

Human Resources Student Recruitment and Hiring Process

September 2021

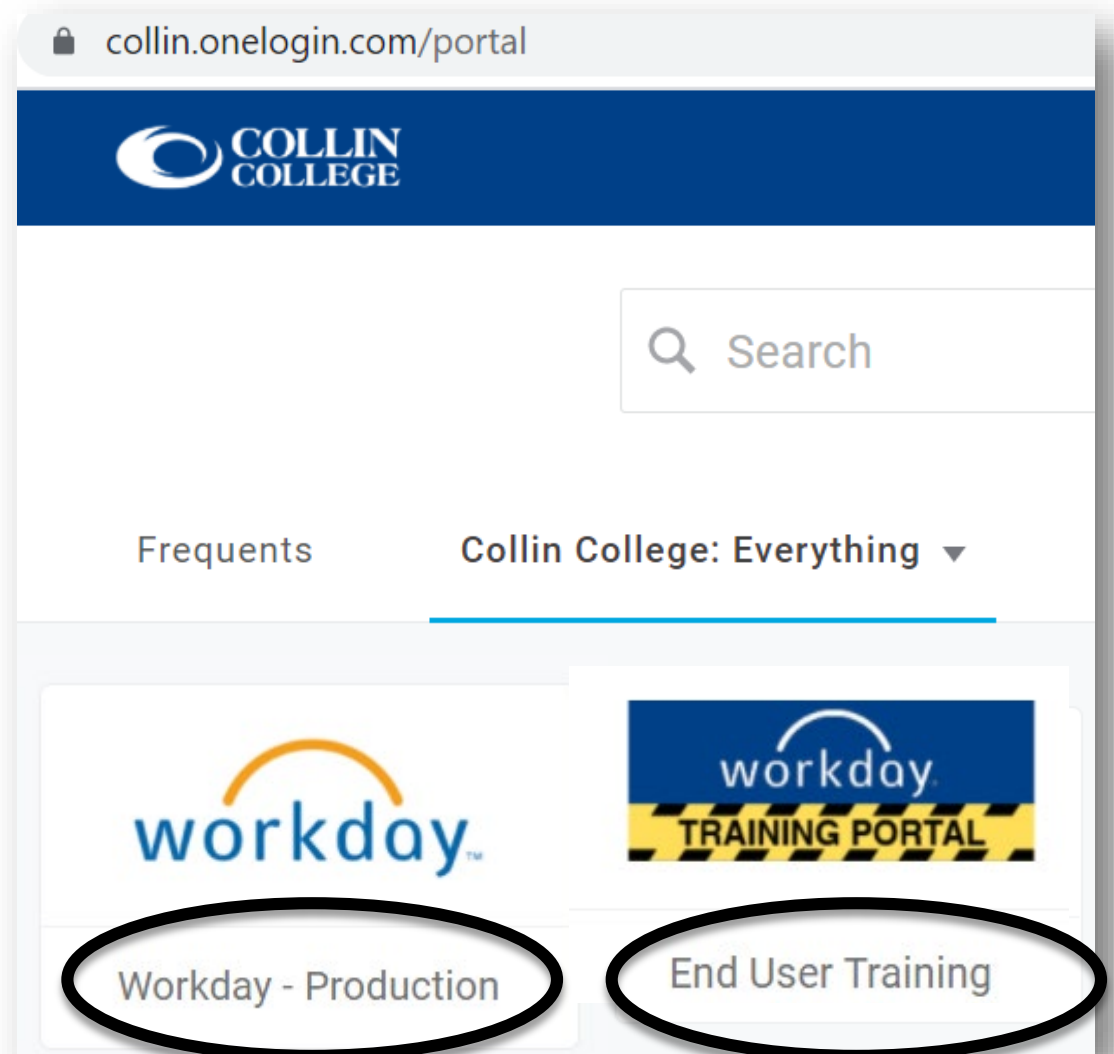
Agenda

- Getting to Know Workday
- Creating Student Job Requisitions
- Navigating the Recruiting Module
 - Locating Job Requisition
 - Review of Landing Page
- Moving Candidates Through Hiring Phases
- Q&A



