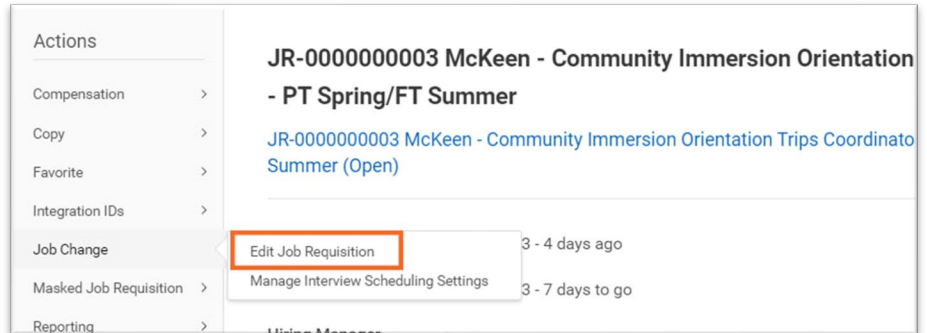


## Student Jobs in Workday – FAQ

- Can I update/change a job requisition once it is posted? What information can be updated/posted?

- Yes, a requisition can be modified once posted. Edits include the number of openings, target hire date, and job details and/or requirements. Requisition changes, except number of openings, will route to the Student Employment Office for approval.

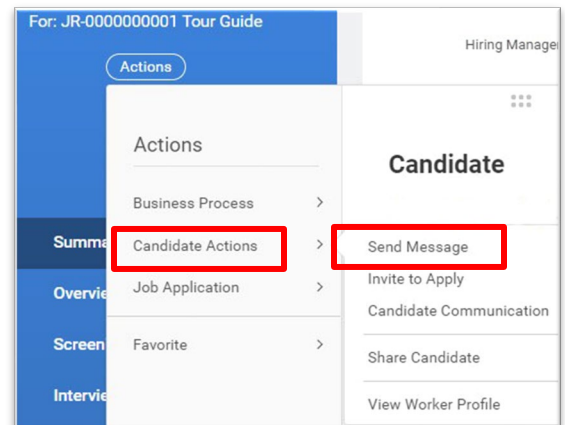


- I listed 4 openings but want to hire 5 students, what do I need to do?
  - This can be changed once the job requisition has been approved and posted. Open the requisition and go to the related action Job Change > Edit Job Requisition. Under Recruiting Information, change the number of openings. Select the reason STUDENT-Administrative > Correction/Adjustment to Number of Openings. Submit from the Summary page. No approval is required, corrections will be immediate.
- I asked for an unpost date to be listed, but I want to change that date. How do I do this?
  - This can be changed once the job requisition has been approved and posted. Go to the Recruiting Dashboard and click on the job requisition. Click on the Job Postings tab, then click actions and update Job Posting. Enter the end date for the posting, then click submit. Or you can contact SEO to change the unpost date.
- The job is still posted, but I no longer need to hire anyone, how do I pull it down?
  - If one or more of the positions have been filled, edit the job req and update the Number of Openings field to match the number of positions filled. This will automatically change the status of the job to Filled and inactivate the job posting.
  - If posted and none of the positions have been filled, you can close the job. Open the requisition and go to the related action Job Change -> Close Job Requisition.
- The job description that pulled in when I entered the job profile is inaccurate. Can I update it on the req?
  - Yes, you can edit! Then let SEO know so we can correct it in the job profile as well.

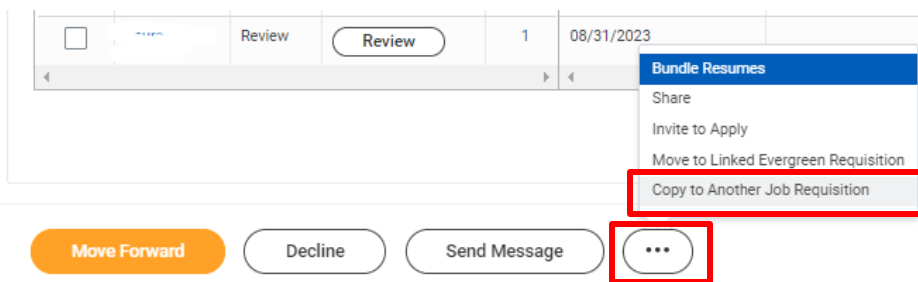
## Student Jobs in Workday – FAQ

- When I pulled up the job profile, the job description did not pre-populate. Why not?
  - We do not have your job description in Workday. Please reach out to SEO with the job description so it can be loaded into Workday.
- The pay range was incorrect on the requisition. How do I correct this?
  - The range can be changed as you create the requisition. These changes are made on the Compensation tab. If you make changes to the pay range, please notify SEO.
- I want to add specific job-related questions to the application for students to answer. Can I do this in Workday as I did in JobX?
  - The process for adding these questions is different in Workday. If it's essential to ask additional questions on the application, rather than during the interview, please enter the questions in the comments section of the req or reach out to the Student Employment Office.

- How to send a message to an applicant within Workday
  - From the candidate profile, select Actions -> Candidate Actions -> Send Message:
  - Choose a template or create your own message.
  - Make sure to change the "From Display Name" to your own and the "Reply to Email Address" to your Bowdoin email address.



- How to invite a candidate to apply for a different job
  - From the candidate profile, select Actions -> Candidate Actions -> Invite to Apply
- If I have multiple job requisitions, can I move or copy an application to a different job requisition?
  - Yes, when you are viewing the candidate grid, click the box next to the student's name you would like to copy over to another requisition. Click the button with the three dots and select Copy to Another Job Requisition.



- On the next screen select the job requisition to copy the application to and click OK.

## Student Jobs in Workday – FAQ

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- Can I get a direct link to the job posting and/or see my job posting as it appears for students?
  - Yes, the link to the job posting can be copied from the browser and emailed to candidates. Type Find Student Jobs in the search bar and click on the report. Click the job you want to view and copy the url.
- I want to ask students to attach a transcript or other documents to the application. How do I do that?
  - In the job description field, specify any additional applications materials that are required. Students are given the opportunity to attach additional documents in the application process.
- When do notifications go out to candidates about the status of the search? Is it automatic?
  - Candidates receive automatic email notifications when the application is received, and when they are hired. When they are dispositioned (not selected) you can choose whether to send an automatic notification or customize your own outside of Workday. Candidates can also monitor the status of their application within their Workday profile.
- What if my job does not require access to confidential information? Does my new employee have to sign a confidentiality agreement?
  - All students will acknowledge/sign a confidentiality agreement. The agreement is sent to the student's Workday inbox to acknowledge after the hire is complete.
- Do I still have to upload a signed agreement?
  - No, the agreement is sent to the student's Workday inbox to acknowledge after the hire is complete. You can check the status of the agreement via the recruiting dashboard. Under Reports, click on the Confidentiality Agreement Acknowledgement Status report. An agreement still awaiting the student, is unsigned. Please contact the student to complete this step.
- How do I mark the job as filled when it's complete?
  - When you have filled all the open positions you need to, you will check the Details tab in your requisition to see how many openings are remaining. Edit the job requisition and update the number of openings so it matches the number of filled positions. This will then show as zero available and will mark the job as filled.
  - Click the Job Posting tab to make sure the job is no longer posted. If posted, select the checkbox then click unpost.
  - Under the Candidate tab, decline any remaining active candidates.
  - Once complete, the job will show as filled, instead of open.
- How do I find an old job requisition that has been filled?
  - Navigate to the recruiting dashboard, then under reports, click Job Requisition Status. You can click ok when the pop up appears or filter the Job Requisition Status field and click ok.