This job aid provides hiring managers step-by-step instructions on how to use Workday for common recruiting tasks, such as creating job requisitions or inviting internal candidates.

VIEW AND POST JOB REQUISITIONS

VIEW THE RECRUITING APPLICATION

Once you create job requisitions for your organization's unfilled positions, you can view them to make any necessary updates. Your Recruiter will then post job requisitions to internal and external career sites.

From the Home page:

1. Select View all Apps.
2. Select **Recruiting**.

From the Actions, View, and Recent cards, access and drill down into the various recruiting avenues set up by your organization.

VIEW YOUR JOB REQUISITION

1. Select View all Apps.
2. Click the My Open Job Requisitions App.

Select the Job Requisition name you'd like to view.

VIEW LINK FOR POSTED JOB REQUISITION

From the Recruiting application:

1. Under View, choose **My Recruiting Jobs**.
2. For the Job Requisition Status, select **Open** to set the filter to display only open positions.
3. Select **OK**.
4. Select a job requisition name to view its details.
5. Select the **Job Postings** tab.
6. View the Job Posting link to external career site.

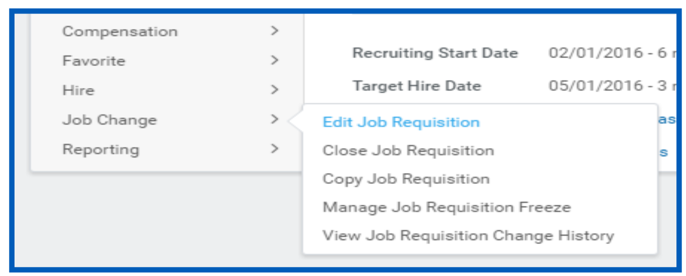
MANAGE AND EDIT OPEN POSITIONS

From the Home page:

1. Select **View all** Apps.
2. Choose the **My Open Job Requisitions** application for either recruiters or managers.

Note: **My Open Job Requisitions – Manager** provides a shortcut to your open job requisitions. Workday specifically designs these applications for managers.

3. Select the Job Requisition's **Related Actions** icon .
4. Select **Job Change** > **Edit Job Requisition**.



5. Complete required edits and select **Next** to move through the Guided Editor or select **Summary** to edit the job requisition from a single screen.
6. At the bottom of the Summary page, select **Submit**. This will submit a change request to your Primary Recruiter for approval.

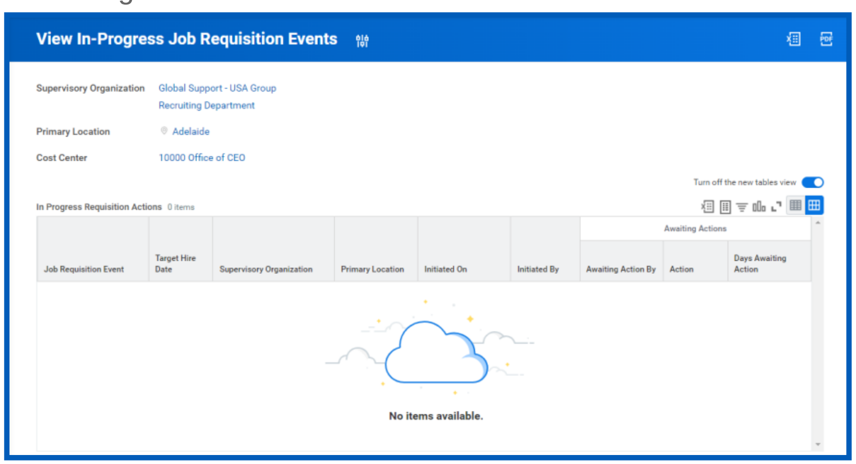
Note: Once you edit a job requisition, you must also update the job posting for the career sites to reflect your changes. Your organization may require additional approvals.

VIEW IN-PROGRESS JOB REQUISITIONS

The View In-Progress Job Requisition Events report allows you to view Create Job Requisition events waiting for submission or approval. You can manage results using filters for supervisory organization, primary location, and cost center. This report is only available to those with access to the Job Requisition Data domain security policy.

You can add this report to the following dashboards and worklets:

- My Team Management dashboard
- Recruiting dashboard
- Hiring worklet
- My Team worklet
- Recruiting worklet



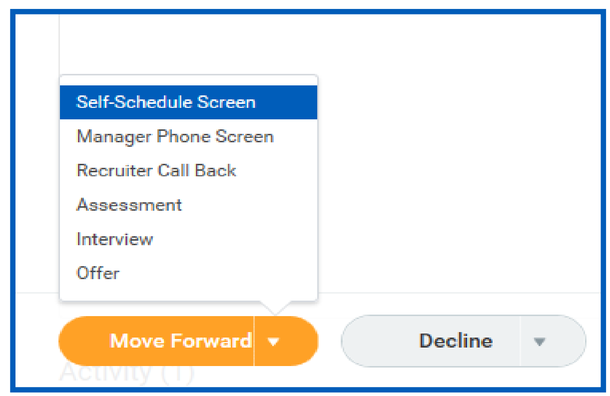
Note: Workday does not mark job requisitions as awaiting action when you assign the requisition to an integration user or leave it as unassigned. When you delegate a job requisition, Workday marks the requisition as awaiting action from the person who delegated instead of the person who needs to act.