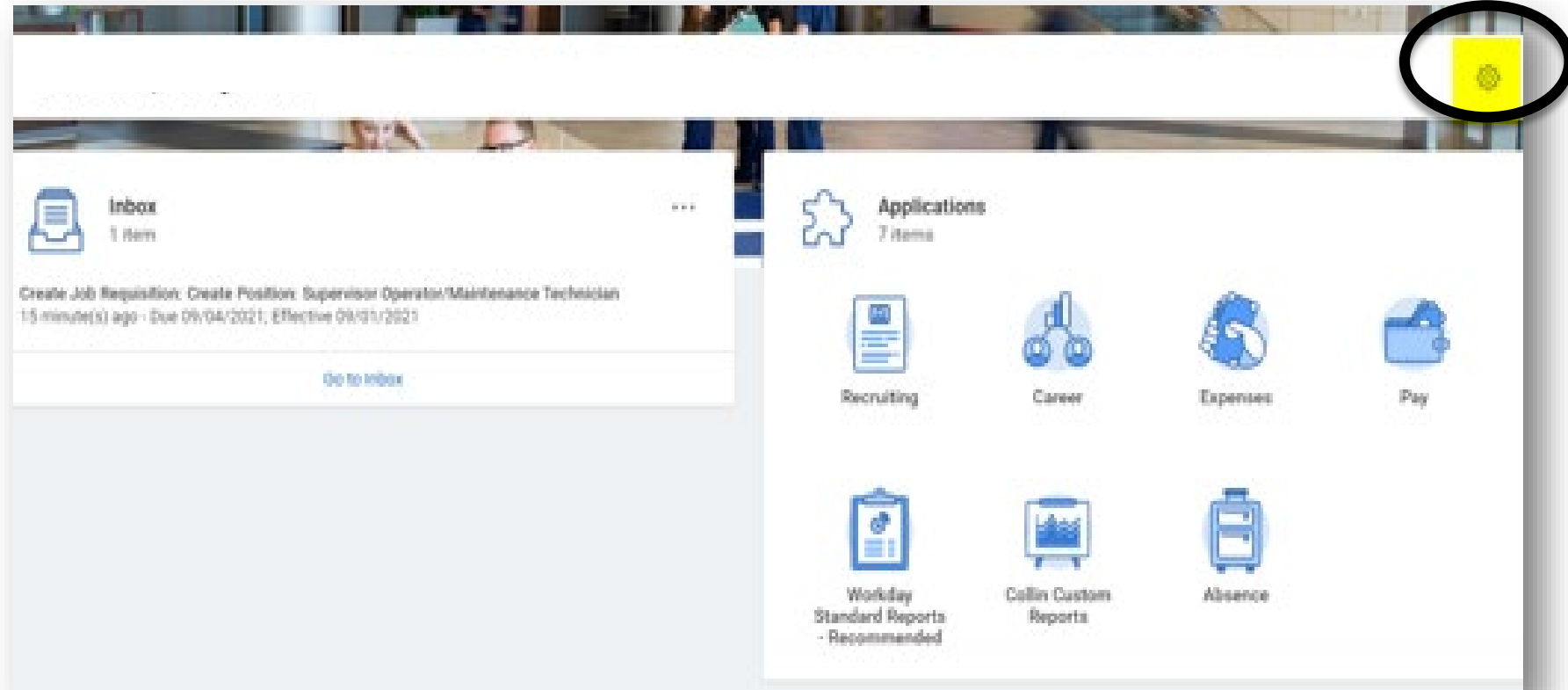
Launch Workday

- Visit **collin.onelogin.com**.
- Enter your Collin College credentials.
- Type **Workday** in the search bar or scroll until you see the **Workday – Production** tile.
 - Ensure you are on the **Collin College – Everything** tab.
- To practice in a training environment, use the **Workday – End User Training** tile.



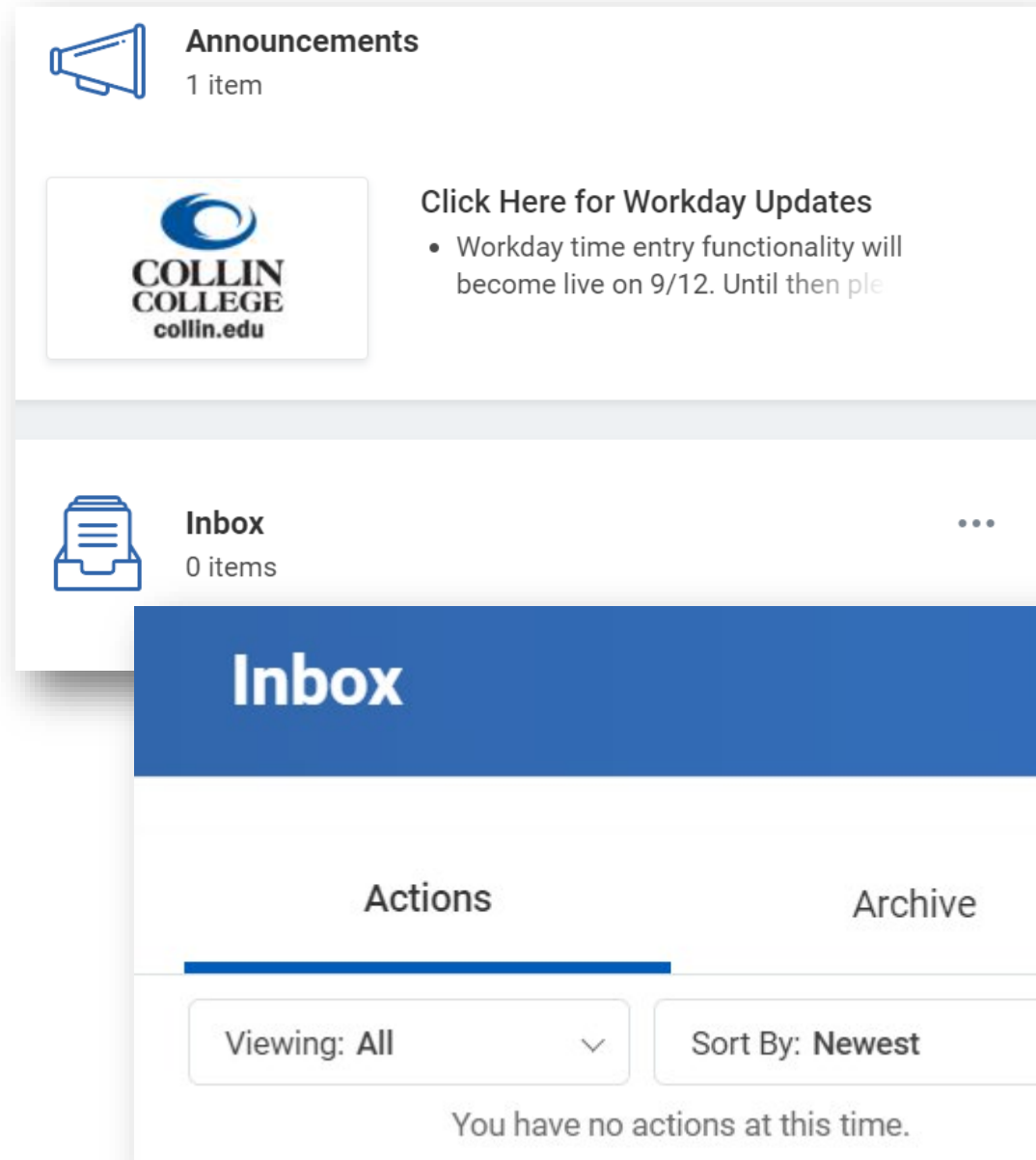
Intro To Workday Dashboard

- Inbox
 - Notifications
- Applications
 - Worklets
- Frequently used
- Adding/removing



