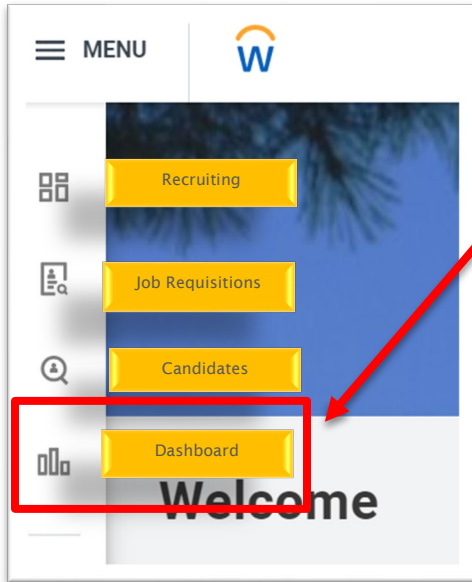


SUPERVISORS: Review Candidates - Student Jobs

Overview



Job requisitions and candidates can be accessed from the recruiting pane on the left-hand side of your homepage.

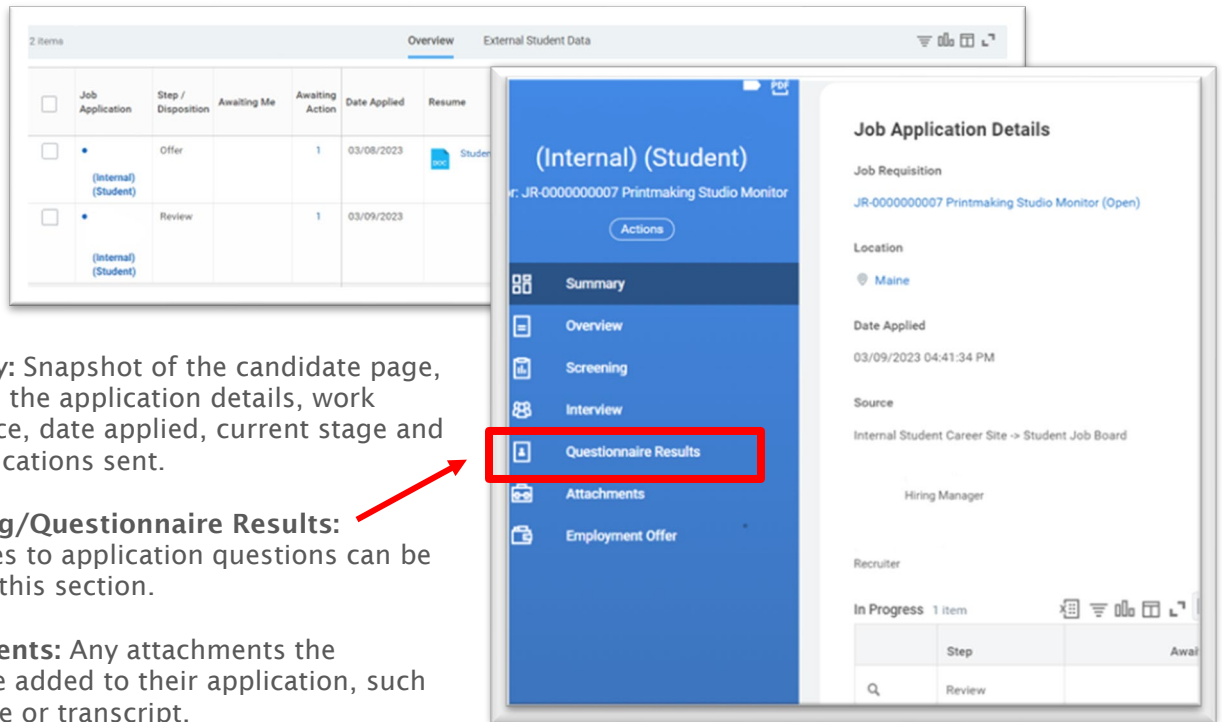
The Dashboard is the hub of all recruiting activity. The dashboard provides access to create job requisitions, view active job requisitions, and provides access to helpful reports and guides.

Opening a job requisition brings Recruiters to an overview of the information and links to access candidates and additional details.

To evaluate a specific candidate, click on the hyperlinked name, this will take you to the candidate profile.

