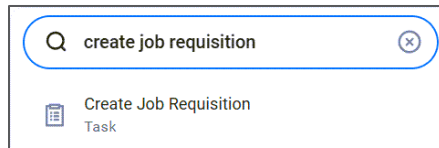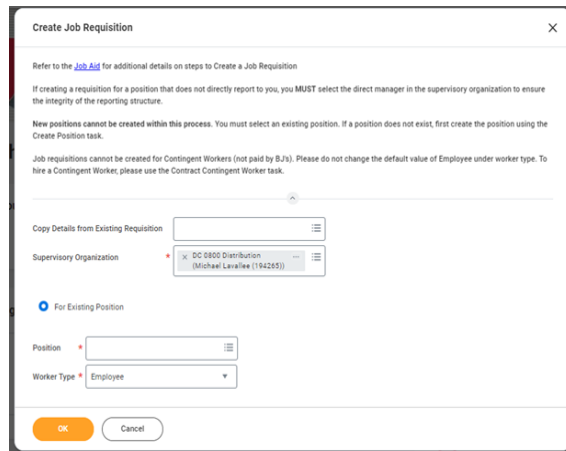# HCM Create a Job Requisition

Use this job aid to open a Job Requisition for an existing available position. A requisition is needed to recruit candidates for the position. If you do not have an existing available position, view the Create Position job aid for more information.

Create Job Requisition

1. Navigate to the search bar > type **Create Job Requisition**.
2. Select **Create Job Requisition** from the tasks.
3. This will open the **Create Job Requisition** page. Your name will be listed as the **Supervisory Organization.** Update to the direct manager if the position does not directly report to you.
4. Choose **For Existing Position**, then choose a position that is unfilled. .
5. Choose a **Worker**

   Type of Employee to continue. Creating requisitions for contingent workers is not allowed.
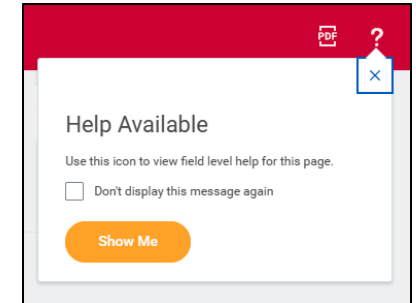
Click **OK.** This will move to the Recruiting section of the Create Job Requisition page. The fields will be pre-populated with information from the position.
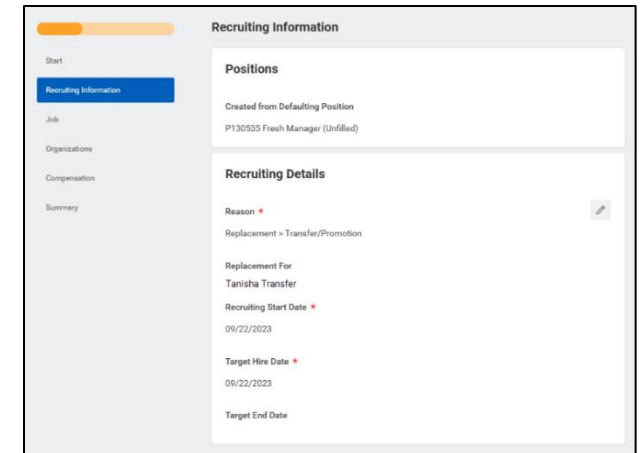
NOTE: A red asterisk ✱ indicates the field must be completed.

In the top right corner, a **Help Available** message appears. Click **Show Me** to display question mark icons next to selected fields throughout the process. Clicking the question mark displays additional instruction/guidance for that field.
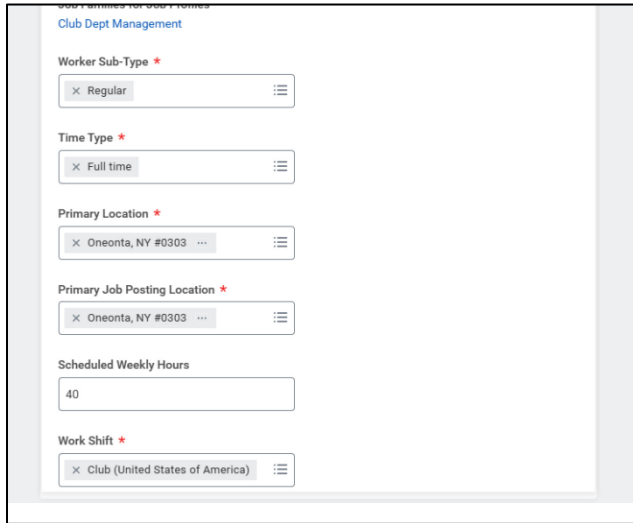
6. Choose the appropriate **Reason.**
   a. **Addition** for newly created positions that have not been filled previously.
   b. **Replacement** for positions that were filled previously.
7. The **Recruiting Start Date** will default to today's date. Adjust as needed.
8. The **Target Hire Date** should also be today's date. Leave the **Target End Date** blank.
9. Click the **Next** button to continue to the Job section.

10. The **Job Profile** will auto-populate, and this cannot be changed. The **Job Posting Title** is what will display on the Career site. This should match the Job Profile name.
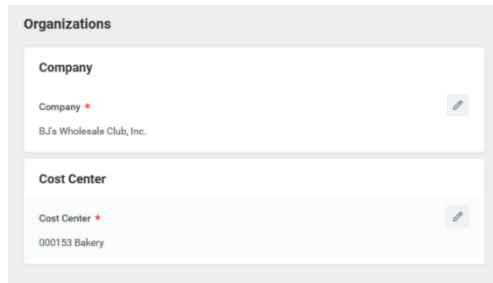
11. Scroll to the **Work Shift**. Choose the shift the team member will be working.

12. Click **Next.**

13. Within the **Organization Section** confirm
    a. **Company** – This defaults from the supervisory organization. PDCs use the company of BJ's Logistics, LLC if needed. Otherwise, no change is needed.
    b. **Cost Center** - Defaults from the supervisory organization. Ensure the correct cost center is entered.

14. Click **Next** to continue.

15. Within the Compensation Section
    a. Edit the **Salary** or **Hourly** section depending on if the position will be paid hourly or salaried. The range for this job will display in the **Guidelines section.**

16. Do not change **Currency** and **Frequency** fields.

17. Click **Next** to continue.

18. Within the **Summary,** review to ensure accuracy, click **Submit** to route this Job Requisition for approval. This submits the transaction to the next approver. The review and approval process varies based on the reason and location of the position. The Manager, Manager's Manager, HR Partner and Club Manager or DC Director are commonly involved in job change processes.