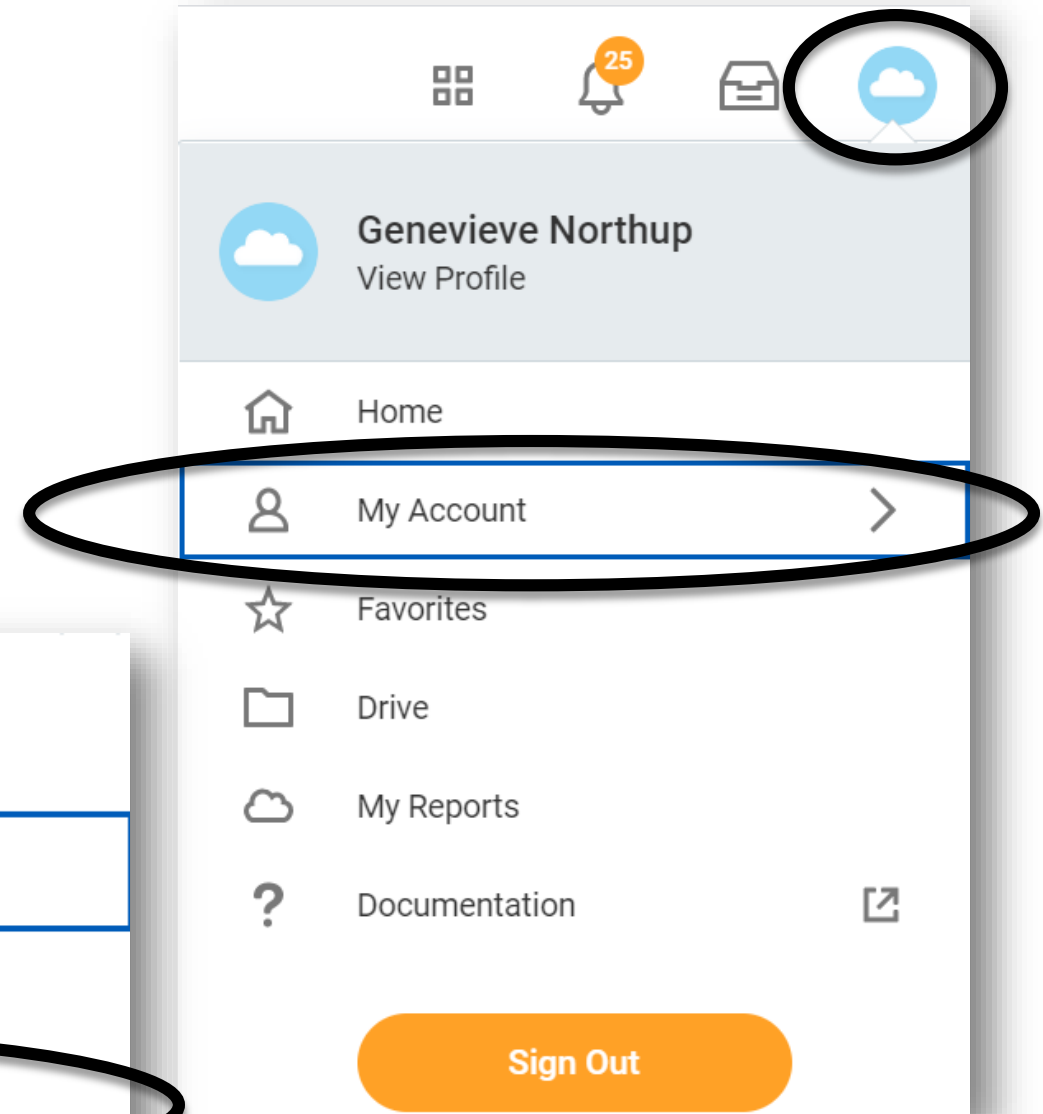
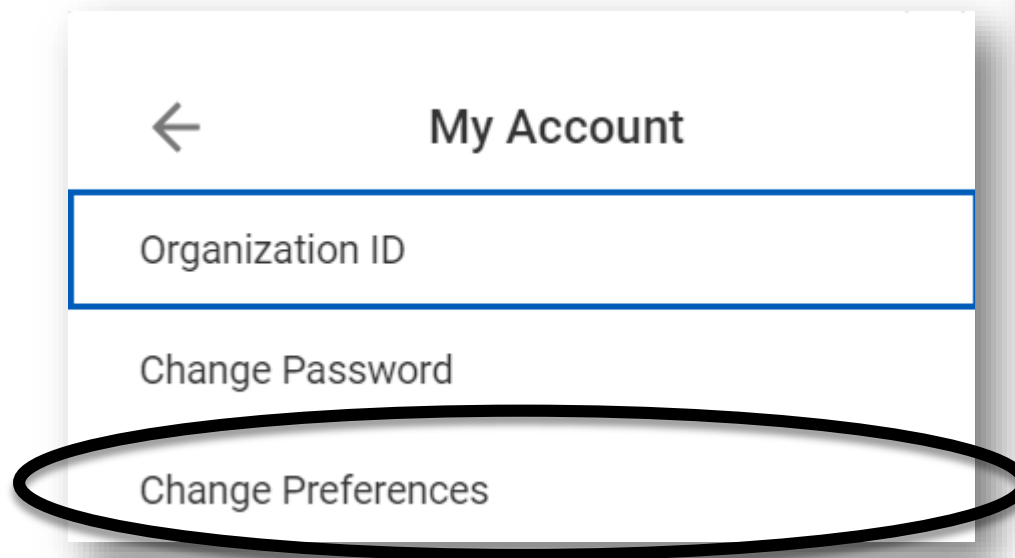
Inbox

- From the **Home** page, your **Inbox** will be located under any **Announcements**.
- Look at current items in your **Actions** folder.
- Review completed items in your **Archive**.



Preferences

- Click the **Cloud**.
- Click **My Account > Change Preferences**.









