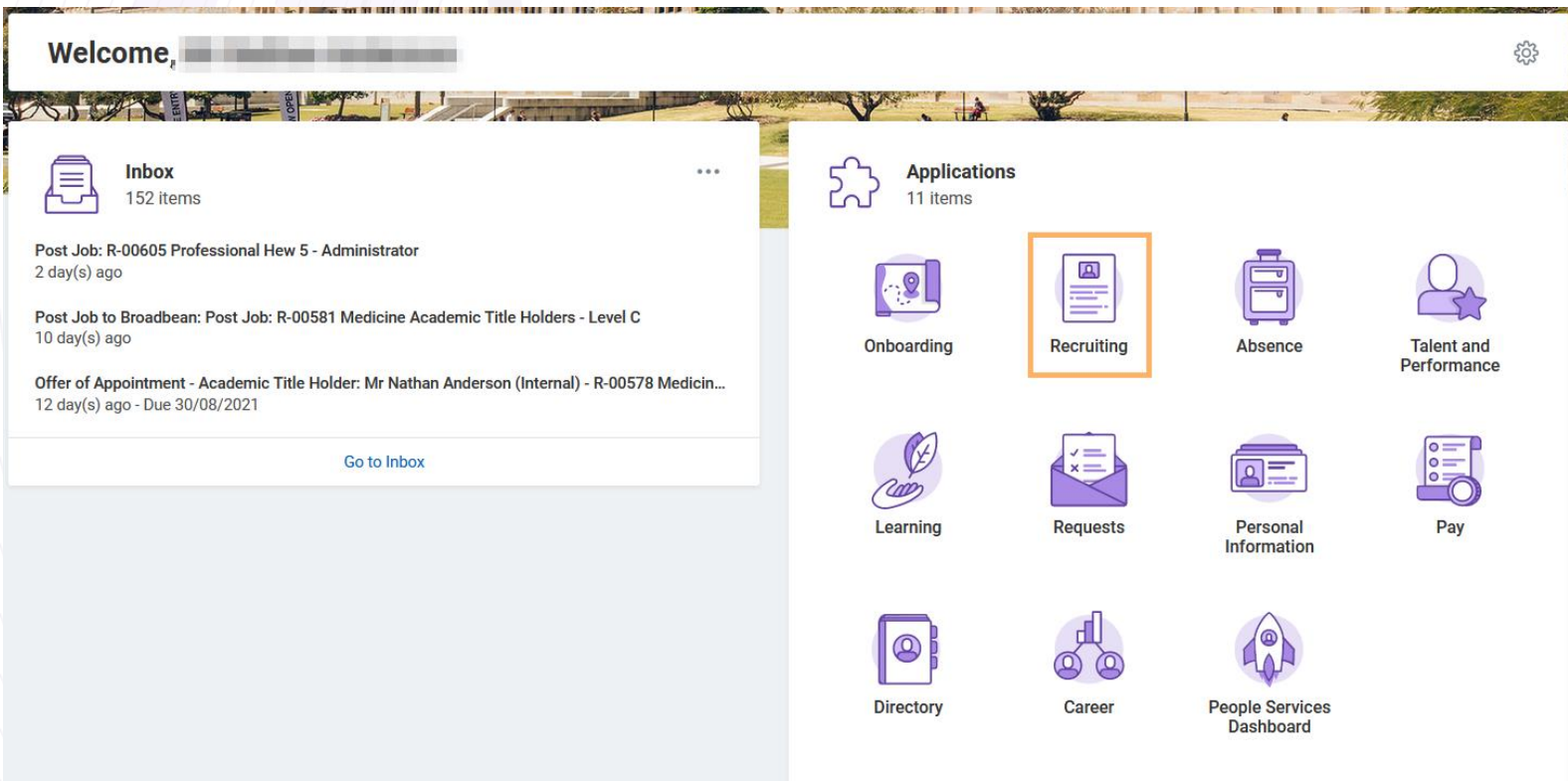


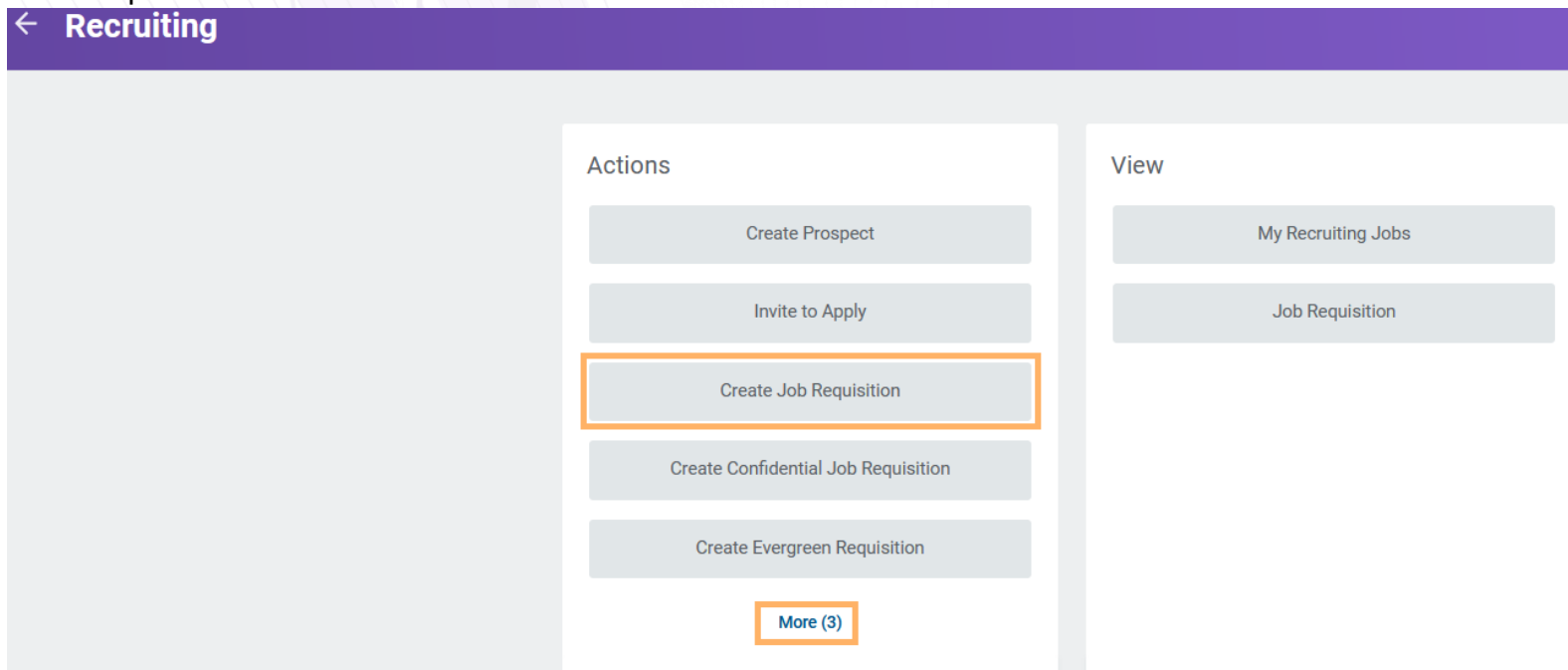
# Create Job Requisition

**Please note. Inactivity for 5 minutes will result in Workday automatically logging out. Ensure you are connected to the UQ network when accessing Workday remotely.**

- A** Navigate to the Workday Home and select **Recruiting**. If you are a manager and this application does not show, please contact your HR representative.



- B** Select **Create Job Requisition**, if you cannot see this, try selecting **More** to display additional options.



# Create Job Requisition

**C** Note that in the top right of screen you can enable “Guided Tours” help text when clicking on the **Question Mark**. Question Marks will then appear on the page with helpful information or tips.

Under **Create Job Requisition**:

**Copy Details from Existing Requisition** if you would like to reference an already existing requisition. Search by Requisition number or keyword.

Your **Supervisory Organisation** (Organisational Unit) should default in however update as appropriate if you are recruiting for a different Supervisory Organisation.

