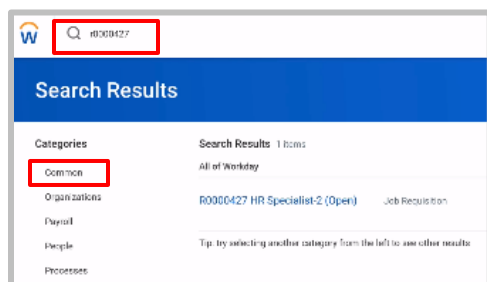


This job aid provides Managers and Posting Managers step-by-step instructions on how to manage Requisitions and other common recruiting tasks.

ACCESS A JOB REQUISITION

FROM HOME PAGE SEARCH BOX

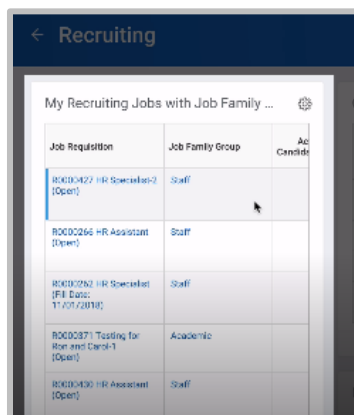
1. From the Home Page, type in the Requisition number in the search box in the top left corner. We will type: *R0000266*. The search results display *Common* items by default.



2. Scroll down the list of *Categories* and select **All of Workday** to bring up more results.
3. From the search results, select a requisition to view the details.

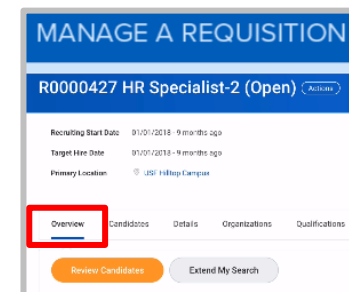
FROM RECRUITING DASHBOARD WORKLET

1. From the Home Page, click the **Recruiting Dashboard** worklet.
2. On the next page, in the left side panel, under the heading, *My Recruiting with Job Family*, you can see all of your requisitions.

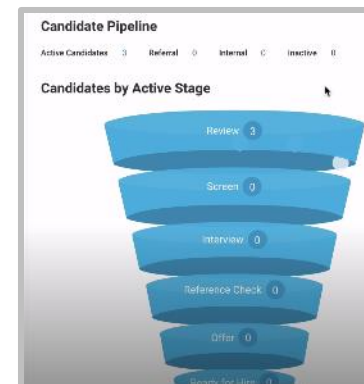


MANAGE A JOB REQUISITION

1. Access and select a Requisition. We will select: *R0000427*.
2. From the **Overview** tab, you can review the **Summary of Requisition**.

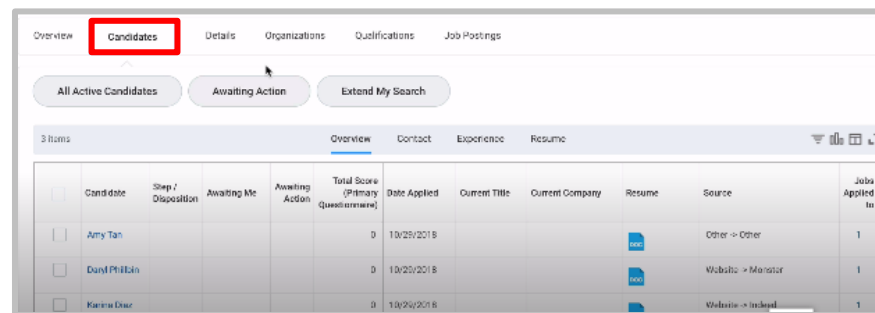


The **Candidate Pipeline** shows how many active, referral, internal and inactive candidates you have. Also, the candidate funnel shows how many candidates are in each step of requisition process.



On the same page, **Candidates by Source** displays another graphic view of your applicants by source.

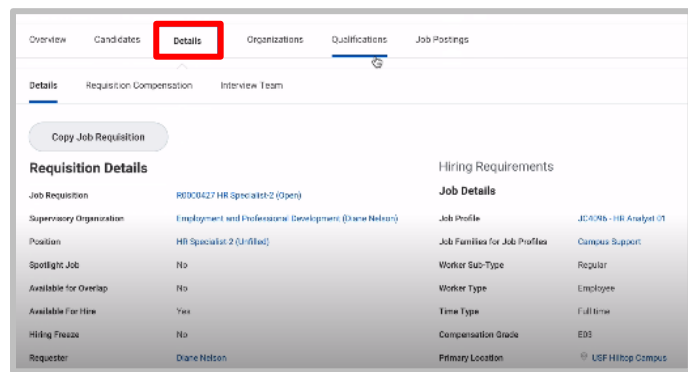
3. Click **Candidates** tab to display all the applicants for the Requisition. Here, we can easily view the steps each applicants are in and access their resume.



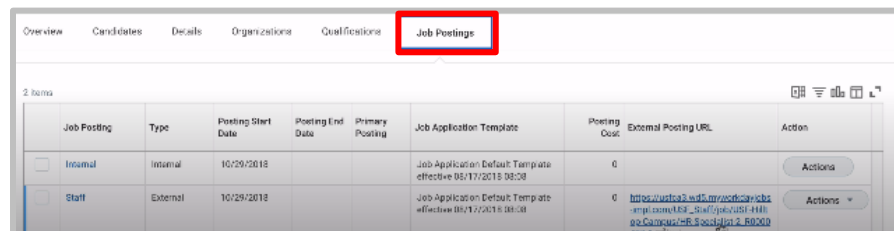
We can similarly click on each tab to see the related information: **Contact**, **Experience** and **Resume**.

