

Preface

These procedures apply to Workday recruiting and job posting processes. The information is subject to change when Workday is updated. Questions should be directed to the HR Service Center at (213) 821-8100.

Initiating a Job Requisition

- The Create Job Requisition process initiates the business process to staff a new position.
- Before creating a new position, ensure that it currently does not exist as a vacant position in the Supervisory Organization. Refer to details in the Quick Reference Guide for creating job requisitions.
- If a position does not exist, the Create Job Requisition process can create the position AND the job requisition at the same time.
- A Compensation Partner may send back the requisition for several reasons including:
 - Inappropriate Job Profile selected
 - Required compensation documents are missing or incomplete. Examples of documents and information needed include:
 - Job Information Questionnaire with percentages of time
 - Job Description with percentages of time
 - Designation of job duties as **Essential** or **Marginal**
 - Addendum if necessary
 - Missing a required key date
 - Inappropriate worker sub-type selected (e.g., resource employee selected to fill a fixed-term position)
 - Compensation errors:
 - Inappropriate dollar amount, per benchmark guideline
 - Incorrect pay frequency
 - Incorrect compensation plan selected

Requisition Details

- **Justification** – justification for the posting is detailed in the “Justification” field.
 - Indicate why the position/requisition is needed
 - Provide clarification of exceptional compensation requests above and below the target range
 - Indicate whether the position will manage a new or existing supervisory organization

- List funding source(s) for the position
- If position will not be posted, provide a brief explanation for posting waiver
- **Job Description Summary** – detailed minimum qualifications; automatically populated from the standard job description maintained by central Compensation
- **Job Description** – this becomes the Job Announcement on the career site, and is a short summary that is automatically populated from the standard job description maintained by central Compensation. You may add preferred qualifications and/or salary range for posting.
- **Additional Job Description** – this is an optional field and can be used to populate the school/division and department fields that appear on the external career site, if applicable.

Recruiting Start Date, Target Hire Date, and/or Target End Date

- **Recruiting Start Date** - indicates when recruiting for the position will start
 - Position cannot be posted prior to this date
 - This becomes the Earliest Hire Date and you cannot hire an employee in this position with a date that precedes the Earliest Hire Date.
 - This date does not have to be the actual posting date.
- **Posting Date:**
 - Positions must be posted for a minimum of 5 calendar days
 - Defaults to the recruiting start date on the posting task, but can be changed to any date after the recruiting start date
- **Target Hire Date** – represents target date for hiring; can be used for analytics reporting
- **Target End Date:**
 - Required for Fixed Term positions only
 - This date does not auto-terminate
 - Used for reporting purposes

Minimum Time Required for Job Posting

- The minimum time required for a position to be posted is 5 calendar days before a candidate can be selected.
 - The field can post internally and externally, simultaneously, for 5 calendar days.
 - If a position is posted internally only, the minimum time required remains 5 calendar days.

- If after initial internal posting the Recruiter desires to post externally, the minimum time required for external posting is an additional 5 calendar days.
- It is not acceptable to post a position solely externally.

Posting Waivers

The University is committed to fair and open recruitment practices. If a posting waiver is requested, supporting documents such as approved reorganizational plan, internal promotion, etc., and a brief explanation is required in the “Justification” box of the requisition. Examples of appropriate posting waiver requests include:

- Internal promotion
- Accommodating a return from leave staff member
- Recruitment is handled by another process such as postdoctoral scholars and resident physicians
- Position will be vacated by an employee nearing the maximum number of hours allowed in a temporary position
- The job requisition is being linked to an Evergreen Requisition
- Overload position – used for an employee who temporarily performs duties unrelated to his/her normal responsibilities or who temporarily assumes additional responsibilities due to increase in workload for which there is no existing coverage

Editing a Job Requisition

A job requisition can be edited when there is a minor change in the position that would not affect the applicant pool. The process requires an un-post and repost but candidates do not need to be dispositioned. Examples of minor changes include:

- Change in location
- Change in default Workday compensation range
- Change in job announcement if the change is not related to actions listed in the Closing and Reposting a Job Requisition section
- Change in earliest hire date
- Change in target hire date
- A simple typo in the job announcement

Position Management

Supervisory organizations should be reviewed prior to creating a new requisition, and on an ongoing basis.

