



Use this job aid once a job requisition has been created and gone through the appropriate approval process. The final approver is the Recruiter in that supervisory organization.

Posting a Job

1. Once a job requisition has been approved, the Recruiter receives task in their Workday Inbox to review job requisition and assign Primary Recruiter. Navigate to the Workday Inbox on the top right of the menu bar to access the task.



NOTE: The Recruiter can provide recruiting instructions and additional job posting locations (optional).

2. Select **Primary Recruiter** from the **Role** dropdown list, search for the Primary Recruiter's name in the **Assigned To** box. Click **Submit**.
3. Once assigned, the Primary Recruiter receives a task in their Workday Inbox to post the job requisition.
4. Select the task and click on it to open it.
5. Click the **prompt**  icon and select a Job Posting Site.
6. Click **OK**.
7. Select a **Job Posting Start Date**. Optionally, you can also select an End Date for this posting.
8. Job Posting sites populate based on prior selections. Click the **Add Row**  icon to post the job to another Job Posting Site if needed.



NOTE: Unless a job requisition is to be posted internally only, all job requisitions should be posted internally and to all career sites (BJ's Careers, BJ's Careers for Contingent Workers.)

9. Once you have added all necessary career sites, click **Preview Job Posting** to review.
10. Click **Submit** and **Done** to complete the process.

Unposting a Job

1. From the Home page, click the **My Open Job Requisitions** application.
2. Click on the job requisition name for the posting you want to remove and click **Open Detailed View**.

[Open detailed view](#) 

3. Click on the **Job Postings** tab.
4. Select the job and click **Unpost Job**.
5. Click **Submit** and **Done**, then repeat this step for additional job posting sites.