Applications

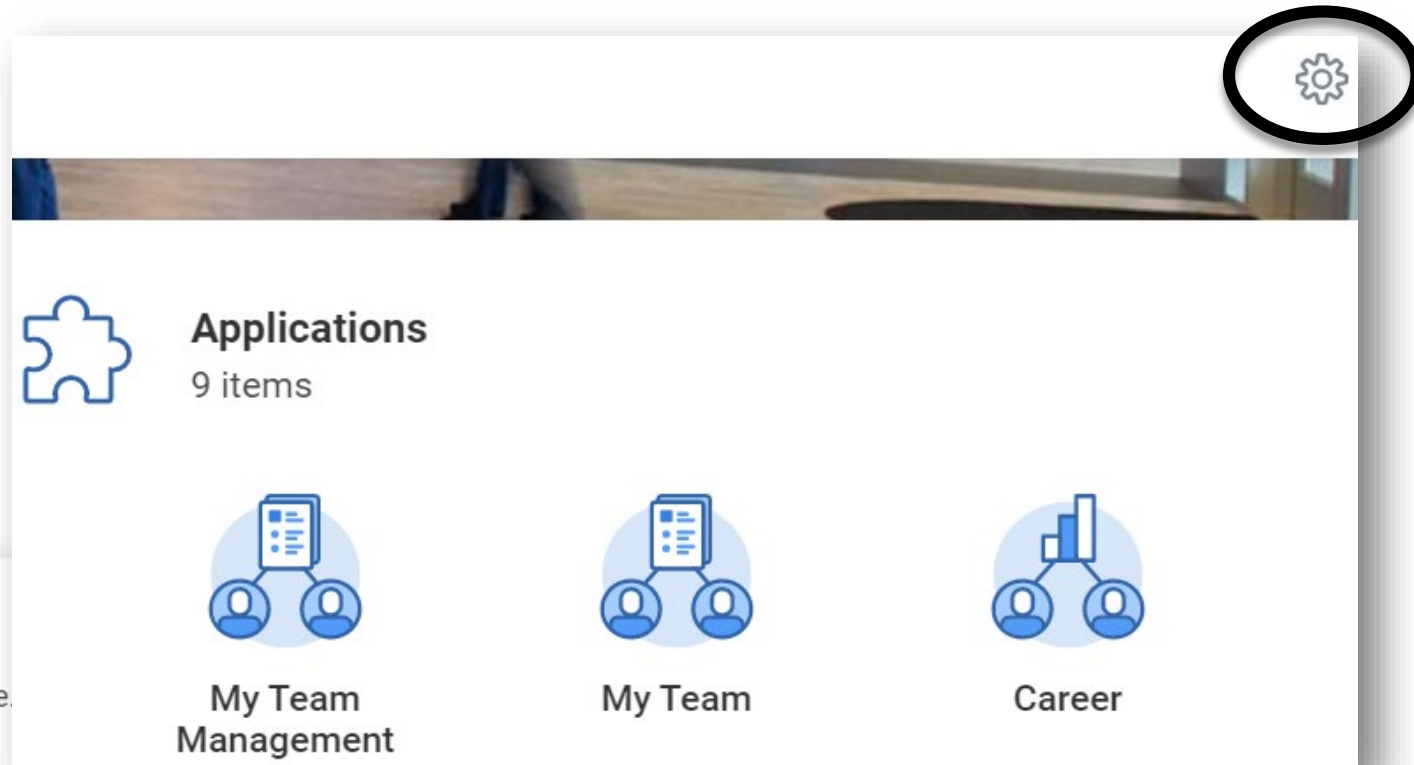
- Click the gear.
- Add and reorder **Worklets**.

Optional Worklets

Select the optional worklets you would like to include on your Home page.

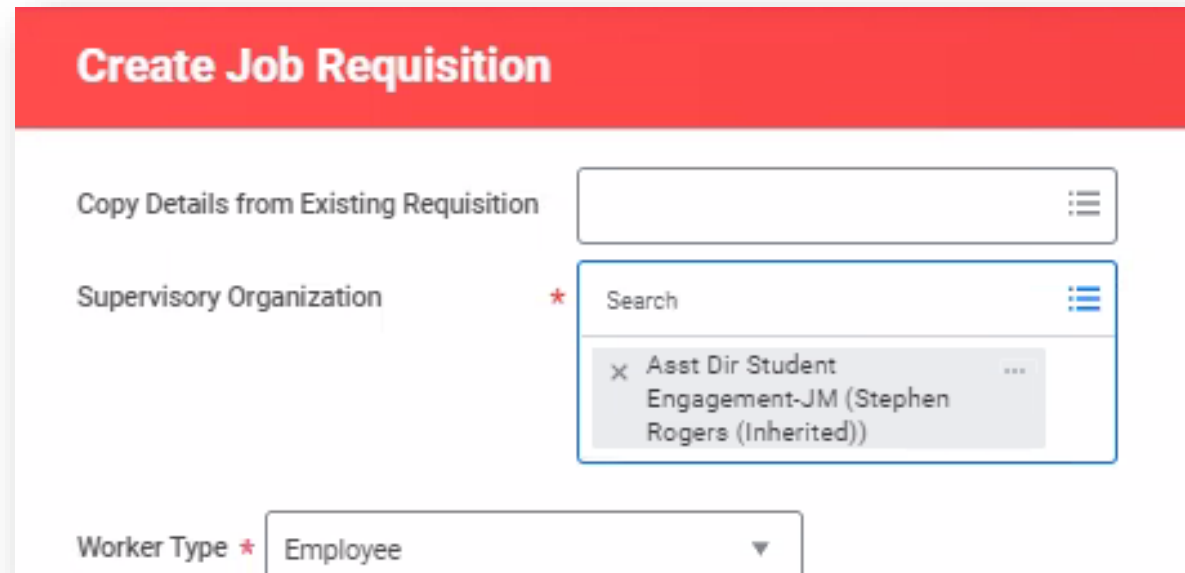
9 items

	Order	*Worklet
 	 	<div> My Team Management </div>



Creating Job Requisitions

- Hiring manager creates job requisition
- When creating a **student assistant/work study** job requisition, use the **JM Org**.
- *Note: If you do not have a JM org, email HelpDesk@collin.edu.*



The screenshot shows the 'Create Job Requisition' form in Workday. The form has a red header bar with the title 'Create Job Requisition'. Below the header, there are three main sections: 'Copy Details from Existing Requisition' with a search box, 'Supervisory Organization' with a search box and a dropdown menu, and 'Worker Type' with a dropdown menu. The 'Supervisory Organization' dropdown menu is open, showing a search bar and a list of results. The first result is 'Asst Dir Student Engagement-JM (Stephen Rogers (Inherited))' with a close button (x) and a more options button (three dots).

