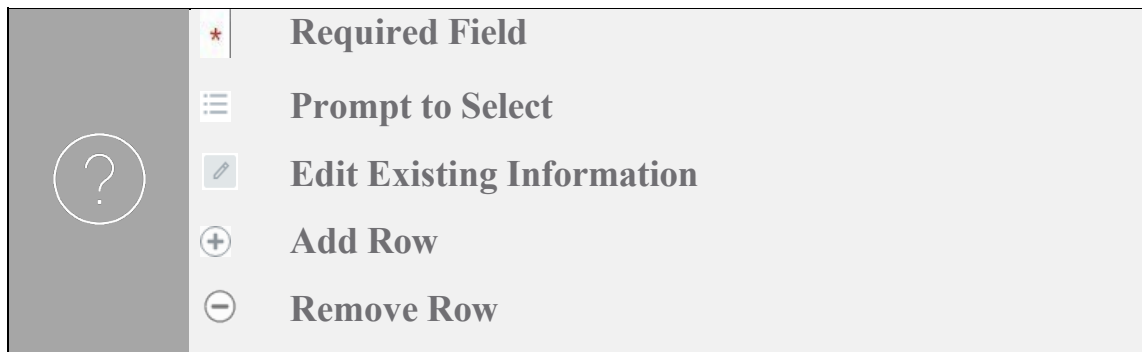


How to create a Job Requisition for Students

Overview – Create Job Requisition for Student Hires

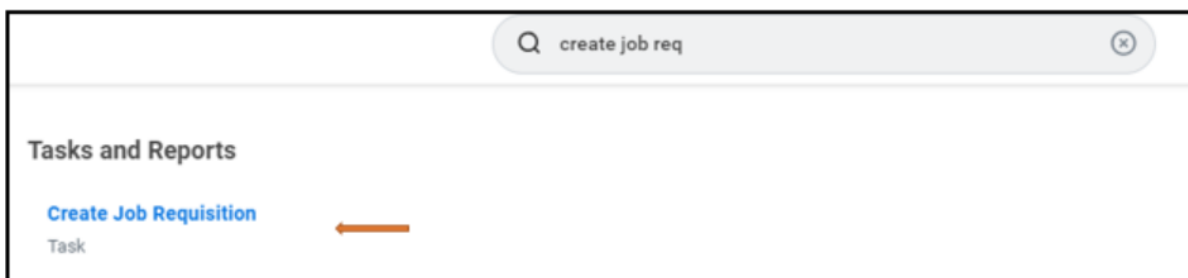
This guide will demonstrate how to create a student job requisition in order to post a student job through Workday.

Icons:



Process:

1. Type '**Create Job Requisition**' in the Workday search bar and select the task that appears:




2. Enter the name of your **Supervisory Organization**.

Supervisory Organization must be Job Management (JM).

Create Job Requisition

Please contact Human Resources at humanresources@wpunj.edu if you need to hire a 1099 worker. Do not change the Worker Type in this business process.

Copy Details from Existing Requisition

Supervisory Organization * 

Worker Type *

Select OK to continue.

Recruiting Information:

1. Click on the pencil icon to be able to enter the required information.

Recruiting Information

Recruiting Details

Number of Openings

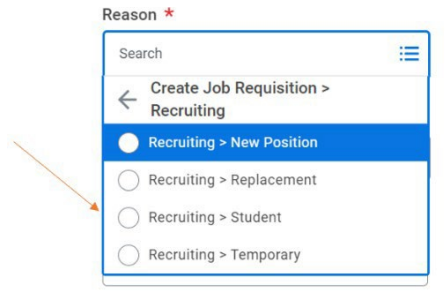
2. Enter the number of students you will expect to hire under **Number of Openings**.

- Note:* You are not bound to hire the exact number you enter. Once you begin to hire students, the number of openings will decrease by 1 for each student hired. When the number is reduced to zero, the job requisition will automatically close, and you will need to create a new job requisition when you are ready to hire more students.

Recruiting Details

Number of Openings

3. Next, under **Reason**, click on the 3 lines to access the drop-down menu and click in the circle next to **Recruiting > Student**.



4. Please skip down to enter the **Recruiting Start Date**, **Target Hire Date** and **Target End Date**. Then click **NEXT**.

A screenshot showing three date input fields. The first field is labeled "Recruiting Start Date *" and contains the date "12/22/2023". The second field is labeled "Target Hire Date *" and contains the placeholder "MM/DD/YYYY". The third field is labeled "Target End Date" and contains the placeholder "MM/DD/YYYY". Each field has a calendar icon to its right. Orange arrows point to each of the three fields.

