



Job Requisitions are **not** applicable to **Contingent, student and Casuals**.

## Process Overview

- Human Resources creates and posts Part-Time faculty jobs. These postings are called **Evergreens** in Workday.
- To hire eligible candidates, Hiring Manager(s) or DIs initiates job requisitions.
- Human Resources coordinates with Hiring Managers and DIs regarding follow-up actions.

## Creating the Job Requisition

- On the **Home** page, click on the **My Team** worklet. Select the **Create Job Requisition** action item under *Actions*.



You can also type **Create Job Requisition** in the search box and press **Enter**. Click **Create Job Requisition** from the search results.

- Verify Supervisory Organization name. To change the default, click the **prompt** icon and select the appropriate Supervisory organization.
- Select **Create New Position**.
- Click the **Worker Type** drop down and select **Employee** if not defaulted.

Click **Next** to continue.

- From the Recruiting Information screen:

- Click the **Edit** icon to access to complete the required *Recruiting Details* below.

Item	Description or Considerations
<b>Number of Openings</b>	You can hire for multiples openings, but only for one job profile at a time per job requisition. The recommendation is to create multiple openings for the base part-time instructor job profile, <b>300520</b> .
<b>Reason</b>	<b>Create New, select:</b> <ul style="list-style-type: none"> <li><b>Regular Position</b></li> </ul> <b>Fill a Vacancy, select:</b> <ul style="list-style-type: none"> <li><b>Regular Position</b></li> </ul>
<b>Recruiting Start Date</b>	[Date]
<b>Target Hire Date</b>	[Date]
<b>Target End Date</b>	[Date]

Click **Next** to continue.

- On the **Job** screen, click the **Edit** icon to access and complete required **Job Details** fields below.

Item	Description or Considerations
<b>Job Posting Title</b>	Enter <i>posting title</i>
<b>Job Profile</b>	<i>All new PT faculty hires start at the base job profile level, <b>300520</b>. Job profile selection for rehires may be different. Please consult with your HR Partner if you have any questions.</i>
<b>Worker Sub-Type</b>	<i>Faculty</i>
<b>Worker Time Type</b>	<i>Part time</i>
<b>Primary Location</b>	

Click **Next** to continue.

7. Click **Next** to skip the **Qualifications** and **Attachments** screens.

Click **Next** to continue.

8. On the Summary page validate information entered from previous screens.
  - a. Click the **Edit** icon or **Guide Me** next to that section to make additional changes.
  - b. Scroll to bottom of page. Click **Submit, Save for Later** (to keep this in your Workday Inbox), or **Cancel**.

## Viewing Job Requisition status

To view *approved* Job Requisitions, click the **Home** page > **My Open Job Requisitions** worklet. Click on the link for more details.

**OR**

Go to **Home** page.

- Click on **My Team** worklet.
- Click **Organization** under the **View** section.
- Verify Supervisory Org. To change default, click the **Prompt** icon and select the appropriate supervisory organization name.
- Click **OK** to display the sup org.
- Click **Staffing** tab
  - Job requisitions are listed in the "**Available to Fill**" table.

**OR**

Click the **Recruiting Dashboard** on **Home** page to view *approved* Job Requisitions.

## Hiring the Candidate

1. Once you have screened and interviewed the applicant, the candidate can be moved forward by selecting the candidate and clicking on **Move Forward** → Candidate selected for Offer. A task will be sent to the Recruiter to start background check.
2. Human Resources will conduct a **Background Check** on candidate(s). SHoE and HPS need to submit in addition a Caregiver Release form for Human Resources Department to conduct Caregiver background check. Submit release form(s) to backgroundchecks@madisoncollege.edu.
3. After the background/caregiver check comes back, Human Resources will share the results of the **Background Check**.



Proceed with steps below if HR determines candidate(s) eligible for hire based on successful background check(s).

1. If applicant is eligible to be hired, Human Resources will move candidate forward and HM/DI will receive a task in their inbox to **Extend Verbal Offer**.
2. On the **Extend Verbal Offer** screen, enter the **hire date** (start date) and the **hire reason**. Click **Next**, then review the information and **Submit**.
  - a. Enter **hire date** (the hire date means the first day of work for pay). This may be the first day of class OR the day of orientation activities. **THIS DATE IS IMPORTANT FOR I-9 COMPLIANCE PURPOSES.**
3. HM will receive a task in their inbox for **Ready for Hire**. Review information and **Submit**.
4. Go to your Workday inbox to complete 2 additional tasks:

- a. **Add Pre-hire Date of Birth:**
  - i. Follow instructions for task.
  - ii. Click **Submit**.
- b. **Add Education Credentials:**
  - i. Follow instructions for task.
  - ii. Click **Submit**

**A:** The hiring office staff is responsible for ensuring completion of the Form I-9 for their Student, Casual and PT Faculty employees. Please contact your HR Business Partner immediately if there are any compliance issues. Rehires may need to resubmit an I-9. Please contact your HR Business Partner to confirm.

## Frequently Asked Questions - Hiring and Onboarding

### How long do I have to wait to get an Employee ID once I've entered the employee into Workday?

**A:** The ID occurs after a specific point in the process after a HR team member approves the hire in Workday. The integration process runs at 3:00am, 9:00am, 12:00pm and 3:00pm; after this integration runs a message will be triggered to your Workday Notification Box, indicating the Employee's ID# and that the Employee's Onboarding tasks have kicked off.

### What is the HIRE DATE and how does it compare with the START DATE?

**A:** They are one and the same! The hire date is the First Day of Work for Pay.

### When does the hiring office have to complete Section 2 of the I-9 form?

**A:** The newly hired employee must complete Section 1 of the Form I-9 and show their identification documentation(s) on or before their first day of work. The Department Initiator (DI) needs to complete Section 2 by the End of the Day of the Employee's First Day of Work for Pay.

### Who is responsible for completing Section 1 and Section 2 of the Form I-9?

### Can I put someone in the system just in case I need them to work?

**A:** No. If you think a substitute, backup, or "just in case" coverage is needed, it is suggested that you work that out with an existing employee. Please contact your HR Business Partner for additional options.

### I work at the Truax Campus and I hired an employee to work at a Regional Campus, does the employee need to drive to Truax for me to view their I-9 identifications?

**A:** No. If you hired an employee to work at a Regional Campus, the DI at that specific Campus is able to view the identifications and complete Section 2 of the Form I-9 for that employee.