

How a PI or Manager Creates a Job Requisition

1. Log in to Workday using your **ID** and **Password**.
2. In the search bar, type **Create Job Requisition ❶** and choose **Create Job Requisition ❷**.

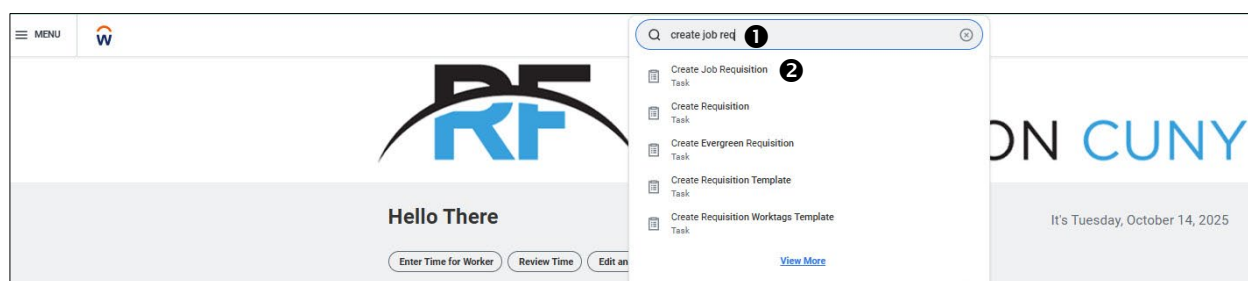


Figure 1

3. After you select **Create Job Requisition**, the **Create Job Requisition** screen will appear as shown in **Figure 2** below ❶. Refer to **Page 2** for explanations for the titles in **Figure 2** below.

 A screenshot of the 'Create Job Requisition' form. The form has a title bar with 'Create Job Requisition' and a close button. Below the title bar, there are instructions for 'Recruiting Start Date', 'Target Hire Date', and 'Target End Date'. The form contains several fields and options:

- ❶ Copy Details from Existing Requisition: A text input field with a dropdown arrow.
- ❷ Supervisory Organization: A field with a red asterisk, containing 'S252 (Luis Paul [C])' and a dropdown arrow.
- ❸ For Existing Position: A radio button that is selected.
- For Multiple Existing Positions: An unselected radio button.
- ❹ Position: A field with a red asterisk, containing 'Administrative Assistant (Unfilled)' and a dropdown arrow.
- Worker Type: A field with a red asterisk, containing 'Employee' and a dropdown arrow.
- ❺ At the bottom right, there are 'Cancel' and 'OK' buttons.

Figure 2

4. Understanding the **Create Job Requisition Request Screen**.

❶ **Copy Details from Existing Requisition:** Choose the drop-down menu in this box if you have previously created a job requisition that you want to use again. In most cases, you will be leaving this blank and go directly to ❸.

❷ **Supervisory Organization:** This will prefill with the name of the person initiating the task.

❸ **For Existing Position or Multiple Existing Positions:** Choose the one you desire.

❹ **Select Position and Worker Type:** Search and select the created position in the position dropdown and select the Worker Type (dropdown). We are choosing the unfilled position created by the PI. In the Worker type box, you will have the option to select **Contingent** or **Employee**.

Please Note: always choose the **Employee** option unless you create a GO or PI position. If selecting multiple positions, press okay, then all available positions will show on the next screen and can be selected as shown in **Figure 3** below.

❺ Choose **OK**. This will open a Recruiting Information window seen in **Figure 4** on **Page 3**.

Select Multiple Existing Positions

Supervisory Organization S252 (Luis Cardoso [C], Paul Price [C])

Defaulting Position

2 Items

<input type="checkbox"/>	Position	Job Profile	Location	Worker Type	Time Type
<input type="checkbox"/>	Graduate Research Assistant - H - Evan Azoulay	Graduate Research Assistant - H	The CITY COLLEGE of NEW YORK	Employee	Part time
<input type="checkbox"/>	Research Assistant (Unfilled)	Graduate Research Assistant - H	BOROUGH OF MANHATTAN C. C.	Employee	Full time

Figure 3

5. This is where we include details and reasons for the position being recruited for, along with where we would like to post the position. On the left side, **①** we will need to click on each tab and complete the required information.

