



Talent Acquisition Job Aid
JOB REQUISITIONS

**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

Job Requisitions

CREATING A JOB REQUISITION

Creating a Position with a Requisition

Job requisitions are typically created by managers. However, the TAP and TA Leader roles can create requisitions on a manager's behalf.

1. Type **Create Job Requisition** into the search bar and select it from the search results.
2. To copy details from an existing requisition, search for and select the requisition in the **Copy Details from Existing Requisition** field.



3. In the **Supervisory Organization** field, search for and select the manager's name.



4. Click the box next to **Create New Position**.



5. Select the **Worker Type**.

6. Click **OK**.

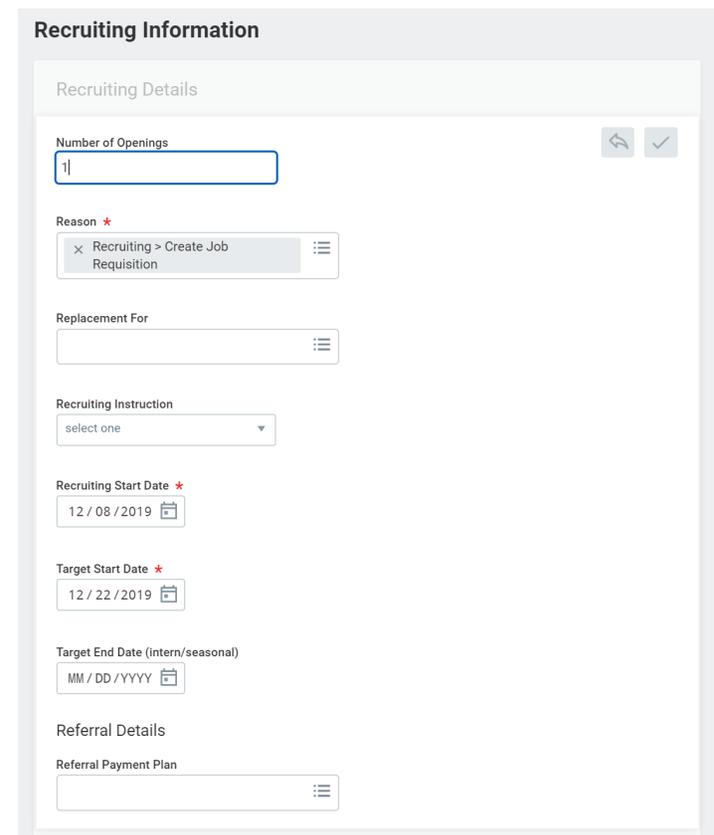
7. An orange progress bar displays near the top of the page to guide you through the process.



8. Click the pencil icon to edit fields as needed.
9. Click **Next** to move through the sections.

10. In the **Recruiting Information** section, you must select a **Reason** for the requisition and provide the **Recruiting Start Date** and **Target Start Date**. Other fields are optional.

If this is a driver or outbound selector role, you can edit the **Number of Openings** to create multiple positions. For all other roles, only one position is allowed per requisition.



Job Requisitions

11. In the **Job** section, fill in the **Job Posting Title**, **Job Profile**, **Worker Sub-Type**, **Time Type**, **Primary Location**, and **Primary Job Posting Location**.

Job

Job Details

Job Posting Title * 

Justification

Job Profile *

Job Description Summary

Internal Job Posting

External Job Posting

Job Families for Job Profiles

Worker Sub-Type *

Time Type *

Primary Location *

Primary Job Posting Location *

Continue scrolling down and add additional job posting locations if needed. Also confirm that the **Scheduled Weekly Hours** are consistent with the **Time Type** and edit them if needed. For example, if you selected Part-Time and the default schedule for the position is 40 hours, the Scheduled Weekly Hours field will not automatically update. You must fill in the correct hours.

Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours
40

Work Shift

Link to Evergreen Requisition

Evergreen Requisition 

Compensation Details

Compensation Grade
400

Questionnaire

Internal Career Site - Primary 
Internal Application Questionnaire V4

Job Requisitions

12. In the **Qualifications** section, you can add qualification requirements such as languages and certifications. Depending on the role, some qualifications may be auto-filled.

Qualifications

Education

Add

Language

Add

Certifications

Add

Work Experience

Add

Competencies

Add

Responsibilities

Add

Skills

Add

13. In the **Organizations** section, make sure the **Company** and **Cost Center** information is correct. Make changes if needed. It is **critical** that this information be accurate.

You do not need to do anything with the **Business Area** section.

Organizations

Company

Company *
US1129 FreshPoint Central Florida, Inc., Division of FreshPoint Central Florida, Inc.

Edit

Cost Center

Cost Center *
250551129 SALES - Territory - FP - Central Florida

Edit

Other

Business Area

Edit

14. You have the option to attach documents in the **Attachments** section.

Attachments

Documents

Add

Job Requisitions

15. Some parts of the **Compensation** section will be pre-filled based on the Job Profile you selected. The **Total Base Pay Range** shows the range of pay for that role: the minimum, average, and maximum.

