



## Frequently Asked Questions for Employment Coordinators

### **In Workday, where can I find my active job requisitions and candidates?**

You can find all job requisitions for which your security role allows under the Job Requisition Workspace app. Click Menu, then Job Requisition Workspace to see a list. To find candidate data, click on the requisition link (starts with R00) and the candidate list will appear.

### **Where can I find candidate application data and supporting documents?**

Within a job requisition, click on Open Detailed View to see more about the job requisition. Look under the Candidates tab to see application data and any attachments that the candidate may have provided. For additional information, including any specific documents that the department may have requested in the job requisition click the Candidate Attachments & Contact Information tab. You will find info in the Department Requested Attachments column on the far right if a supplemental questionnaire was used to require more documentation.

### **How long must positions be posted online?**

Faculty & Senior Administration Postings: A minimum of thirty (30) calendar days

External Staff Postings: A minimum of seven (7) calendar days

Internal (UA System) Staff Postings: A minimum of seven (7) calendar days

Temporary/Extra Help/Hourly Postings: These are not posted online. Applicants will apply to our evergreen pool position **UADA Temporary Positions** on our jobs page: [uada.edu/jobs](http://uada.edu/jobs)

### **How are screening committees approved and entered Workday?**

Screening or search committees are only required for faculty and senior level administrator positions. Committee membership should be approved by email in advance by the appropriate Sr. Associate Vice President. A list of approved members should be sent to Human Resources so that access can be granted to the job requisition.

For all other positions utilizing interview committees, no approval is required by Sr. AVP. Access can be provided to these committees by sending a list of participants to Human Resources. Candidate data is accessed by all committee members through the Job Requisition Workspace app.

### **What are the steps for applicant screening, interviews, and making an offer?**

HR has developed a detailed reference guide for these processes, titled **Appointed Positions – Screening, Interview & Offer**. You can find it on HR's hiring page under the Quick Reference Guides section. Please note, the processes are different for faculty vs. non-faculty positions. When hiring temporary/extra help employees, please refer to the section on hiring temps on HR's Hiring page.

### **Where can I find if a candidate has reviewed/accepted their offer letter?**

In the job requisition, click into the candidate's profile. Select the oval Actions button under their name and choose Business Process > Business Process Event History. Ensure your requisition is selected in the pop-up menu (*there will be multiple if the candidate has applied to other jobs*), then click OK. Select the Process tab to see the candidate's history for that job requisition including their application date, interview and offer process, and onboarding status. A candidate's failure to review/accept an offer letter or complete the two steps following that collect personal information is a common bottleneck. Ensuring a candidate has completed these tasks in a timely manner will move the hiring process along. Employment Coordinators can also provide the Frequently Asked Questions for UADA Applicants to anyone that needs additional assistance.

### **What is a Contingent Worker vs. Employee?**


Employees are hired and are payrolled through UADA. Contingent Workers are individuals who require access to Workday but are not payrolled employees, i.e. vendors, contractors, volunteers, etc...

### **What approval is needed outside of Workday prior to creating a new position in the system?**

For faculty positions, ensure the appropriate Sr. Associate Vice President and Unit Leader have reviewed the job description prior to using the Create Position task in Workday. Also, ensure that a position doesn't already exist if you are replacing someone. There may already be an available position in the supervisory organization.

For provisional position requests, approval from the AR Dept. of Higher Education (ADHE) must be received before the position can be posted. The position cannot be filled until approved by the legislative personnel subcommittee. This committee meets on average once a month. Work closely with the HR team on these approvals.

### **How do I edit an employee's job description in Workday?**

To edit an employee's job description, type the task name in Workday's search tool, Edit Position Restrictions. Ensure the Job Posting Title, Job Profile, Job Family, Job Posting Summary, and Qualifications section are accurate. These areas will appear in a job advertisement. **Hint:** to find the job family, click the related actions button  on the selected job profile and the corresponding job family will display in a pop-up window.

For appointed positions, be sure to also click the Qualifications tab (to the right of the Hiring Restrictions tab) and scroll down to the Responsibilities section. Although these duties won't appear in a job advertisement, they serve as the official job responsibilities of an employee and will flow through to a performance evaluation each year. So, it's important that they are accurate. If you don't see any responsibilities for an appointed position, the employee's manager will need to provide them.

### **What is the UADA Hiring Request Form?**

The UADA hiring request form is required for all hard-funded appointed positions and is prompted as a questionnaire step on the Create Job Requisition task. After submission, the request routes in Workday to HR, Budget Office, appropriate Sr. AVP, and the VP for Agriculture. Please be sure to obtain thoughtful responses

from your manager or unit leader prior to submitting the questionnaire. You can find the questions for this form in the Create Position & Job Requisition Template. You can also find a reference guide (QRG) for this process on HR's Hiring page.

### **How is an employee terminated in Workday?**

Appointed employees should enter their own resignation in Workday, to ensure their resignation is officially accepted as required by board policy. However, Employment Coordinators can enter a termination on behalf of a temporary/extra help employee using the steps outlined in our Employee Terminations reference guides on HR's Terminations & Resignations page.

### **List of helpful reminders/tips for Employment Coordinators:**

- When creating a position in Workday, list the funding source(s) in the comments section
- When creating a job requisition in Workday for a temporary hire, list the selected candidate name in the comments section
- If there is a change in plans for a hire, i.e. change in start date or the employee has withdrawn, ensure that HR is made aware immediately
- For CES hires, complete the New Employee Profile found on HR's main web page (on the left) prior to the hire date so IT can set up email accounts & credentials
- Onboarding Checklist can be found on HR's Hiring page
- Offboarding Checklist can be found on HR's Terminations & Resignations page
- Ensure temporary/extra help employees are terminated in a timely manner

### **List of helpful Workday reports:**

- RPT – BP Transactions Initiated by Me Awaiting Action
- RPT – All Employees by Department
- RPT – View Position and Worker Details
- RPT - View Position & Worker Details | Position Restrictions Additional Data
- RPT- Termination Details
- RPT- Workers on Interim and Temporary Appointments

### **List of helpful Web Links/Contacts:**

- HR's Hiring page: <https://uada.edu/employees/business-office/human-resources/hiring-resources.aspx>
- HR's Terminations & Resignations page: <https://uada.edu/employees/business-office/human-resources/terminations-resignations.aspx>

- New Employee Welcome Center: <https://uada.edu/employees/business-office/human-resources/new-employee/>
- Benefits: <https://uada.edu/employees/business-office/human-resources/employee-benefits.aspx>
- Jobs: <https://uada.edu/jobs/>
- UADA Payroll: <https://uada.edu/employees/business-office/finance/payroll.aspx>
- Main HR phone line: 501-671-2219
- For general inquiries, email [humanresources@uada.edu](mailto:humanresources@uada.edu)
- For benefits information, retirement, or medical leave email [yourbenefits@uada.edu](mailto:yourbenefits@uada.edu)
- For tuition discount information, email [tuition@uada.edu](mailto:tuition@uada.edu)
- For learning inquires, email [hrlearning@uada.edu](mailto:hrlearning@uada.edu)