Create Student Prospects from Test Results

STAFF

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This tip sheet is intended for anyone interested in learning more about how to create student prospects from test results.

This task allows you to:

- Load test results for people who provide at least one form of contact but don't have a prospect profile in Workday.
- Configure the **Mass Create Student Prospects from External Credentials Event** business process and security policy in the **Student Recruiting** functional area.
- Add recruitment records for people who send you unsolicited test results but have not yet directly inquired or applied.

You can enter details such as:

- Academic unit.
- Academic level.
- Anticipated start.

Create Student Prospects from Test Results

1. Access the **Create Student Prospects from Test Results** task.
2. Select the **Test**. Workday will display the standardized tests it supports.
3. Enter search criteria for the test results for which you want to create recruitments:
   - Enter academic unit
   - Test date range (optional)
   - Add section parameters (optional)
4. Click **Search**.
5. Add recruitment information for one person or everyone returned by your search. To add recruitment information for:
   - Everyone, click **OK**.
   - One person, click the **Test Results** count, then select **Admissions** > **Add Student Recruitment** from the related actions menu.

6. Enter details for the new recruitment records:
    - Select the stage: **Lead**
        - Enter academic unit
        - Enter academic period type: **Fixed**
        - Add anticipated start term
        - Select source: **Test Score**

Workday creates a recruitment record and a prospect profile for each prospect.