Create Job Requisition

Copy Details from Existing Requisition

Supervisory Organization *****

Search

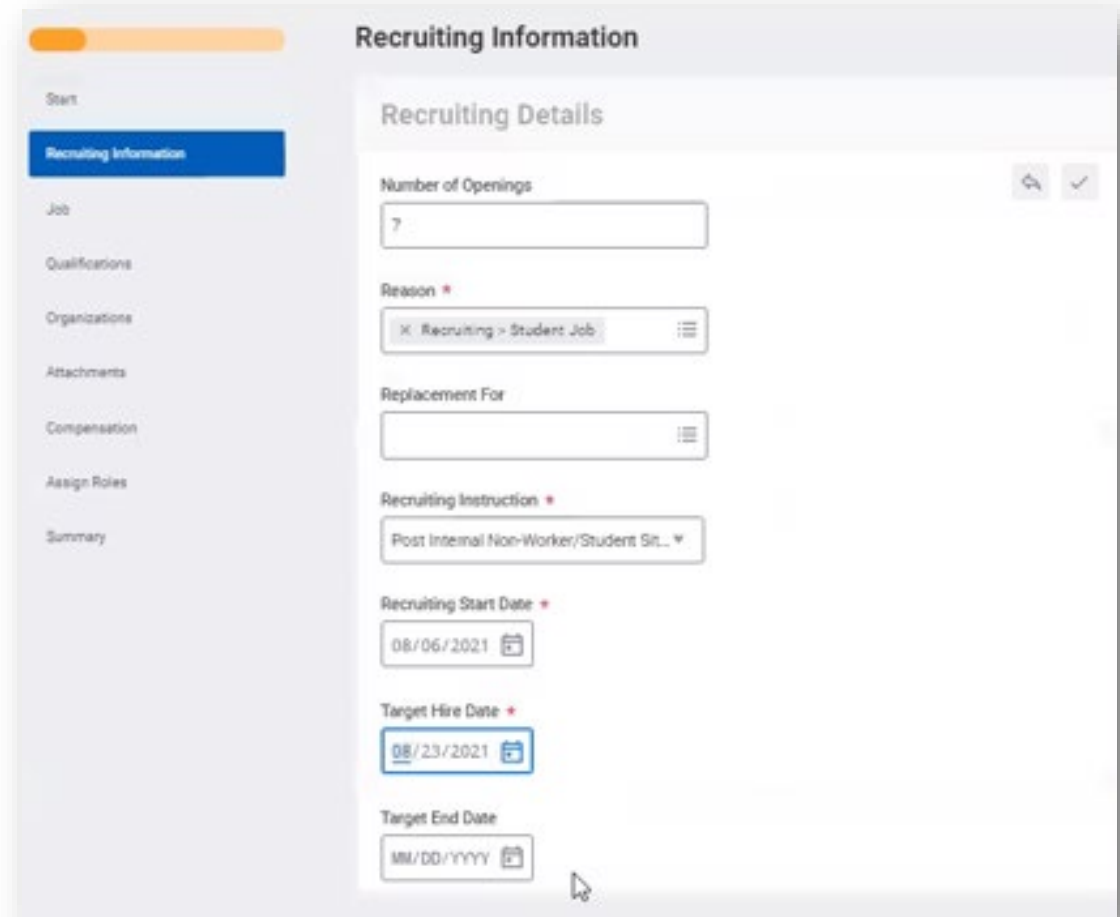
× Asst Dir Student Engagement-JM (Stephen Rogers (Inherited)) ...

Worker Type ***** Employee

Creating Job Requisitions

Step 1: Enter recruiting information (use pencil, arrow, and checkmark for edits).

- Job requisitions can be opened to hire multiple students under one job requisition .
- **Reason** = Recruiting Student Job
- **Recruiting Instruction** = Internal/External
- **Target Hire Date** = Two weeks out
- **Target End Date** = 06/30/2022 (Financial end date by FY)



The screenshot shows the 'Recruiting Information' form in the Workday system. The left sidebar contains a navigation menu with options: Start, Recruiting Information (selected), Job, Qualifications, Organizations, Attachments, Compensation, Assign Roles, and Summary. The main content area is titled 'Recruiting Information' and contains a 'Recruiting Details' section. This section includes several fields: 'Number of Openings' with a value of 7; 'Reason' with a dropdown menu showing 'Recruiting > Student Job'; 'Replacement For' with an empty dropdown; 'Recruiting Instruction' with a dropdown menu showing 'Post Internal Non-Worker/Student Sit...'; 'Recruiting Start Date' with a date of 08/06/2021; 'Target Hire Date' with a date of 08/23/2021; and 'Target End Date' with a placeholder 'MM/DD/YYYY'. Each date field has a calendar icon next to it. There are also small edit icons (pencil, arrow, and checkmark) in the top right corner of the form.

Creating Job Requisitions

Step 2: Provide job details.

Important items to remember:

- **Job Posting Title:** For visibility
- **Justification:** N/A, unless required by supervisor
- **Job Profile:** Type **student** or **federal** to select
- **Job Description:** **Do not edit**
 - If changes are needed, update **Additional Job Description**
 - **Use red font**
- **Worker type** = Student (Fixed Term)
- **Time Type**= Part-time
- **Primary Location**
- **Scheduled Hours** = Change to **19.5**

The screenshot displays the 'Additional Job Description' section of a Workday job requisition form. It includes a text area for the job description, a rich text editor for additional details, and various dropdown menus for job details. The 'Scheduled Weekly Hours' field is highlighted with a yellow background and the value '19.5'.

Job Description:

Additional Job Description:

Job Families for Job Profiles: Student Assistant

Worker Sub-Type: Student (Fixed Term)

Time Type: Part time

Primary Location: Plano Campus

Primary Job Posting Location: Plano Campus

Additional Locations:

Additional Job Posting Locations:

