

**Step 1: Start Recruitment or Request a Search Waiver FAQs**

<b>Q.</b>	<b>What Supervisory Org do I select?</b>
<b>A.</b>	<b>The Supervisory Org where the position will reside</b>
<b>Q.</b>	<b>Create Position vs Existing Position?</b>
<b>A.</b>	<b>Use Create Position for new positions; use Existing Position for replacements</b>
<b>Q.</b>	<b>What does Worker Type mean?</b>
<b>A.</b>	<b>Employee is for anyone receiving a paycheck from UNLV; Contingent Worker is used for contract employees whose work involves Workday access. Job requisitions are not needed for Contingent Workers.</b>
<b>Q.</b>	<b>What is a POOLED Supervisory Organization?</b>
<b>A.</b>	<b>Pooled is used for Position Management job families such as LOAs, PTIs, GAs and Student Workers</b>
<b>Q.</b>	<b>What is the difference between Easy, Difficult, Hard, Critical Job?</b>
<b>A.</b>	<b>Easy = job takes less than six months to fill Hard = job takes greater than six months to fill Difficult = determined by HR and President, reviewed by NSHE, approved by Chancellor</b>
<b>Q.</b>	<b>What is the difference between create position and create job requisition?</b>
<b>A.</b>	<b>If you are recruiting for a new position, you must create the position first to obtain budget approval and class/comp review. The Job Requisition is created when you are ready to post the position.</b>
<b>Q.</b>	<b>How do I edit the job requisition?</b>

<b>A.</b>	<b>Edit Job Requisition through the related actions; limited edit ability for Administrative Assistant and Manager roles</b>
<b>Recruiting Information</b>	
<b>Q.</b>	<b>What are the different Reason Types for Creating a Job Requisition?</b>
<b>A.</b>	<b>New, Replacement, Search Waiver, Exception and Classified Exception. See the related job aid for further details.</b>
<b>Q.</b>	<b>What does the Replacement for field mean?</b>
<b>A.</b>	<b>To recruit for an existing position when an employee is leaving UNLV or transferring to another position.</b>
<b>Q.</b>	<b>What do I enter for Recruiting Instruction?</b>
<b>A.</b>	<b>Post Internally, Post Internally and Externally, Search Waiver, Other or Medical Resident. Other will prompt the Primary Recruiter to reach out for more detail. Medical Resident can only be used by UNLV School of Medicine positions.</b>
<b>Q.</b>	<b>What does the Recruiting Start Date mean?</b>
<b>A.</b>	<b>When the posting is expected to be active. This cannot be dated before the current date.</b>
<b>Q.</b>	<b>What does the Target Hire Date mean?</b>
<b>A.</b>	<b>For budgeting purposes, when the funds for the position will be encumbered</b>
<b>Q.</b>	<b>Can I retro the recruiting start date?</b>
<b>A.</b>	<b>Workday cannot back date recruitments</b>
<b>Q.</b>	<b>What does the Target End Date mean?</b>
<b>A.</b>	<b>For classified positions, when the posting date will close.</b>

Q.	Can the Recruiting start Date and Target Hire Date be the same?
A.	Yes.
Q.	What is the Referral Payment Plan?
A.	This field will not be used by NSHE.
<b>JOB</b>	
Q.	What is the the Job Posting Title?
A.	The working title of the position that will appear on the posting. Classified positions must use the classification title.
Q.	What do I enter in the Justification field?
A.	A brief explanation of the reason to recruit.
Q.	What do I enter for the Job Profile?
A.	This should carry over from the position.
Q.	What is the difference between the job description summary, job description and Additional Job Description?
A.	<p>The Job Description Summary field is not currently being used by NSHE but may be used for Essential Functions in the future.</p> <p>The Job Description field should be the copied and pasted vacancy announcement template. The templates are available in HR Forms and on the Search Process website.</p> <p>The Additional Job Description field shows on the announcement as “Required Attachments”. Please copy and paste the statement about attachments required for your position</p>
Q.	What is the difference between the Job Family and Job Profile?
A.	Job Family will automatically populate based on the Job Profile selected. Job Families have multiple Job Profiles associated with them.

