Position Request and Job Requisition / Posting

Summary:

This job aid outlines the process for requesting a position through SharePoint, allowing the assigned recruiter to create a requisition and post the position on Workday. It also details the expected notifications that will be generated throughout this process.

Steps to Complete:

Step 1: Log on to the Talent Acquisition SharePoint page and navigate to the Position Request form on the homepage, or use this link: New form

- Refer to the additional resources at the bottom for clarity on which job changes need to go through the Position Control (PCC) request process versus which can be initiated by manager through the "Job Change" task in Workday.

Step 2: Complete the PCC Form

Proceed through each field and complete the relevant information for the position you wish to request. Leaders will be required to add justification for the requested role and potential solutions for the role not being filled.

Step 3: Ensure Job Description is Up to Date

Leader will ensure the Job Description is up to date or has been created with Total Rewards. If there is a not a current / up-to-date JD, leader will connect with Total Rewards team.

Step 4: Position Goes Through PCC

The PCC members (COO, CFO and VP of HR) are notified of each request upon submission and reminded daily until they have responded to the request (approve/deny/present in person). If denied/present in person the talent leader will notify the requesting leader.

- PCC meets every other Monday to discuss any open requests. If invited, the leader will meet with PCC and have 10 minutes to share their request justification in person, focusing on operational needs, financial incentives/overhead burden and the people impact of the request. PCC will debrief after leaders present in person and the talent leader will follow-up with any additional information needed or approval for the request

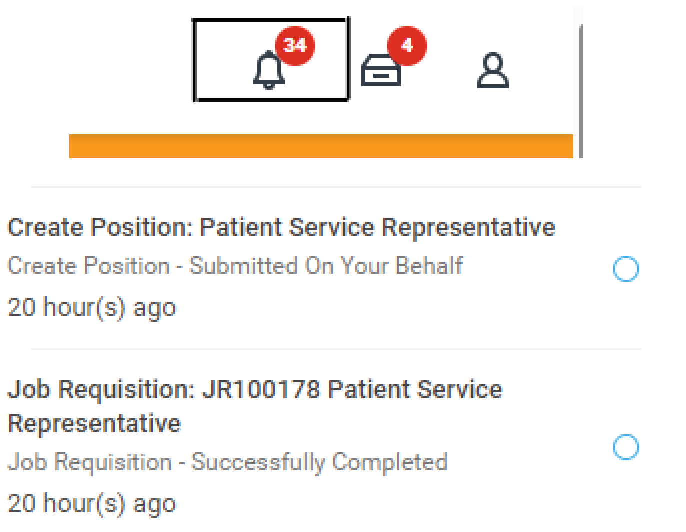
Step 5: Connect with Recruiter in an Intake Session

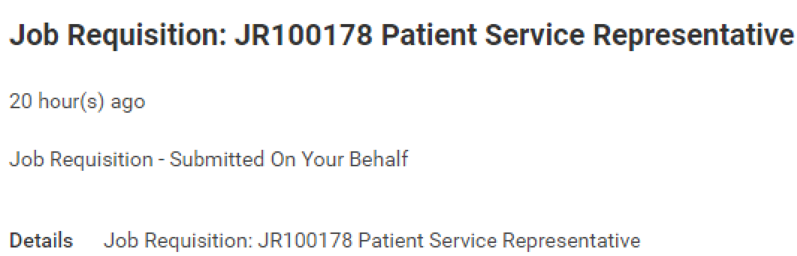
Upon approval of a position, the designated recruiter will be notified by the Talent Leader and then will contact the leader of the role to confirm the details. If this is the first time the recruiter is handling this role, or if this is leader's initial time working with them, they will arrange a virtual or in-person intake session to review the specifics at a greater level.

- During this meeting, the recruiter may discuss potential key contacts or individuals that the new hire should meet once the position has been filled. Alternatively, the recruiter may defer this discussion until closer to the offer stage. Please be prepared to provide a list of contacts for the new hire to connect with post-hire. These contacts will be notified when they are selected as a helpful contact through formal notifications.