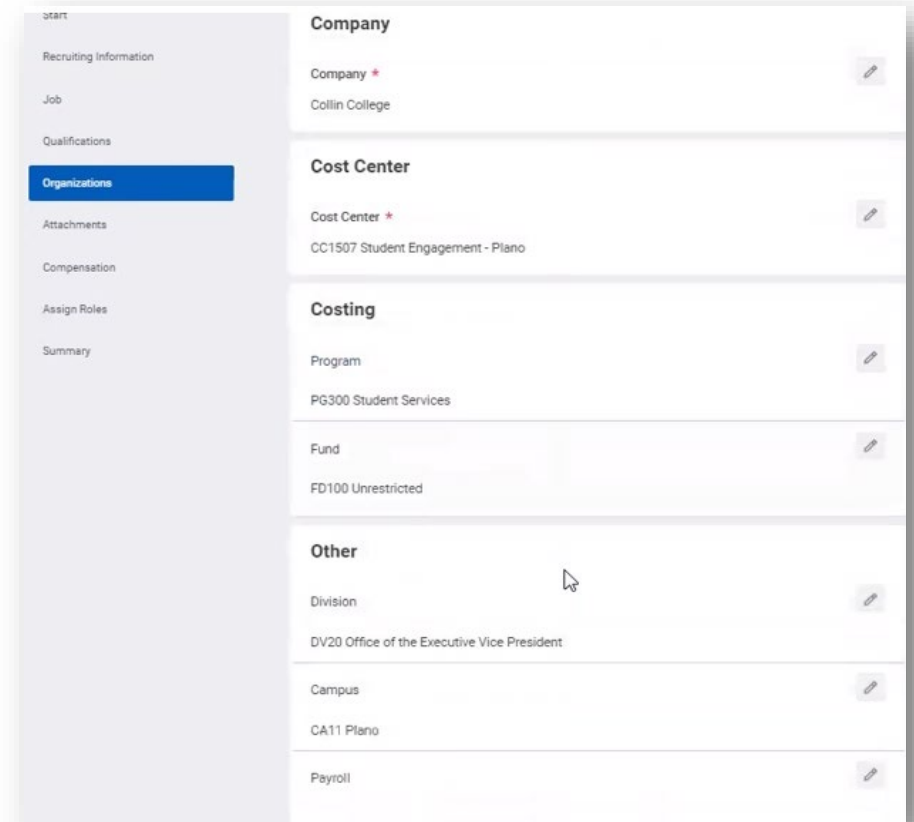
Scheduled Weekly Hours: 19.5

Work Shift: (empty)

Creating Job Requisitions

Step 3: Update/review organization details.

- **Company** = Collin College
- **Cost Center** = Ensure correct cost center loaded.
 - Generally is department/function and campus



The screenshot displays the 'Organizations' page in the Workday system. The left sidebar contains a navigation menu with the following items: 'start', 'Recruiting Information', 'Job', 'Qualifications', 'Organizations' (highlighted in blue), 'Attachments', 'Compensation', 'Assign Roles', and 'Summary'. The main content area is divided into several sections, each with a title and a text field followed by an edit icon (pencil):

- Company**: The text field contains 'Collin College'.
- Cost Center**: The text field contains 'CC1507 Student Engagement - Plano'.
- Costing**: This section contains two fields: 'Program' with the value 'PG300 Student Services' and 'Fund' with the value 'FD100 Unrestricted'.
- Other**: This section contains three fields: 'Division' with the value 'DV20 Office of the Executive Vice President', 'Campus' with the value 'CA11 Plano', and 'Payroll'.

Creating Job Requisitions

Step 4: Update/review hourly information.

- Ensure **Guidelines** load as follows:

- Hourly rate now **\$11.50**
- Open **Additional Details**
 - **End Date**= 06/30/2022

Guidelines

Total Base Pay Range

- 11.50 - 11.50 USD Hourly added

Compensation Package

- Collin Compensation Package added

Grade

- ST200 added

Hourly

Compensation Plan

Hourly Plan

Total Base Pay Range

11.00 - 16.13 USD Hourly

Amount *

11.50

Currency *

x USD

Frequency *

x Hourly

> Additional Details

Additional Details

Expected End Date

MM/DD/YYYY

Actual End Date

06/30/2022

Creating Job Requisitions

Step 4: Update/review hourly information.

- Click **Add** to **Assign Roles**.
- **Role** = Primary Recruiter
- **Assigned To** = Sarah Henderson and Leslie Terry
- Review and **Submit**.

Assign Roles

Add

Assign Roles

Role *

× Primary Recruiter ...



Assigned To *

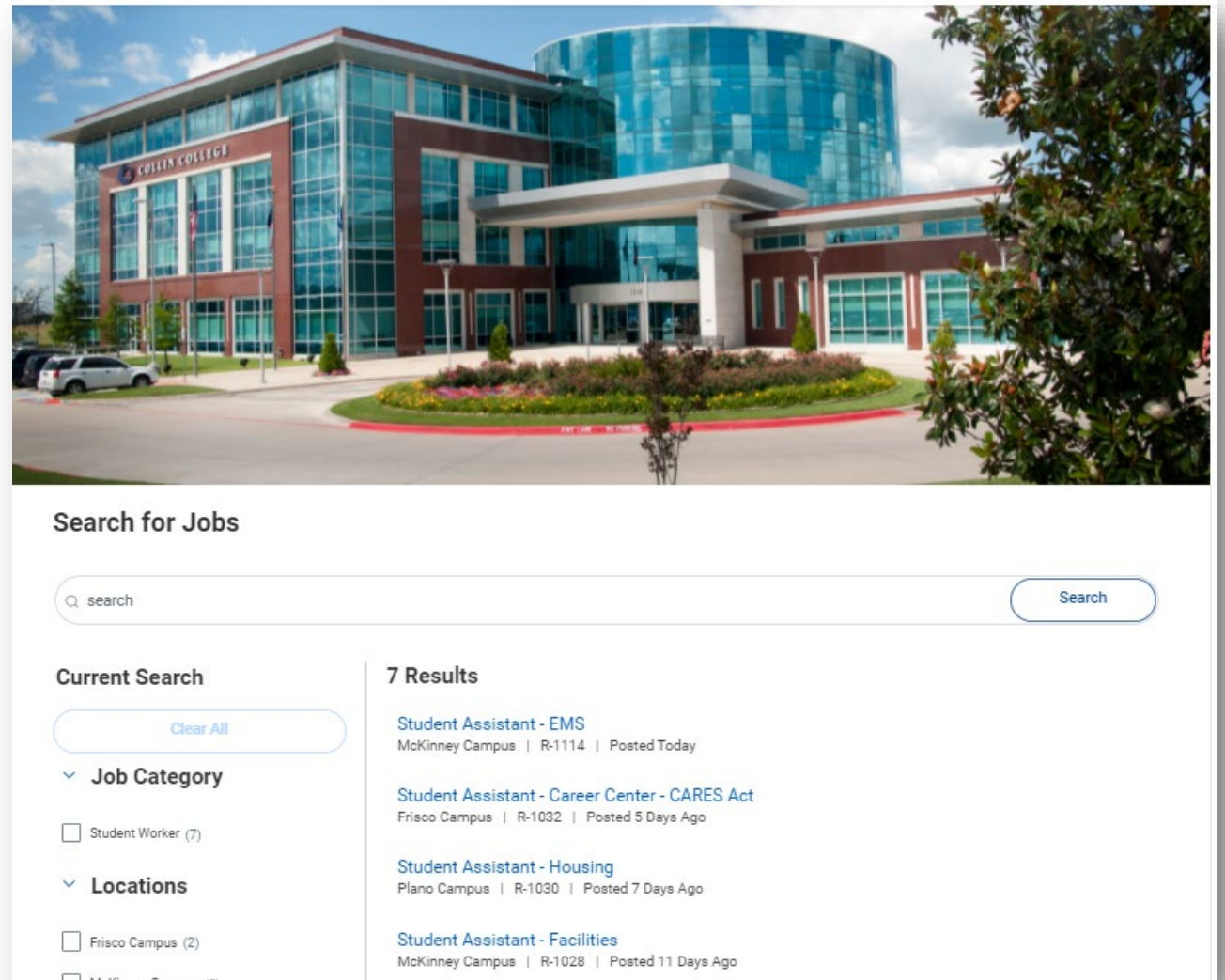
× P-00000167 Coordinator
HR/Employment - Sarah
Henderson ...