***NOTE:** Watch your email inbox for notifications from Workday. Messages will be sent, and tasks will go to the Workday inbox to help navigate the Recruiter through the process.*

Candidate Profile

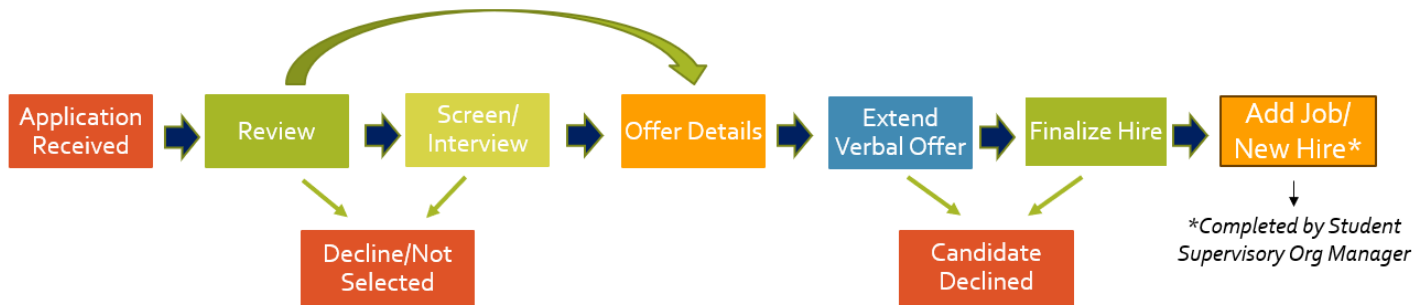


Summary: Snapshot of the candidate page, including the application details, work experience, date applied, current stage and communications sent.

Screening/Questionnaire Results: Responses to application questions can be found in this section.

Attachments: Any attachments the candidate added to their application, such as resume or transcript.

Candidate Workflow



The Primary Recruiter is responsible for moving candidates through the workflow

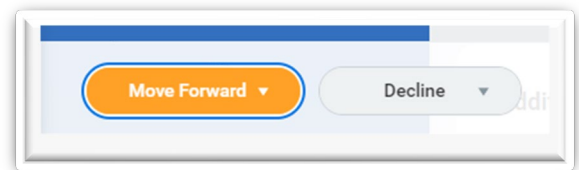
Review Stage

Candidates will land in Review once the application is submitted.

Candidates can remain in Review until a decision is made to screen/interview or decline the candidate. After reviewing the candidate's profile, select the appropriate action for their application at the bottom of the screen.

Move Forward: Select the appropriate next stage.

Decline: Select the appropriate disposition reason. **If you decline a candidate, they receive an email notification immediately that they were not selected for the position, provided the reason selected has (send email) next to it. If you choose not to send the auto generated email, it is your responsibility to communicate with the candidate(s).**



If declined, the candidate profile will still be available via the Candidates tab on the job requisition, under Inactive Candidates.

Screen/Interview Stage (Optional)

Candidates may be moved from Review to Screen if they are under consideration and/or interviewing for the job. This is an optional step and may be helpful in managing applications.

- Students can be moved to the Screen stage of the process from the candidate record.
- After screening/interviewing, move the student to the next stage or select a disposition reason which will notify the candidate that they will not move forward.

Offer

After interviews are complete, students can be moved to the offer stage or dispositioned from the requisition.

Initiating an Offer

1. From the Candidate record, select Move Forward > Offer.
2. Details: Click on the pencil to fill out the following:
 - o Hire Date: Indicate the candidate's expected first day of employment.
 - o Hire Reason: Add Job or Hire **Do not use the Change Job option**
 - o Location: Pre-populates from the job requisition details.
3. Proposed End Date: Enter when the job is expected to end.
4. Click Next.
5. Compensation: Scroll down to the hourly section. The amount will pre-populate in the Hourly section from the job requisition details. Edit if necessary.
6. Review all information. Click Submit.

Once Submitted, contact the candidate, outside of Workday, to extend a verbal or email offer. Communicate the pay rate, discuss start date and work schedule.

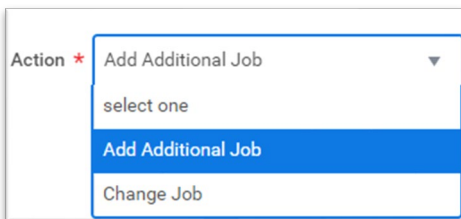
Finalizing the Offer

Once you hear back from your candidate, navigate to your Workday inbox and select:

HIRE - if the student accepts
DECLINE - if the student does not accept. Select a disposition reason.

If the student has already worked on campus and this is an additional job, the Recruiter will be prompted with one additional staffing action step.

In the Action field, select **Add Additional Job**.
NOTE: Do NOT select Change Job.



No further action is required for the Recruiter. The next task will go to the Manager of the Student Supervisory Org to complete the hire. If the Recruiter is also the Manager, the task will be in their inbox.

Manager can follow the guide to Hire from a Requisition.