Compensation

Total Base Pay

- Total Base Pay
 - 0.00 USD Hourly added

Guidelines

- Total Base Pay Range
 - 10.00 - 29.04 - 48.08 USD Hourly added 
- Compensation Package
 - General Compensation Package added
- Grade
 - 400 added
- Grade Profile
 - 400. Non-Exempt - National added
- Step
 - (empty)
- Progression Start Date
 - (empty)

Scroll down to the **Salary** or **Hourly** section (whichever is appropriate) and fill in the pay **Amount**. Please note that this is only the *recommended* pay rate and is subject to change or negotiation.

Hourly

Compensation Plan  

Hourly Base

Total Base Pay Range
10.00 - 29.04 - 48.08 USD Hourly

Amount *

Currency *
 

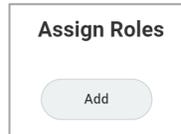
Frequency *
 

 Additional Details

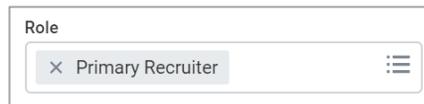
Assignment Details
0.00 USD Hourly

Job Requisitions

16. In the **Assign Roles** section, click the **Add** button.



17. In the **Role** field, select **Primary Recruiter**.



18. In the **Assigned To** field, search for and select the recruiter's name.



19. Repeat steps 17 and 18 to assign the Talent Acquisition Coordinator and Talent Acquisition Sourcer roles. The Background TAC may be assigned to the Talent Acquisition Sourcer role.

NOTE: You may select the same person for more than one role, but all three roles must be assigned.

20. The Summary pages shows all requisition details. Review, then click **Submit**.

JOB REQUISITION NOTES:

Job Profile, Location, Cost Center, Company and Posting Title are defaulted to the chosen Supervisory Organization.

If a job description is incorrect or missing, please email AskHROps@sysco.com to investigate and make any necessary corrections.

The **Recruiting Start Date** is the date you will begin recruiting.

The **Target Hire Date** is the date you are targeting the new hire to start.

Do not use the **Target End Date** field for associate positions. (See the *Contracting a Contingent/Non-Employee Worker* section).

The **Referral** section is ONLY applicable to Corp and SBS. Referral plans for other companies have not been configured.

Job Requisitions

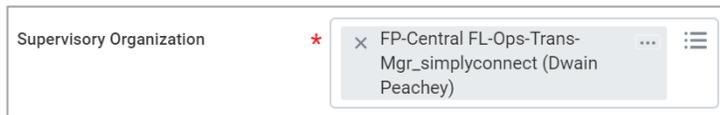
Creating a Requisition for an Existing Position

If the manager already has an approved, open position, you can select it during the job requisition process.

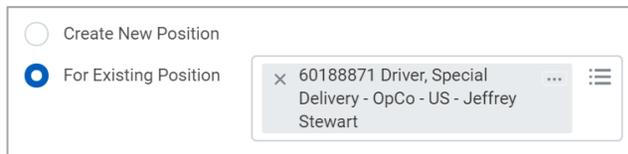
1. Type **Create Job Requisition** into the search bar and select it from the search results.
2. To copy details from an existing requisition, search for and select the requisition in the **Copy Details from Existing Requisition** field.
10. In the **Recruiting Information** section, you must select a **Reason** for the requisition and provide the **Recruiting Start Date** and **Target Start Date**. Other fields are optional.



3. In the **Supervisory Organization** field, search for and select the manager's name.



4. Click the box next to **For Existing Position**, then select the position you're creating a requisition for.



5. Select the **Worker Type**.

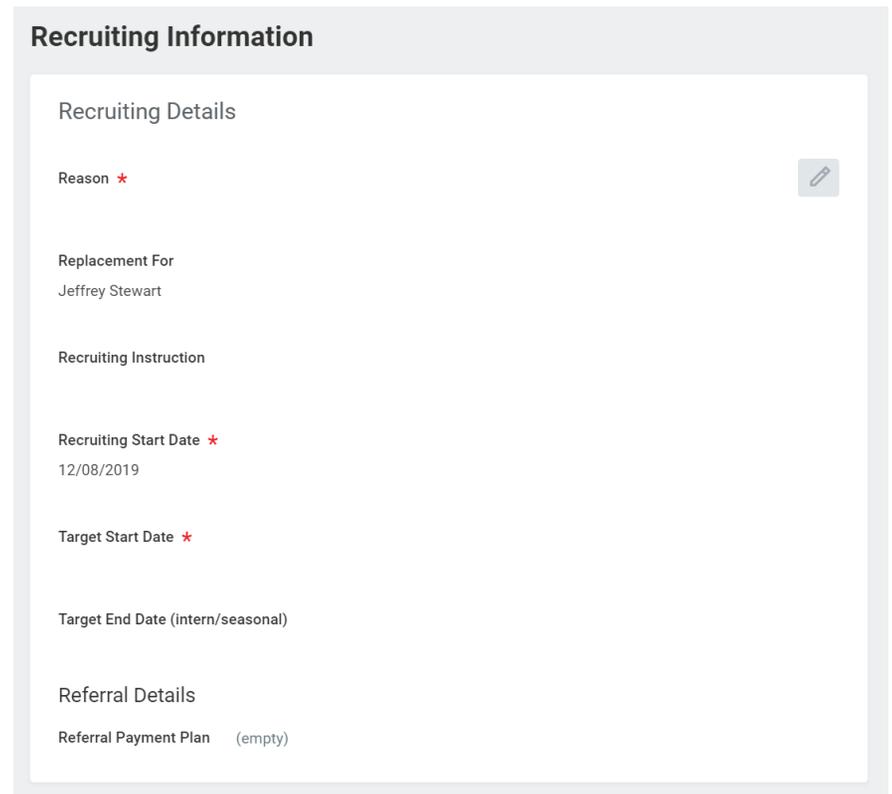
6. Click **OK**.

