WORKDAY @ COLLIN COLLEGE

Human Resources Student Recruitment and Hiring Process

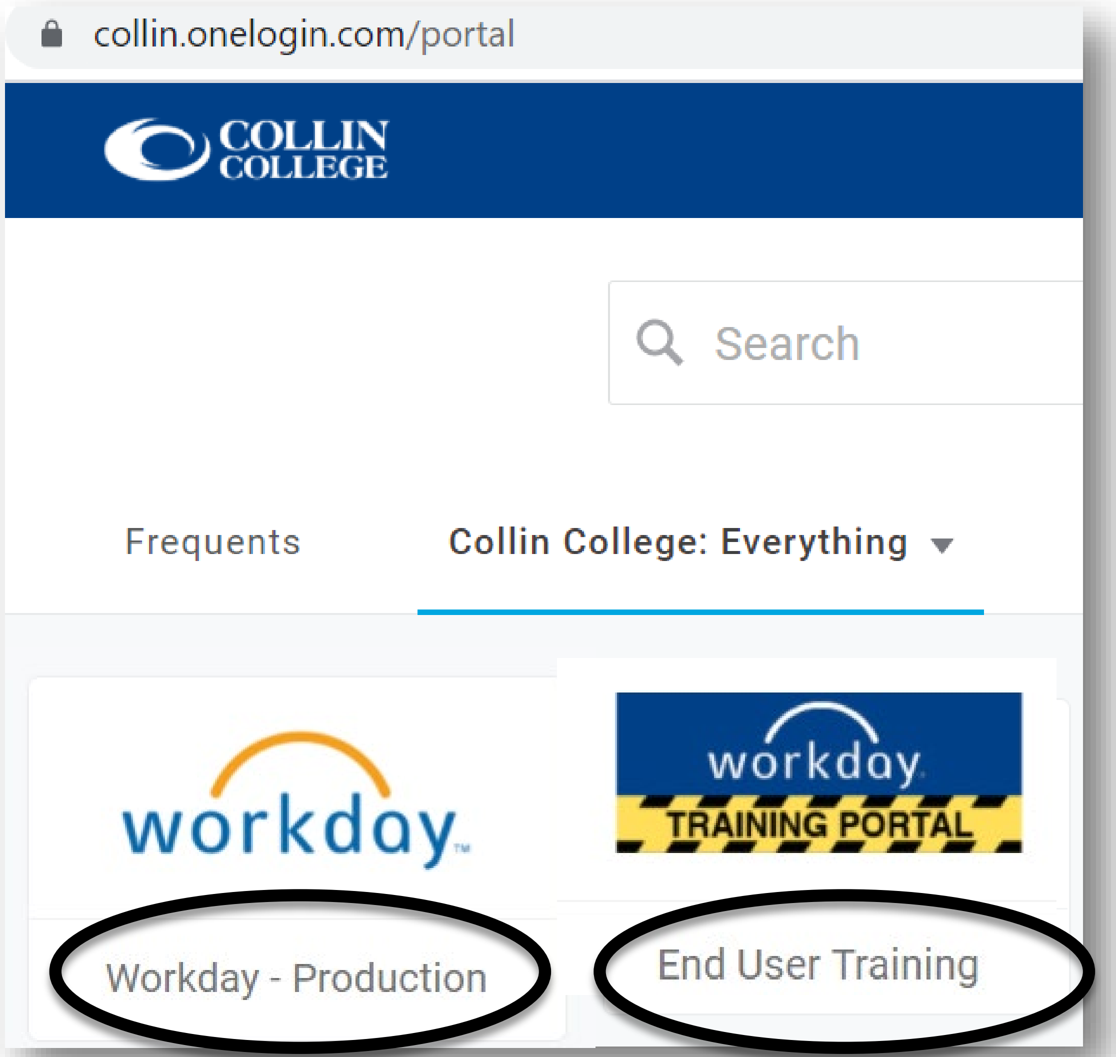
September 2021

