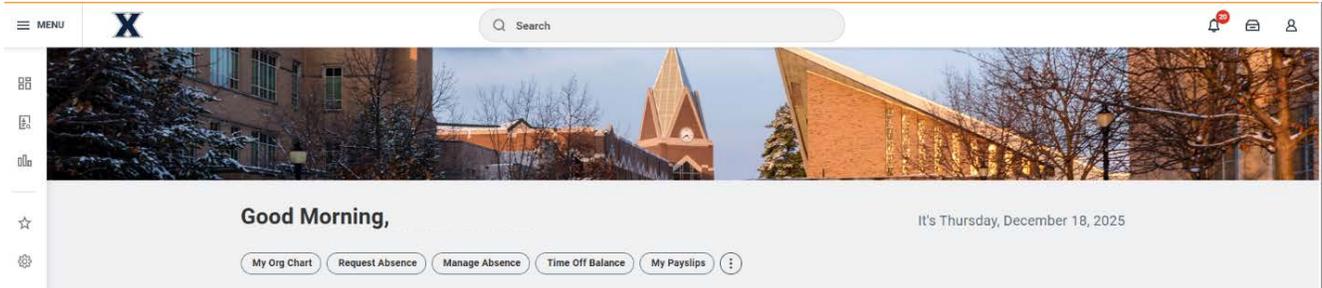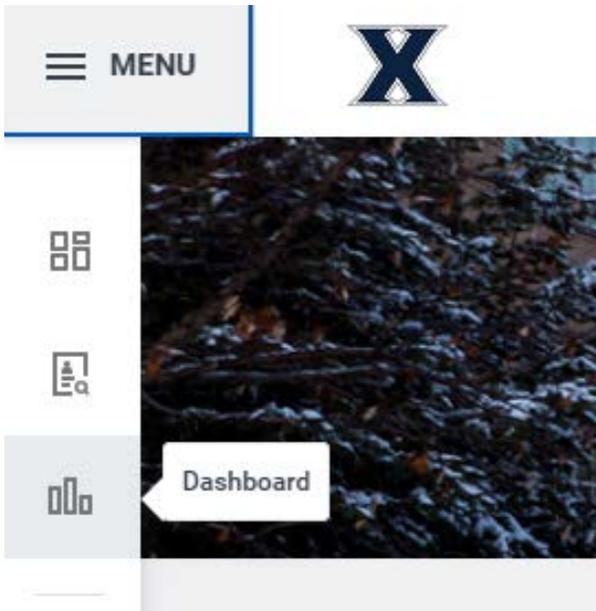**Student Employment**

HOW TO CREATE A JOB REQUISITION (POSTING) FOR STUDENTS
REV. 3-11-26 vlc

1. Log into Workday

2. On the left side of your screen, there will be a vertical list of options, one will be your "Recruiting Dashboard" – <mark>click this.</mark> You can also get this from the Menu.

3. The new screen will have a box on the right side titled "Actions"
   a. Below this is "Create Job Requisition" – <mark>click this</mark>
      i. This is what you will use to create a NEW job posting

4. Pop-up Window
   a. **Copy Details from Existing Requisition:**
      IF you haven't posted your position in Workday before, Leave this Blank.

      IF you have posted your position in Workday before, use this option to choose the posting from the drop down that you want to copy the details from to create your new posting.

   b. **Supervisory Organization:** Name of Supervisor for Student Position
      i. **Make sure you select a supervisor with a JM before their name**
      ii. **Do *not* select one that says "JM (inherited)"**
      iii. **If there is not a JM option for the supervisor you want to select, Cancel the process and reach out to the Student Employment Office for clarification.**
   c. **Worker Type:** Should auto-populate to "Employee" then Click Ok.