7. An orange progress bar displays near the top of the page to guide you through the process.



8. Click the pencil icon to edit fields as needed.

9. Click **Next** to move through the sections.



Job Requisitions

11. In the **Job** section, required fields will be pre-filled with information from the existing position. You can make changes as needed.

Job

Job Details

Job Posting Title * 

Driver, Special Delivery - OpCo - US

Justification

Job Profile *

Driver, Special Delivery - OpCo - US

Job Description Summary

Responsible for the storage and movement of materials and finished goods including: • Shipping and receiving. • Warehousing. • Order filling, picking, and packing. • Inventory control and records management. • Dispatch. • Developing transport schedules, methods, and routes. • Analyzing and projecting transportation costs. • Coordinating customs clearances and permits. • Maintaining, loading, packing, and driving vehicles. • Evaluating, selecting, and managing ongoing relationships with external transport providers (e.g., fuel suppliers, trucking/shipping companies, etc.). • Acquiring and managing fleet vehicles.

Internal Job Posting

JOB SUMMARY

Sysco has immediate job openings for dependable Class C Special Delivery Truck Drivers to safely and efficiently operate a truck, and manually unload/deliver various products (meats, produce, frozen foods, groceries, dry goods, supplies, etc.) to customer locations on an assigned route schedule. Our drivers build relationships with each customer and become familiar with their operations to meet needs and expectations by having a positive, friendly attitude. While this position does not require a Class A or B commercial driver's license, individuals hired who do possess a Class A or B license may be required on an as-needed basis to operate a tractor-trailer and will need to meet all DOT driver qualification requirements.

QUALIFICATIONS

Requirements

- 21+ years of age.
- Must pass a pre-employment drug screen.

Certificates, Licenses, and Registrations

- Class C/Standard Operator Driver License.

Physical Demands

- Touch freight - may need to lift, push or move product weighing an average of 40-60 pounds

Scroll down and confirm that the **Scheduled Weekly Hours** are consistent with the **Time Type** and edit them if needed. For example, if you changed the position from Full-Time to Part-Time and the default schedule for the position is 40 hours, the Scheduled Weekly Hours field will not automatically update. You must fill in the correct hours.

You may also add or remove **Questionnaires** as needed.

Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours

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Work Shift

Link to Evergreen Requisition

Evergreen Requisition 

Compensation Details

Compensation Grade

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Questionnaire

Internal Career Site - Primary 

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Company *
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Edit

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Edit

Other

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Scroll down to the **Salary** or **Hourly** section (whichever is appropriate) and fill in the pay **Amount**. Please note that this is only the *recommended* pay rate and is subject to change or negotiation.

Hourly

Compensation Plan  

Hourly Base

Total Base Pay Range
10.00 - 29.04 - 48.08 USD Hourly

Amount *

Currency *

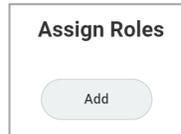
Frequency *

 Additional Details

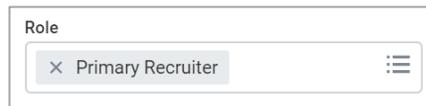
Assignment Details
0.00 USD Hourly

Job Requisitions

16. In the **Assign Roles** section, click the **Add** button.



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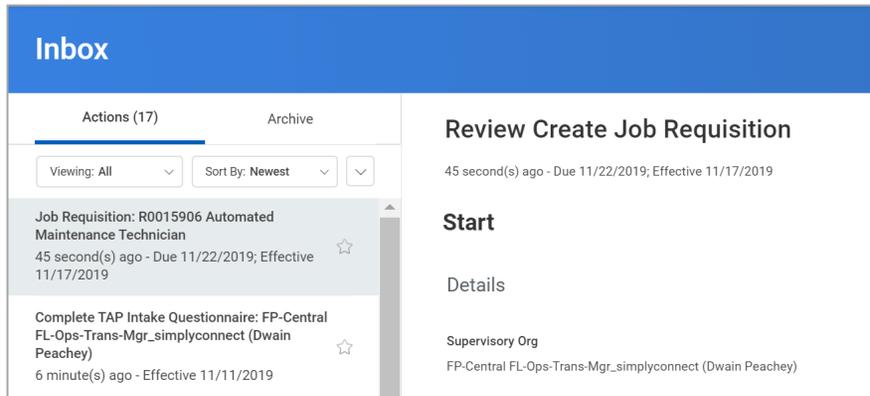
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Job Requisitions

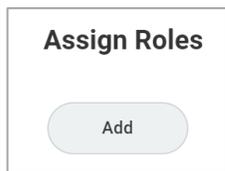
Assign Roles

If the hiring manager created the requisition, the Primary Recruiter will assign roles as part of the **Review Create Job Requisition** process.