The screen starts at the second tab **Recruiting Information ②**. **Pages 4** through **8** will detail each tab. In the Recruiting Information Screen below, click on the **Pencil Icon ③** to edit. Recruiting Details and review the screen in **Figure 6** on **Page 4**.

Create Job Requisition

Recruiting Start Date: This is the date that recruiting efforts will begin. This could be today or a future date.
Target Hire Date: This is the projected start date for the new hire.
Target End Date: This is the projected appointment end date.

Start

② Recruiting Information

Job

Organizations

Attachments

Compensation

Assign Roles

Summary

①

Recruiting Information

Positions

Created from Defaulting Position

Research Assistant (Unfilled)

Recruiting Details

Reason *

③

Replacement For

Recruiting Instruction *

Recruiting Start Date *
08/04/2025

Target Hire Date *

Target End Date *

Back

Next

Figure 5

In the **Recruiting Details** box below, we need to complete all the required fields.

Recruiting Details

Reason * ↩ ✓

Search ❏ **1**

Replacement For **2**

Replacement For ❏

Recruiting Instruction * **3**

select one ▼

Recruiting Start Date * **4**

08/04/2025 📅

Target Hire Date * **5**

MM/DD/YYYY 📅

Target End Date * **6**

MM/DD/YYYY 📅

Figure 6

1 Reason: Click on the drop-down menu, and **Figure 7** will appear, and choose the reason. Select either **Administrative** or **Recruiting** from the drop-down. When **Administrative** is clicked, **Figure 8** appears; when **Recruiting** is chosen, then **Figure 9** appears.

Reason *

Search ❏

Create Job Requisition > Administrative ➤

Create Job Requisition > Recruiting ➤

Figure 7

Reason *

Search ❏

← Create Job Requisition > Administrative

☒ Administrative > No recruiting required

☐ Administrative > Rehire

☐ Administrative > Student Intern

select one ▼

Figure 8

Reason *

Search ❏

← Create Job Requisition > Recruiting

☒ Recruiting > New Position

☐ Recruiting > Rehire

☐ Recruiting > Replacement

☐ Recruiting > Temporary

Figure 9

Recruiting Details for Rehire Only: complete all the required fields.

Recruiting Details

Reason *

❏

1

Replacement For 2

❏

Recruiting Instruction * 3

▼

Recruiting Start Date * 4

📅

Target Hire Date * 5

📅

Target End Date * 6

📅

1 Reason: Click on the drop-down menu, and **Figure 7** will appear, and choose the reason. Select either **Administrative** or **Recruiting** from the drop-down. When **Administrative** is clicked, **Figure 8** appears; then choose **Recruiting – Rehire** seen in Figure 9.