Step 6: Recruiter Creates the Requisition

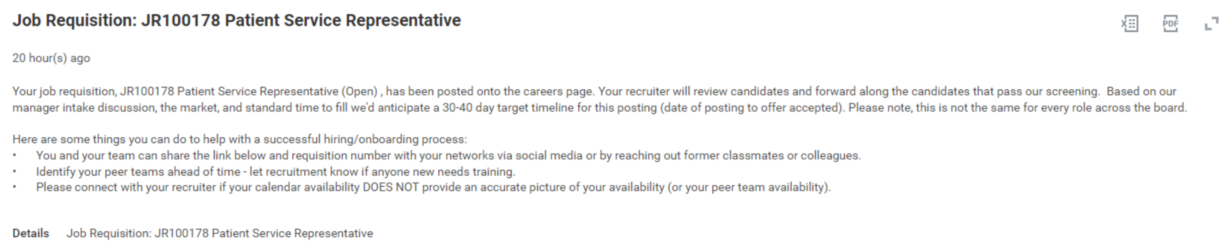
This step is led by the recruiter, but it is important for leaders to remain informed. Based on the information gathered from the approved position request and the intake session, the recruiter will initiate the formal job requisition to fill the position. The leader will receive notifications for awareness, indicating that the process has been completed on your behalf.





Step 7: Recruiter Posts the Requisition

This step is also led by the recruiter. While the requisition has been created, the role has not yet been posted. Following the provided instructions, the recruiter will proceed with posting the role on the external careers site, internal jobs hub, or both. Once the role is posted, you will receive a notification outlining the next steps and actions you can take to help streamline the process:



Job Requisition: JR100178 Patient Service Representative

20 hour(s) ago

Your job requisition, JR100178 Patient Service Representative (Open) , has been posted onto the careers page. Your recruiter will review candidates and forward along the candidates that pass our screening. Based on our manager intake discussion, the market, and standard time to fill we'd anticipate a 30-40 day target timeline for this posting (date of posting to offer accepted). Please note, this is not the same for every role across the board.

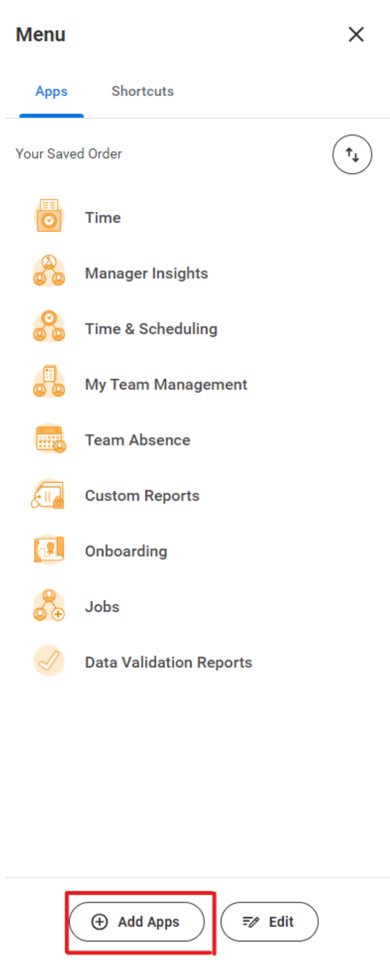
Here are some things you can do to help with a successful hiring/onboarding process:

