

APPLICANT SCREENING

Once a job is posted and applications are received, the Recruiting Coordinator for Job Requisition and the Manager will be able to view applications by clicking on the **Candidates** tab in the Job Requisition. Access is available to the Job Requisition through the **Job Requisition Workspace** worklet. 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.

The **Recruiter** (HR) will 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 dispositioned. Disqualified applicants will receive a notification by email immediately when they are dispositioned by HR.

Prior to beginning the interview process, the **Recruiting Coordinator** or the **Manager** of the position will need to communicate with Human Resources to ensure that every applicant in the pool meets the minimum requirements. HR will move candidates who meet minimum requirements to the **Pre-Screen** step.

The **Manager or Recruiting Coordinator** will also need to email the Civil Rights Compliance Officer with their selections for interview and any non-selection reasons for those not chosen for interview.

INTERVIEW

Next, the candidates selected for interview should be moved to the **Recruitment Analysis Review** step. Those candidates not interviewed should be declined after the selected candidate has accepted the position using the **Decline** button. Declining candidates before that time will notify the candidate in their Workday application account that they are no longer under consideration.

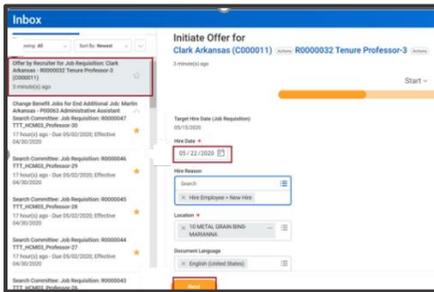
Once your interview pool is approved in Workday, the Recruiting Coordinator will receive a task in their inbox to schedule interviews. The Schedule Interview step is an optional process in Workday.

OFFER

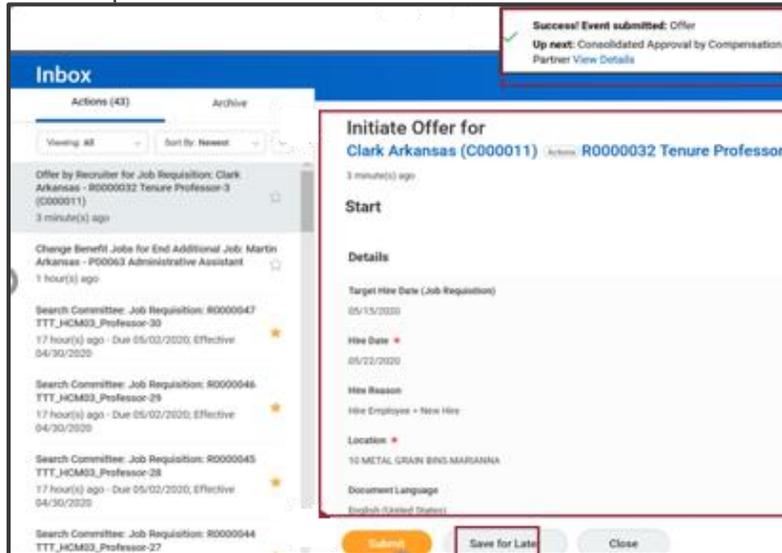
To begin the Offer process, complete the following tasks:

1. From the candidate Overview tab, select the candidate and use the **Move Forward** button to move the selected candidate to the next stage and step. If the position requires a criminal screen, select **Background Check** as the next stage. If not, select **Offer**. Click **OK**.
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**.



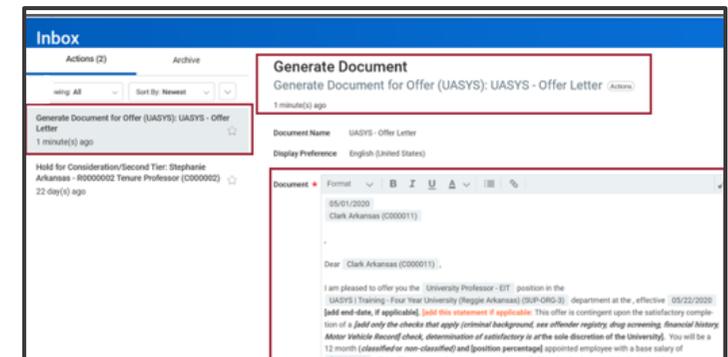
- Review **Details**.
- If all is accurate, click **Submit**.
- Next, the Compensation Partner, Manager, and Recruiter for Job Requisition will review the offer letter.



GENERATE OFFER LETTER

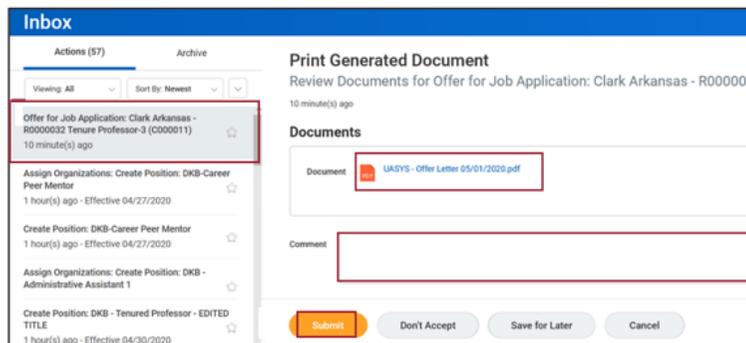
After the offer has been reviewed/approved by the Hiring Manager, Recruiter for Job Requisition and the Compensation Partner, it is time to generate the offer letter.

- 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) Note** 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.
- Enter **Comments**, if necessary.

- Click **Submit** for the letter to route for appropriate approvals.
 - Note:** For Faculty positions, additional approvals may be needed outside of Workday prior to editing the offer letter in the system.
- 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.

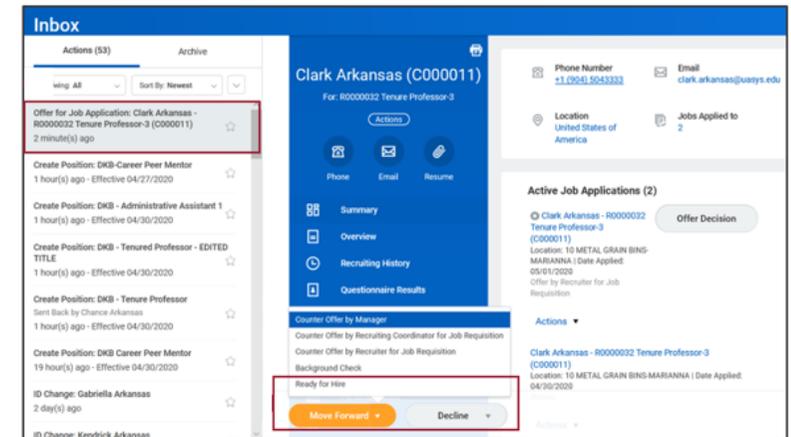


REVIEW OF OFFER BY CANDIDATE

- 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.