> ***Note for Managers:***
>
> - *This process is required in Workday in order to post and hire from the Student Employment Job Board. Once completed, the **Job Requisition** details will be sent to the external Student Employment site where supervisors can post the job to the Student Employment Job Board, or hire students directly.*
> - *This step is required in order to post to the Student Employment job board and/or hire students directly from the external Student Employment site*
> - ***Do not** attempt to hire through Workday as the integration process for the student employee will be incomplete.*

1. Login to Workday
2. On the right, click the **View All Apps** icon, and select **Recruiting**
3. Click **Create Job Requisition** under **Actions**
4. *If creating a job requisition similar to an existing position
     - Click **Copy Details from Existing Requisition** and select desired requisition
5. Confirm the proper **Supervisory Organization** is selected
     - **Make sure that the Supervisory Organization starts with an "S-".** This indicates a student supervisory organization.
6. Click **OK**
7. Click on the pencil icon on the top right of the **Recruiting Details** box to edit the information
8. For the **Number of Openings**, input the maximum number of student employees that need to be hired, 100 openings are sufficient for most job requisitions on- campus. *(Note: Each student hired will drop the count by one. High numbers ensure that managers will not have to keep recreating the job requisitions they make now.)*
9. Under **Reason**, use the drop down and click on **Create Job Requisition > Recruiting**, then select **Approved Student Job**
10. Leave the **Replacement For** box and the **Recruiting Instruction** field blank
11. Select a **Recruiting Start Date** and **Target Hire Date**
     - *A student cannot be hired before the **Recruiting Start Date**.*

    Target Hire Date can be set as the hire date. You can still hire an employee in the position either before or after the **Target Hire Date**, (*Note: These dates are not the posting dates that will affect when or if supervisors choose to post on the Job Board. Posting dates will be assignable in the external student employee site.*)
12. Leave the **Target End Date** field blank, and click **Next**
13. Click on the pencil icon on the top right of the **Job Details** field to edit the information
14. Enter a **Job Posting Title**
    (Note: This will be the student's actual job title)
15. Enter "Student Employment" in the **Justification** field.

16. **Job Profile** – enter **414** for **I: Student Employee Hourly**
17. **Job Description Summary** should be a brief, 2-3 sentence overview statement of the position. The summary is what students will see initially on the Job Board if posted.
18. **Job Description** is where supervisors can list specific details about job duties, and any qualifications or skills required. This is what students will see when they click on the job posting.
19. Set the **Scheduled Weekly Hours** to 0
    (*Note: This changes the employee's FTE from 100% to 0%.*)
20. Leave **Work Shift** blank
    (*Note: Can be entered on external job site*)
21. **Compensation Details** will fill autofill.
22. Select **Next,** and select **Next** again
23. Under **Company,** select **Organization**, then **Brigham Young University-Idaho**
24. Assign the appropriate **Cost Center** (Account Code) to the employee by using the drop down menu
    (*Note: If a Cost Center is missing contact* studentemployment@byui.edu*.*)
25. In the **Costing** field select the **Fund** section. From the **Organization** section chose the Fund that **matches the first number of the Cost Center**
26. Select **Next**, and select **Next** again
27. For **Assign Roles** click on the gray **Add** box
28. Under **Role** select **Primary Recruiter**
    (*Note: The Primary Recruiter has access to view and edit the job requisition in Workday, as well as the ability to hire students into the position from the Job Board. There can be multiple Primary Recruiters assigned to the same job requisition, including student employees.*)
29. Under Assigned to, type in names of those who will need this role, and click **Enter**
    (*Note: It is possible to select multiple Primary Recruiters by typing their names in the Assigned To box – this gives the access to see the applicants on the job board and the ability to hire from the job board.*)
30. Select **Next**
31. On the **Summary** page, review the details of the requisition to make sure everything has been entered correctly
32. Select **Submit**

What's Next?

- *Now that the job requisition has been submitted, supervisors have the ability to post to the Student Employment Job Board or hire students directly into the position. View the **Hiring Student Employees** training to utilize the Job Board, or view the **Hire a Student Employee** tutorial to hire student employees.*