

## APPLICANT SCREENING

### Access to Candidate Applications

Once a job is posted, the Employment Coordinator and the Manager can view applications by clicking on the Candidates tab in the Job Requisition. Access is available to the Job Requisition through the **Job Requisition Workspace** app in Workday. If it does not exist on your home page, add it by clicking on the gear icon on the top right of your Workday homepage. Note: you are limited to only 20 apps in Workday, so to add one you may need to delete one that is not currently being used.

### Disqualifying Candidates

Human Resources must disqualify (for non-faculty positions) applicants who do not meet the minimum requirements for the position. Those applications will not appear as Active once they have been disqualified but are still available to view under the Inactive Candidates tab in the requisition. Disqualified applicants will receive a notification by email immediately when they are declined by HR. If there are candidates in your pool that you feel do not meet the minimum requirements, please contact Human Resources so that we can review them and disqualify if appropriate.

### Screening Candidates

Prior to beginning the interview process, the Employment **Coordinator** or the **Manager** of the position will need to email the Civil Rights Compliance Officer (Barbara Batiste) and the appropriate HR Manager (AES positions - Jamie Bentley, CES positions - Jill Williams) with their selections for interview and provide non-selection reasons for any candidate not chosen for interview.

## INTERVIEW

Next, the candidates selected for interview should be moved to the **Recruitment Analysis Review** step in Workday so that Compliance can approve your candidates in the system. Those candidates not interviewed should be declined using the **Decline** button. Once your interview pool is approved in Workday, the Recruiting Coordinator will receive a task in their inbox to schedule interviews. The Schedule Interview step is an optional process in Workday. Note: Do not use the Assessment step at any time, this is a skills test and is not currently used by UADA.

## OFFER

### Recommendation for Hire

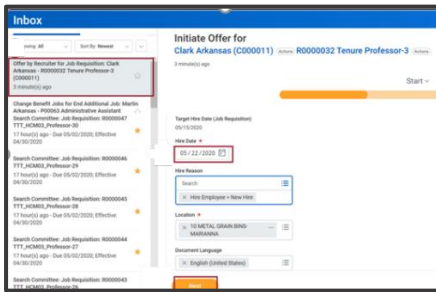
Prior to initiating the offer process in Workday, the Manager or Employment Coordinator will email the Civil Rights Compliance Officer (Barbara Batiste) and the appropriate HR Manager (AES positions - Jamie Bentley, CES positions - Jill Williams) with their recommendation for hire. The emailed recommendation should include a proposed salary, justification for the salary recommendation/candidate selection, & non-selection reasons for any candidates not selected. Once HR and Compliance have received all approvals of your salary and selection for hire, you will be notified by email to proceed with a verbal offer and the official offer in Workday.

### Offer in Workday

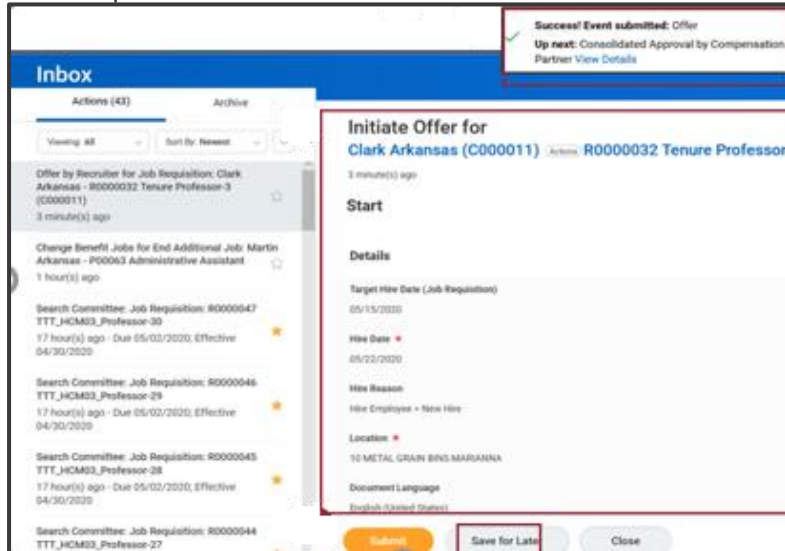
To begin the Offer process in Workday, complete the following tasks:

1. From the candidate Overview grid, select the candidate and use the **Move Forward** button to move the selected candidate to the next stage, which is **Offer by Manager** if your Manager chooses to complete this step, or **Offer By Recruiting Coordinator** (whichever is applicable for your department)
2. The **Initiate Offer** task item will appear in the Inbox of the chosen initiator.

- The initiator will enter a **Hire Date** and **Hire Reason**.
- Click **Next**.