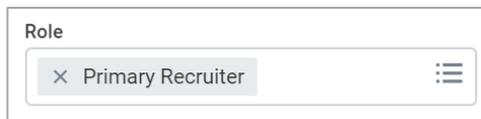
1. The Primary Recruiter will receive a **Review Create Job Requisition** task.



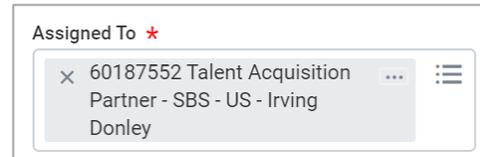
2. Review the requisition details carefully.
3. Scroll down to the **Assign Roles** section and click the **Add** button.



4. In the **Role** field, select **Primary Recruiter**.



5. In the **Assigned To** field, search for and select the recruiter's name.



6. Repeat steps 4 and 5 for to assign the Talent Acquisition Coordinator and Talent Acquisition Sourcer roles. The Background TAC may be assigned to the Talent Acquisition Sourcer role.

NOTE: You may select the same person for more than one role, but all three roles must be assigned.

7. Click **Submit**.

NEXT STEPS

If the requisition is for a driver or outbound selector position, no additional approvals are required.

For all other positions, the requisition will be routed to the Manager's Manager and the HR Partner for approval.

After approvals are complete, the manager may receive an intake questionnaire and/or an equipment provisioning questionnaire. Questionnaires must be completed before the recruiter can post the job.

Job Requisitions

TAP Intake Questionnaire

1. Next, you will receive a **Complete TAP Intake Questionnaire** task in his/her Inbox. Answer all questions, then click **Submit**.

The screenshot shows a user interface for managing job requisitions. On the left is an 'Inbox' panel with a list of tasks. The main area displays a 'Complete Questionnaire' task for a specific job requisition. The questionnaire form contains several questions with text input fields and radio button options.

Inbox

Actions (17) Archive

Viewing: All Sort By: Newest

- Complete TAP Intake Questionnaire: FP-Central FL-Ops-Trans-Mgr_simplyconnect (Dwain Peachey) 6 minute(s) ago - Effective 11/17/2019
- Complete TAP Intake Questionnaire: FP-Central FL-Ops-Trans-Mgr_simplyconnect (Dwain Peachey) 17 minute(s) ago - Effective 11/11/2019
- Job Requisition: R0015528 Driver 16 day(s) ago - Due 11/06/2019; Effective 11/01/2019
- Complete TAP Intake Questionnaire: FP-Central FL-Ops-VP_SimplyConnectJobAids (Dane Hocker) 17 day(s) ago - Effective 10/20/2019
- Complete TAP Intake Questionnaire: FP-Central FL-Ops-VP_SimplyConnectJobAids (Dane Hocker) 27 day(s) ago - Effective 10/20/2019
- Enter Personal Information: 60187552 Talent Acquisition Partner - SBS - US - Irving Donley 1 month(s) ago - Effective 07/01/2019
- Enter Contact Information: 60187552 Talent Acquisition Partner - SBS - US - Irving Donley 1 month(s) ago - Effective 07/01/2019
- Enter Government IDs: 60187552 Talent Acquisition Partner - SBS - US - Irving Donley 1 month(s) ago - Due 10/10/2019

Complete Questionnaire

'TAP Intake Questionnaire V.3' for Job Requisition: R0015906 Automated Maintenance Technician (Actions)

6 minute(s) ago - Effective 11/17/2019

TAP Intake Questionnaire V.3

Why is this position open?

- Term
- Promotion
- Business Growth

What knowledge/skills/abilities would your ideal candidate have?

What are the expectations of a new hire within the first 90 days?

