APPLICANT SCREENING

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.

Human Resources will disqualify (for non-faculty positions) applicants who do not meet the minimum requirements for the position with coordination of the hiring manager. Disqualified applications will not appear as Active but are still available to view under the **Inactive Candidates** tab in the requisition. Disqualified applicants will also receive a Workday notification by email when declined. If there are candidates in your pool that do not meet the minimum requirements, contact Human Resources as they must decline these candidates in Workday. **The Employment Coordinator or Manager should not use any Decline reasons in Workday related to meeting <u>minimum</u> qualifications**.

Prior to the interview process, the Employment Coordinator or Manager of the position must email the Compliance Officer and copy the appropriate HR Manager 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. Once your interview pool is approved in Workday, the Employment Coordinator will receive a task in their inbox to schedule interviews. The **Schedule Interview** step is an optional process, but will remain in that stage until interviews are complete and a candidate has been chosen. Once a candidate accepts the position, the hiring manager will **Decline** the remaining candidates.

OFFER

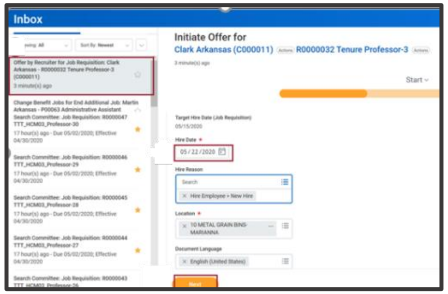
Prior to initiating the Offer process in Workday, the Manager or Employment Coordinator will email the appropriate HR Manager with their recommendation for hire. The emailed recommendation should include 1) a proposed salary, 2) a justification for the salary recommendation/candidate selection, & 3) non-selection reasons for any candidates not selected. Once HR has administrative approval of your salary and non-selection reasons, you will be notified by email to proceed with a verbal offer and the official Offer process in Workday.

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

1. From the candidate grid, select the candidate and use the **Move Forward** button to transition 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 preferred within your department)
2. The **Initiate Offer** task item will appear in the Inbox of the chosen initiator.

3. The initiator will enter a **Hire Date** and **Hire Reason**.

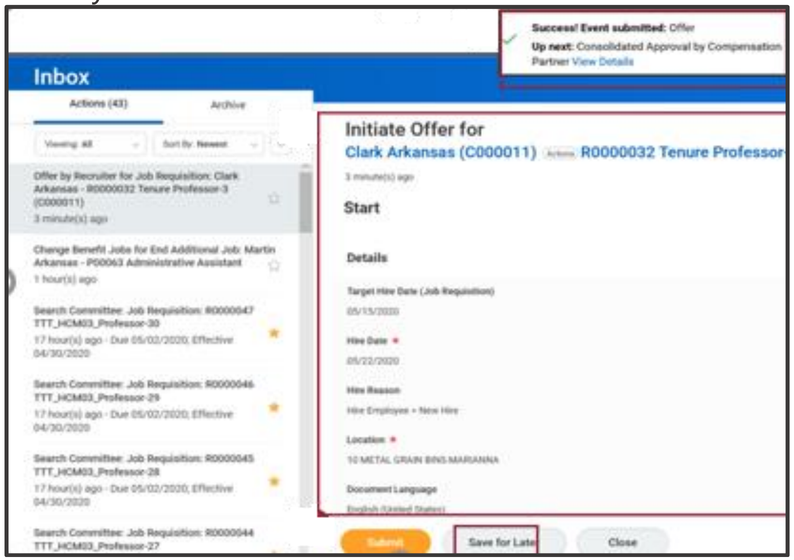
4. Click **Next**.



5. Review **Details**.

6. If all is accurate, click **Submit**.

7. Next, the offer will route for appropriate approvals in Workday.



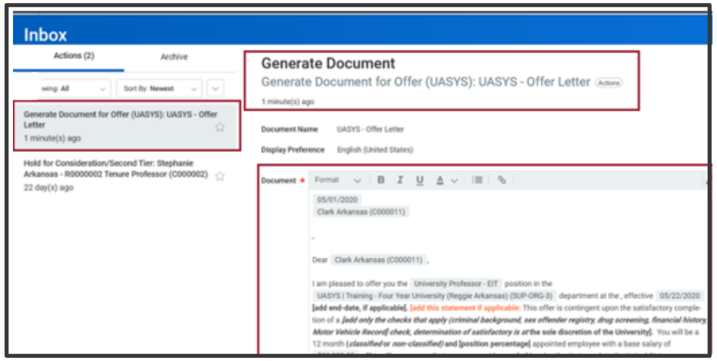
GENERATE OFFER LETTER

After the offer has been reviewed/approved by the Unit Head, Finance, and Human Resources, Workday will generate the offer letter.

8. The **Recruiting Coordinator** will receive an Inbox item to edit an offer letter.

9. Review **Generate Document** for Offer.

10. Click to open the Editor and update the Offer Letter with the necessary information.



11. 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.