Reason *

❏

Create Job Requisition > Administrative

>

Create Job Requisition > Recruiting

>

Reason *

❏

← Create Job Requisition > Administrative

☒ Administrative > No recruiting required

☐ Administrative > Rehire

☐ Administrative > Student Intern

select one ▼

Reason *

❏

← Create Job Requisition > Recruiting

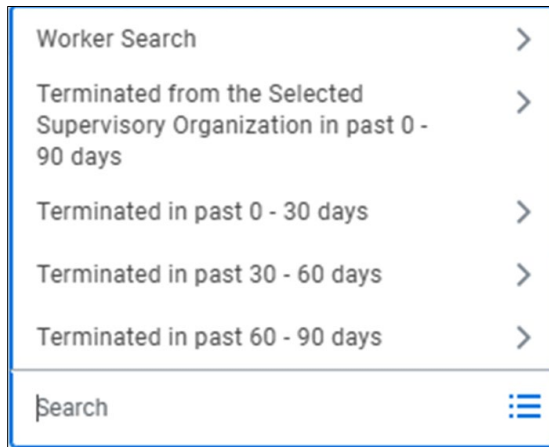
☐ Recruiting > New Position

☒ Recruiting > Rehire

☐ Recruiting > Replacement

☐ Recruiting > Temporary

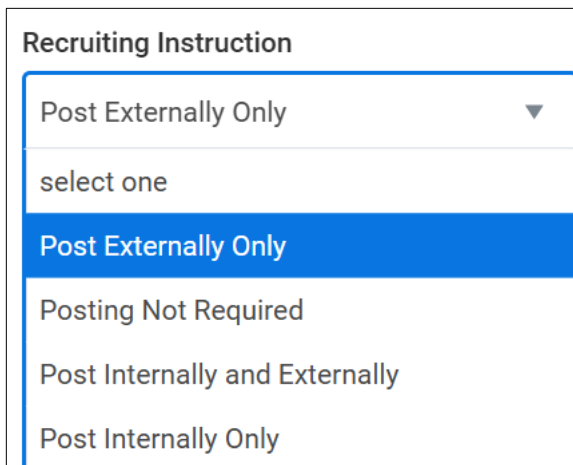
- ② **Replacement Figure 6:** Use this if you are replacing an employee with another worker. Click on the drop-down menu, and **Figure 10** will appear as shown below. Choose the correct reason for your replacement.



A screenshot of a web application's drop-down menu for replacement. The menu is titled "Worker Search" and contains five options, each with a right-pointing chevron: "Terminated from the Selected Supervisory Organization in past 0 - 90 days", "Terminated in past 0 - 30 days", "Terminated in past 30 - 60 days", and "Terminated in past 60 - 90 days". At the bottom of the menu is a "Search" button with a magnifying glass icon.

Figure 10

- ③ **Recruiting Instruction Figure 6:** Click on the drop-down menu, referencing **Figure 11** below, and choose from the following: Post Externally Only (Non-Union), Post Externally Only (Union) or Posting Not Required.



A screenshot of a web application's drop-down menu for recruiting instruction. The menu is titled "Recruiting Instruction" and shows a list of options. The first option, "Post Externally Only", is highlighted in blue. Below it are "Posting Not Required", "Post Internally and Externally", and "Post Internally Only". A "select one" label is visible above the list.

Figure 11

- ④ **Recruiting Start Date:** Click on the calendar icon and a calendar will appear. Select the date that recruiting efforts will begin. This could be today or a future date.
- ⑤ **Target Hire Date:** Click on the calendar icon, and a calendar will appear. Select the projected start date for the new hire.
- ⑥ **Target End Date:** Click on the calendar icon, and a calendar will appear. Select the projected appointment end date.

6. **Figure 12** below is a sample of the **Create Job Position Request** Screen completed. The next step is to click **Next** ❶ and the **Job Details** screen will appear as seen in **Figure 13** on **Page 9**.

Recruiting Information

Start

Recruiting Information

Job

Organizations

Attachments

Compensation

Assign Roles

Summary

Positions

Created from Defaulting Position

Research Assistant SM (Unfilled)

Recruiting Details

Reason *

Recruiting > New Position

Replacement For

Recruiting Instruction *

Post Externally Only

Recruiting Start Date *

08/05/2025

Target Hire Date *

08/05/2025

Target End Date *

04/06/2026

❶

Back Next

Figure 12

7. **Job Details:** Most of the fields will be prefilled. Click on the **Pencil Icon** **1** to edit.
Figure 14 on Page 10 appears to begin editing.

Job Details

Job Posting Title *

Research Assistant SM

Justification

Job Profile *

RF Research Assistant - H

Additional Job Profiles

Bargaining Unit *

Union Optional

Job Description *

SAMPLE JOB DESCRIPTION FOR DEMO PURPOSES

The CUNY School of Medicine (CUNY MSO) is the only medical school in the City University of New York (CUNY) system. Our innovative curriculum allows students to complete their undergraduate Bachelor of Science (BS) and Doctor of Medicine (MD) degrees in seven years. The CUNY School of Medicine also offers a Master of Science in Physician Assistant Studies (PA). Our mission is to provide access to medical education to talented individuals from social, ethnic, and racial backgrounds who are historically underrepresented in medicine and to develop health professionals committed to practicing in underserved communities with a special emphasis on primary care and reducing health disparities.