**Create New Position** when this is a new role and requires a new position number to be created.

## Create Job Requisition

Please check the redeployment list and only submit once it has been reviewed.

Copy Details from Existing Requisition

Supervisory Organization \*

☒ Create New Position

☐ For Existing Position

### Help Available

Use this icon to view field level help for this page.

☐ Don't display this message again

Show Me

**D** For “Existing Position” should be selected for any replacement positions. Clicking on the Search bar will populate existing positions within the Supervisory Organisation for selection.

☐ Create New Position

☒ For Existing Position

Search

- ☐ 1029568 Director, HR Workplace Relations, Policy and Strategy - Mr Anthony Lennon
- ☐ 3035946 Director, HR Workplace Diversity and Inclusion - Dr Dee Gibbon
- ☐ 3036064 Director, HR Client Partnering - Mr Bill Kernahan
- ☐ 3043811 Director, HR People Operations - Mr Shane Pitman
- ☐ 3048160 Associate Director, HR Organisational Design and Effectiveness - Mr Nick Stenson
- ☐ 3077376 Associate Director, HR Employment Relations - Mrs Licia McGroarty
- ☐ 3077377 Associate Director, HR Culture & Inclusion - Mrs Rekha Crawford

**E** Ensure **Worker Type** is “Employee”.

“Contingent Worker” is only for external contractors or consultants.

