



The Recruitment Process tip sheet is for Managers.

Review Candidates

1. Select the **Menu > Recruiting**.
2. Under View, select **Job Requisition**.
3. Select the job requisition.

NOTE: Open requisitions display **(Open)** following the name.

4. Select **OK**.
5. On the Job Requisition dashboard, select from the following options.
 - **Overview:** View an overview of the candidate pipeline and candidates by active stage.
 - **Candidates:** View a list of candidates and their current status related to the requisition. See any action **Awaiting Me**.
 - **Details:** Review Requisition Compensation and the selected Interview Team.
6. After reviewing a candidate's application, select from the following options.
 - **Move Forward**
 - **Decline**
7. If selecting to move candidate forward, select **Move Forward** and choose from **Recruiter Phone Screen**, **Assessment** or **Schedule Interview**.

Schedule Interview

1. Select **Schedule** to schedule interview with candidate.
2. Fill out the details for the interview.
3. Include other interviewers. They receive the candidate information via Workday.
4. Select **Next**.
5. Select one of the following.
 - **Schedule** to choose the interviewer(s).
 - **Back** to make changes to dates or interviewer(s).
 - **Next** to confirm details and send any additional information to interviewer(s).

NOTE: There's available space for an attachment, however, the candidate's resume will be sent via Workday to all selected interviewers.

- **Cancel** to stop scheduling the interview.
6. Select **Submit**. Once the scheduling has been submitted, the Recruiter receives a task to do the scheduling and communicate with the candidate.

Provide Interview Feedback and Rating

Those involved in the interview process receive a notification to provide feedback. After the interview, follow the steps below.

1. From the Workday Inbox, locate and select the task with the candidate's name for **Give Interview Feedback**.
2. Under **Overall Feedback**, provide the appropriate **Overall Rating**.
3. If necessary, provide justification within the **Overall Comment**.
4. Select **Submit**.

View Candidate Profile

1. Beginning at the **Recruiting** application, under **Recent**, select the desired job requisition to review.
2. On this page, the hiring manager will see all **Candidates by Active Stage** in the application process and **Candidates by Source**.
3. Select **Candidates** tab to view all applicants.
4. To view a candidate's profile, select their name. Workday will display the candidate in a similar manner to a Worker Profile.

View Interview Feedback

1. Beginning on the **Candidate Profile**, select the **Interview** tab.
2. Select **Interview Feedback**. The hiring manager will be able to view **Overall Average Rating**.
3. Under the **Feedback Submitted** column, select the date feedback was submitted to view.

NOTE: Feedback Submitted will be blank if no feedback has been provided.

View Offer Data

1. Beginning on the **Candidate Profile**, select the **Offer** tab.
2. Select **Offer Details** for the most recent offer made to the candidate.
3. Select **Offer History** to see the iterations of the offer.

4. Select **Attachments** to review the PDF versions of the offer letters sent to the candidates as well as any other documentation sent to candidate with the offer.

NOTE: None of this data displays if no offers have been extended.