Recruiting Details

  b. Type in the number of openings

  c. Reason:

    i. Create Job Requisition > Student Recruitment

      1. Student Recruitment > <u>Post for Student Fill</u>

  d. **Replacement For:** Leave blank

  e. **Recruiting Instruction:** Choose <u>Post Student Only</u>

  f. **Recruiting Start Date:** Date you are entering the job requisition

  g. **Target Hire Date:** Same as Recruiting Start Date

  h. **Target End Date:** Last day of the semester

  i. **Referral Payment Plan:** Leave Blank

  j. Click Next

5. **Job Details**
    a. **Title –** Type in title of Position You Are Posting
    b. **Justification:** Leave blank
    c. **Job Profile:**
        i. By Job Family
            1. Student Employees
                a. University Funded – select "University Funded"
    d. **Additional Job Profiles:** Leave blank
    e. **Job Description Summary:** Use this field to add:
        i. **Posting End Date (minimum of 5 days):**
        ii. **Semester(s) Hiring For:** (ex: Spring 26, Summer 26 and or Fall26/Spring 27)
        iii. **Notes:** Any additional Notes for Student Employment
    f. **Job Description:** Copy and paste the job ad here
    g. **Additional Job Description:** Leave blank
    h. **Worker Sub-Type:**
        i. Worker types – select "Student (Fixed Term)"
    i. **Time Type:**
        i. All – select "Part time"
    j. **Remote Type:** Leave blank
    k. **Primary Location:** Cincinnati
    l. **Primary Job Posting Location:** Should auto-populate once you type in primary location above
    m. **Additional Locations:** Leave blank
    n. **Additional Job Posting Locations:** Leave blank
    o. **Scheduled Weekly Hours:** 15
    p. **Work Shift:** Leave blank
    q. Click next

Student Employment

Job

Job Details

Job Posting Title *

Provost - Tutor

Justification

Job Profile *

× Tutor - University Funded (···)

Additional Job Profiles

Job Description Summary

Job Description *

Normal | B | I | U | A ∨ | ☰ | 🔗

Your Description

✦ Generate with AI

Worker Sub-Type *

× Student (Fixed Term) ↗

Time Type *

× Part time

Remote Type

Primary Location *

× Cincinnati Campus (···)

Primary Job Posting Location *

× Cincinnati, OH (···)

Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours

15

Work Shift

6. **Skills:** By Pass - <mark>Click next</mark>

7. **Organizations**
   a. **Company:** Xavier
   b. **Cost Center:** Enter your Cost Center # (EX: CC1234) or Choose Department
      i. **Region:** Leave blank
      ii. **Costing:**
      iii. **Grant:** Only If Applicable
      iv. **Program:** Should auto populate from the CC # above
      v. **Fund:** Only If Applicable
         1. Organization
            a. If not using Fund, it should auto populate to FD11 Current Unrestricted
            b. If using Fund, enter the Fund Code (it may auto populate)
      vi. **Gift:** Only If Applicable
      vii. **Division:** Leave blank
      viii. **Activity:** Only If Applicable
   c. <mark>Click next</mark>

Organizations

Company

Company *
XU01 Xavier University

Cost Center

Cost Center *
Office of Academic Support

Region

Region

Costing

Grant

Program
PR5000 Student Services

Fund
FD11 Current Unrestricted

8. **Attachments:** <mark>Click next</mark>

9. **Compensation**
   a. Scroll down to Hourly Section
      i. **Amount:** type in their pay
         1. ***Note any jobs that are minimum wage will be $11.00/hour beginning January 1, 2026**
   b. <mark>Click next</mark>

Salary

Add

Hourly

Compensation Plan
Hourly Plan

Total Base Pay Range
0.00 - 0.00 - 0.00 USD Hourly

Amount *
11.00

Currency *
× USD ···

Frequency *
× Hourly ···

> Additional Details

Assignment Details
10.70 USD Hourly

10. Assign Role: Required Section

    a. Click "Add"

    b. ***You must ALWAYS put the following Primary Recruiter for every requisition you create**

        i. **Role:** Primary Recruiter

        ii. **Assigned To: add both names below - representing Student Employment:**

            1. Vicki Clary

            2. Maria Martino

    c. Click Add

        i. **Role:** Search Committee Chair

        ii. **Assigned To:** Student Supervisor Name

            1. ***This section does not need to have JM before anyone's names**

    d. Click Next

Assign Roles

Role

Primary Recruiter

Assigned To

997876 Human Resources Coordinator - Maria Martino; 998256-00 Student Employment Manager - Vicki Clary

Role

Search Committee Chair

Assigned To

998652-00 Director, Student Learning Support & GOA - Stephanie Daniels

Add

11. This screen allows you to go over everything you just submitted, check it, edit it
    a. Once ready, <mark>click submit</mark>
       (you may have an alert about compensation, just submit again to override that)

12. You have now submitted a Job Requisition, which will redirect to Student Employment for posting approval