary Job Posting Location *

10 — Additional Locations

11 — Additional Job Posting Locations

12 — Scheduled Weekly Hours
0

Work Shift
(empty)

Organizations

The Organization information will default from the Supervisory Organization. You may edit as desired.

1. The **Company, Cost Center, and Costing** will default in. Edit if this position does not fall under the defaulted company or Supervisory Organization selected during the Start Job process.

2. Click **Next**.

Compensation

1. For some positions and/or job profiles, **Compensation** will default in. If not, scroll down to the **Salary** or **Hourly** section and enter an **Amount** within the **Total Base Pay** range shown under Guidelines.

   Note: For Medical Center enter the beginning base salary of the range shown under Guidelines.

   (*Note: Amounts outside of this range will trigger an alert. Academic employees: Round staff salaries to the nearest dollar, and faculty salaries to the nearest hundred dollars*).

   Hourly

   1

   2

   Assignment Details
   ● 7.25 USD Hourly   added

   Plan Name
   ● Hourly Plan   added

   Effective Date
   ● 07/16/2019   added

2. You may opt out of entering a target salary by deleting the applicable salary or hourly section.

3. Click **Next**.

Medical Center-Assign Roles

For this step, you will assign your Primary Recruiter who will assist you with the recruitment process. View the UVA Medical Center Recruiter Directory to select the appropriate Primary Recruiter.

1. Click the **Add** button.

2. Select **Primary Recruiter_CHR** as the role in the **Role** field.

3. Type the name of your Primary Recruiter in the **Assigned To** field and choose from the list.

4. Click **Next**.

Assign Roles

2

Role
[Search]

**3**

Assigned To *
[   ]

Summary

Scroll through the summary and verify all fields are entered correctly. Click the pencil icon to edit any section you have access to. Sections without this icon are not editable. When you are finished verifying, click **Submit**.

You will receive a 'You have submitted' confirmation and an Up Next: Review Create Job Requisition by Recruiter. You may click on **View Details** to review the process.

> **You have submitted: Job Requisition**
> Up next: Review Create Job Requisition by Recruiter (COUS)
> View Details

For **Medical Center**, after submitting the Job Requisition you have the option to click on the **Complete Questionnaire →** link within the submit confirmation, instead of closing and finding it in your inbox.

At the top of the Create Job Requisition, under 'For additional assistance,' is a link to the Digital Workday Course to assist with completing the questionnaire.

> **You have submitted: Job Requisition**
> Up next: Complete Questionnaire by ▬▬▬▬▬
> View Details
>
> Complete Questionnaire →
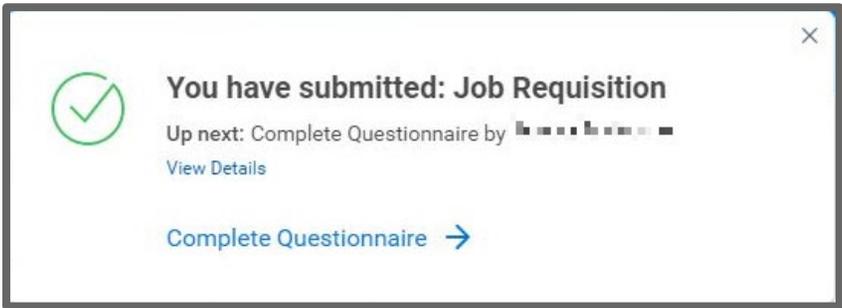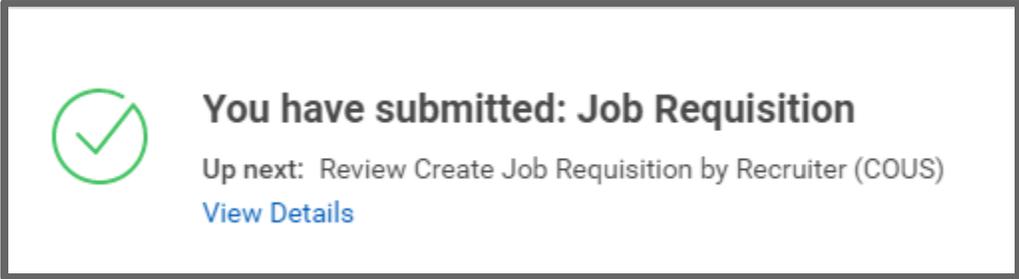
Questionnaire for Medical Center Positions

The next step will only trigger for Job Requisition created within Medical Center supervisory organizations. A short questionnaire will be delivered to the Manager:

5. If you did not click the Complete Questionnaire → link within the submit confirmation, navigate to your inbox and select the **Additional Questions for Medical Center: Dept (Name of Manager)** task.

6. Answer all applicable questions.

7. Click **Submit**.

8. You will receive a submit confirmation.

> **Note:** Approval is required by the Recruiter unless he/she initiated the process. The Recruiter must Assign the role of Primary Recruiter, which is done by scrolling to the **Assign Roles** section and clicking **Add**. If a committee is required, when assigning roles, you must assign the chair of the committee. Once Approved, a new task will appear in the Recruiter's inbox.

> **Note:** Approvals are required by the Manager, Manager's Manager, Recruiter, Budget Manager, Provost and Compensation at this point, depending on the job family. Once complete, a new task will appear in the Recruiter's inbox.
> **Medical Center only:** All requisitions will route to the recruiter and managers manager. Additional approvals will be required based on LMST guidelines.
> **Clinician 1's only:** The approval process happens prior to the entry of the Job Requisition.

Edit Additional Data

The next step in the Job Requisition process is for the Recruiter to **Edit Additional Data**, which is required to.

1. The Recruiter should navigate to his/her inbox.

2. Click the **Job Requisition: R***XXXXXX*** [*requisition*] task.

3. Enter the **Recruitment Range Minimum** and **Maximum,** and **Currency**, if desired.

4. Click **Submit**.

Create Position

If a position was not created before starting the Job Requisition process, it will run automatically using the data entered in steps 4, 5 and 6 of the Start the Job Requisition Process section above. No action is required.

Create Position → Job Requisition OR Evergreen Requisition → Post Job → Candidate Assessment / Screen / Check References → Interview & Rate → Job Offer → Background Check → Ready for Hire → Onboarding Setup

Request Requisition Compensation

Similar to the Create Position section, the Request Requisition Compensation step will automatically complete based on the information entered in step 6 of the Start the Job Requisition Process section, and data defaulted in from the job profile. No action is required.

Create Search Committee – Primary Recruiter

Although the process now shows an overall status of "successfully completed," the Primary Recruiter will receive the prompt to **Create Search Committee Definition** if the postion requires it. In this case, a series of tasks will appear in his/her inbox: **Note**: To create a staff committee, search for each task in the process. To complete this step, visit the Creating a Search Committee-Recruiter job aid.

Post Job – Primary Recruiter

If the job requisition includes a Recruiting Instruction of Post Externally and/or Internally, the **Primary Recruiter** will have the option to **Post Job.** In this case, the Primary Recruiter should return to his/her inbox and click the **Post Job:** *[job requisition title]* task. Please refer to the Post Job job aid for further details.

Create Position → Job Requisition OR Evergreen Requisition → Post Job → Candidate Assessment / Screen / Check References → Interview & Rate → Job Offer → Background Check → Ready for Hire → Onboarding Setup