- Run the report All Open Positions with Requisitions and No Requisitions to validate open positions/requisitions
- If an existing position will be backfilled, create the job requisition from the related action for the existing position.
- If there is no plan to backfill an existing position, close the position.

Closing a Requisition and/or Position

- Close requisition only if recruitment for position is on hold pending evaluation of staffing needs.
- Close requisition and close position when position is no longer needed.
- Position will be replaced with another job classification (e.g., closed Budget/Business Analyst and replaced with Financial Analyst I).
- It is important to know if you will be closing only the requisition, or both the requisition and the position. Once a position is closed, it cannot be reopened.
- Disposition active candidates

Closing and Reposting a Job Requisition

A job requisition should be closed and reposted when there is a significant change in the position that would affect the applicant pool. Active candidates are dispositioned and invited to reapply. Examples of significant changes include:

- Job profile
- Preferred qualifications
- Time type (full-time, part-time)
- Percent of effort/number of hours worked per week
- Employee type (staff-fixed term to staff, staff to staff-fixed term, staff-per diem to staff, staff to staff-per diem, resource employee to staff, staff to resource employee)

Evergreen Requisition

- Allows for continuous recruitment of critical skills, or for cluster hires

- Tracks seasonal or hard to fill positions, and manages talent pools that constantly turnover
- Used to gather a pool of candidates, but cannot be used to make an offer or process a hire. The evergreen requisition is used to create a snapshot of eligible candidates who are transferred to a regular job requisition to select and hire.
- You can only link the job requisition to an evergreen requisition if an open evergreen requisition for the same job profile in the same supervisory organization exists.
- When the selection process is complete and you are ready to make an offer, create a job requisition and link to the evergreen requisition. You will then move the final candidate to the linked job requisition and move forward with the offer process from there. If the offer is not accepted, the selected candidate can be moved back to the evergreen requisition.
- Candidates cannot be moved back if they are dispositioned from the job requisition, and they must be candidates who applied to the evergreen requisition.

Layoff Recall

- If a newly created position is the same position eliminated due to a layoff within the prior 12-month period, recall of laid off employee is required.
- Should the recalled employee decline the position, documentation of the conversation, including date of conversation and reason employee declined is required

University Staff Employees

- Full-time
- Part-time
- Contracts and Grants
- Fixed-term
- Hospital Staff
- Per Diem
- Student
- Resource

Contracts and Grants Employees

- Candidates or current university employees hired into positions funded by contracts and grants (full-time or part time) are hired in connection with a specific contract or grant for a defined period of time.
- Staff employees working under contracts and grants are eligible to receive all university benefits. However, certain policies (e.g., layoff notice, separation pay) do not apply when the term of the contract or grant is made known to the staff employee at the commencement of, or during his or her employment.
- At time of hire, departments must inform the candidate or current university employee of the date the job will end subject to contract or grant renewal.

Fixed-Term Employees

- Candidates or current university employees hired into fixed-term positions (full-time or part-time) are hired for a defined period of time.
- Staff employees working under a fixed-term position are eligible to receive all university benefits. However, certain policies (e.g., layoff notice, separation pay), do not apply when the fixed term is made known to the staff employee at the commencement of his or her employment.
- At time of hire, departments must inform the candidate or current university employee of the date the fixed-term position will end.

Resource Employees

- For resources employees, create a position in Workday as a posting waiver.
- Resource employees are typically utilized when there is a temporary need due to seasonal work flow, e.g., specialized skills, expertise or licensure for a limited time.
- Resource employees are part time, non-benefits eligible, hourly non-exempt staff who may not work more than 1,000 hours in a rolling 12-month period.

Veterans

- Central Talent Acquisition can promote to managers across USC review of veterans in applicant pools.

Common Errors to Avoid

- Selection of incorrect compensation plan
- Selection of incorrect pay frequency
- Missing comments such as justification for position, funding, supervisory responsibilities
- Missing attachments including job description, job information questionnaire, and/or proposed organizational chart if different from current Workday chart