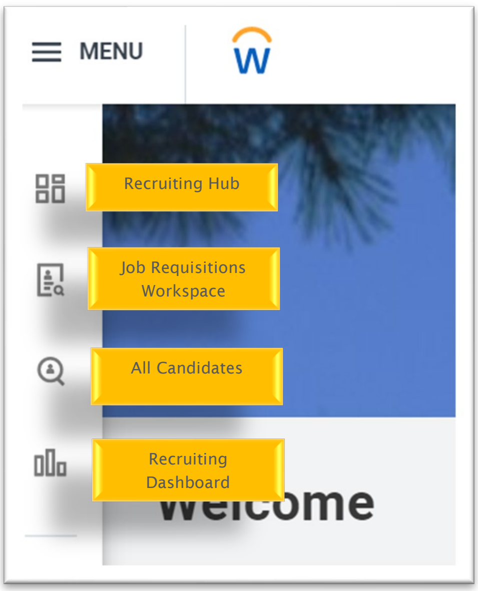
workday.

Review Candidates - Student Jobs

Overview for Reviewing a Job Application and Moving Through the Workflow

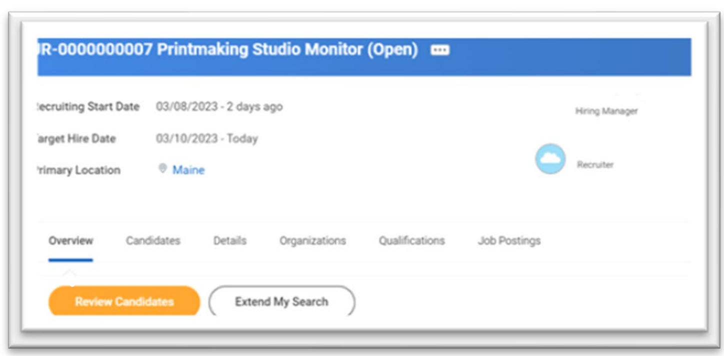
This process explains how a candidate's application will appear within the job requisition (req), the different parts of a job req, and how to advance the candidate to the next stage of the recruiting process or decline them.

Instructions for Reviewing a Candidate

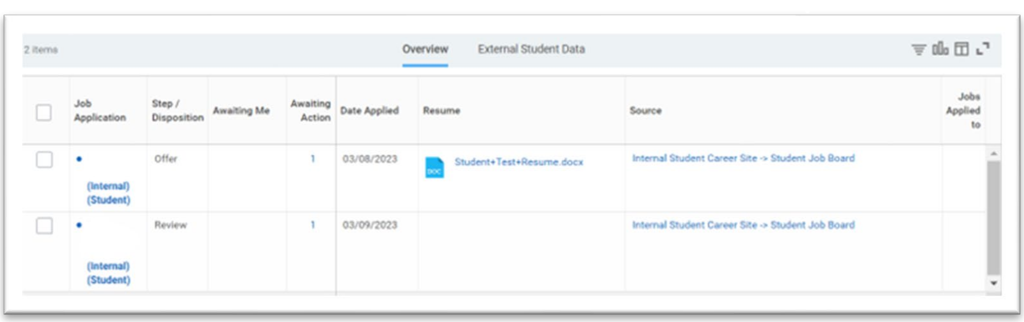


1. Job requisitions and candidates can be accessed from the recruiting pane on the left-hand side of your homepage.

2. Opening a job requisition brings primary recruiters to an overview of the information and links to access more details, including candidates.

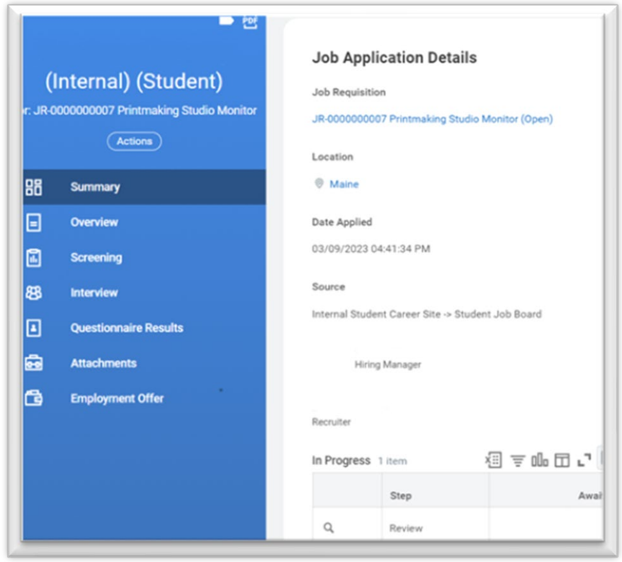


3. Evaluate a specific candidate from the candidate grid. Click on the hyperlinked name and this will take you to the candidate profile.