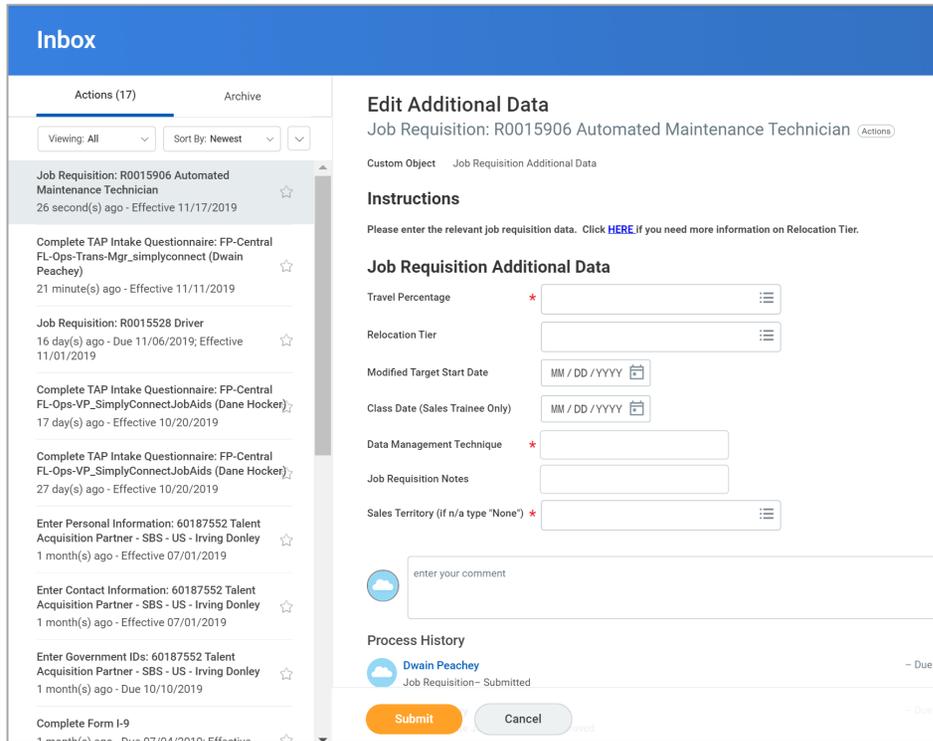
What training will be provided?

Submit Save for Later Cancel

Job Requisitions

Additional Data

1. You will then receive an **Edit Additional Data** task.



2. Enter the **Travel Percentage** for this job.

3. Select the **Relocation Tier**, if applicable.

4. If you need to enter a **Modified Target Start Date**, you will do so on this screen.

5. Enter the **Data Management Technique**. (The Data Management Technique (DMT) is the method used by the Primary Recruiter in considering the minimum number of expressions of interest. For example, the Primary Recruiter will review the first 15 candidates and additional candidates in increments of 5 thereafter as needed.)

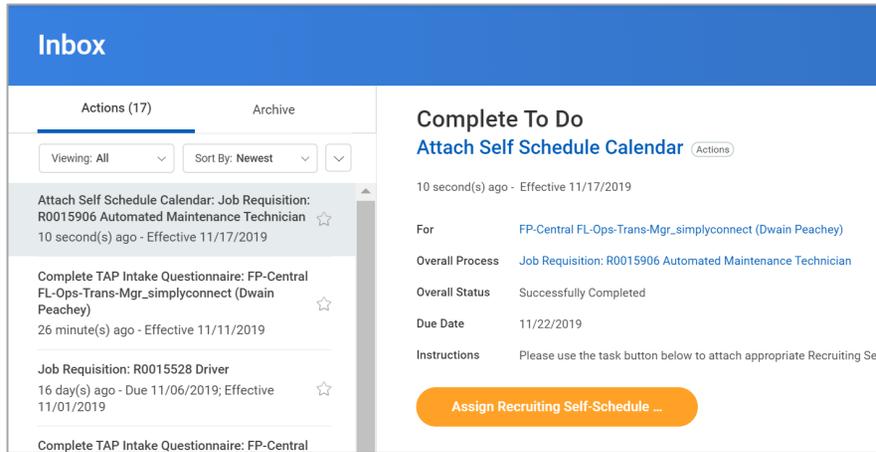
6. Enter the **Sales Territory**. (Applicable only to roles with a sales territory, i.e., Sales Trainee, Sales Consultant Trainee. For all other job profiles, indicate "none.")

7. Click **Submit**.

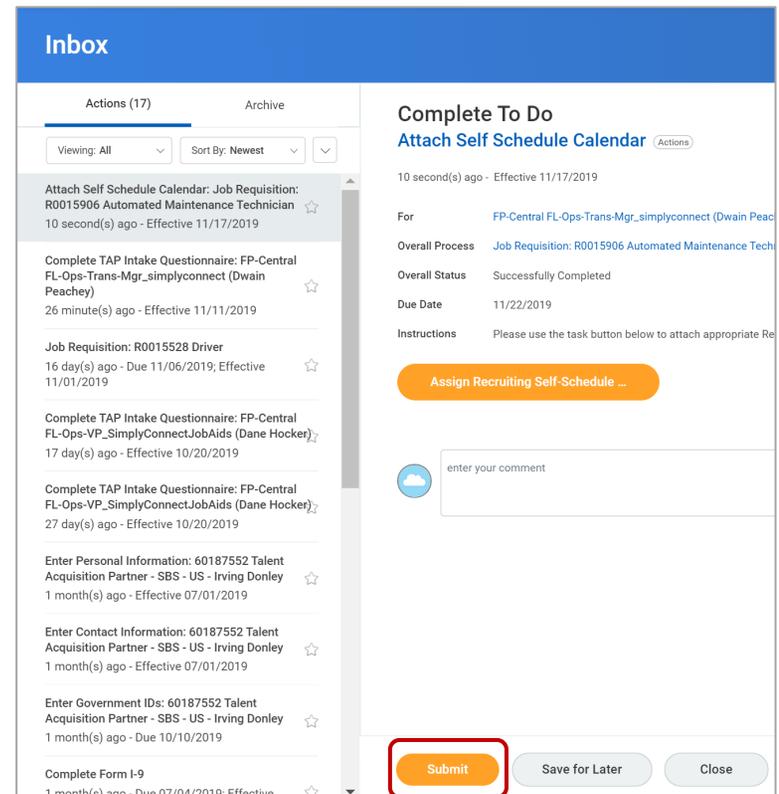
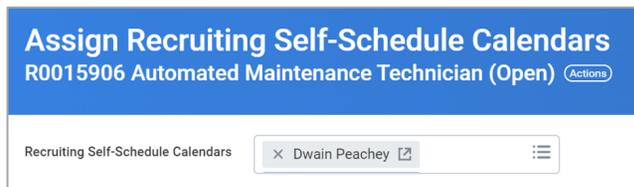
Job Requisitions