As the recipient of a Research Centers in Minority Institutions (RCMI) USA Cooperative Agreement, the CUNY School of Medicine (CUNY MSO) has established the NYCenter for Minority Health Equity and Social Justice (NYC MHEJSJ), whose mission is to address and advance the science of health disparities affecting racial/ethnic minorities and underserved communities in New York City. The NYC MHEJSJ is aligned with the National Institute on Minority Health and Health Disparities (NIMHD) vision to advance the science of minority health and health disparities research by developing & strengthening the research infrastructure to conduct state-of-the-art research and foster the next generation of underrepresented scientists and enable them to engage in rigorous, mentored research experiences focused on diseases that disproportionately affect minority populations experiencing health disparities.

Under the direct supervision of the RCMI NYC MHEJSJ Research Project Principal Investigator, the Research Manager (RM) will assist in implementing a research protocol to develop and test an online mental health anti-stigma intervention for Chinese American adolescents and parents aimed at improving their mental health service use.

Other Duties:

This RM will provide full-scope project management and research support activities toward the overall administration of the research project, research activities including regulatory compliance, project administration, procurement, and other various day-to-day research activities. Overall duties include, but not limited to maintenance of regulatory documents and IRB submissions, development of research protocols and intervention manuals, assistance in pilot testing of the intervention, coordination of communications and activities with academic and community partners, and meeting/event coordination. The RM provides guidance to research support staff under the direct supervision of the program Principal Investigator. The successful candidate will have a high degree of professional maturity, commitment to excellence, independence, flexibility, and initiative, and will possess the ability to work collaboratively with diverse individuals, teams, and populations both internally and externally. Further, the RM will work closely with community-based organizations in NYC that serve immigrant populations. This position is expected to be fully in person at CUNY MSO.

Qualifications

- Experience in project management including assuring project milestones are met on time and collaborating with multiple stakeholders;
- Excellent time management and organizational skills;
- An exceptional commitment to accuracy and attention to detail;
- Ability to work on a team, as well as independently;
- High degree of flexibility and maturity to work in an innovative, fast-paced environment, and to readily embrace change;
- Sensitivity and experience working with diverse cultural and linguistic populations;
- Ability to travel throughout NYC;
- Experience working closely with immigrant-serving community-based organizations in NYC.

Qualifications

- A Ph.D. in social work, psychology, public health, or another related field from an accredited institution; **OR**
- A Master's degree in an applicable field from an accredited institution and at least one (1) year of additional research experience pertinent to the scope and complexity of the project; **OR**
- A Bachelor's Degree from an accredited institution in an applicable field and related research assistant work of at least three (3) additional years duration on closely applicable research; **AND**
- Fluency in English, Mandarin Chinese, and/or Cantonese (written, oral); **AND**
- Familiarity and commitment to Chinese-speaking communities; **AND**
- Possession of the core competencies determined to be required at the time of hire.

Salary Requirements *

Job Families for Job Profiles

Research

Worker Sub-Type *

On Call (Fixed Term)

Time Type *

Part time

Primary Location *

HUNTER COLLEGE

Primary Job Posting Location *

New York, NY

Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours

19

Work Shift

Link to Evergreen Requisition

Evergreen Requisition

Compensation Details

Compensation Grade

FIH

Questionnaires

Internal Career Site - Primary

Internal Questionnaire

Internal Career Site - Secondary

External Career Site - Primary

External Questionnaire

External Career Site - Secondary

Figure 13

8. Jobs Editing Details

1 Justification: Optional: enter in a justification for the job requisition.

2 Additional Job Profiles:
Optional

3 Salary Requirements:
Enter the pay range in Salary Requirements for Hourly example is \$16.00 - \$20.00/hour for Salary example \$65,000 - \$80,000.

