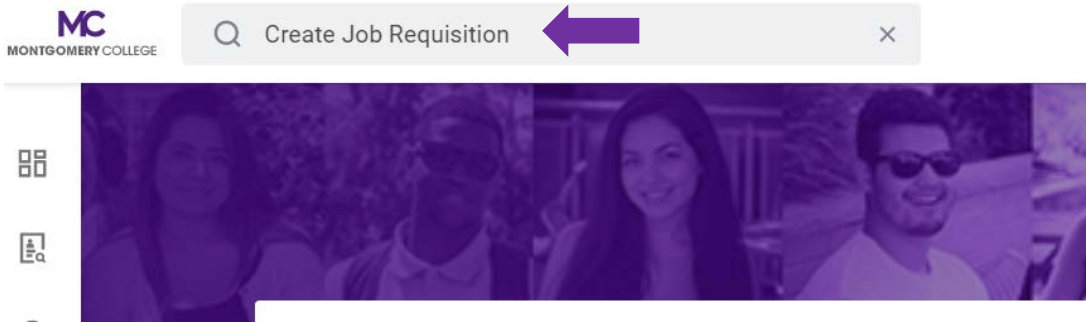


# CREATE STUDENT ASSISTANT JOB REQUISITION IN WORKDAY

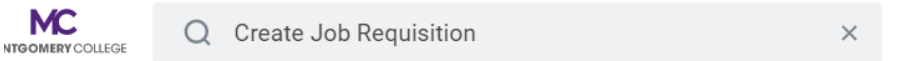
*Workday Reference for Hiring Managers*

## Overview

Use this job aid as a resource to create a student assistant job requisition in Workday.



Log into Workday and type “Create Job Requisition” in the search bar at the top and click enter.



## Search Results

### Categories

Common

Assets

Expenses

Learning

Organizations

People

Processes

### Search Results 4 items

#### Tasks and Reports

[Create Job Requisition](#)

[Create Requisition](#)

[Create Requisition Template](#)

[Create Requisition Worktags Template](#)

Click on “Create Job Requisition”.

# CREATE FEDERAL WORK STUDY JOB REQUISITION IN WORKDAY

*Workday Reference for Hiring Managers*

## Create Job Requisition

---

Please refer to the job aide for instructions on how to create a job requisition on the [Workday Training Site](#).

Copy Details from Existing Requisition

Supervisory Organization \*

Worker Type \*

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

OK

Cancel

## Create Job Requisition

Copy Details from Existing Requisition

Supervisory Organization \*

Joe Brown

Search Results (2)

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

Worker Type \*

Employee

Select the "JM" - Job Management Supervisory Organization.

**Do NOT USE an (inherited) Supervisory Organization.**

**If you don't see a JM by your name, please contact IT Service Desk at [itservicedesk@montgomerycollege.edu](mailto:itservicedesk@montgomerycollege.edu)**

Click "OK"



OK

Cancel

## Recruiting Details

### Number of Openings

Type in the number of openings (how many you plan to hire)

### 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 one

Select "New Position> Requesting additional staff"

# CREATE STUDENT ASSISTANT JOB REQUISITION IN WORKDAY

*Workday Reference for Hiring Managers*

Replacement For

Recruiting Instruction \*

Select Recruiting Instruction > "Do Not Post"

Recruiting Start Date \*

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

Target Hire Date \*

Enter last day of current semester.

Target End Date

## Job Details

### Job Posting Title \*

Student Assistant - Science, Engineering, and Technology (SET)




Job Posting Title should be **“Student Assistant - Department/Office Name”**

### Justification \*



List the name and start date of the student(s)

### Job Profile \*

Search 

← Student Aide

**● Student Assistant**

Student Governance

Student Internship

Student Stipend

Summer Dinner Theatre



Under Job Profile, in the dropdown, click on “By Job Family” > “Student” > “Student Aide” > Select Student Assistant.

# CREATE STUDENT ASSISTANT JOB REQUISITION IN WORKDAY

*Workday Reference for Hiring Managers*

## Job Description Summary



Leave Blank

## Job Description

Format ▼ | **B** | *I* | U | **A** ▼ | | |



Leave Blank

## Additional Job Description

Format ▼ | **B** | *I* | U | **A** ▼ | | |



Leave Blank

# CREATE STUDENT ASSISTANT JOB REQUISITION IN WORKDAY

*Workday Reference for Hiring Managers*

## Job Families for Job Profiles

### Student Aide

#### Worker Sub-Type \*



In the dropdown, click on "Worker Types" then click on "Student (Fixed Term)".

#### Time Type \*



Select Part-time.

#### Primary Location \*



Click on "All Locations" and select the work location

#### Primary Job Posting Location \*



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



## CREATE STUDENT ASSISTANT JOB REQUISITION IN WORKDAY

*Workday Reference for Hiring Managers*

### Additional Locations

### Additional Job Posting Locations

### Scheduled Weekly Hours

### Work Shift

Enter scheduled Weekly Hours.

**A maximum of 20 hours/week is allowed.**

Please note to ensure ACA compliance, student employees are permitted to work no more than 1400 hours during the months of October 1 through September 30 annually.

# CREATE STUDENT ASSISTANT JOB REQUISITION IN WORKDAY

*Workday Reference for Hiring Managers*

## 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



No action required.

## Assessments

Inline Assessment Test

Default Assessment Tests

Click "Next".

Back

Next



## Create Job Requisition

**Organizations**

Start

Recruiting Information

Job

**Organizations**

Attachments

Assign Roles

Summary

**Costing**

Fund

Organization information will pre-populate. Verify if information is accurate.

Back Next

Click "Next".

## Create Job Requisition

The screenshot displays the 'Create Job Requisition' workflow in Workday. On the left, a vertical navigation menu includes a progress indicator at the top and the following steps: Start, Recruiting Information, Job, Organizations, Attachments (which is currently selected and highlighted in blue), Assign Roles, and Summary. The main content area is titled 'Attachments' and features a 'Documents' section with an 'Add' button.

You may choose to add an attachment pertaining to this requisition or keep it blank. To add an attachment, click on "Add" and upload your document.

Click "Next".

Back Next ←

## Start

### Details

Supervisory Org

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

## CREATE STUDENT ASSISTANT JOB REQUISITION IN WORKDAY

*Workday Reference for Hiring Managers*



enter your comment

Click "Submit".

The requisition has  
been created.



Submit

Save for Later

Cancel

The job requisition will route to a HRSTM recruiter. You will be contacted by a HRSTM Recruiter.