



# Creating A New Position

This document contains instructions in the following areas for working with (Creating a Position):

- Job Posting Title – page 3
- Dates/ Job Family – page 4
- Job Profile – page 5
- Time and Sub-Type – pages 6-7



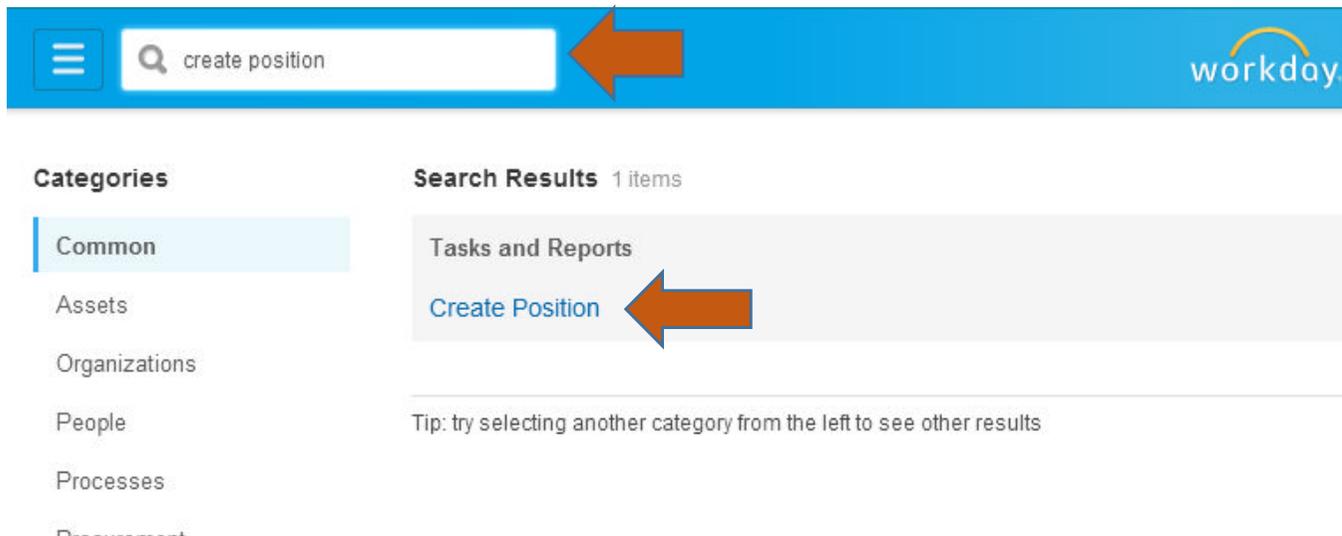
### Overview

Creating a new position is an important step in the hiring process. A big part of Workday is manager self-service, which allows the managers to initiate processes such as creating a position.

Now while creating an entirely new position will be a rare occurrence it is still a very important first step to making sure we are fully staffed.

Most new employees that we hire or transfers within our organization, will be back filling already open positions. These following slides however will teach you step by step how to create a new position within your supervisory organization.

To begin, use the search bar at the stop of the screen and type in “Create Position”  
Then click the blue link below.



The screenshot shows the Workday user interface. At the top, there is a blue navigation bar with a search bar on the right containing the text "create position". A red arrow points to the search bar. Below the navigation bar, there is a "Categories" list on the left and "Search Results 1 items" on the right. The "Categories" list includes "Common", "Assets", "Organizations", "People", and "Processes". The "Search Results" section shows a single result under the "Tasks and Reports" category, which is "Create Position". A red arrow points to the "Create Position" link. Below the search results, there is a tip: "Tip: try selecting another category from the left to see other results".



This is the first step in creating a new position. Begin by putting the title of the position in the "Job Posting Title" section. Please note when creating a new position you can create more than one at once if necessary. The default however is always 1.

### Create Position

Supervisory Organization: Neverland (Maleficent Snow)

Position Request Reason:

Job Posting Title: \*

Number of Positions: \* 1

---

**Hiring Restrictions** | Qualifications

Availability Date: \*

Earliest Hire Date: \*

No Job Restrictions:

Job Family:

Job Profiles for Job Family: (empty)

Job Profile:

Job Description Summary:

Job Description:

Location:

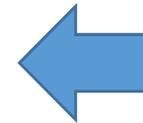
Time Type:

Worker Type:

Worker Sub-Type: (empty)

Critical Job:

Difficulty to Fill:





Availability Date ★

Earliest Hire Date ★

Job Family

Job Profiles for Job Family (empty)

Job Profile

Job Description Summary

Job Description

Location

Time Type

Worker Type

Worker Sub-Type (empty)

search

Top > Job Families by Group > Health Care Services

- Homecare
- Hospice
- Nursing**
- Nursing Administration
- Personal Care and Outpatient Services
- Pharmacy
- Rehab

**1**

Please note that Workday is very date sensitive. Make sure the dates being entered are correct. If for example this position needs to be available immediately and a future date is entered. The position will not be available to fill at all until the "Earliest Hire Date" has arrived.

**2**

Next choose the appropriate "Job Family". The easiest way to narrow down the correct option would be to choose "Job Families by Group". Choose the appropriate group followed by the matching "Family" the new position falls under. This position for example is a Nursing Assistant which falls under the "Health Care Services" group and the "Nursing" family.