Attach Self-Schedule Calendar (Centralized Recruiting Entities Only)

1. Next, you will receive an **Attach Self Schedule Calendar** task. This will allow candidates to self-schedule phone screens.
4. Click **OK**, then **Done**.
5. Click **Submit** at the bottom of the Inbox task. *The task is not complete until you click **Submit**.*

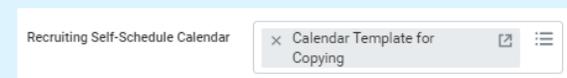


2. Click the orange **Assign Recruiting Self-Schedule** button.
3. Select your calendar from the **Recruiting Self-Schedule Calendars** dropdown. (If you don't have a self-schedule calendar in the system yet, see the *Setting Up Your Self-Schedule Calendar* note below.)



SETTING UP YOUR SELF-SCHEDULE CALENDAR

1. In the **Recruiting Self-Schedule Calendars** field, select *Calendar Template for Copying*.
2. Change the name of your calendar to your first and last name.
3. Update any other fields if they don't meet your needs.
4. Click **OK**.

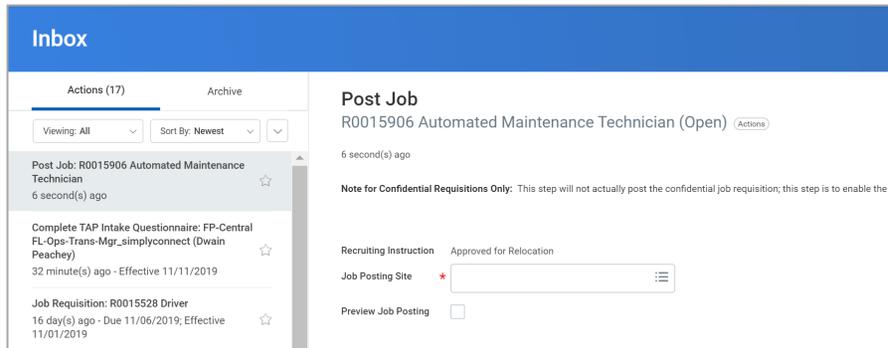


Job Requisitions

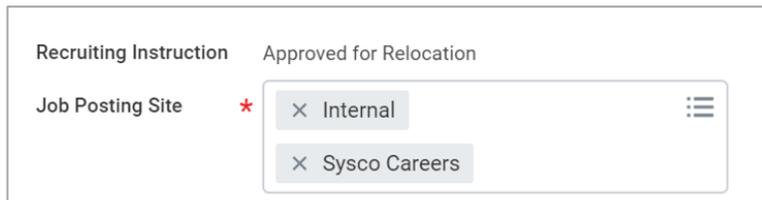
Post Job

The job requisition is now ready to post.

1. You will receive a **Post Job** task in your Inbox.



2. Select one or more **Job Posting Sites**. Options include Internal, Sysco Careers (external) and Agency.

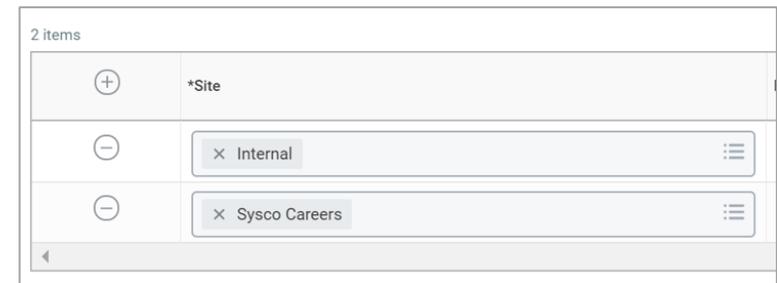


3. If you want to preview the posting before it goes live, check the **Preview Job Posting** box.



4. Click **OK**.

5. You will see a preview of the posting (if you selected that option). If everything is correct, click **OK**.
6. Confirm that the correct job posting sites are selected.



