

## Step Two: Request to post position

When ready to begin the search process, managers should start a [Job Requisition](#) in Workday. A job requisition is a request to post a position.

**Note** - if a position has not been created yet, return to [Step One: Identify Need](#) for guidance on creating a position in Workday; job requisitions may not be used to create a new position.

Job requisitions include information like the position title and other details needed by Employee Services to post the position. When completing job requisitions in Workday, managers should:

- Review and update the job description.
- Contact their HR Generalist when updating a job description for multiple positions with the same title to ensure changes are made to all positions.
- Indicate if they want the position posted on Lynn's internal and/or external job pages.

Referring to the posting guidelines below, managers should communicate with their HR Generalist as needed about posting preferences. Managers receive a notification through Workday once positions are posted. If changes are needed once a position is posted, managers should alert their HR Generalist so the posting can be updated or withdrawn and reposted.

Managers who would like to advertise positions outside Workday and Lynn's website (e.g., on industry specific job boards) should inform their HR generalist. Departments are responsible for the cost of all additional advertising.

## **Posting guidelines**

Current employees must apply through internal job postings in Workday. External postings on Lynn's website are for applicants with no university affiliation. Additional details on posting types are listed below.

### **Internal Postings**

For staff and faculty positions:

- Open to current full-time, part-time, student, and temporary employees.
- When posted internal only, position must be posted in Workday for a minimum of three days.
- When used in conjunction with an external posting, position will remain posted as long as external posting is open.
- After position has met minimum posting requirements, posting can be open until filled.

For student positions:

- Open to current Lynn students.
- Posted for a minimum of one week.
- After position has met minimum posting requirements, posting can be open until filled.

### **External Postings**

For staff and faculty positions:

- Open to anyone without Lynn affiliation.
- Standard posting period is two weeks.
- At manager's request, position may be posted for a minimum of one week.
- After position has met minimum posting requirements, posting can be open until filled.