

# Position Description/Job Requisition Template

This template can be used by managers, HR consultants and HR business partners to collect and prepare the information needed to create a quality position description. Complete the template prior to initiating the Create Job Requisition (for new position) or Edit Position Restrictions (for an existing position) in Workday. This can be used for faculty, staff, graduate associate and student hourly jobs. See the job aid sample worksheet for complete instructions.

## SECTION 1: POSITION NUMBER

Position Number (existing)	Check here if this is a new position
----------------------------	--------------------------------------

## SECTION 2: CONTACT INFORMATION

College/unit name	
Department name	
Contact name	
Contact phone number	Contact email address
Manager's name (who will this position reports to)	
Manager's phone number	Manager's email address

## SECTION 3: POSITION CHANGE REASON

Check one of the following:

<input type="checkbox"/>	<i>New Position</i>
<input type="checkbox"/>	<b>Update Existing Position (for Posting). In Workday, select from the following:</b>
<input type="checkbox"/>	<i>Change Restrictions for Replacement – Position Restrictions Changes</i>
<input type="checkbox"/>	<b>Update Existing Position (not for Posting). In Workday, select from the following:</b>
<input type="checkbox"/>	<i>Employee Position Change – Change Position Description/Responsibilities</i>
<input type="checkbox"/>	<i>Employee Position Change – Title Change</i>
<input type="checkbox"/>	<b>Reclassification. In Workday, select from the following:</b>
<input type="checkbox"/>	<i>Job Reclassification – Change Academic Pay Type</i>
<input type="checkbox"/>	<i>Job Reclassification – Education Advancement</i>
<input type="checkbox"/>	<i>Job Reclassification – Faculty Promotion</i>
<input type="checkbox"/>	<i>Job Reclassification – Reclassification Demotion</i>
<input type="checkbox"/>	<i>Job Reclassification – Reclassification FLSA Status</i>



**THE OHIO STATE UNIVERSITY**  
HUMAN RESOURCES



	<i>Job Reclassification – Reclassification Lateral</i>
	<i>Job Reclassification – Reclassification Promotion</i>
	<i>Job Reclassification – Student Title Change</i>

**SECTION 4: RECRUITING INFORMATION**

<b>Number of Openings</b>		
<b>Reason</b>  <i>Select one of the following:</i> <i>Create Job Requisition – Planned – Backfill of Existing Position</i> <i>Create Job Requisition – Planned – Change to Existing Position</i> <i>Create Job Requisition – Planned – New Position</i> <i>Create Job Requisition – Unplanned – Growth</i> <i>Create Job Requisition – Unplanned - Placement</i>		
<b>Replacement for</b>		
<b>Recruiting Instruction</b>		
<b>Recruiting Start Date</b>	<b>Target Hire Date</b>	<b>Target End Date</b>
<b>Referral Details –</b>		

**SECTION 5: JOB DETAILS**

***Position Description***

<b>Job Posting Title</b>	
<b>Justification (for the Job Posting Title)</b>	
<b>Job Profile</b>	<b>Additional Job Profiles</b>
<b>Job Description Summary</b>	
<b>Job Description</b>  <u>Job Description</u>  <u>Minimum Education Required</u>  <u>Additional Education Desired</u>	

<u>Required Qualifications</u>
<b>Additional Job Description</b>
<b>Job Families for Job Profiles</b>

**Additional Job Details**

<b>Worker Type</b>	<b>Worker Sub-Type</b>
<b>Primary Location</b>	<b>Primary Job Posting Location</b>
<b>Additional Locations</b>	<b>Additional Job Posting Locations</b>
<b>Scheduled Weekly Hours</b>	<b>Work Shift</b> <i>Select from the following: First Shift Rotating Shift Second Shift Third Shift Varying Shifts Weekend Shift</i>
<b>Link to Evergreen Requisition</b>	<b>Compensation Details</b>
<b>Questionnaires</b>	<b>Assessments</b>

**SECTION 6: QUALIFICATIONS**

**Skills (section not in use at this time)**

<b>Required Skills</b>	<b>Optional Skills</b>

**Education**

Degree	Field of Study	Required (Yes or No)

**Language (section not in use at this time)**

Language	Ability	Required (Yes or No)

**Certifications**

Country	Certification	Certification (Not Predefined)	Issuer (Not Predefined)	Required (Yes or No)

**Work Experience (section not in use at this time)**

Work Experience	Experience Level	Required (Yes or No)

**Competency (section not in use at this time)**

Competency	Target Rating	Required (Yes or No)

**Responsibilities (Duties)**

Responsibility	Required (Yes or No) Yes
----------------	-----------------------------

Responsibility	Required (Yes or No) Yes
----------------	-----------------------------

Responsibility	Required (Yes or No) Yes
----------------	-----------------------------

**Training (section not in use at this time)**

Training	Training Type	Description

**SECTION 7: ORGANIZATION**

**Organization**

Company	Cost Center	Balancing Unit

**Additional Organization Information**

<b>Time Entry Method</b> <i>For hourly positions, select one of the following:</i> External Time Clock Kronos Web Clock (Health System only) Workday Time Clock	<b>Meal Length (Health System Positions Only)</b> <i>Select one of the following:</i> 30 Minute Lunch 60 Minute Lunch No Lunch
<b>Federal Work Study (FWS)</b>	<b>Faculty Group Practice (FGP) Split Retirement</b>
<b>Disaster Designation</b> <i>Select from one of the following:</i> Alternate Essential Standby  <i>Refer to <a href="#">Weather or Other Short-Term Closing policy 6.15</a> for details on these designations.</i>	<b>Area</b>
<b>Federal Work Study Funding</b>	

**SECTION 8: ATTACHMENTS**

Please attach documentation if needed and/or required.

**SECTION 9: MANAGEMENT INFORMATION AND POPULATION SERVED**

<b>Number of faculty or staff that this position will manage/supervise (directly or indirectly)</b>	<b>Number of graduate associate students this position will manage/supervise (directly or indirectly)</b>	<b>Number of hourly students this position will manage/supervise (directly or indirectly)</b>
---	---	---

Indicate the populations that are served by this position.

## SECTION 10: COMPENSATION

### Total Base Pay and Guidelines

Total Base Pay	
Total Base Pay Range	Compensation Package
Grade Profile	Grade
Step	Progression Start Date

### Position Specific Base Pay Details

	Salary	Hourly
Target Hiring Range		
Amount		
Currency		
Frequency		
Expected End Date		
Actual End Date		
Compensation Element		
Grade		
Grade Profile		
Allowance		

## SECTION 11: ASSIGN ROLES

Role
Assigned To

## SECTION 11: COSTING ALLOCATION

### Costing Allocation (must total 100)

Percentage				
Company				

<b>Cost Center</b>				
<b>Costing</b>				
<b>Balancing Unit</b>				
<b>Function</b>				
<b>Program</b>				
<b>Grant</b>				

**SECTION 12: SIGNATURES**

*I agree that the information in this document represents the position accurately.*

	<b>Signature</b>	<b>Date</b>
<b>Manager</b>		
<b>HR Consultant</b>		
<b>HR Business Partner</b>		
<b>Unit Leader</b>		
<b>Cost Center Manager</b>		