

# UA Little Rock Create Job Requisition BP Checklist

## HIRING FROM THE CREATE JOB REQUISITION

The Create Job Requisition business process is used to initiate recruitment to fill a position. The position is advertised using a job requisition and posted on the UA System Career Site and other sites as requested by the hiring department. The employee applies for the position, is interviewed, and then hired from the job requisition into the position.

**A new employee cannot start work before the signed offer letter has been submitted and onboarding tasks are completed in Workday!**

## START THE CREATE JOB REQUISITION PROCESS!

### Edit Position Restrictions

- To review and/or update an existing position, type in the search bar “Edit Position Restrictions” and complete the required information.
- The information entered on the Hiring Restriction tab will feed into the job requisition when it is created. You will need to complete the “Summary of Job Duties” section. This is a brief summarization of the position. The “Qualifications” section should include the: Required Education and/or Experience, Preferred Education and/or Experience, Job Duties and Responsibilities and Knowledge, Skills, and Abilities
- **NOTE:** When updating and/or entering the responsibilities under the “Qualification Tab” (not the Qualification section on the Hiring Restrictions tab), click the plus button to add a line for each responsibility. Please categorize the job duties into ten (10) or fewer areas of responsibility. (The responsibilities entered will be used in the performance evaluation process). [Edit Position Restrictions QRG](#)

### Creating a New Position in Workday

- If the position does not exist, please contact HR before creating a new position.
  - If you are hiring for a new position, you will need to create a new position. Type in the search bar “Create Position” and complete required information as indicated in the Quick Reference Guide. [Create Position QRG](#)

## Posting a Position in Workday

- The “Start Job Requisition” task is used to advertise positions that are approved to be filled.
- The Employment Coordinators, Department Heads, and Managers can initiate this business process for the appropriate Supervisory Organization.
- The best practice when creating a job requisition is to use an existing position. To create a job requisition, type in the search bar “Start Job Requisition”.
- Select the appropriate Supervisory Organization.
- Complete all required fields.
- Some information from the position restrictions will auto-populate.
- NOTE: Under the “Additional Information” task when creating job requisition, please check the box that the position is benefits eligible. Otherwise, the position will not show as benefits-eligible on the Career Site.
- Complete all required fields and submit for approval and posting.
- The position is posted in Workday on UA Career Site as indicated. [Create Job Requisition \(Departmental\) ORG](#)

## Managing the Candidates

- The Recruiting Coordinator (Employment Coordinator) and Manager will be able to view candidates for open job requisitions within their supervisory organization.
- The Recruiting Coordinator (Employment Coordinator) screens candidates, declines candidates, and decides who moves forward.
- The Recruiting Coordinator (Employment Coordinator) or Manager must ensure that candidates upload all required documents into their Workday online application at the first stage of the “Review.” Candidates not providing all the necessary documents can be asked by the department to email missing documents to [HR-recruitment@ualr.edu](mailto:HR-recruitment@ualr.edu) so that HR can upload the documents, or the department can disposition (“Decline”) the application as incomplete.
- The Recruiting Coordinator (Employment Coordinator) or Manager moves candidates forward to “Pre-screening by Manager.” The next stage moving forward is “Pre-screening by Recruiter for Job Requisition” so that HR can review the candidates and move the candidates to the interview stage.
- The Recruiting Coordinator (Employment Coordinator) or Manager schedules and rates interviews.
- After the Interviews, the Recruiting Coordinator (Employment Coordinator) or Manager will make the Interview Decision to “Move Forward” or “Decline” the candidate.

## The Job Offer Process

- The Recruiting Coordinator (Employment Coordinator) and Manager can move the candidates forward to “Reference Check.”
- After the reference check, a verbal offer can be made and if accepted, the Recruiting Coordinator (Employment Coordinator) or Manager moves the selected candidate to “Background Check”.
- HR conducts the required background checks on the selected candidate.
- After the background check, HR will move the candidate forward to “Offer by the Manager.”
- The Manager will receive an inbox item to initiate the offer process. Once the offer is selected an automated process is in place to generate an offer letter.
- The Recruiting Coordinator (Employment Coordinator) will edit the generated offer letter.
- The offer letter should indicate the position number that is being filled with the position title.
- After review by HR and the Hiring Manager, the offer letter is automatically sent to the candidate for acknowledgment and signature.
- Please encourage the candidate to acknowledge the acceptance in Workday, print the offer letter, and upload the signed offer letter into Workday before submitting it. [Manage Candidates QRG](#)

***PLEASE DO NOT DO A SEPARATE HIRE PROCESS INTO THE POSITION. PLEASE COMPLETE THE HIRE THROUGH THE JOB REQUISITION IN THE RECRUITMENT PROCESS!***

***Problems?*** Please submit a ticket through IT Services if the new employee encounters any login or payment issues. Please click this link to [submit a ticket](#).