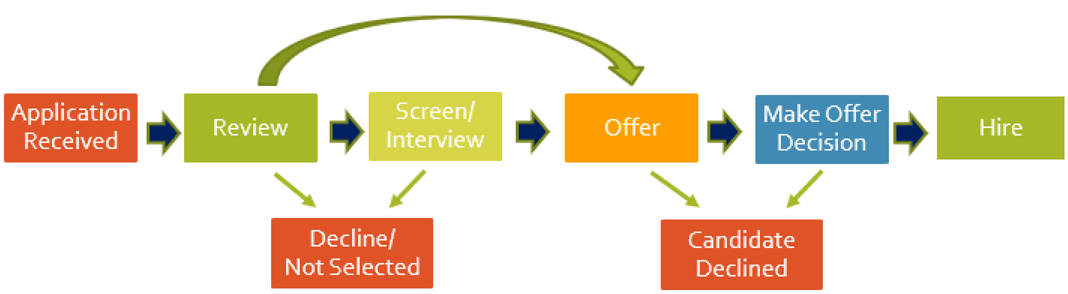
Candidate Profile

1. Summary: Snapshot of the candidate page, including the application details, work experience, date applied, current stage and communications sent.
2. Screening/Questionnaire Results: Responses to application questions.
3. Attachments: Any attachments the candidate added to their application, such as resume or transcript.



What Happens Next?

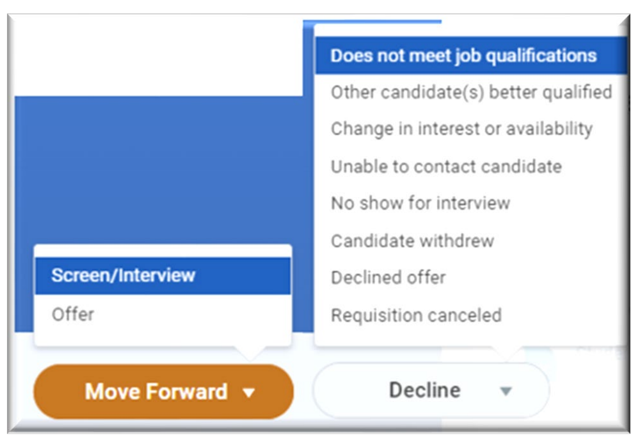
Candidate Workflow



Review the candidate's profile, then select the appropriate action for their application:

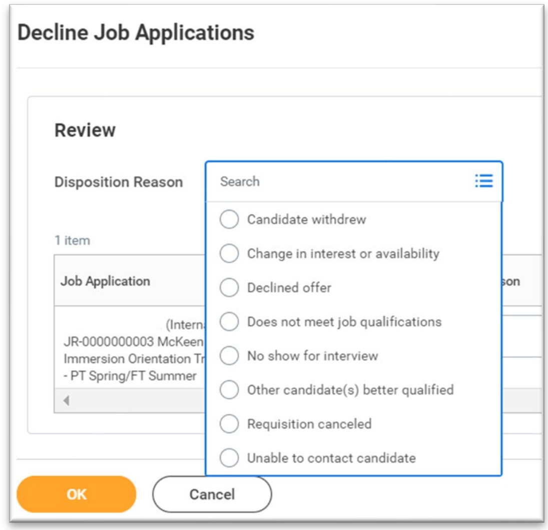
- **Move Forward**: Select the appropriate next stage.
- **Decline**: Select the appropriate disposition reason.

*Note – a system generated email will be sent at the time you decline a candidate to notify them they are no longer being considered.



Review Candidate Stage

Candidates will land in Review once the application is submitted.



Candidates can remain in Review until a decision is made to screen or decline the candidate.

If you declined a candidate, they receive an email notification <u>immediately</u> that they were not selected for the position. Their candidate profile will still be available via the Candidates tab on the job requisition, filed under Inactive Candidates.

