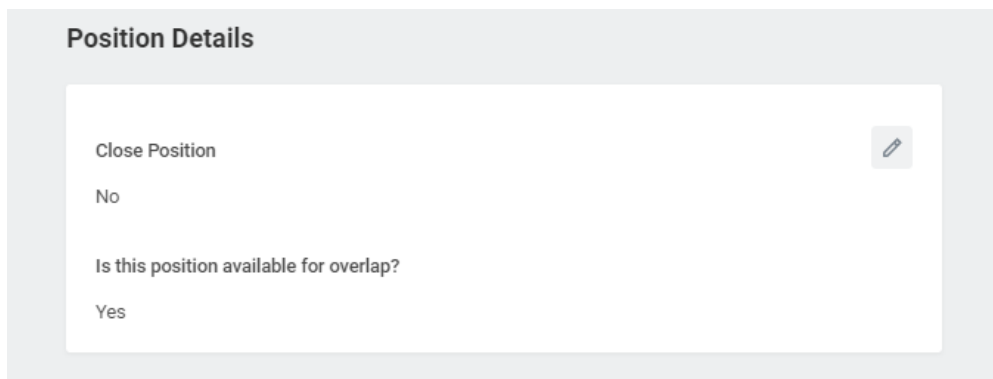


There are two methods of starting a job requisition:

- 1) Replacing a team member - Requisitions are automatically posted if you don't close the position during the termination process.
- 2) Adding new positions - When adding new positions to your store or department, Manager approval is required.

Job Requisition- Replacing a Team Member

During the termination process in Workday, if you select “No” on “Close Position” a replacement requisition to replace that employee will automatically be sent to Talent Acquisition once the termination is processed.

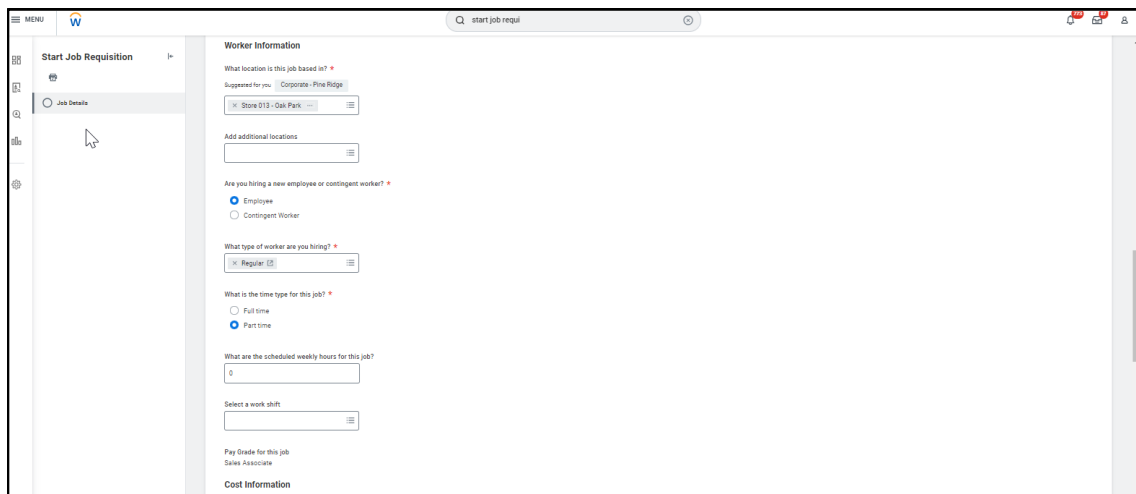


Start Job Requisition- Add New Position

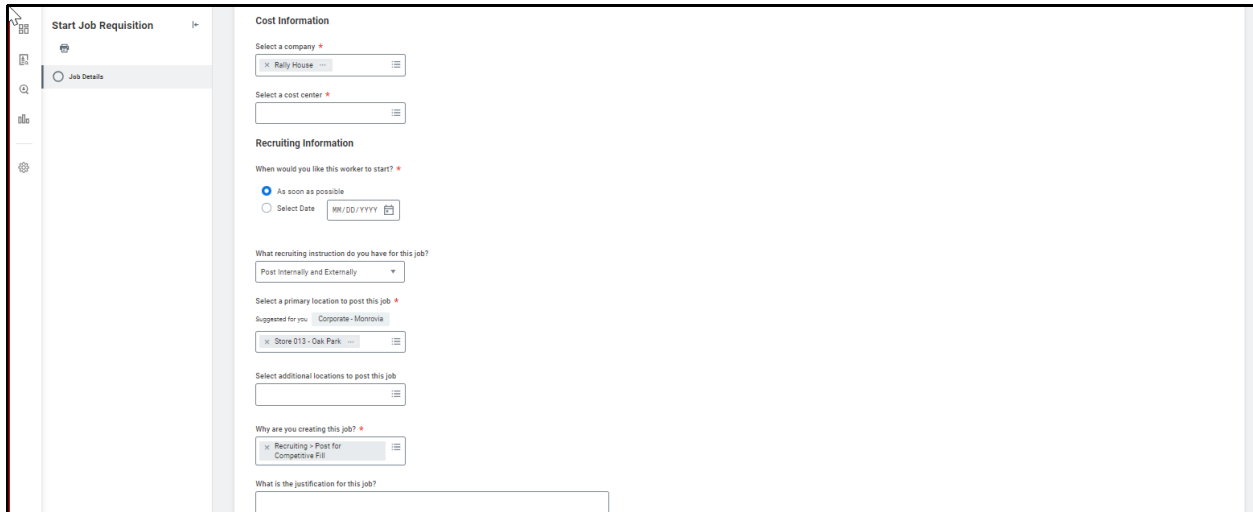
Reminder: Start Job Requisition task is not necessary for replacing terminated employees. The termination process automatically sends a requisition request to Recruiting.

When current positions are filled you will need to request a new position to be added and approved by your Manager. Once approved by your leader, Talent Acquisition will complete the request and post internally(if applicable) and externally to the career site.

- 1.) Search “Start Job Requisition” in the Workday search bar to request additional new positions for your “Supervisory Organization” (Department or Store).



2.) The supervisory organization will default to the one you belong to, District Managers and Regional Directors will need to ensure they adjust accordingly if submitting one for a Sales Associate or TSL.



3.) Confirm the company selected is “Rally House” and the Cost Center selected is “Retail” for the Store and “District Manager” for District Managers and Regional Directors.

4.) Verify everything looks correct once you click Submit it will be sent to your leader to approve and submit to Talent Acquisition to post.

Please reach out to Recruiting@RallyHouse.com with any questions when creating a requisition request or replacing team members.