

Today's Date: _____

HR Partner Position Checklist – AMP Create Position

If a field is not applicable, please enter N/A
Essential items for Workday business process are marked with an asterisk.

This checklist is to be used as a guide to ensure all the sections are selected in compliance with the business process.

Create Position: A new position is created in a department. The position can be created within a job requisition or a stand-alone business process.

Basic Information: Please enter incumbent and position information below.

Effective Date*: _____ Time Type*: _____ Employee Type*: _____

Job Profile*: _____ Business Title*: _____

Location: _____ No. of Positions to Create: _____ FTE*: _____

Notes:

Workday Business Process Checklist: Essential items are marked with an asterisk

	New AMP reason selected*
	Job Posting Title updated*
	New Job Profile selected*
	Job description entered*
	Location added.
	ADA/Supplemental Questions added.
	Skills added, if needed.
	Education and experience requirements selected (job profile minimum requirements selected as required)

Completed by: _____