<b>Q.</b>	<b>How do I attach my vacancy announcement?</b>
<b>A.</b>	<b>Please copy and paste your vacancy announcement into the Job Description field.</b>
<b>Q.</b>	<b>Explain the different Worker Types</b>
<b>A.</b>	<b>The two main Worker Types in Workday are Employee and Contingent Worker. Create Job Requisition will only be used for Employee Worker Types in Position Management Positions. Employee Worker Sub-Types include Regular, Intermittent, Regular (Fixed Term), Seasonal, Student (Fixed Term), and Temporary (Fixed Term). Please see the associated job aid for further details on when to use each type.</b>
<b>Q.</b>	<b>What should I enter for Time Type?</b>
<b>A.</b>	<b>Full time or Part time depending on Scheduled Weekly Hours. Scheduled Weekly Hours drives the FTE for the position.</b>
<b>Q.</b>	<b>What do I enter for Primary Location and Primary Job Location?</b>
<b>A.</b>	<b>Primary Location should be where the job duties will be conducted.</b>
<b>Q.</b>	<b>Do I need to complete the Additional Locations and Additional Job Posting Locations?</b>
<b>A.</b>	<b>This depends on where the position will perform duties. These fields are not required.</b>
<b>Q.</b>	<b>What do I enter for Scheduled Weekly Hours?</b>
<b>A.</b>	<b>If this is a replacement and the FTE is not changing, nothing should be edited in this field. If the FTE is changing, edit accordingly.</b>
<b>Q.</b>	<b>What is the Compensation Grade?</b>

<b>A.</b>	<b>The Compensation Grade is associated with the job profile.</b>
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<b>Q.</b>	<b>What is a questionnaire and which one do I select?</b>
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<b>A.</b>	<b>The questionnaire drives the informational questions asked of the applicants. Please select the most updated version of the questionnaire depending on your Job Family Group (Faculty or Classified). The most recent version is the choice with the most recent date listed. If you are posting internally and externally, you must chose a questionnaire for each. For Classified positions with Training and Experience exams, please confirm with Recruitment before submitting.</b>
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<b>Q.</b>	<b>Do I need to complete the Qualifications section?</b>
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<b>A.</b>	<b>This section is not being used by NSHE.</b>
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<b>Q.</b>	<b>What is Costing Center, Costing/Fund and Unit?</b>
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<b>A.</b>	<b>These are the costing allocations for the position. You can use the WAX tool to convert your HRMS account numbers to the Workday Costing Center, Costing/Fund and Unit. You can find the tool here: <a href="https://wax.unr.edu/">https://wax.unr.edu/</a>.</b>
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<b>Q.</b>	<b>What attachments are required for the job requisition?</b>
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<b>A.</b>	<b>UNLV is using this field for paid ads. If interested in placing paid ads, please use the Request for Ad Quote form located on our HR Forms page.</b>
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<b>Q.</b>	<b>What do I need to complete under this section?</b>
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<b>A.</b>	<b>If this is a replacement, the former incumbent's Total Base Pay will appear at the top of the page. For Classified recruitments, be sure to set the starting pay at Step 01. For Faculty recruitments, edit the Salary to the approved budgeted amount.</b>
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<b>Q.</b>	<b>Total Base Pay</b>
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<b>A.</b>	<b>This field is not editable; it is showing the Total Base Pay of the former incumbent.</b>
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<b>Q.</b>	<b>Salary - Effective Date</b>
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<b>A.</b>	<b>Enter today's date</b>
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<b>Q.</b>	<b>Hourly</b>
<b>A.</b>	<b>For Classified positions, the hourly rate for Step 01 should be displayed.</b>
<b>Q.</b>	<b>What is an Allowance?</b>
<b>A.</b>	<b>Available for Academic Faculty positions only</b>