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

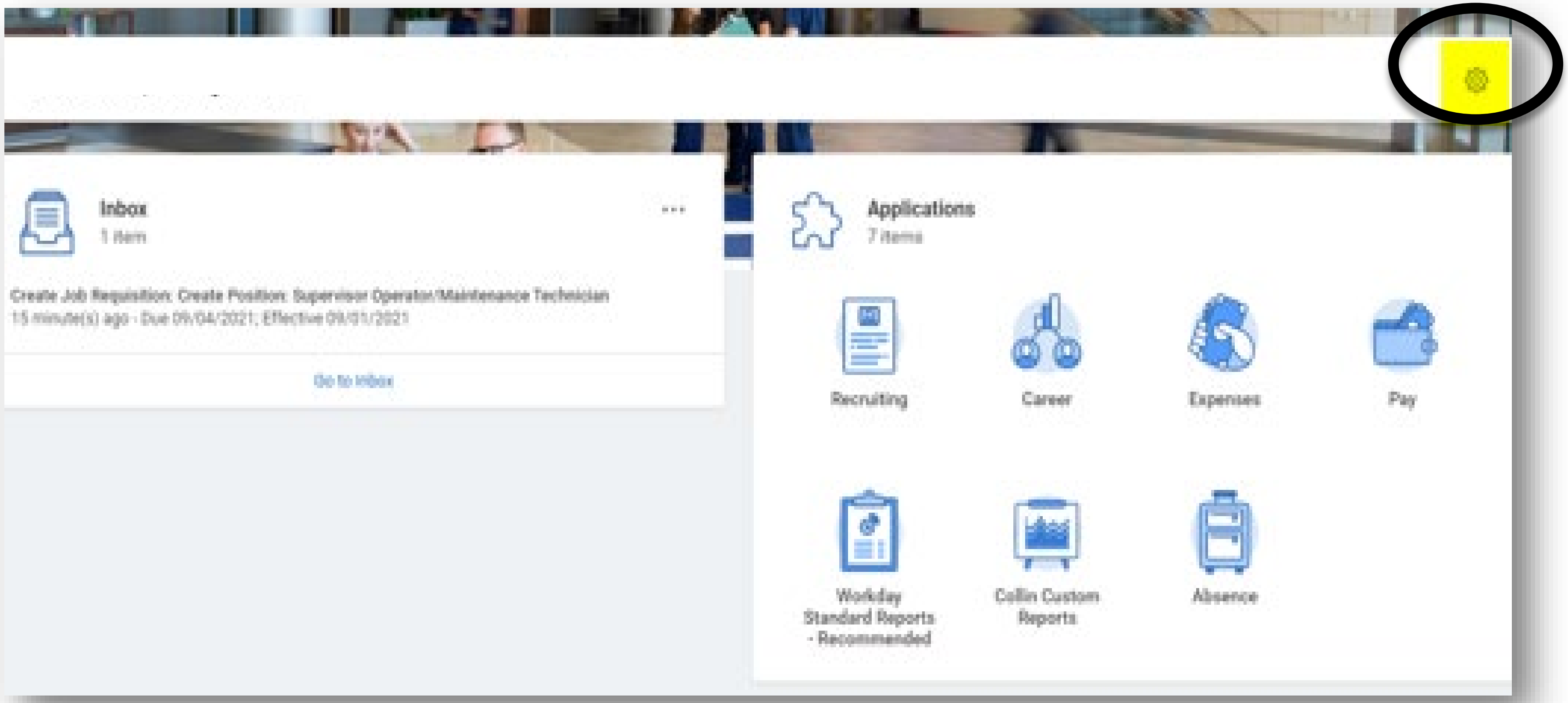
Launch Workday

- 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.