4 Additional Locations:
Optional

5 Additional Job Posting Locations:
Optional

6 Work Shift:
Optional

Job

Job Details

Job Posting Title *
Research Assistant SM

Justification

Job Profile *
Search
X RF Research Assistant - H

Additional Job Profiles

Bargaining Unit *
Union Optional

Job Description *

Format
SAMPLE JOB DESCRIPTION - FOR DEMO PURPOSES
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Under the direct supervision of the RCMI NYC-MHESJ Research Project Principal Investigator, the Research Manager (RM) will assist in implementing a research protocol to develop and test an online mental health anti-stigma intervention for Chinese American adolescents and parents aimed at improving their mental health service use.

Salary Requirements *

Format

Job Families for Job Profiles
Research

Worker Sub-Type *
X On Call (Fixed Term)

Time Type *
X Part time

Primary Location *
X HUNTER COLLEGE

Primary Job Posting Location *
X New York, NY


Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours
19

Work Shift

Figure 14


9. **Organizations** screen will appear shown in **Figure 15** below. Enter in the **Company**, **Cost Center** and **Costing** details. Enter the Grant number first and the Fund information will auto populate. Salary Expense Code is also required. If any editing is necessary, click on the **Edit Pencil**  icon in the organizational boxes. Once completed, click **Next** in the process to move onto the next tab, **Attachments**.