<b>Q.</b>	<b>How long is my position posted for?</b>
<b>A.</b>	<b>Classified positions are open for 14 days. Faculty positions are open until the final candidate is moved into the offer stage.</b>
<b>Q.</b>	<b>How do I change the job description on my job posting?</b>
<b>A.</b>	<b>Contact the Primary Recruiter on the job requisition.</b>

<b>Q.</b>	<b>Do I still need to fill out the vacancy announcement?</b>
<b>A.</b>	<b>Yes, use the template to copy and paste into the Job Description field on the Job Requisition.</b>
<b>Q.</b>	<b>Does the position still get posted on HigherEdJobs?</b>
<b>A.</b>	<b>Yes, HigherEdJobs performs a sweep of our Workday postings and updates a couple times a day.</b>

<b>Q.</b>	<b>How do I place ads on additional venues?</b>
<b>A.</b>	<b>Please attach the Request for Ad Quotes with the listing of additional venues in the Attachments section of the Job Requisition.</b>
<b>Q.</b>	<b>Can I change the minimum requirements for the job postings?</b>
<b>A.</b>	<b>For Faculty positions, once the position is posted, any changes to the minimum requirements would require a cancellation and reposting of the position. Classified positions use the State minimum requirements for the appropriate classification.</b>

<b>Q.</b>	<b>When does the job unpost?</b>
<b>A.</b>	<p>For Classified positions, the job posting end date is the date the job will no longer be available on career sites.</p> <p>The job is unposted at 11:59pm the day before the end date. If the job needs to be available on 5/9/2017, the Job Post End Date should = 5/10/2017.</p>
<b>Q.</b>	<b>What recruiting start date should I use if I have a search waiver?</b>
<b>A.</b>	Use the hire anticipated hire date of the candidate
<b>Q.</b>	<b>If a candidate is in the offer stage and I have an additional position I'd like to fill from this requisition, can I edit the job requisition?</b>
<b>A.</b>	Contact the Primary Recruiter listed on the Job Requisition <b>BEFORE</b> moving the final candidate to the Offer stage. Very few edits can be made once a candidate is in the Offer stage.

<b>Q.</b>	<b>How do I find my open positions?</b>
<b>A.</b>	Within your own supervisory organization, you can view "My Team"...
<b>Q.</b>	<b>When do I submit the vacancy announcement?</b>
<b>A.</b>	The vacancy announcement template will be pasted into the Job Description field while creating the job requisition.
<b>Q.</b>	<b>Are background checks required?</b>
<b>A.</b>	The same NSHE, Board of Regents and UNLV rules on background checks will still apply with Workday recruiting
<b>Q.</b>	<b>How do I know what job profile to use when creating a position?</b>
<b>A.</b>	Chose a job profile that best fits the assigned duties of the position and the Pay Range/Rank. Compensation and Classification partners will edit to the appropriate Job Profile after reviewing the PDQ.

<b>Q.</b>	<b>What is the Job Posting/Business title?</b>
<b>A.</b>	<b>The working title for the position that will be used in the job posting.</b>
<b>Q.</b>	<b>Can I save my work if I don't finish creating a position?</b>
<b>A.</b>	<b>If you have a button in the bottom corner that states "Save for Later", you may save and come back to the process. If the button does not appear, your work cannot be saved.</b>
<b>Q.</b>	<b>What are the different Worker sub-types and what should I use for Admin/Academic faculty?</b>
<b>A.</b>	<b>Regular, Fixed, Intermittent</b>

<b>Q.</b>	<b>Is Administrative Faculty the same as Professional Staff?</b>
<b>A.</b>	<b>Yes, Workday will only use the term "Administrative Faculty"</b>
<b>Q.</b>	<b>How do I know what supervisory organization to select?</b>
<b>A.</b>	<b>The supervisory organization selected should be where the position will reside.</b>
<b>Q.</b>	<b>Can a classified position have a business/working title?</b>
<b>A.</b>	<b>The classification title remains the working/business title for the position</b>