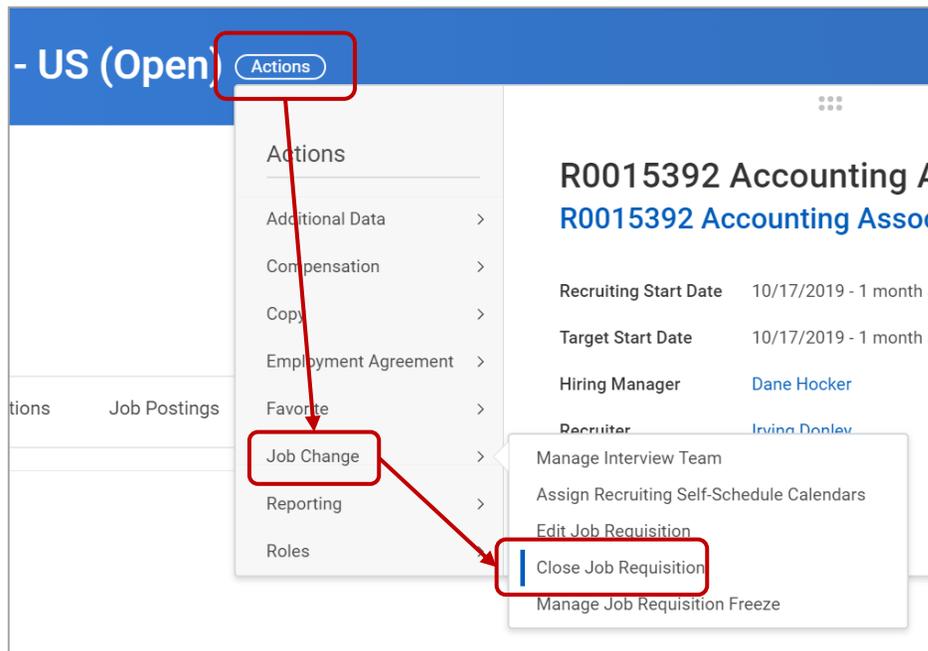
7. Click **Submit**.

Job Requisitions

EDITING A JOB REQUISITION

Recruiters and other members of the talent acquisition team can make changes to job requisitions after they've been submitted.

1. Go to the requisition in the Recruiting Dashboard.
2. Click **Actions** > **Job Change** > **Edit Job Requisition**.



3. Select a **Reason** for editing the requisition.

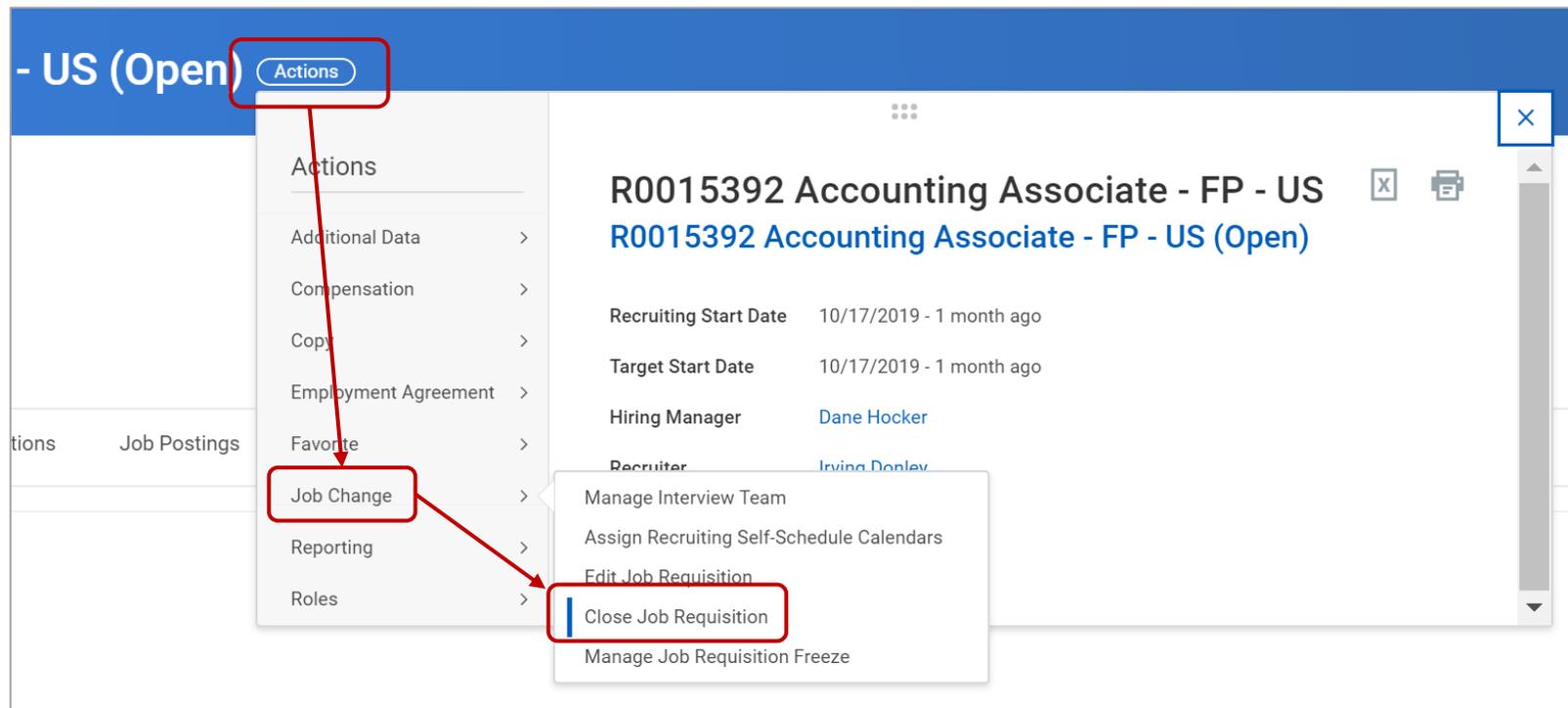
4. Make the changes. Editable information includes:
 - **Recruiting Information:** Replacement For (*the person the new hire will replace*), Recruiting Instruction (*whether or not relocation is approved*), Recruiting Start Date, Target Start Date, Referral Details (if applicable), Job Application Template
 - **Job Information:** Job Posting Title, Job Profile, Job Description, Job Postings, Worker Sub-Type, Time Type, Primary Location, Job Posting Locations, Scheduled Weekly Hours, Compensation Details, and Questionnaires
 - **Qualifications:** Education, Language, Certifications, Work Experience, Competencies, Responsibilities, Skills, Training Details
 - **Organizations:** Company, Cost Center
 - **Attachments:** Add or remove attachments
 - **Assign Roles:** Change the Primary Recruiter, Talent Acquisition Coordinator or Talent Acquisition Sourcer
 - **Compensation:** Compensation Package, Grade, Grade Profile, Salary or Hourly Wage
5. Click **Submit**.
6. After editing a requisition for any reason, the Primary Recruiter will receive an Inbox task to unpost and then to post the job. Both tasks **MUST** be completed.