Organizations

Company

Company *


RFCUNY Research Foundation of the City University of New York



Cost Center

Cost Center *


JJ JOHN JAY COLLEGE OF CRIMINAL JUSTICE



Region

Region


35% Fringe Rate - Part Time A



Costing


Grant

GR-10000009 Payroll HR Test John Jay - Copy




Fund

GC Grants and Contracts




Other

Fringe Benefit




Purpose Code

Instruction




Salary Expense Code

5714 Administrative Assistant



Department

10051 Chemistry



Area of Discipline


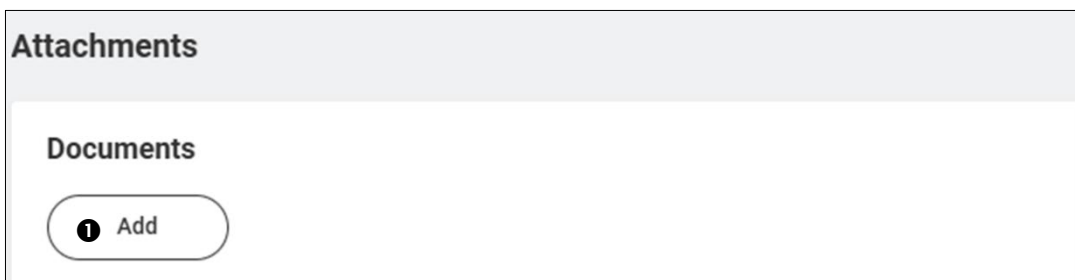


Figure 15

11

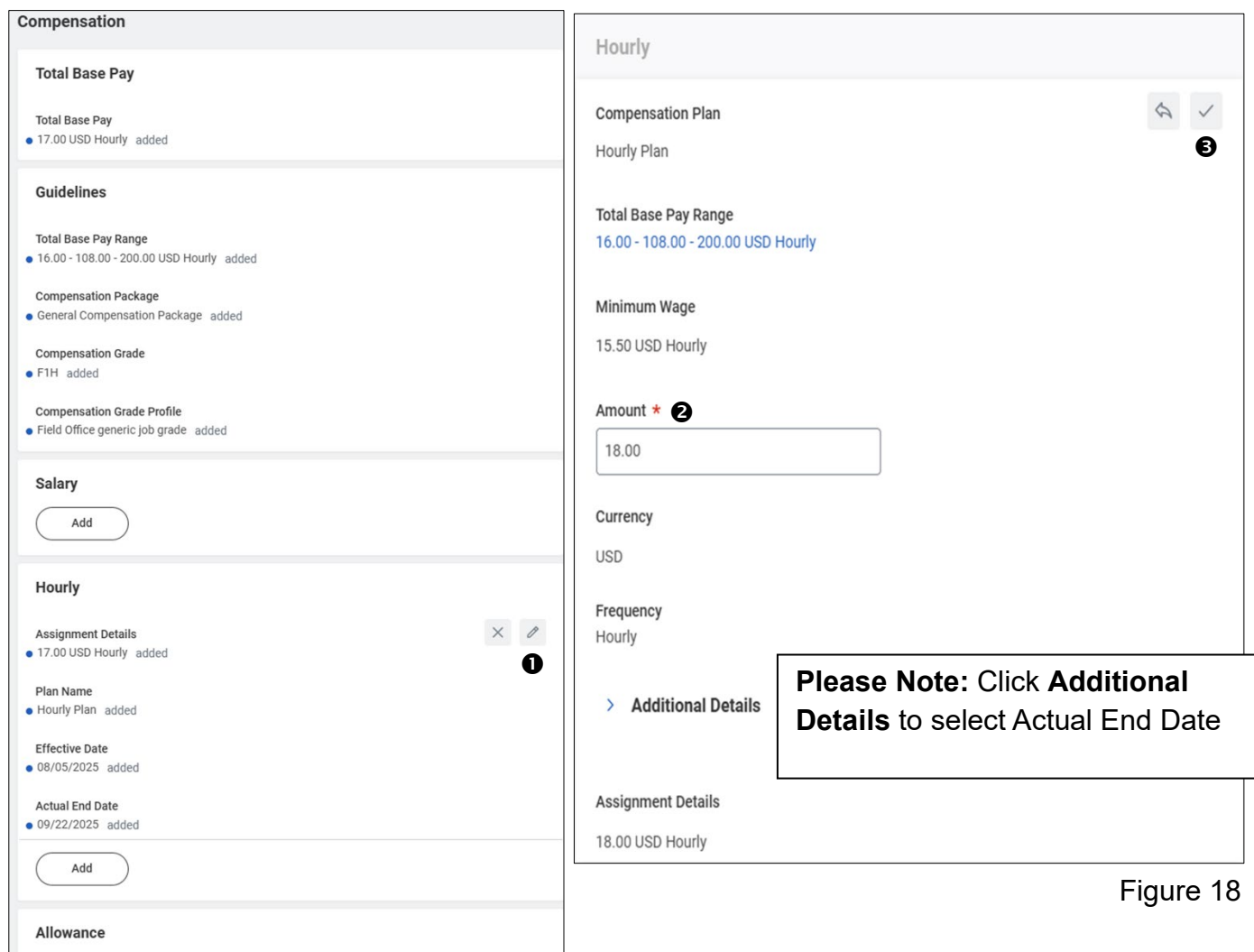
10. **Attachments**, click on **Add ❶** in **Figure 16** below to add documentation needed regarding the role. Click **Next** to go to the next tab, **Compensation**.



The screenshot shows a section titled "Attachments" with a sub-tab "Documents". Below the tab is a button labeled "❶ Add".

Figure 16

11. **Compensation:** The information is prefilled as shown below. To edit the hourly or salary rate, click on the **Pencil icon ❶** in **Figure 17**, then go to **Amount ❷** in the hourly or salary box as shown below. Click the **Check icon ❸** to complete the task. Then click **Next** to move into the **Assigned Roles** tab.



The screenshot shows the "Compensation" section with several tabs: "Total Base Pay", "Guidelines", "Salary", "Hourly", and "Allowance". The "Hourly" tab is active, showing fields for "Compensation Plan", "Total Base Pay Range", "Minimum Wage", "Amount", "Currency", "Frequency", and "Assignment Details".

Figure 17 highlights the "Hourly" tab with a pencil icon ❶ next to the "Assignment Details" field.

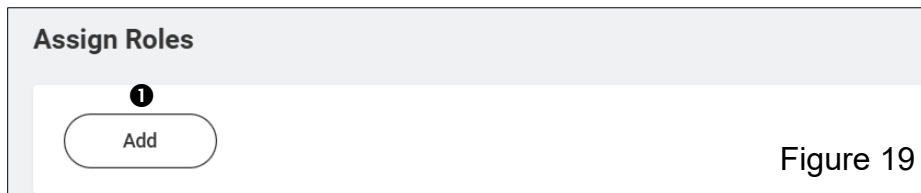
Figure 18 highlights the "Amount" field ❷ (containing "18.00") and the "Check icon ❸" (a checkmark) next to the "Compensation Plan" field.

