

CHECKING STATUS OF JOB REQUISITION

This is the process if you have not started Step 2 – Edit Job Req (HDJ approval). Please see Step 6 if HDJ approval has been started.

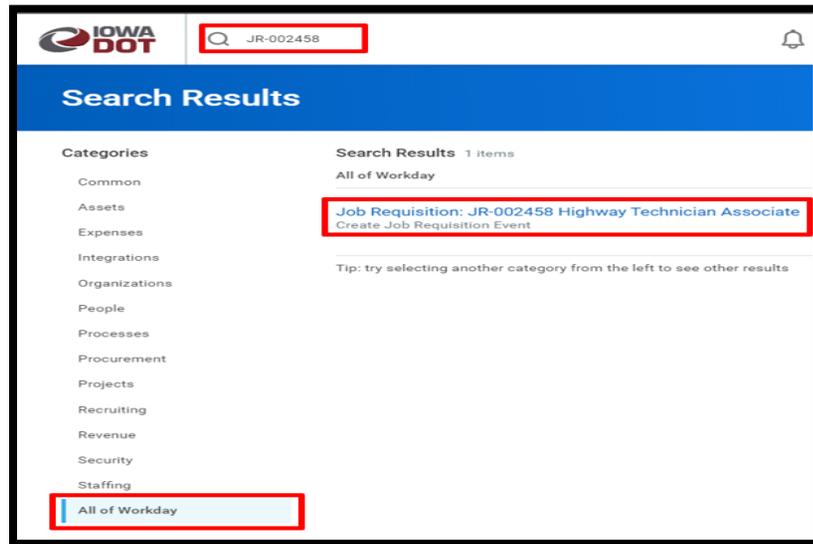


Note: If you do not remember your JR number, there are a couple different ways to find it:

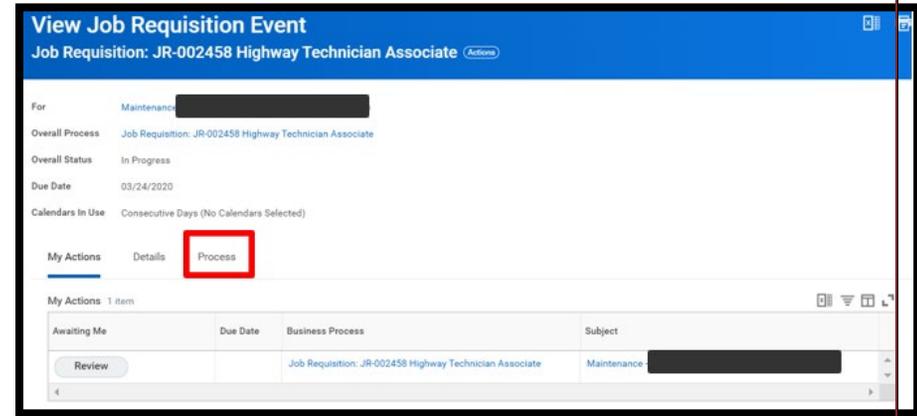
- Type **View All Positions RPT802**, select report, fill in **Position Status** as **Open** if currently vacant or **Filled** if currently filled, and then find position.
- Type **My Open Job Requisitions**, click **OK**, and then find position.

From the **Search Bar**:

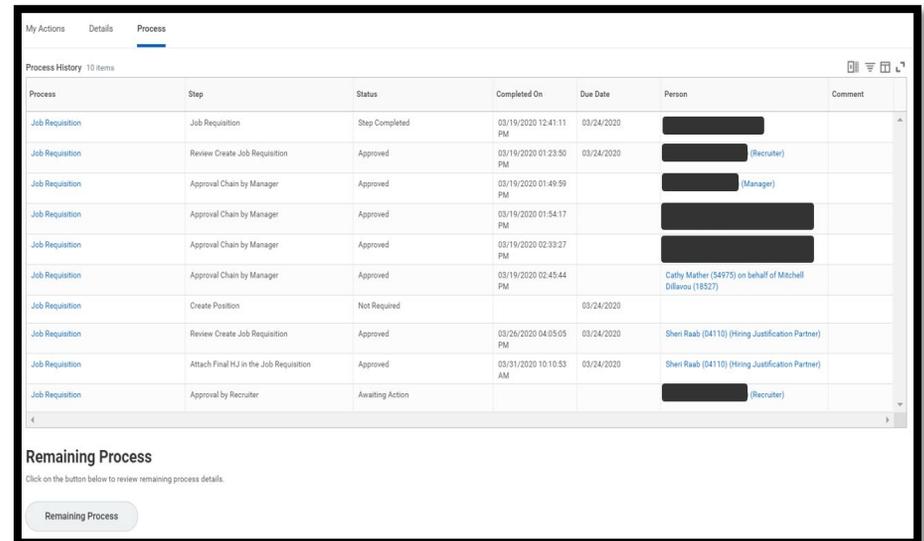
1. Enter the **JR#** into the WorkDay search bar.
2. Make sure to search **All of WorkDay**.
3. Then click on the Job Requisition: JR # position.