# 1

“Job Profile” is simply taking the Job Family you just selected and actually picking a specific position that falls under that family. The easiest way to find the specific “Job Profile” is to follow the steps from the previous slide. Then under that family it will list all of the positions or “Job Profiles” that fall under that family. In this example select “Nursing Assistant”

The screenshot shows the Workday interface for selecting a job profile. On the left, under 'Job Family', a search box contains 'Nursing'. Below it, a list of 'Job Profiles for Job Family' includes: CNA-Resident Care Specialist, Coder/Unit Assistant, GPN, LNAC, LPN, LPN - Baylor 2, LPN - Homecare, LPN- Non Baylor Supr, LPN - PRN, LPN - Supervisor, and a '+ More (21)' button. On the right, a larger search box is shown with a dropdown menu open, displaying a breadcrumb trail: 'Top > By Job Family > Health Care Services > Nursing'. Below the breadcrumb, a list of job profiles is shown, including: LPN - Unit Manager, Medical Assistant, Nursing Assistant, Nursing Assistant - Charge, Nursing Assistant Clinical Ladder 1, Nursing Assistant Clinical Ladder 2, and Nursing Assistant Trainee. Blue arrows indicate the flow from the 'Nursing' selection to the breadcrumb and then to the 'Nursing Assistant' option in the list.

## Selecting a Job Profile

### Create Position

Supervisory Organization: Neverland (Maleficent Snow)

Position Request Reason:

Job Posting Title: \*

Number of Positions: \*

# 2

Remember typing the “Job Posting Title” from earlier? It should match the name of the “Job Profile” being selected.

Quick Tip!!  
“Job Profile” is just another name for “Job Title” or the title of the position.





1

Now choose at which location this job will take place. For this example "Elizabethtown".

LPN  
 LPN - Baylor 2  
 LPN - Homecare  
 LPN- Non Baylor Supr  
 LPN - PRN  
 LPN - Supervisor  
 + More (21)

Job Profile: search, X Nursing Assistant

Job Description Summary: [empty]

Job Description: [empty]

Location: search

Time Type: search

Worker Type: search

Worker Sub-Type: (empty)

Critical Job:

Difficulty to Fill: search

search

Top > All Locations

Dallas

Elizabethtown

Lafayette Hill

Sewickley

Warminster

2

Now choose the "Time Type" for this position. Will the new employee/transfer you want to hire be Full-time or Part-time?

LPN - Supervisor  
 + More (21)

Job Profile: search, X Nursing Assistant

Job Description Summary: [empty]

Job Description: [empty]

Location: search, X Elizabethtown

Time Type: search

Full time

Part time





1

For "Worker Type" always choose "Employee" we currently do not use contingent workers.

Worker Type

The "Worker Type" will determine what type of position that is being created. For example any position that is Full-time or Part-time with benefits, falls under "Regular". Part-time w/out benefits is "Casual". There are also options for Pool or temporary positions.

Job Profile  
Job Description Summary  
Job Description  
Location  
Time Type  
Worker Type  
Worker Sub-Type

2

search

search

- Casual
- Homecare Pool
- Regular** ←
- Regular Pool
- Seasonal (Seasonal)
- Temporary

search

search

search

search





The final two steps are not necessary but may be filled in.

Critical Job

Difficulty to Fill

Please make sure to review the information entered before clicking “Submit”. Clicking submit will then send the process forward to the Human Resource department to enter the compensation information and other position related information.





Congratulations!! You have successfully completed your part in creating a new position. Now the Human Resource department has some steps to complete before the job will become available in Workday. Some processes left to finish are selecting organizational assignments and selecting the pay grade and grade profile for the job. Once these steps are complete the job will be available to fill once the "Earliest Hire Date" has been reached.

You have submitted [Create Position: Nursing Assistant](#) ...

**Up Next**

HR Partner II  
Review Position Request  
Due Date 08/29/2014

**Details and Process**

Done





Review and Tips!! 😊

1.)Remember the “Job Posting Title” and “Job Profile” should be exactly the same.

2.)Dates are very important in Workday, please be sure to double check anytime a date is being entered to be sure it is correct.

3.)When selecting a “Job Family” choose, “Job Families by Group” this will help narrow down the choices and make selecting the correct family easier.

4.) Follow the same steps to select a “Job Profile” as “Job Family” the only difference is now selecting a specific position that falls under that family.

5.) Full-time and Part-time w/ benefits are “Regular”, Part-time w/out benefits is “Casual”, unless it is a “Pool” position.

Organization	Neverland ()
Positions Created	Nursing Assistant (Unfilled)
Position Request Reason	(empty)
Job Posting Title	Nursing Assistant
Number of Positions	1
<b>Hiring Restrictions</b>	
Availability Date	08/26/2014
Earliest Hire Date	08/26/2014
Job Family	Nursing
Job Profiles for Job Family	<a href="#">CNA-Resident Care Specialist</a> <a href="#">Coder/Unit Assistant</a> <a href="#">GPN</a> <a href="#">LNAC</a> <a href="#">LPN</a> <a href="#">LPN - Baylor 2</a> <a href="#">LPN - Homecare</a> <a href="#">LPN- Non Baylor Supr</a> <a href="#">LPN - PRN</a> ... <a href="#">LPN - Supervisor</a> <span>➕ More (21)</span>
Job Profile	Nursing Assistant
Location	Elizabethtown
Time Type	Full time
Worker Type	Employee
Worker Sub-Type	Regular
Critical Job	
Difficulty to Fill	Easy



Enjoy Your Workday



# Questions or Comments?

