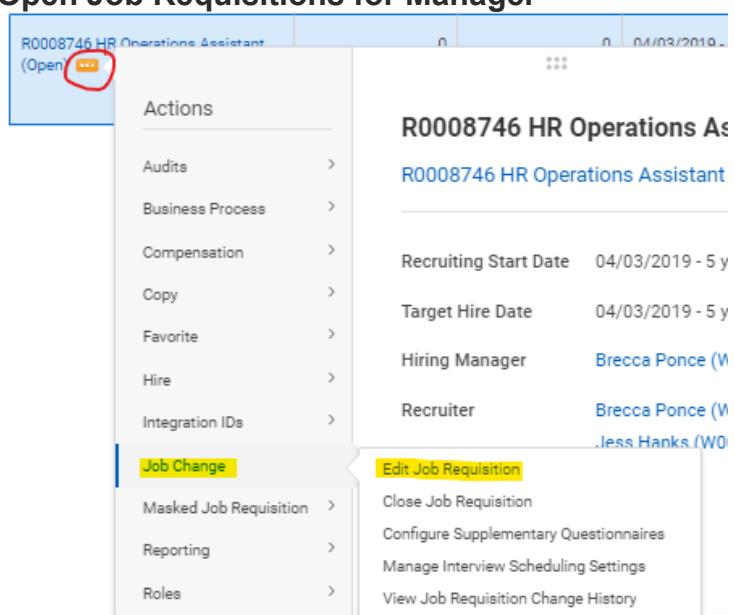


This is how to make changes to job requisitions, such as Job Title, Job Summary and Job Description. In addition, increase the number of openings and add the primary recruiter role to people assisting with the hiring process.

For HR Admins:

1. Login to Workday
2. Go to the hiring **manager's profile**.
 - o To find out who the hiring manager is, you can search for the job on the Job Board under the "Manage" tab.
3. Under their photo and job title, click on "**Action**".
4. Hover over "**Recruiting**" then select "**Open Job Requisitions for Manager**"
5. Click **OK**
6. Hover over the title of the Job Requisition you want to copy to see the **related actions** button (it's the three dots).
7. Hover over "**Job Change**"
8. Select "**Edit Job Requisition**"
9. Use the side menu or the "**Next**" button to navigate the different tabs to make changes as needed.



For Managers:

1. Login to Workday
2. Hover over the "**Team**" icon on the left side of the screen
3. Select "**Recruiting**" Under the "**Recent**" column, hover over the job title you want to edit, then click on the related action button to the right of the title.
4. Hover over "**Job Change**"
5. Click on "**Edit Job Requisition**"
6. You must enter a REASON and complete details with the red asterisk (*). **DO NOT CHANGE the Target Hire Date**. Use the side menu or the "**Next**" button to navigate the different sections to make changes as needed.

NOTE: The JOB POSTING TITLE, JOB DESCRIPTION SUMMARY AND JOB DESCRIPTION will show up on the Student Job Board where you can manage start dates and pay rates, etc.