4. Click the **Process** tab.



5. Then you will be able to see where the JR is at and how long it has been at that level. Approved means it has been completed, and awaiting action means it is in progress.

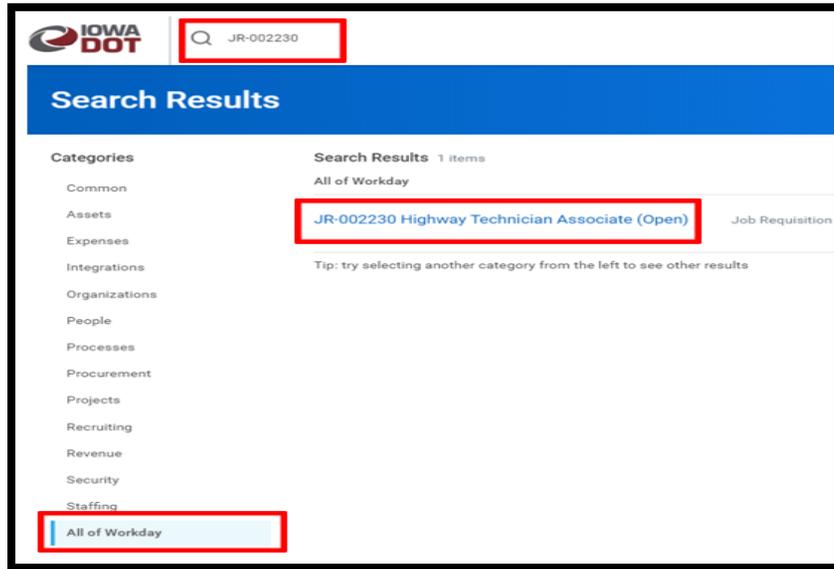


Note: You can click the Remaining Process to see what steps are left to be completed of the JR.

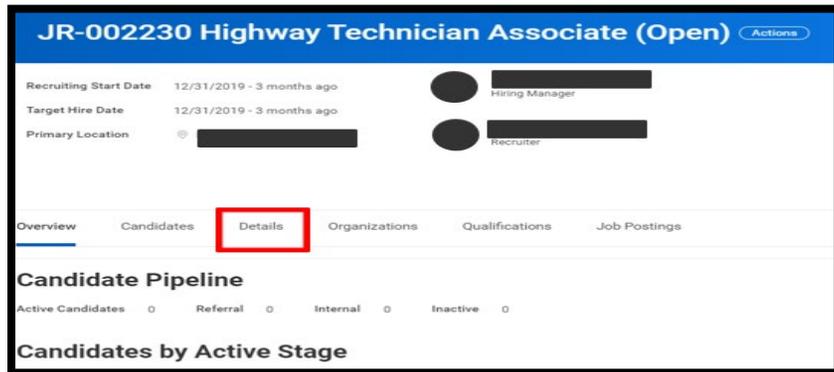
Hiring: Checking status of JR

Manager

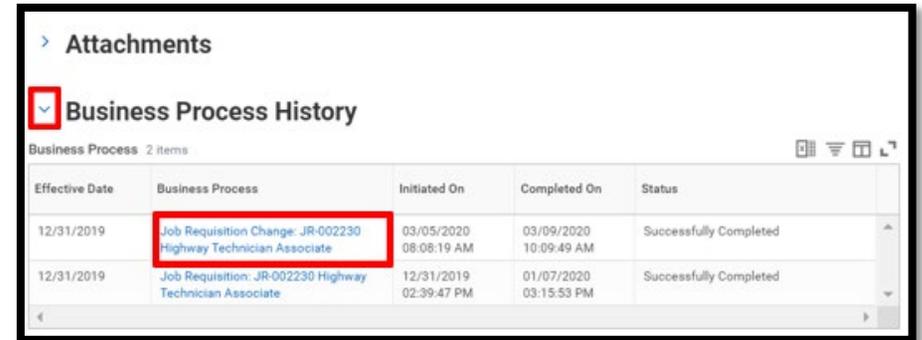
- 6. If you have started Step 2 – Edit Job Requisition, then you will search for the **JR#** in the WorkDay search bar.
- 7. Make sure to search **All of WorkDay**.
- 8. Then click on the Job Requisition: JR # position.