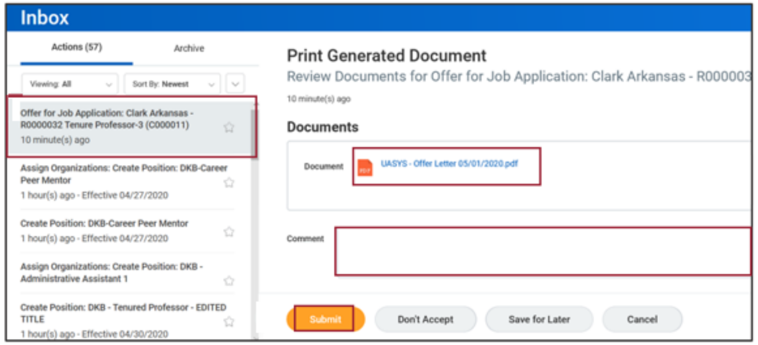
12. Ensure there are no spelling or grammar issues.

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

<u>**Note:**</u> For Faculty positions, letters are generated and approved outside of Workday and will be added by HR to the candidate's profile. See page 4 of this document.

14. After approvals, the Manager will receive the Inbox item **Offer for Job Application**.

15. Click **Submit** to send the offer letter to the candidate.



REVIEW OF OFFER BY CANDIDATE

16. From the Candidate Home Account, the candidate will **Review the Offer**. (Internal candidates will go into Workday to review their offer letter).

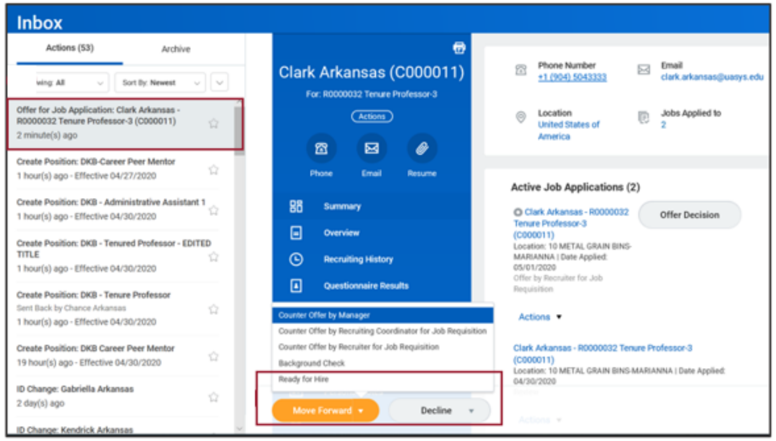
17. The candidate will sign the offer letter electronically in Workday through a DocuSign integration.

18. The candidate can enter **Comments**, if needed.

19. After the candidate accepts or declines the offer, the person chosen to initiate the offer will receive the Inbox item **Offer for Job Application**.

20. 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.

APPLICANT SCREENING, INTERVIEW & OFFER FOR FACULTY & SR. LEVEL ADMINISTRATION POSITIONS

The following process should be followed for faculty and senior-level administration positions.

APPLICANT SCREENING & INTERVIEW

After approval of the search committee by the Compliance Officer, the chair and members will be provided access by Human Resources to the job requisition in Workday. Candidate applications and supporting documents can be accessed by using the **Job Requisition Workspace** app. Documents can be found in two locations depending on where the candidate uploads their attachments: 1) in the **Attachments** tab of the candidate profile or 2) under the **Candidate Attachments & Contact Information** tab on the job requisition's candidate grid. **Note:** All faculty and senior-level administration positions must be posted on our web site for a minimum of 30 calendar days.

The committee will review all applicants and provide a list of selected candidates to the Compliance Officer prior to interviewing. For each candidate not chosen, a non selection reason must be provided. **Note:** The appropriate HR Manager should also be copied on the email.

As a part of the screening process, the committee will determine which candidates meet the minimum qualifications of the position and indicate why those qualifications are not met in their recommendations to the Compliance Officer.

Human Resources will then disqualify any candidates who do not meet minimum qualifications and an email will be sent immediately to the candidate through Workday.

If there are multiple rounds of interviews, only the last round of interviews will require candidate's statuses to be changed in Workday. Human Resources can assist the committee chair with changing these status in Workday.

OFFER

Once interviews are complete, the committee chair provides feedback to the hiring manager. The hiring manager will email Human Resources with the recommendation for hire. This should include 1) a detailed justification for the person selected, 2) a salary recommendation and justification for salary, and 3) non-selection reasons for anyone interviewed but not selected for hire.

Human Resources will review salary recommendations for internal equity and forward the recommendation for administrative approval. Once approval is obtained, the hiring manager will be notified and the offer letter will be completed outside of Workday. The offer letter will be routed to all appropriate approvers via email. After approvals, a verbal offer can be made and the offer letter sent to the selected candidate.

After a signed acceptance letter has been received, the offer letter should be routed to Human Resources. HR will initiate the Offer process in Workday and the candidate will be sent two tasks for completion to their application account in order to initiate set up in Workday.