Please Note: Click **Additional Details** to select Actual End Date

Figure 18

Figure 17

12. **Assign Roles:** Click on **Add ①** in **Figure 19** below, to add the **Primary Recruiter** and who it will be **Assigned To**. A pop-up box will appear as shown in **Figure 20** below.



13. Under **Role ②**, click on the drop-down menu which is the three bars on the left side of the box. Choose **Primary Recruiter** and click it. Under **Assigned To ③**, type in the hiring manager's name or click on the drop-down menu and find the name and click on it.

Please Note: Multiple people can be added to the Primary Recruiter role by clicking **Add ④** in **Figure 21**. Keep in mind if multiple people are involved in the recruitment process, they will receive tasks for the hiring process if not removed.

To remove an individual, go to the job aid called **Edit Job Requisition**.

Click **Next** to move to the next tab, **Summary**.

Figure 20

Figure 21

14. **Summary:** Review all information entered in previous steps before submitting.

Click **Submit**, pop-up box will appear as shown below in **Figure 22**. Your next step is to click on **Complete Questionnaire ①**, then follow the instructions to complete the questionnaire seen in **Figure 23** below.

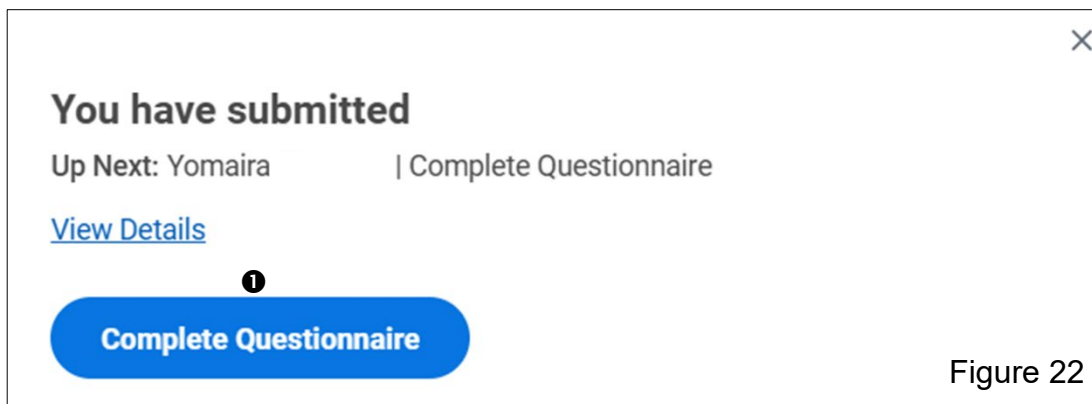
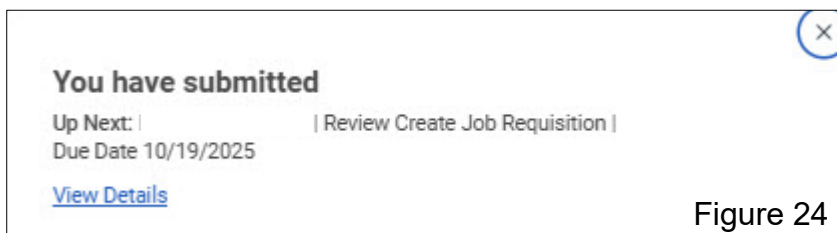


Figure 22

15. Check the appropriate boxes from the drop-down menu ②. Once you have completed the questionnaire, click **Submit ③**. A **You have submitted** pop-up window will appear as seen in **Figure 24** on **Page 15**.

Figure 23

16. You have now successfully created a Job Requisition.



The RF Recruiting Analysts will now review the job requisition. Once the RF Recruiting Analysts has reviewed and approved the requisition information, it will be reviewed by the RF Grant Manager.

Please Note: If you are located at Hunter College or LaGuardia Community College, this will be routed to the Grants Officer first before the RF Recruiting Analysts.