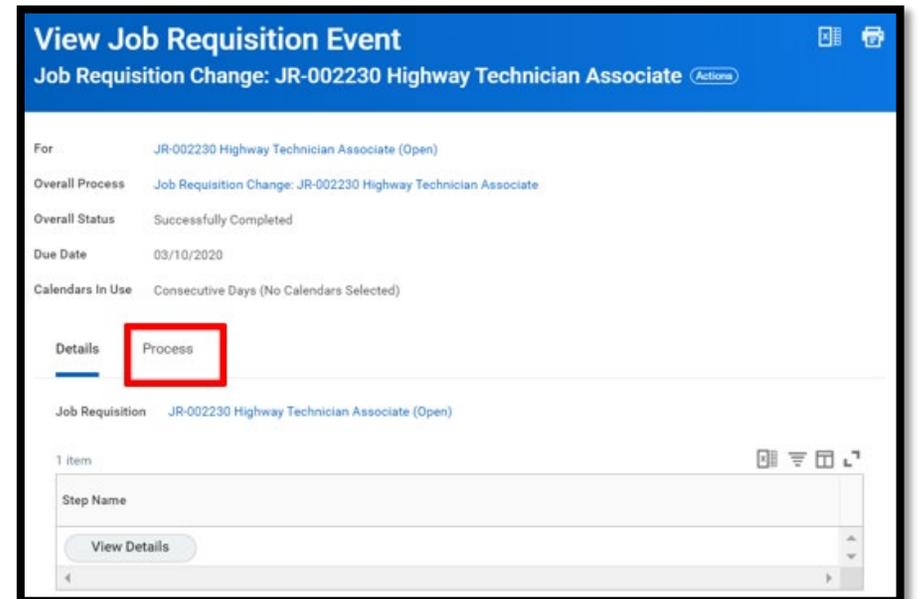
- 9. Then click on the **Details** tab.



- 10. Scroll down to the bottom of the page to find Business Process History to click on the >. Then click on the **Job Requisition Change: JR-# Position**.



- 11. Click the **Process** tab.



12. Then you will be able to see where the JR is at and how long it has been at that level. Approved means it has been completed, and awaiting action means it is in progress.

The screenshot shows a 'Process History' table with 13 items. The columns are: Process, Step, Status, Completed On, Due Date, Person, For, and Comment. The table lists various steps such as 'Job Requisition Change', 'Approval by Manager's Manager', 'Approval Chain by Manager', and 'Review Edit Job Requisition' with their respective statuses and completion dates.

Process	Step	Status	Completed On	Due Date	Person	For	Comment
Job Requisition Change	Job Requisition Change	Step Completed	03/05/2020 08:06:19 AM	03/10/2020	[Redacted]		
Job Requisition Change	Approval by Manager's Manager	Not Required		03/10/2020			
Job Requisition Change	Approval Chain by Manager	Not Required		03/10/2020			
Job Requisition Change	Approval Chain by Manager	Approved	03/05/2020 08:14:05 AM		[Redacted]		
Job Requisition Change	Approval Chain by Manager	Approved	03/05/2020 10:21:50 AM		[Redacted]		
Job Requisition Change	Approval Chain by Manager	Approved	03/05/2020 10:27:42 AM		[Redacted]		
Job Requisition Change	Review Edit Job Requisition	Approved	03/09/2020 10:09:49 AM	03/10/2020	Amy Sturm (00033) (EEO/AA Partner)		Amy Sturm Approved to offer the position to [Redacted]. When onboarding/promoting a candidate, please be sure to upload a copy of a signed FPO and retain all electronic and hard-copy records related to this hire for 7 years.
Job Requisition Change	To Do OGA and EO Sr Screening Instructions	Not Required		03/10/2020			
Job Requisition Change	To Do Highway Tech Series and Mechanic Screening Instructions	Step Completed	03/11/2020 03:32:12 PM		[Redacted]		
Job Requisition Change	To Do Create Pre Hire	Reassigned	03/11/2020 04:29:18 PM	03/10/2020	[Redacted]	[Redacted]	on behalf of please complete
Job Requisition Change	To Do Create Pre Hire	Step Completed	03/11/2020 04:40:04 PM		[Redacted]		[Redacted]
Job Requisition Change	To Do Record PCP/Physical Results on Pre Hire	Step Completed	04/01/2020 01:09:03 PM		Timothy Carry (00038) (Safety Partner)		Timothy Carry - PASS PCP Test [Redacted]
Job Requisition Change	To Do Record Drug Test Results on Pre Hire	Awaiting Action			Janet Kukkonen (00255) (Designated Employer Representative Partner)		