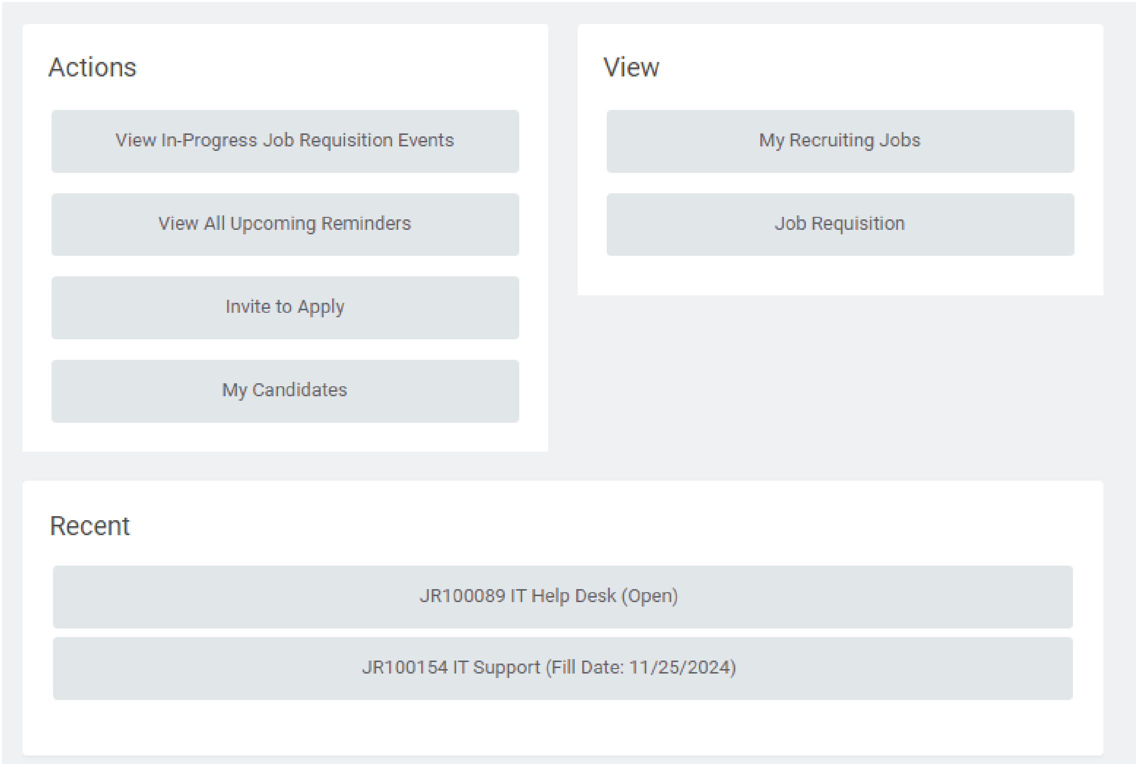
- You and your team can share the link below and requisition number with your networks via social media or by reaching out former classmates or colleagues.
- Identify your peer teams ahead of time - let recruitment know if anyone new needs training.
- Please connect with your recruiter if your calendar availability DOES NOT provide an accurate picture of your availability (or your peer team availability).

Details Job Requisition: JR100178 Patient Service Representative

Step 8: View the Recruiting Hub to See Status of your Requisition(s)

Navigate to add apps and add "Recruiting."





Any roles that have been filled but the hire has not started yet will still show as an open requisition until the hire date.

Additional Resources:

Policy for positing roles: [Recruiting Qualified Candidates v.4]

Job Change reasons and appropriate action:

Job Change Reasons	Process	Who to Direct Questions
FTE Decrease	FTE Decreases can be initiated by the manager through "Job Change" task	HRWorkday@maryfreebed.com
Change location	Change locations can be initiated by the manager through "Job Change" task	HRWorkday@maryfreebed.com
Data Changes (change job details)- Cost center, title change (role responsbilities stay same)	Data Changes (change job details)- Cost center, title change (role responsbilities stay same) can be initiated by the manager through "Job Change" task	HRWorkday@maryfreebed.com
FTE Increase	FTE Increases must be approved through PCC, and a new position and requisition must be created	Recruitment@maryfreebed.com
Transfer	Transfers must be approved through PCC, and a new position and requisition must be created	Recruitment@maryfreebed.com
Promotion/Demotion	Promotions/Demotions must be approved through PCC, and a new position and requisition must be created	Recruitment@maryfreebed.com
	Questions? Email HRWorkday@maryfreebed.com	

Revision History

Revision Date	Author	Description	
11/19/2024	Erin Sharp	Initial Draft	