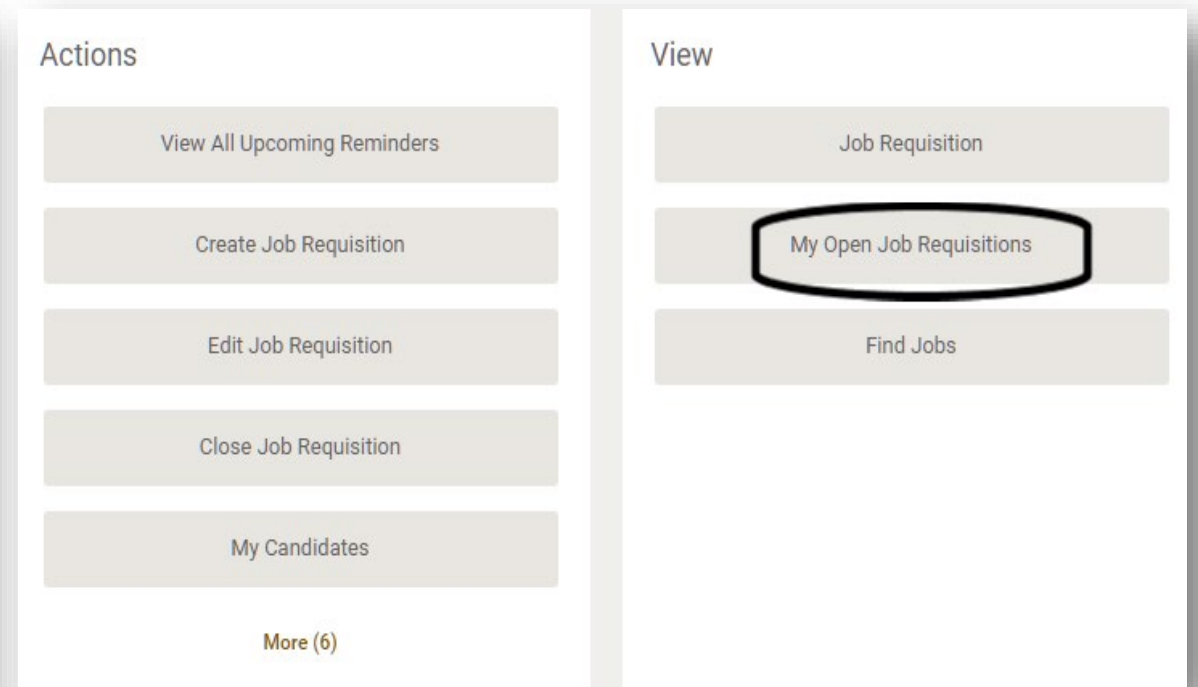
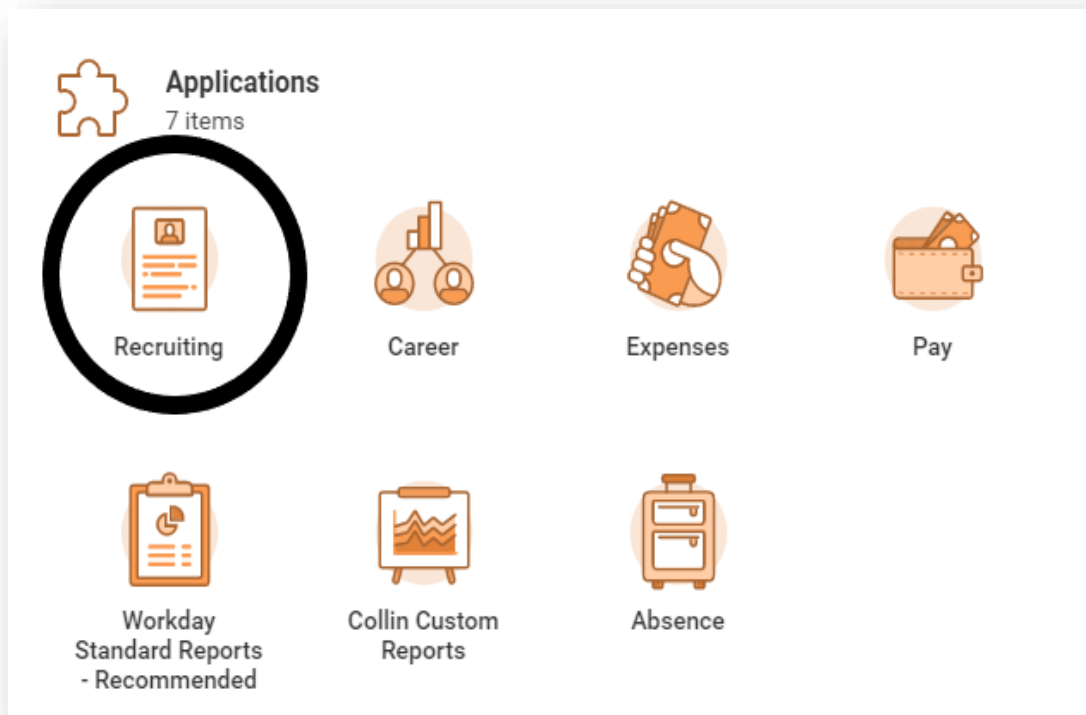
× P-00004113 Human
Resources Specialist
Employment - Leslie Terry ...