Screen Candidate Stage

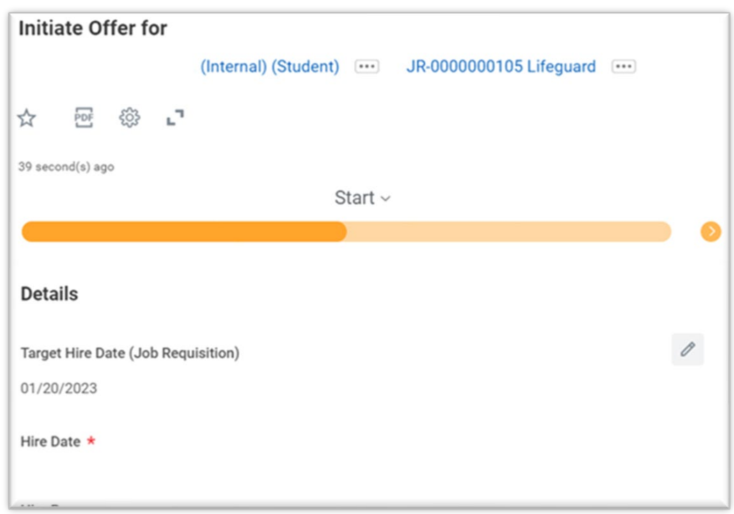
Candidates may be moved from Review to Screen if they are under consideration and/or interviewing for the job.

1. Students can be moved to the Screen stage of the process from the candidate record, job requisition details or recruiting dashboard.
2. Recruiters can send messages via Workday to initiate the process of scheduling interviews or gathering additional information.
3. After screening/interviewing, either move the student to the next stage or select a disposition reason which will notify the candidate that they will not move forward.

   ***Note** – a system generated email will be sent at the time you decline a candidate to notify them they are no longer being considered

Offer Stage

Overview of Offers

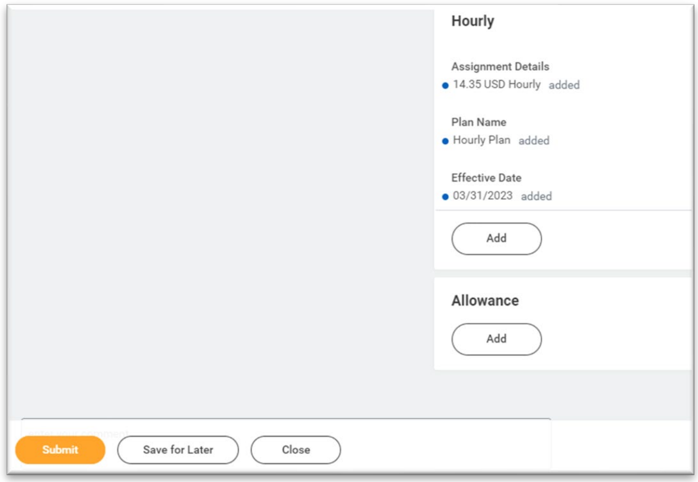


After interviews are complete, candidates can be moved to the offer stage or dispositioned from the requisition.

Instructions for Initiating an Offer

1. Access the Offer task from the candidate grid by clicking Open.
2. Details: Click on the pencil to fill out the following:
   - Hire Date: Indicate the candidate's expected first day of employment.
   - Hire Reason: Add Job or Hire
     <u>Do not use the Change Job option</u>
   - Location: Pre-populates from the job requisition details.
3. Proposed End Date: Enter when the job is expected to end.
4. Click Submit

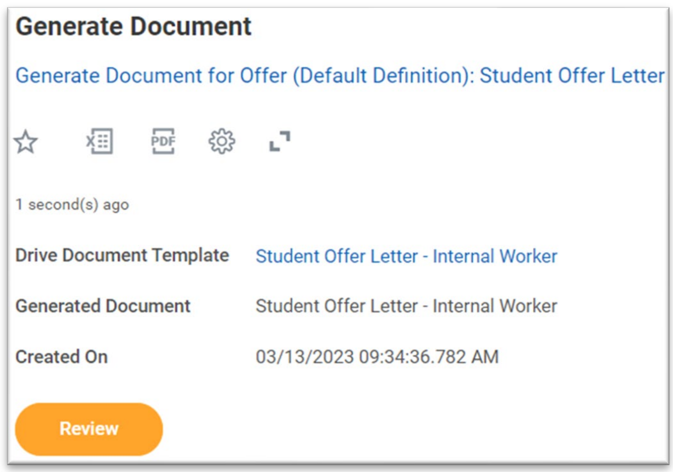
5. Compensation: Open from the grid or inbox task. The amount will pre-populate in the Hourly section from the job requisition details. Edit if necessary.
6. Review all information. Click Submit.