Job Requisitions

CLOSING A JOB REQUISITION

If you end up not needing a job requisition, you can close it. Closing a requisition renders it **permanently** unavailable to fill. Managers may also close requisitions, but the Primary Recruiter must approve. (If the Primary Recruiter closes the requisition, the manager must approve.)

1. Go to the requisition in the Recruiting Dashboard.
2. Click **Actions > Job Change > Close Job Requisition**.



3. Select a **Reason**.
4. Enter the **Close Date**.
5. Click **Submit**, then **Done**.

IMPORTANT NOTE: Before closing a requisition, be sure to disposition all candidates for that requisition.

Job Requisitions

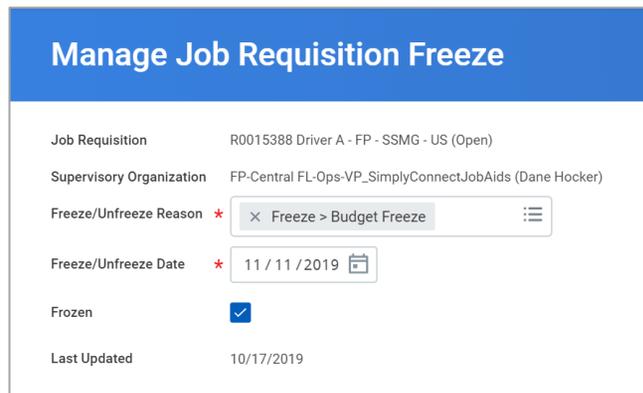
FREEZING A JOB REQUISITION

To temporarily suspend (place on hold) a job requisition, you can freeze it.

1. Go to the requisition in the Recruiting Dashboard.
2. Click the **Actions** > **Job Change** > **Manage Job Requisition Freeze**.



3. Select a **Freeze/Unfreeze Reason**.
4. Enter the **Freeze/Unfreeze Date**.
5. Check the **Frozen** box.

A screenshot of the 'Manage Job Requisition Freeze' form. The form has a blue header with the title 'Manage Job Requisition Freeze'. Below the header, there are several fields:

- Job Requisition: R0015388 Driver A - FP - SSMG - US (Open)
- Supervisory Organization: FP-Central FL-Ops-VP_SimplyConnectJobAids (Dane Hocker)
- Freeze/Unfreeze Reason: * Freeze > Budget Freeze (with a dropdown menu icon)
- Freeze/Unfreeze Date: * 11 / 11 / 2019 (with a calendar icon)
- Frozen:
- Last Updated: 10/17/2019

UNFREEZING A JOB REQUISITION

When you are ready to unfreeze the requisition, follow the same steps as above but uncheck the **Frozen** box.

Job Requisitions

EVERGREEN REQUISITIONS AND CONFIDENTIAL REQUISITIONS

For information about evergreen requisitions or confidential requisitions, see the **Evergreen Job Requisitions** job aid or the **Confidential Job Requisitions** job aid.