MOVING FORWARD WITH CANIDATE

Those involved in hiring move candidates forward or decline them at specific points in your organization's Job Application business process. Depending on your role in the organization, you may be responsible for moving a candidate forward in the process or declining them.

From the hiring task in your Inbox,

1. Use the Move Forward button to keep a candidate in the Job Application business process. Or use the Decline button and select a reason for declining the candidate.

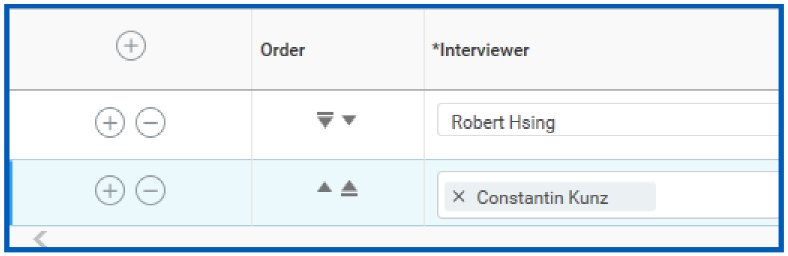


SCHEDULE INTERVIEW

After a hiring manager reviews a job application and moves the candidate to the interview stage, the next step is scheduling an interview.

From the Inbox:

1. Choose the **Interview** task to schedule an interview.
2. Enter an interview Date and Time Zone.
3. Select the **Add Row** icon to add additional interviewers or the **Remove Row** icon to remove anyone from the list.

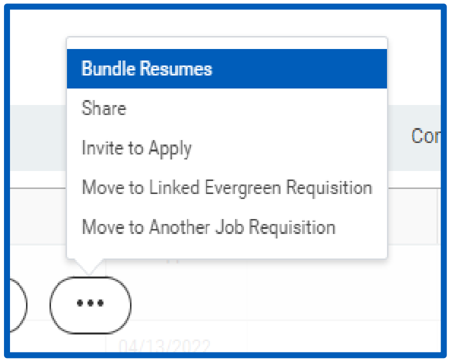


4. Add a Duration for each interviewer.
5. In the Overall Comment field, enter additional information for the interviewers.
6. Select **Next.**
7. To schedule times for each of your interviewers, click on the calendar, input information about interview times, and select the **Schedule** button.
8. Select **Next** when all scheduling is complete to review the proposed interview schedule.
9. When ready, select **Submit**.

USE MASS ACTIONS

From the Recruiting application:

1. Under View, choose **My Recruiting Jobs**.
2. In the Job Requisition Status field, select the **prompt** icon and choose **Open.** This filters the results to display only open positions.
3. Select **OK**.
4. Select the job requisition name to view its details.
5. Select the **Candidates** tab.
6. Choose any candidates you wish to apply the mass action to by selecting the **checkbox** next to their name. You can use the filter tool in the table to quickly select all candidates with a specific attribute.
7. When you have made the appropriate selections, choose the mass action you want to perform. Some options may include Move Forward, Decline, Send Message, or any additional actions under the More button.
8. Some Hiring Managers may find it helpful to select the button with three dots at the bottom and use the “Bundle Resumes” function to download resumes and share them with others in the organization who may want to review resumes but don’t have access to this job requisition.



Note: Remember to use the filter options carefully. When you apply a mass action; you cannot rescind it. Instead, you must manually adjust each individual candidate's status.

INITIATE CANDIDATE JOB OFFER

Once a candidate has completed the steps in your business process that precede the offer process, you are ready to initiate a proposed offer.

1. Move the candidate from the preceding stage to the offer stage by navigating to your candidate list, checking the box next to the candidate's name, and selecting "**Move Forward**".
2. Select **Offer** as the Next Stage.
3. Click **OK**.
4. Complete offer details prompted in "Initiate Offer for" Inbox action (Hiring Managers and Hiring Support can fill out offer details.)
5. Once all job offer details are filled out, click **Submit**.
6. FULL TIME JOB OFFERS: Will send to your Primary Recruiter, and then Compensation for final approval. DO NOT extend a verbal offer of employment until Compensation approves proposed offer. Once candidate accepts your verbal offer, notify your Primary Recruiter to email an official offer letter to candidate.
7. PART TIME JOB OFFERS: Hiring Manager and Hiring Support can send job offer letter to candidate using Inbox item "Generate Document for Offer".
8. Once candidate accepts offer from their Candidate Home (or Inbox if internal employee), Pre-Hire tasks will be initiated by Primary Recruiter.