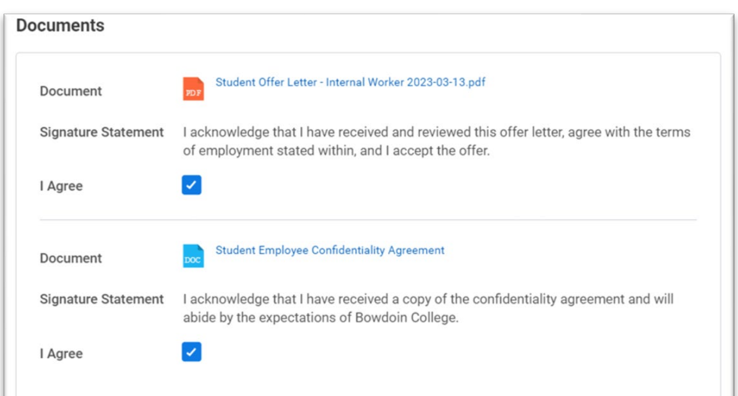
What Happens Next: Initiating an Offer

1. An offer letter draft will route as an inbox task. You can also click **Open** from the candidate grid to access the letter. Click **Review**.
2. Review the details in the offer letter. Edits to the highlighted areas can be made. You can also add job-related information to the letter. Once completed, click Submit.
3. The offer letter will route to SEO for review before going to the candidate.

   NOTE: If you want to extend a verbal offer prior to the letter going out, please contact the candidate before generating the offer document.



4. When approved by SEO, the offer will route to the candidate. They will receive an email notification and can access the offer letter and confidentiality agreement via their Workday inbox. Once acknowledged, the offer will route back to you for the final candidate step, Make Offer Decision.

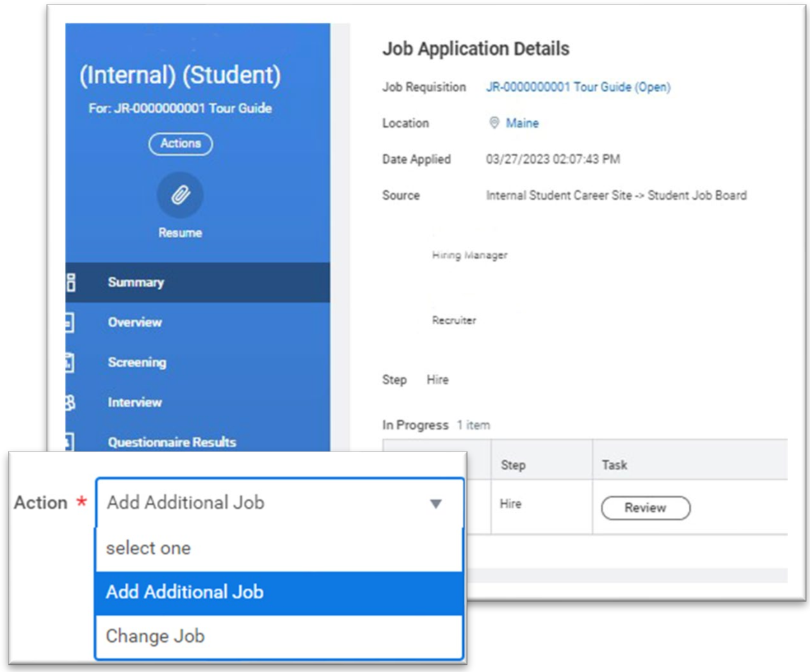


Instructions for Making an Offer Decision

1. Access the Offer Decision task in your inbox or candidate grid.
2. At the bottom of the page, select either:
   - **Hire**: To hire the student
   - **Decline:** Select why the candidate is being dispositioned.

Hire Stage

Instructions for Hire after Candidate Workflow is Complete.



1. Go to your inbox to select the Hire task for the student you would like to hire.
2. This will open a staffing action, select “Add Additional Job” or “Hire” and then click Submit. **NOTE: Do NOT select Change Job.**
3. Click Submit.

What happens next?

If you are the **Primary Recruiter and NOT the Manager** of the Student org, the task will be assigned to the Manager, and they will receive a Workday inbox item to Hire the student.

If you are both the **Primary Recruiter AND Manager**, you will be assigned the Hire task in your Workday inbox.

Final Steps

If all candidates selected for the job have been moved through the hire stage, decline any remaining candidates who have not been selected. They will receive an email notification.

If all openings on the req have been filled the job posting will automatically come down and display as filled. If they have not all been filled but you are done with the hiring process, you can edit the req and change the number of positions to match the number of people hired.

Reminder – if this is a student’s first campus job, they will need to complete the employment forms in onboarding BEFORE they can start working!

Contact the Student Employment Office with any questions!