MC MONTGOMERY COLLEGE

CREATE PART-TIME FACULTY JOB REQUSITION IN WORKDAY
Workday Reference for Department Chairs and WDCE Program Managers

Overview

Use this job aid as a resource to create part-time faculty job requisitions in Workday.
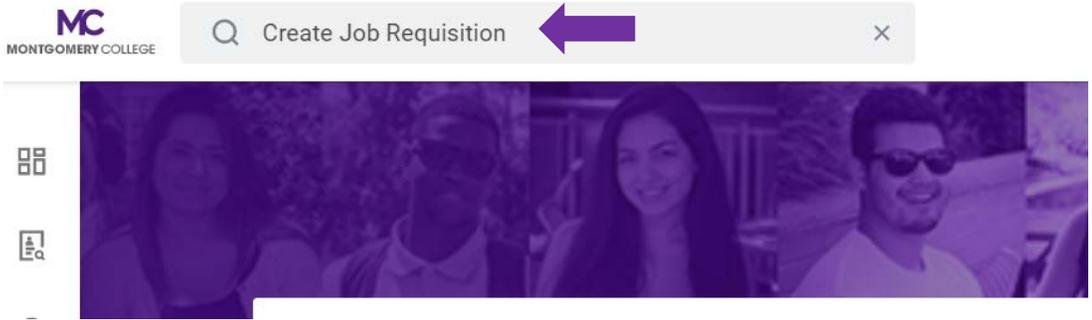
MC MONTGOMERY COLLEGE	Log into Workday and type "Create Job Requisition" in the search bar at the top and click enter.
Q Create Job Requisition ✕	

Q Create Job Requisition ✕

Search Results

Categories	Search Results 4 items
Common	**Tasks and Reports**
Assets	Create Job Requisition
Expenses	Create Requisition
Learning	Create Requisition Template
Organizations	Create Requisition Worktags Template
People	
Processes	

Click on "Create Job Requisition".

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🔍 create job req   ✕

Create Job Requisition

Copy Details from Existing Requisition   [☰]

Supervisory Organization   ➡   [✕ Science, Engineering and   ...   ☰]
                                       Technology (SET), G & TPSS
                                       Joe Brown

⭕ Create New Position

⭕ For Existing Position   [☰]

Worker Type *   [Employee   ▼]

> Click on the "X" to delete your name and type in your name in the Supervisory Organization field and hit enter.

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Create Job Requisition

Copy Details from Existing Requisition [≡]

Supervisory Organization   *

Joe Brown	✕

Search Results   (2)

Worker Type * | Employee |

○ JM - Science, Engineering and Technology (SET), G & TPSS
(Joe Brown)

○ Science, Engineering and Technology (SET), G & TPSS

Click on your Job Management (JM) Supervisory Organization. Do NOT USE (inherited) Supervisory Organization.

If you don't see a JM by your name, please contact Roz Sanders in HRSTM.

Click "OK"

OK   Cancel

Recruiting Information

Start

Recruiting Information

Job

Organizations

Attachments

Assign Roles

Summary

Recruiting Details

Number of Openings

1

Type in the number of openings.

Reason *

Search

Create Job Requisition > New Position

● New Position > New project/ Grant Funded

○ New Position > Requesting additional staff

○ New Position > Temporary hire - project based need

Select "New Position>Requesting additional staff" as the Reason.

Recruiting Information

Job

Organizations

Attachments

Assign Roles

Summary

Number of Openings

1

Reason *

| × New Position > Requesting additional staff | ≡ |

Replacement For

| | ≡ |

Recruiting Instruction *

| Post Both Internal and External | ▼ |

⬅ Select Recruiting Instruction

Recruiting Start Date *

03/15/2021 📅 ⬅

Target Hire Date *

03/15/2021 📅 ⬅

Use current date for Recruiting Start Date and Target Hire Date.

Target End Date

MM/DD/YYYY 📅 ⬅

Leave Target End date blank.

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Job

Job Details

Start

Recruiting Information

Job

Organizations

Attachments

Assign Roles

Summary

Job Posting Title *

Type in the Job Posting Title (i.e. Part-time Faculty Business).

Justification *

Type in the Justification to recruit for this position. Include name and email of person to be hired (if applicable).

Job Profile *

Search

← Part Time Faculty

● **Instructional Faculty PT**

○ Non-Instructional Faculty PT

○ WDCE Faculty

In the dropdown, click on

"By Job Family" > "Faculty" > "Part Time Faculty" *and select as appropriate:*
- Instructional
- Non-Instructional **(Counseling, Embedded coaches (ATP), ACES, Athletics)**
- WDCE Faculty

Job Profile *

× Instructional Faculty PT ···

Job Description Summary

Job Description

| Format ∨ | **B** *I* <u>U</u> <u>A</u> ∨ | ☰ | 🔗 |

Copy and paste the completed job posting template (see attached) in the Job Description field.

Additional Job Description

| Format ∨ | **B** *I* <u>U</u> <u>A</u> ∨ | ☰ | 🔗 |

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Job Families for Job Profiles
Part Time Faculty

Worker Sub-Type *

× Part-Time Faculty

In the dropdown, click on "Worker Types" then click on "Part-Time Faculty

Time Type *

× Part time

In the dropdown, click on "Part time".

Primary Location *

× Germantown Campus ···

In the dropdown, click on "All Locations" and select the primary location.

Primary Job Posting Location *

× Maryland - Montgomery County ···

Primary Job Posting Location automatically populates once you select Primary Location.

Additional Locations

You may select Additional Locations or keep it blank.

Additional Job Posting Locations

Additional Locations

[☰]

Additional Job Posting Locations

[☰]

Scheduled Weekly Hours

[0] ⬅ Scheduled Weekly Hours for Part-time Faculty should be "0"

Work Shift

[☰]

Questionnaires

Internal Career Site - Primary

Primary Internal Questionnaire Final

Internal Career Site - Secondary

External Career Sites - Primary

Primary External Questionnaire Final

External Career Sites - Secondary

Assessments

Inline Assessment Test

Default Assessment Tests

Back   Next

Click on "Next".

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Create Job Requisition

Organizations

Start	
Recruiting Information	
Job	
Organizations	
Attachments	
Assign Roles	
Summary	

Costing

Fund

Organizations information will pre-populate. You don't need to make any changes.

Back   Next

Click on "Next".

Create Job Requisition

Attachments

Start

Recruiting Information

Job

Organizations

Attachments

Assign Roles

Summary

Documents

Add

You may choose to add an attachment pertaining to this req or keep it blank.

Click on "Next".

Back   Next

Start

Details

Supervisory Org

JM - Science, Engineering and Technology (SET), G & TPSS (Alla Webb)

(Joe Brown)

Worker Type

Employee

Recruiting Information

Guide Me

Recruiting Details

Number of Openings

1

Reason *

New Position > Requesting additional staff

Replacement For

Review a summary of the requisition on the last page ensuring the information is correct. You may edit if necessary by clicking on the pencil icon.

enter your comment

Click on "Submit".

The requisition has been created.

Submit   Save for Later   Cancel