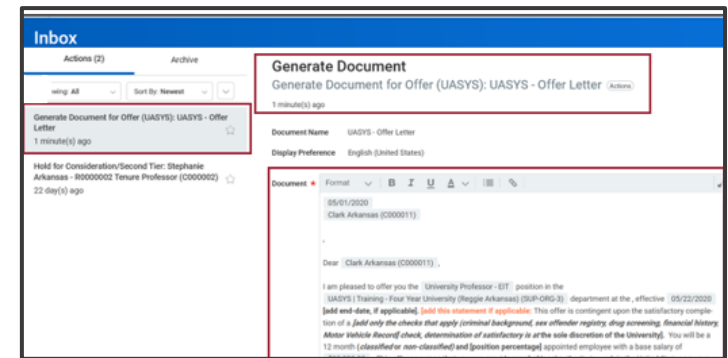
- Review **Details**.
- If all is accurate, click **Submit**.
- Next, the Compensation Partner, Manager, and Recruiter for Job Requisition will review the offer letter.



## GENERATE OFFER LETTER

After the offer has been reviewed/approved by the Hiring Manager, Recruiter for Job Requisition and the Compensation Partner, it is time to generate the offer letter.

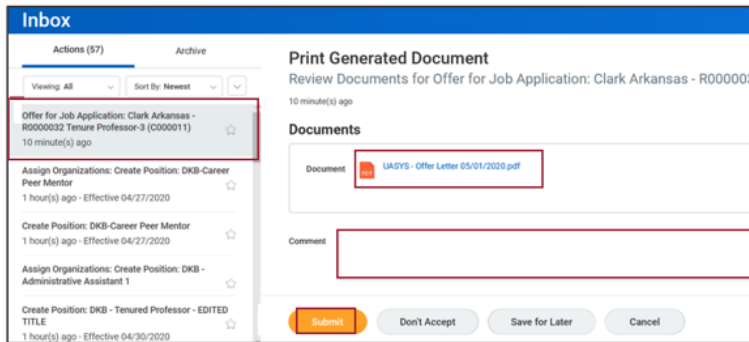
- The **Recruiting Coordinator** will receive an Inbox item to generate an offer letter.
- Review **Generate Document** for Offer.
- Click to open the Editor and update the Offer Letter with the necessary information.



- Please read through the (orange) notes to review your entries. Remove the sections from the Offer Letter after you have built your content so the candidate doesn't see those internal notes.
- Ensure there are no spelling or grammar issues.

- Click **Submit** for the letter to route for appropriate approvals.
 

**Note:** For Faculty positions, letters are generated and approved outside of Workday and will be added by HR to the candidate's profile.
- After approvals, the person selected to make the offer will receive the Inbox item **Offer for Job Application**.
- Click **Submit** to send the offer letter to the candidate.

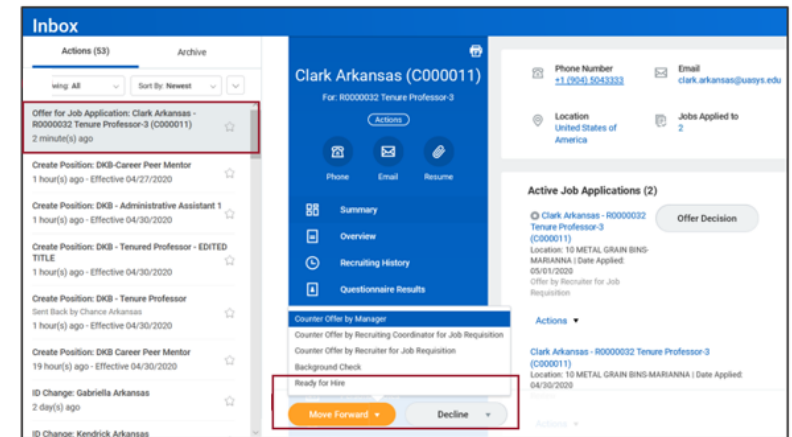


## REVIEW OF OFFER BY CANDIDATE

- From the Candidate Home Account, the candidate will **Review the Offer**. (Internal candidates will go into Workday to review their offer letter).
- Candidate will select **I Agree** and upload a signed offer letter or **Don't Accept** to make a counter offer or decline the offer.

- The candidate can enter **Comments**, if needed.
- After the candidate accepts or declines the offer, the person chosen to initiate the offer will receive the Inbox item **Offer for Job Application**.
- The initiator will click the **Move Forward** button and select the next stage in the job application process.

If the candidate accepts the position, the next stage will be **Ready for Hire**.



Once a candidate is selected as Ready for Hire, HR will receive an Inbox item to start the **Hire** process.

Note: For CES positions, this is the step in which the New Hire Profile must be completed by the Manager or Employment Coordinator in order to set up IT accounts.