

## Create Position

### PURPOSE

Create Position process is best used when a position will be requested and not be needed immediately. If the position and approval to fill are needed immediately, please use the [Create Job Requisition](#) business process instead.

This process is initiated by the Manager of the supervisory organization in which the new position will reside. **Note:** The create position process is the same regardless of the type of position being created. The selections made during the process will create the unique position type needed. Additionally, when the hiring manager is ready to fill the position, he/she will need to create job requisition for an existing position.

### IMPORTANT

Prior to beginning the process of creating a **Position** in WD, it is best practice for manager to first view his/her [Supervisory Org](#) to check if they already have an existing position that they can hire someone into or if they will need to create a new position.

### IN THIS JOB AID

[How to Create a Position](#)

[How to Find an Approved Position](#)

## PROCEDURE

Create Position							
Step 1	Login to Workday						
Step 2	Type and select <b>Create Position</b> in the search field and select <b>Create Position- Task</b> <div data-bbox="574 403 1183 558" data-label="Image"> </div>						
Step 3	Create position screen appears with the manager's Supervisory Organization, Click <b>OK (Note: if the manager supervises more than one supervisory organization, use the prompt ☰ to select the appropriate value)</b>						
Step 4	Complete as listed below: <div data-bbox="500 835 1177 1100" data-label="Image"> </div> <table border="1" data-bbox="360 1163 1416 1734"> <tbody> <tr> <td><b>Position Request Reason</b></td> <td>Click the prompt ☰ &gt; Create Position-Created Position &gt; New Position/Replacement (select one)</td> </tr> <tr> <td><b>Job Posting Title</b></td> <td>Enter the job posting title in the (<b>Important:</b> This should match the <i>Job Profile</i> field).  <b>For Contingent Worker:</b> if you are creating a position for a contingent worker, including Volunteer, type <b>Contingent Worker</b></td> </tr> <tr> <td><b>Number of Positions</b></td> <td>Defaults to 1, if more than one position is being created, change the number as needed (<b>Note:</b> when multiple positions are created using this process, all position hiring restrictions and qualification will be identical)</td> </tr> </tbody> </table>	<b>Position Request Reason</b>	Click the prompt ☰ > Create Position-Created Position > New Position/Replacement (select one)	<b>Job Posting Title</b>	Enter the job posting title in the ( <b>Important:</b> This should match the <i>Job Profile</i> field).  <b>For Contingent Worker:</b> if you are creating a position for a contingent worker, including Volunteer, type <b>Contingent Worker</b>	<b>Number of Positions</b>	Defaults to 1, if more than one position is being created, change the number as needed ( <b>Note:</b> when multiple positions are created using this process, all position hiring restrictions and qualification will be identical)
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Step 5

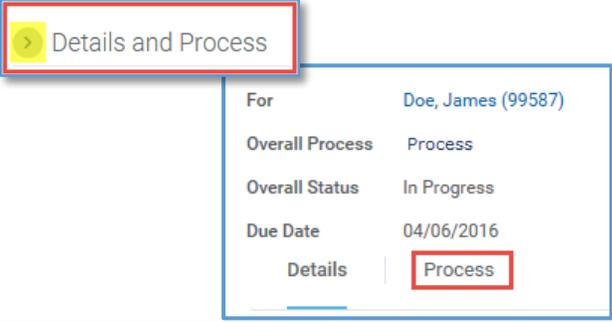
Under the **Hiring Restrictions** tab, complete all fields as listed below:

The screenshot shows the 'Hiring Restrictions' tab with the following fields:

- Availability Date: \* MM / DD / YYYY
- Earliest Hire Date: \* MM / DD / YYYY
- No Job Restrictions:
- Job Family: [Dropdown menu]
- Job Profiles for Job Family: (empty)
- Job Profile: [Dropdown menu]
- Job Description Summary: [Text area]
- Job Description: [Text area]
- Location: [Dropdown menu]
- Time Type: [Dropdown menu]
- Worker Type: [Dropdown menu]
- Worker Sub-Type: (empty)
- Critical Job:
- Difficulty to Fill: [Dropdown menu]

<b>Availability Date</b>	Enter current date or a past date
<b>Earliest Hire Date</b>	Must be the same as the availability date
<b>No Job Restrictions box</b>	Leave the box unchecked ( <b>Note:</b> This functionality is not currently being used)
<b>Job Family</b>	Leave blank, it will populate automatically once <i>Job Profile</i> is selected
<b>Job Profile</b>  Ensure that the correct job profile is selected. For example: if this position is being created for a current FT employee, it may be a FT Extra Pay or FT Supplement	Click on the prompt ☰ icon and select the appropriate Job Profile ( <b>Important:</b> Verify that the <i>Job Posting Title</i> entered in step 4 matches the job profile selection.  <b>For Contingent Worker:</b> If you are creating a position for a <i>contingent worker</i> , including Volunteer, then select <b>Contingent Worker</b> in the job profile field

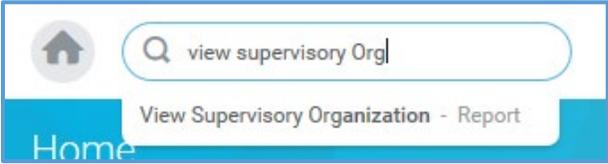
**Continued**

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<b>Critical Job and Difficulty to Fill</b>	Leave blank, these functionality is not being used												
Step 6	Type in <b>Comments</b> as needed												
Step 7	Click <b>Submit</b>												
<b>Up Next</b>	The process is now pending with <b>Compensation Partner</b>												
<b>Process Status</b>	Click on > icon to expand <b>Details and Process</b> and click on <b>Process</b> tab to view the progress of the approval path and the remaining process 												



**Find Approved Position**

**Step 1** Type **Supervisory Organization** in the search field and select **View Supervisory Organization – Report**

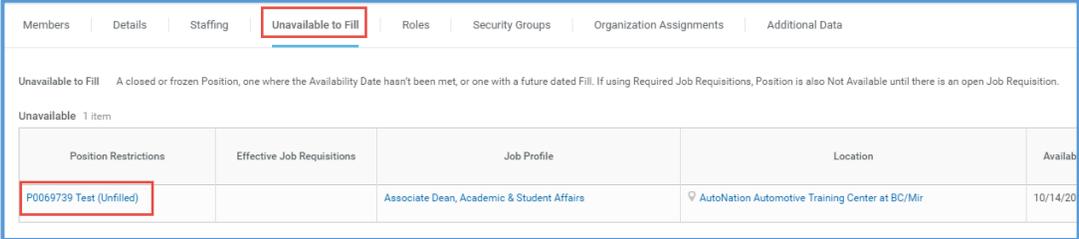


**Step 2** The Supervisory Organization appears automatically. If you wish to view headcount for another Supervisory Organization, click on the prompt icon and ☰ select appropriate value

**Note** You may only see Supervisory Organization that you are responsible for

**Step 3** Click **OK**

**Step 4** Select the **Unavailable to Fill** tab to view the position and position number



**Step 5** Click on the **Position** (blue hyperlink) under *Position Restriction* to view **Details**

**Note** A job requisition must be created and allowed to be successfully completed before a worker can be hired into this position.

To create a job requisition, click on the related actions icon ☰ and select [Create Job Requisition](#).