4. Click the **Details** tab for information entered in the job requisition.

Here, there are more options for viewing, such as **Organizations** and **Qualifications**.



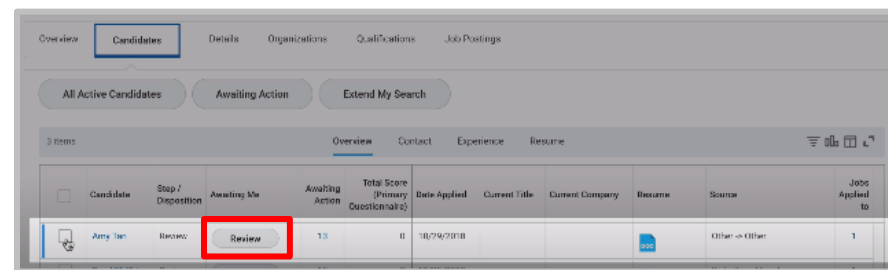
5. Click the **Job Posting** tab to access the direct URL to the external posting website. Here, we can click to view how the requisition is posted.



TRANSITION A CANDIDATE THROUGH REQUISITION PROCESS

From the **Candidates** tab, we can transition a candidate through a Requisition process.

1. Select a candidate by checking in the box and clicking **Review**.



2. In the next screen, we will see the application. We can move this candidate forward by selecting one of these options: *List*, *Screen*, *Phone Interview*, *Skype*, *In-person Interview*, *Reference Check*, or *Offer*.
3. Also, we can choose to decline by selecting one of the reasons from the list. Declined applicants will be automatically dispositioned and they will receive an email notification letting them know that they were not selected.



FIND CANDIDATES REPORT

The *Find Candidates* report returns all candidates, prospects, referrals, and employees with any professional profile data.

From the Recruiting application:

1. Click **Find Candidates**.
2. Use the facets on the left to filter the list of prospects, active candidates, and workers.

MY CANDIDATES REPORT

The *Find Candidates* report shows people who have applied to jobs where you are the recruiter or hiring manager, or people whom you have added as prospects. You can view candidates who are actively connected to your job requisitions.

From the **Recruiting** application:

1. Under Actions, click **My Candidates**.
2. Use the facets on the left to filter your candidates.

CREATE A PROSPECT

Creating a prospect is a quick way to get people into Workday Recruiting. Often, managers meet people who are potential candidates that may be a fit for the university.

From the Search bar:

1. Access the **Create Prospect** task.
1. Select **Add New Prospect** or **Add New From Coworkers**. Enter or select the prospect name, and click **OK**.
2. Enter as much detail as possible about the candidate to help others in the hiring process determine if the candidate is a good fit for the position.
3. Click **OK**.



Note: If this is a new prospect, you will be required to enter at least one phone number or email address.

INVITE TO APPLY



Important: If the person being invited does not have an email address, you will not be able to complete this task.

From a prospect's **Related Actions**:

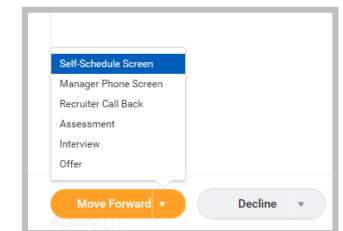
1. Click **Candidate Actions > Invite to Apply**.

2. From the Context page, select the Job Posting you would like the prospect to apply for, then click **Next**.
3. From the Setup page, choose the Channels you would like to use to invite the prospect. Optionally select a message template, then click **Next**.
4. From the Message page, fill out the necessary fields to ensure the correct content for each channel of communication is sent to the prospect with regards to the invitation, then click **Next**.
5. From the Review page, ensure the entered information is appropriate for the invitation, then click **Send**.

MOVE FORWARD OR DECLINE A CANDIDATE

Candidates are moved forward or declined at specific points in the Job Application process.

When you receive a relevant hiring task in your Inbox, use the **Move Forward** button to continue to keep a candidate in the Job Application process, or use the **Decline** button and select a reason for declining the candidate.



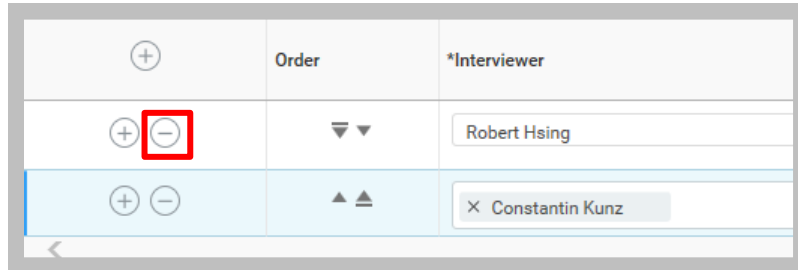
SCHEDULE INTERVIEW

Once a candidate is moved to the interview stage, you will be prompted to schedule an interview.

From the Inbox:

1. Click the **Interview** task to schedule an interview.
2. Enter an interview **Date** and **Time Zone**.

3. Click the **Add Row** icon to add additional interviewers or the **Remove Row** icon to remove someone from the list of interviewers.



4. Add a **Duration** for each interviewer.
5. Enter additional information for the interviewers in the Overall Comment field.
6. Click **Next** to schedule times for each of your interviewers by clicking the **Schedule** button.
7. Click **Next** when all scheduling is complete to review the proposed interview schedule.
8. Once you click **Submit**, the interviewers will receive a notification about their scheduled interview.