How to configure job posting locations in Workday

A step-by-step guide

alight

Overview

Job posting locations were introduced in Workday 27. Before that, many customers used external location fields to make the business site locations, which are often building names, friendlier for external users. This approach had its shortcomings. For example, if you had more than one business site using the same external location name, it appeared multiple times in the career site.

This is why Workday released job posting location, a location usage in itself. It allows you to tie your business sites to job posting locations. Every time you create a job requisition for a particular business site, the corresponding job posting location will appear in the career site. For example, if you create a job requisition for location 'SF Building 1 wing A', in the career site you will see the location as 'San Francisco'.

Ready to dive in? This guide will give you an overview of how to set up and start using job posting locations in Workday.

Planning

When you bring job posting location to the system, you have the opportunity to adjust your existing locations. There are a number of tasks in this phase, including the following for consideration:

– Audit the existing locations in your system. If there are location names that are redundant consider removing or renaming them.

– Review the open and frozen requisitions in the system. Once the new posting location names are available, you can update these requisitions to completely remove old location names from the external career sites.

– Determine if there are existing workarounds you are using today. You may want to remove them from the system so that users will start using job posting locations going forward.

Build

You may have many locations to create and update. EIB is the preferred way to create new locations and update existing ones. You can use location web service to both create a job posting location and update your business sites with default job posting locations.

To create new locations, you'll need to provide:

1. Location name

2. Location usage

3. Location address (based on the global address requirements set up in your tenant)

Creating a location type of job posting is optional, but useful for reporting. When you add the location name, we recommend that you also add the state. This makes it easier in the case of city names that exist in multiple states. For example, add 'Richmond, VA' and 'Richmond, TX' instead of 'Richmond'. We also recommend adding readable reference IDs to make it easier to upload default job posting locations.

Location Data (All)			
Optional	Optional	Required	Required
Text	YYYY-MM-DD	Text	Location_Usage_ID
Location ID	Effective Date	Location Name*	Location Usage "+"
Job_Posting_Location_Tyler_TX		Tyler, TX	JOB POSTING
Job_Posting_Location_Tomball_TX		Tomball, TX	JOB POSTING
Job_Posting_Location_The Woodlands_TX		The Woodlands, TX	JOB POSTING
Job_Posting_Location_The Colony_TX		The Colony, TX	JOB POSTING
Job_Posting_Location_Sugar Land_TX		Sugar Land, TX	JOB POSTING
Job_Posting_Location_Stafford_TX		Stafford, TX	JOB POSTING
Job_Posting_Location_Spring_TX		Spring, TX	JOB POSTING
Job_Posting_Location_Seguin_TX		Seguin, TX	JOB POSTING
Job_Posting_Location_Seabrook_TX		Seabrook, TX	JOB POSTING
Job_Posting_Location_Schertz_TX		Schertz, TX	JOB POSTING
Job_Posting_Location_Santa Fe_TX		Santa Fe, TX	JOB POSTING

Build

The Reference ID is the only information you need to upload the default job posting locations.

1. Generate a spreadsheet with your current business sites listed in your tenant.

2. Update the job posting location column with the default job posting locations.

3. Update the open and frozen requisitions in the system with job posting locations.

    –   You can do this by creating a report with all the job requisitions in the system and filter based on job requisition status.

    –   You can also add fields to show job posting details. This will help identify the job requisitions that will need to be unposted and posted back to reflect the changes.

    –   The EIB you should use to update the job requisition is called 'Edit Job Requisition'. If you use evergreen requisitions, you'll need to use 'Edit Evergreen Requisition' web service to update them.

Build

4. Once job requisitions with default locations are loaded, unpost them from the career sites using 'Unpost Job Web Service'.

   – This can be tricky. Make sure your job posting reference ID, which you can get from the report you created, is included.

   – Leave other fields blank (even if marked as required).

5. Finally, use the 'Post Job Web Service' to post the requisitions back.

   – This too can be tricky to load. You will see that the spreadsheet asks for both job posting site name and job posting site ID. Add one or the other—not both.

   – Also, the job posting start date has to be the current date.

Restrictions	Required	Required	Required	Required	Required
Format	Text	Job_Posting_ID	Text	Job_Posting_Site_ID	Job_Requisition_ID
Fields	Spreadsheet Key*	Job Posting*	Job Posting Site Name*	Job Posting Site*	Job Requisition*
	1	Part-Time_Maintenance-Porter_R0002403-1			
	2	Part-Time_Service---Evenings_R0009418-2			
	3	Part-Time_Service---Evenings_R0009422-4			
	4	Part-Time_Service---Evenings_R0009425-2			
	5	Part-Time_Service---Evenings_R0009426-2			
	6	Part-Time_Service---Evenings_R0009433-2			
	7	Part-Time_Service---Evenings_R0009435-2			

All	Job Posting Site Data+ (All)							
Required	Required	Required	Optional	Required	Required	Required	Optional	Optional
Text	Job_Requisition_ID	Text	Text	Text	Job_Posting_Site_ID	YYYY-MM-DD	YYYY-MM-DD	Y/N
Spreadsheet Key*	Job Requisition*	Row ID**	ID	Job Posting Site Name*	Job Posting Site*	Job Posting Start Date*	Job Posting End Date	Primary Posting
1	R0002403	1			Career_Site	2017-09-26		
2	R0009418	2			Career_Site	2017-09-26		
3	R0009422	3			Career_Site	2017-09-26		
4	R0009425	4			Career_Site	2017-09-26		
5	R0009426	5			Career_Site	2017-09-26		
6	R0009433	6			Career_Site	2017-09-26		
7	R0009435	7			Career_Site	2017-09-26		

Testing

To make testing easy, create reports to confirm that the data is entered correctly. Thoroughly review your career site to make sure the locations are reflected correctly. Also check the locations, job requisitions, etc. to confirm that nothing is broken by the updated EIBs.

Post-production

Once you've begun using job posting locations remember to add them to every new business site you create in the future.

Get started and see how easy it is to use job posting locations.

Just like this step-by-step guide, we're here to help. If you'd like to speak with a Workday expert, contact us at **workday.solutions@alight.com.**

Author

Staizy Aboobacker
Senior Workday Consultant