Worker Type \*

# Create Job Requisition

Note that in the top right of screen you can enable “Guided Tours” when clicking on the **Question Mark**. Question Marks will then appear on the page with helpful information or tips. To enter information on the Job Requisition, click the pencil.

**F** Under **Recruiting Information** - Select number of Openings. You can select up to 99 openings per Job Requisition. Ensure you only create multiple openings within that Supervisory Organisation. Multiple roles across different Supervisory Organisations require separate Job Requisitions to be created.

Position numbers will automatically be generated per opening.

**G** Under **Reason** select an appropriate reason for recruitment across “Advertised, Direct Appointment, CAHP, Marketplace, Secondment, Special Recruitment (VC appointments), or Working Holiday Maker”. Recruitment for “Unpaid” or “Casuals” should select “Advertised or Direct Appointment Other”. Please select an appropriate fixed term reason in accordance with UQ’s EA as required.

**Spotlight Job** is a request for this position to be advertised at the top of the job board page.

**H** **Replacement For** - If applicable, select the worker whom is being replaced.

**I** **Recruiting Instruction** is to advise HR on how you would like the position to be sourced.

**J** **Recruiting Start Date** should always be today’s date or a date in the past. Anything future dated will not be able to be actioned until that date.

**K** **Proposed Contract Start Date** is when the role should be commencing. Please allow at least 4-6 weeks for an Advertised campaign and 2 weeks for any Direct Appointments.

**L** Ensure **Contract End date** for Fixed Term contracts as appropriate.

## Recruiting Information

### Recruiting Details



#### Number of Openings

1

#### Reason \*

Advertised - Fixed Term > Research

#### Spotlight Job

#### Replacement For

#### Recruiting Instruction \*

Post Internally and Externally

#### Recruiting Start Date \*

08/09/2021

#### Proposed Contract Start Date \*

01/12/2021

#### Contract End Date \*

31/12/2022



# Create Job Requisition

- M** Under **Job Details** – Please populate the **Job Posting Title** with an appropriate title of the role known in the market.

## Job Details

**Job Posting Title \***

Professional Hew 5 - Administrator

- N** **Justification** should contain all details required for approvals or context for the role.

**Justification \***

Business case for positions.  
TARC justification as applicable.  
Fixed term reason details as applicable.  
Any split costing details as applicable  
Timing and any additional context.

- O** Ensure selected **Job Profile** is accurate. The easiest way to locate an appropriate Job Profile is by level and key word. The Job Profile will pre-populate a number of fields in the Job Requisition with information. The Job Profile should reflect the duties and responsibilities of the role. If you wish to create a new Job Profile, please contact HR to discuss further.

**Job Profile \***

HEW 5 Administration Officer

**Additional Job Profiles**

You can add **Additional Job Profile** where you are broad banding the role or it the role is split across separate areas.

- P** The **Job Advertisement** field should contain all details of the job advertisement.

This section will be completed by Talent Acquisition. Please note that due to restrictions with character limits on certain job posting sites, a limit of 8000 is recommended.

Job Advertisement Summary


Advert Summary

**Job Advertisement \***

Normal ▼ **B** *I* U **A** ▼ [List Icon] [Link Icon] [Image Icon]

Advertising contents.  
Please include organisational unit overview, purpose of the position, duties/responsibilities, selection criteria, mandatory requirements, what we can offer and application process.  
Recommended 8000 character limit.

## Create Job Requisition

 **Job Description** is the equivalent of the PD and should be updated as such.

## Job Description

Job Description will provide the core job profile content as default and allow for tailoring to specific content, forming the basis of capture for the Position Description.

**R** Ensure appropriate **Worker Sub-Type** in line with what has been populated in **Reason** and worker type.

**S** Populate the correct **Time Type** - “Full Time” or “Part Time”. **Note that Casuals should be “Part Time”.**

**T** Enter in the **Primary Location** and add **Additional Locations** as required.

**U** The Job Location will inform the **Scheduled Weekly Hours**, please ensure this is accurate is correct.

**V** If the **Work Shift** is known, it can be entered at this point. **Please note that Work Shifts in Workday are structured in 15 minute increments.**

If a new Work Shift needs to be created, please contact HR.

### Job Families for Job Profiles

Business Administration and Management

Worker Sub-Type \*

### Fixed Term (Fixed Term)

Time Type \*

Full time

Primary Location \*

St Lucia Campus

Primary Job Posting Location \*

St Lucia Campus

### Additional Locations

### Scheduled Weekly Hours

36.25

Work Shift

## Education

Degree \*

### Certificate IV

### Field of Study

### Required

No

**W** The fields of **Link to Evergreen, Compensation Details** (will default in), **Questionnaires** cannot be accessed by Managers. These fields will be edited by HR as appropriate.