Student Career Sites

- After all approvals, position will post to appropriate career sites.
 - Internal (current students already working): Find Jobs
 - External Student Career Site

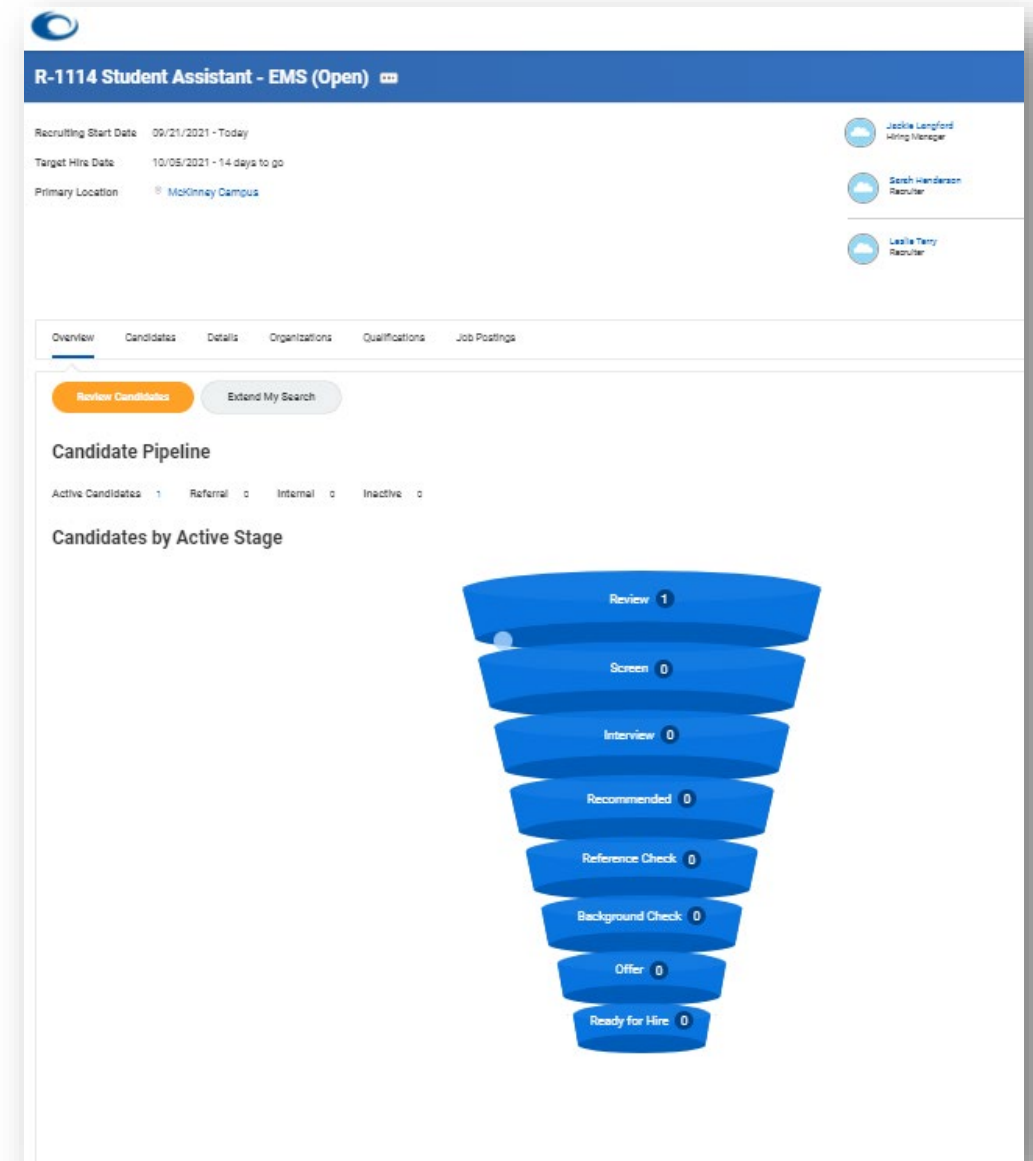


Locating Job Requisition



Review of Landing Page

- The applicant tracking overview screen will display the applicant funnel, which shows eight stages that an applicant can move through.
- *Note: Not all applicants are required to go through each stage.*



Moving Candidates Through Hiring Phases

- **Review**

- All applicants start in **Review** stage.
- Hiring manager moves candidates through stages using the **Review** button (**Awaiting Me**).

- **Screen**

- In **Screen** stage, student hiring specialist verifies candidate meets minimum qualifications (GPA and hours of enrollment) and checks for duplicates.

- **Interview**

- When candidate is in **Interview**, hiring manager may schedule interview (hiring manager will receive **Inbox** notification).
- Confirm date and time with candidate before scheduling interview and updating calendar.
- Add interview feedback form for questionnaire.
- Click **Next** once inserted, then click **Submit**.
- After interview, hiring manager will complete the **To-Do Task: Attach Interview Notes**.
- Once an interview has been completed, each interviewer will receive a **Give Interview Feedback** task in their Workday inbox. *Job aid to be loaded to Workday training site.*
- **Rate Your Candidate.**

Moving Candidates Through Hiring Phases (cont.)

- **Reference and Background Check**

- New Workday feature will allow references to be collected and sent to the referee automatically.
- For current employees, hiring managers will be required to contact current supervisor and attach references to candidate profile.
- Background check can be kicked off as parallel process.

- **Offers**

- As hiring manager, you will receive an **Offer to Review** task and can extend a verbal contingent offer at this time.
- A final offer will be sent through the candidate portal, pending additional approvers.

Q&A and Feedback

- Questions?
- Comments and Feedback?