Job

1. Click on the pencil and enter the **Job Posting Title**.
2. **Under Job Profile**, Choose appropriate student job profiles:
 - Student Non FWS for grant and department funded
 - Student FWS for federal work study
 - Community FWS For Federal Community Service
3. Under **Job Description**, enter the Job Description, duties and Responsibilities and any additional information regarding the job.
4. Under **Worker Sub Type**, type the word "student" in the box, click enter and "Student (Fixed Term)" will populate.
5. Under **Time Type**, click on the 3 lines to choose part time.
6. For **Remote Type**, click on the three lines to select either "Fully Remote", "Hybrid" or "On Campus".

7. Under **Primary Location**, please type “William Paterson University” in the box and click enter for it to populate. Once you do that, it will automatically populate again under **Primary Job Posting Location**.

Worker Sub-Type *

× Student (Fixed Term) [X] ⋮

Time Type *

× Part time ⋮

Remote Type *

× On Campus ⋮

Primary Location *

× William Paterson University ... ⋮

Primary Job Posting Location

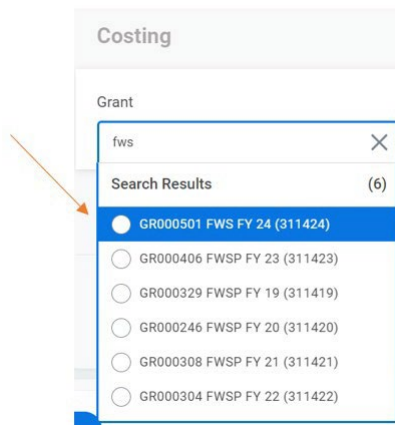
× William Paterson University ... ⋮

8. **Scheduled Weekly Hours** will be defaulted to “35”. Delete the “35” and type in “20”.

click NEXT.

Organizations:

1. Under Cost Center, click on the pencil to add the cost center to be charged for this job posting.
2. For Grant funded and Federal Work Study Job Postings, enter the Grant information.
 - Example below shows a Federal work study job.



3. Under Costing, select the appropriate Program, then select the check mark to continue.



Costing

Grant

Program

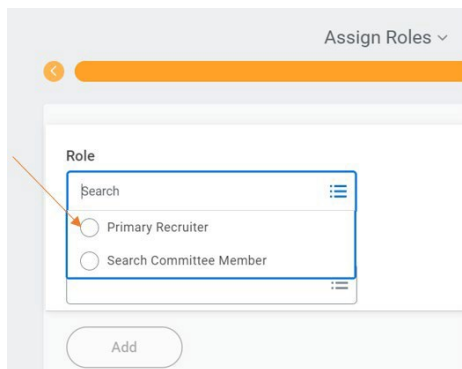
30 Student Services

Attachments

please skip this and click **NEXT**.

Assign roles

1. Click **Add** to assign roles. Click on the 3 lines to access the drop-down menu and select “Primary Recruiter”.



Assign Roles ▾

Role

Search

Primary Recruiter

Search Committee Member

Add

2. Under Assigned To, type the name(s) of the person/people you wish to recruit your student workers in Workday. Click **NEXT**.

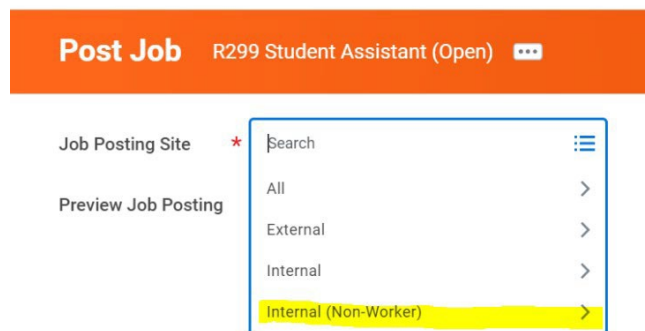
In this next section, you are reviewing all the information you have input thus far. Should you encounter any errors, you may click on the pencil icon to correct information in that box. Once everything is reviewed and deemed correct, please click **SUBMIT**.