**x** The **Qualifications** section is optional to use. Particular qualifications can be changed from “Required” to “Not Required” as appropriate.

# Create Job Requisition

**Y** Under **Company**– The University of Queensland will default in.

**Z** Ensure **Cost Center** (Chart String) is correct. “To be confirmed” can be used which will automatically generate a “To do” step for the Costing Allocation Officer (Finance) to create a new chart string or attach the correct one. This should be confirmed by the Employment Agreement approval stage.

**Pay Entity** will pre-populate automatically based off Supervisory Organisation.

**Mercer** is for reporting purposes and can be left as is.

**A A** Under **Attachments** - Any Documents related to the Job Requisition will be captured here. E.g. Candidate CV for Direct Appointments, Memos as required, Off system forms etc.

**Please note that Direct Appointments cannot be actioned without a candidate CV with personal details including phone number, email and address attached.**

## Organizations

### Company

Company \*

The University of Queensland

### Cost Center

Cost Center \*

236012901 - 10101 Human Re StLucia Operating TeachLearn

### Other

Pay Entity

University Administration

Mercer

## Attachments

Documents



# Create Job Requisition

**B** Under **Compensation** – Total Base Pay will be empty until Employment Agreement stage.

Review Total Base Pay Range – this should pre-populate from Job Profile.

Review Grade – this will pre-populate from Job Profile.

**Note that any unpaid appointments should be 0.**

**Grade Profile, Step, Progression Start Date, Salary and Allowance** will be entered as part of the Employment Agreement stage.

If you are doing a **Direct Appointment** and know this information, you can enter it in – please note that you can only enter **Grade Profile OR Step**.

**Progression Start Date** will be the Commencement Date.

**C** Under **Assign Roles** – If the selection Committee members are known they will be entered in here – search for them by name. Only UQ employees will appear in WorkDay.

## Compensation

### Total Base Pay

Total Base Pay

● 0.00 AUD Annual added

### Guidelines

Total Base Pay Range

● 70,796.58 - 78,852.96 AUD Annual added

Compensation Package

● UQ Compensation Package added

Grade

● Professional Level 5 added

Grade Profile

(empty)

Step

(empty)

Progression Start Date

(empty)

### Salary

### Allowance

## Assign Roles

Role

Selection Committee

Assigned To \*

1046730 Chief Human Resources Officer - Dr Al Jury

# Create Job Requisition

**D D** On the **Summary** tab review all the information you have entered. Under **Comments** – add any communications for the approval chain to take note of.



enter your comment

**E E** At the bottom of the Page are your action options – **Submit**, **Save for Later** or **Cancel**.

**Submit** will send the Job Requisition to the next person in the approval chain automatically.

**Save for Later** will save the requisition for you to action later. It will appear in your **Inbox** under **Revise Create Job Requisition**.

Submit

Save for Later

Cancel


**F F** Note: Depending on the Cohort, approvals are normally required by HR Client Partnering, Costing Allocation Officer, Manager and the HR Authorisation Schedule. Approvals will differ based on who initially raised the requisition. You can check who the next approver is in the process by clicking **View Details** on the post submission-pop up. On the **View Event** screen, click the Process tab to view the process and related approvers. Alternatively access your actioned items under **Archived** in your **Inbox**.

Success! Event submitted

Up Next: Dr Al Jury, Approval by Manager, Due Date 14/09/2021

[View Details](#)

[Create Confidential Job Requisition](#)  
[Create Job Requisition](#)

**Up Next**  
 Dr Al Jury  
Approval by Manager  
Due Date 14/09/2021

## Details and Process

For **Human Resources**

Overall Process **Job Requisition: R-00628 Administrator**

Overall Status **In Progress**

Due Date **19/09/2021**

Details **Process**

Turn on the new tables view

Process	Step	Status	Completed On	Due Date	Person	Comment
Job Requisition	Job Requisition	Submitted	15/09/2021 09:14:52 AM	19/09/2021	Mr Nathan Anderson	
Create Position	Create Position	Automatic Complete	15/09/2021 09:14:52 AM			
Create Position	Change Organization Assignments	Not Required				
Create Position	Consolidated Approval by Manager	Not Required				
Create Position	Review Position Request	Not Required				
Job Requisition	Conjoint Nomination Form	Not Required		19/09/2021		
Job Requisition	Adjunct & Honorary Nomination Form	Not Required		19/09/2021		
Job Requisition	Visiting Academic & Research Nomination Form	Not Required		19/09/2021		
Job Requisition	Review Create Job Requisition	Not Required		19/09/2021		
Job Requisition	Approval by Manager	Awaiting Action		14/09/2021	Dr Al Jury (Manager)	

Done