



**Talent Acquisition Job Aid**

**CONFIDENTIAL JOB  
REQUISITIONS**

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

# Confidential Job Requisitions

## CREATING A CONFIDENTIAL REQUISITION

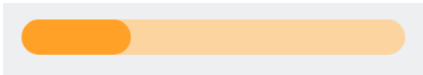
Confidential requisitions are visible only to those aligned to the job requisition and/or who have security to view confidential jobs. Confidential postings are NOT visible on career sites; the candidate is invited to apply via “secret” URL or the **Create Job Application** process. Positions are not created for confidential jobs until the hire process is initiated.

1. Type **Create Confidential Job Requisition** into the search bar and select it from the search results.
2. Search for and select a **Supervisory Organization**.

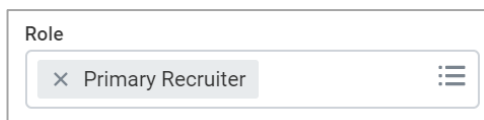


A screenshot of a dropdown menu for 'Supervisory Organization'. The menu is open, showing a search bar with a red asterisk and a list of results. The selected item is 'FP-Central FL-Ops-Trans-Mgr\_simplyconnect (Dwain Peachey)'. There are 'x' and '...' icons to the left of the selected item, and a '≡' icon to the right.

3. Select the **Worker Type**.
4. Click **OK**.
5. An orange progress bar displays near the top of the page to guide you through the process.

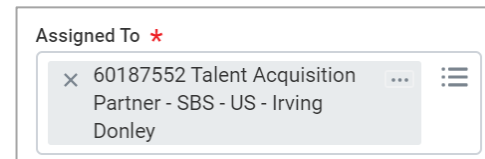


6. Click **Next** to move through the sections, completing all required fields.
7. The Summary pages shows all requisition details. Review, then click **Submit**.
8. In the **Assign Roles** section, click **Add**.
9. In the **Role** field, select **Primary Recruiter**.



A screenshot of a dropdown menu for 'Role'. The menu is open, showing a search bar and a list of results. The selected item is 'Primary Recruiter'. There are 'x' and '...' icons to the left of the selected item, and a '≡' icon to the right.

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



A screenshot of an 'Assigned To' dropdown menu. The menu is open, showing a search bar with a red asterisk and a list of results. The selected item is '60187552 Talent Acquisition Partner - SBS - US - Irving Donley'. There are 'x' and '...' icons to the left of the selected item, and a '≡' icon to the right.

11. Repeat steps 9 and 10 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.

12. Click **Submit**.