Posting the Job

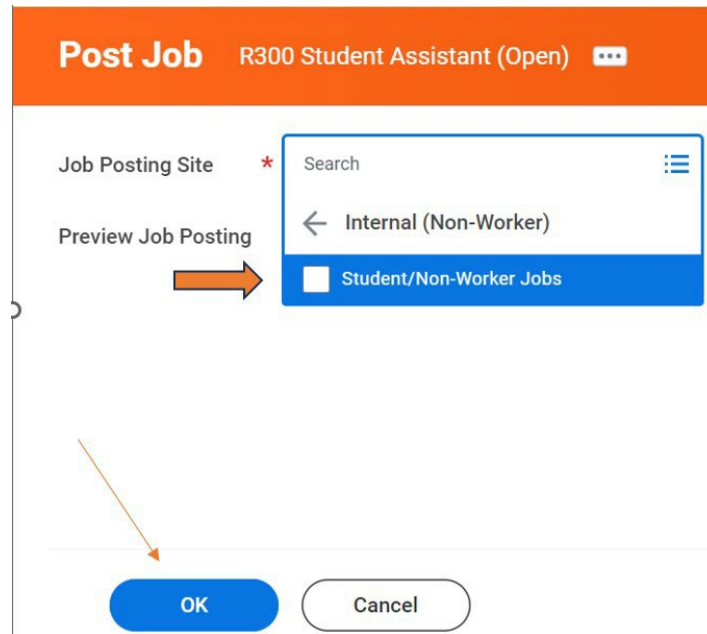
3. A box will pop up to let you know that you need to post the job. Please click **OPEN**.



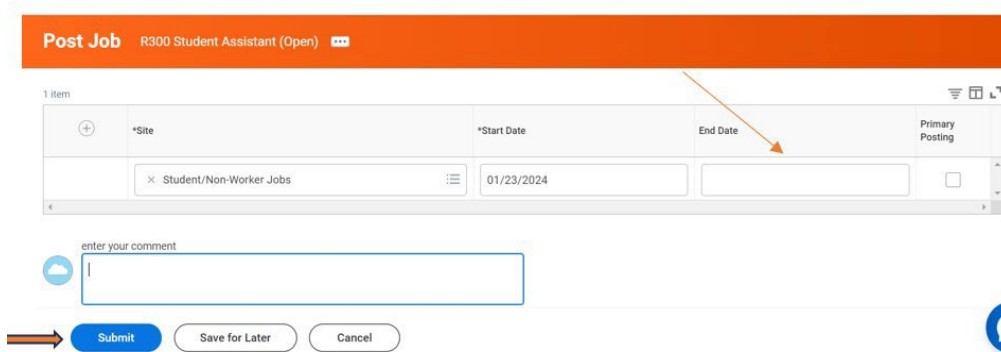
4. Please Choose '**Internal – Non-Worker**' as the Job posting site.



5. Please click on **Student/Non-Worker Jobs** and then click **Okay**.



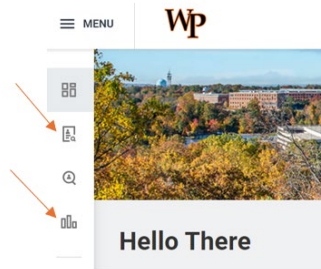
6. You have an option to enter an end date, if you wish. *Please only do this if you intend for your job to no longer post beyond the specified end date.* Then click **Submit**.



7. A box will pop up stating “Successfully completed” when the process is complete.

Viewing the Job:

1. You will now see this Job Requisition in your Job Requisitions and Recruiting Dashboard.



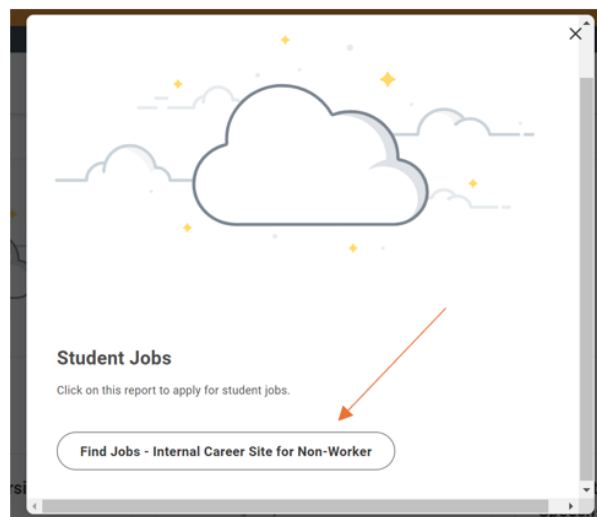
2. If they are an active student, registered for courses, and have already worked on campus, students will be able to see available jobs in their Workday Jobs Hub in the Student section when they click on “Read More”.

Student Jobs

Click on this report to apply for student jobs.

[Read More](#)

Then:



3. If this is their first campus job, as long as they are an active student, registered for classes, they can see these jobs in WP Connect >> Student Tab >> Careers and Campus Jobs >> Student Jobs & Internships:

Careers and Campus Jobs	
> Career Assessments	Do
ii Handshake: Job & Internship Portal	Do
> Orientation Team Application	Do
👥 Peer Leader Application	Do
📄 Student Jobs & Internships	i