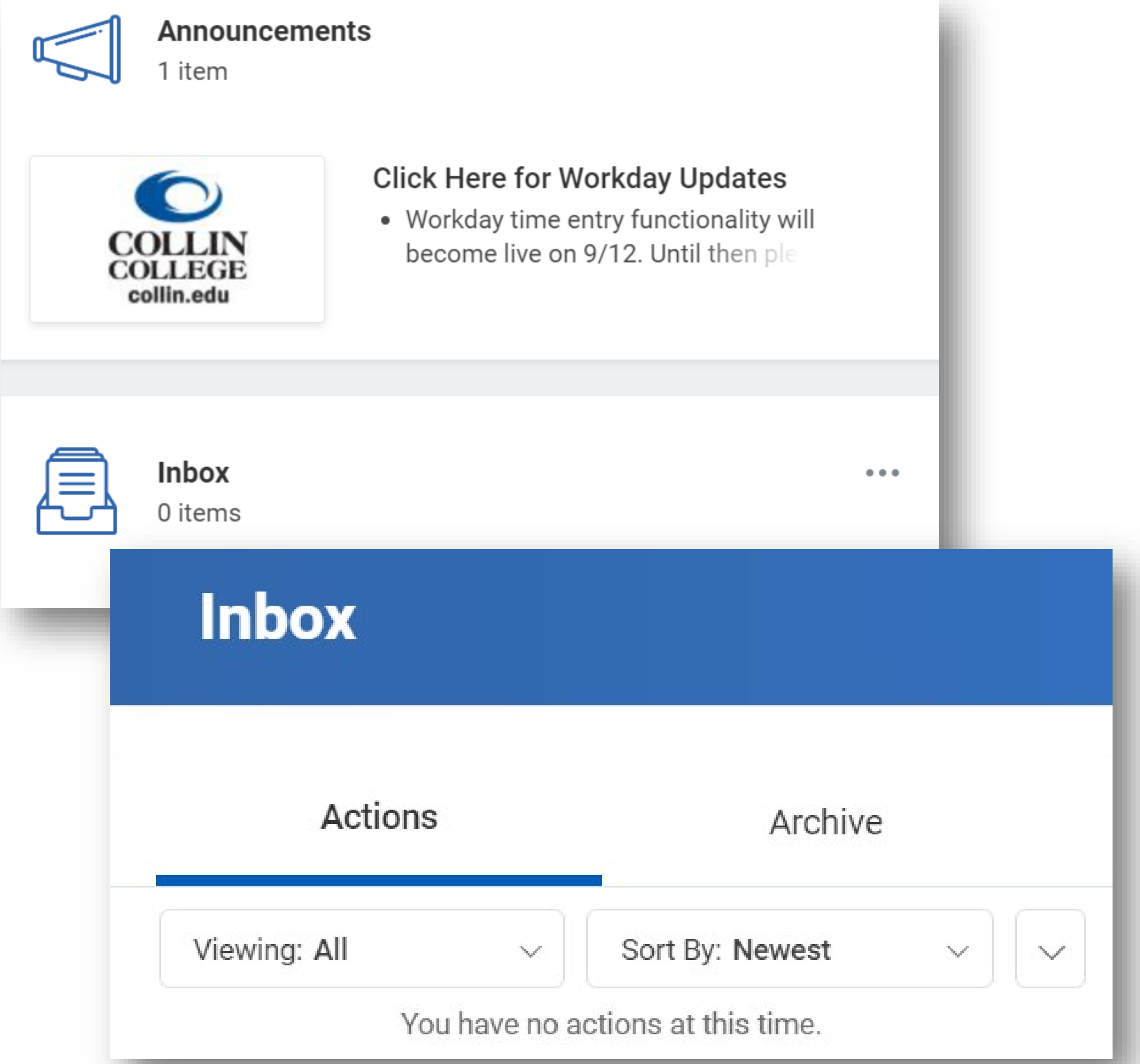
Intro To Workday Dashboard

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



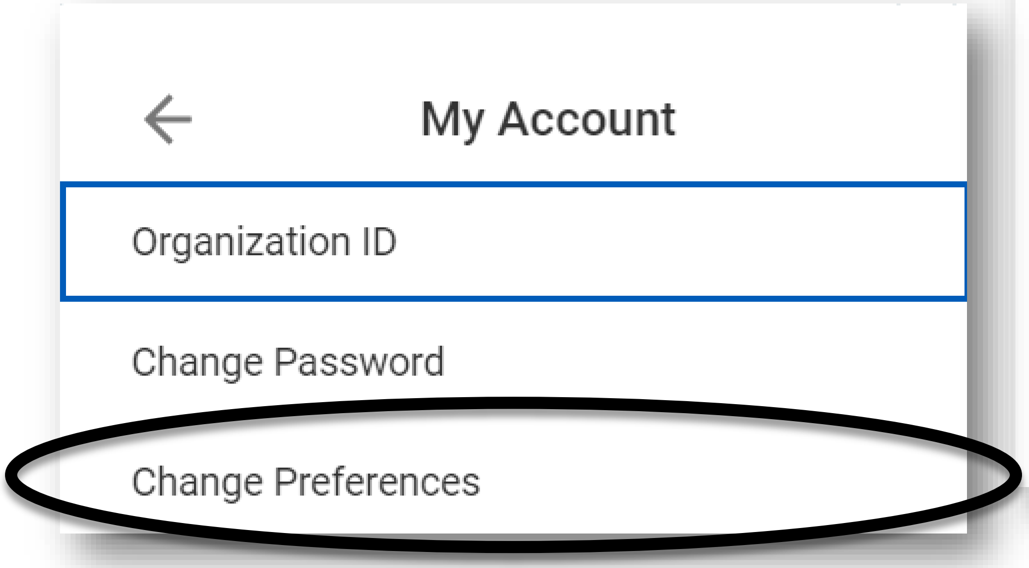
Inbox

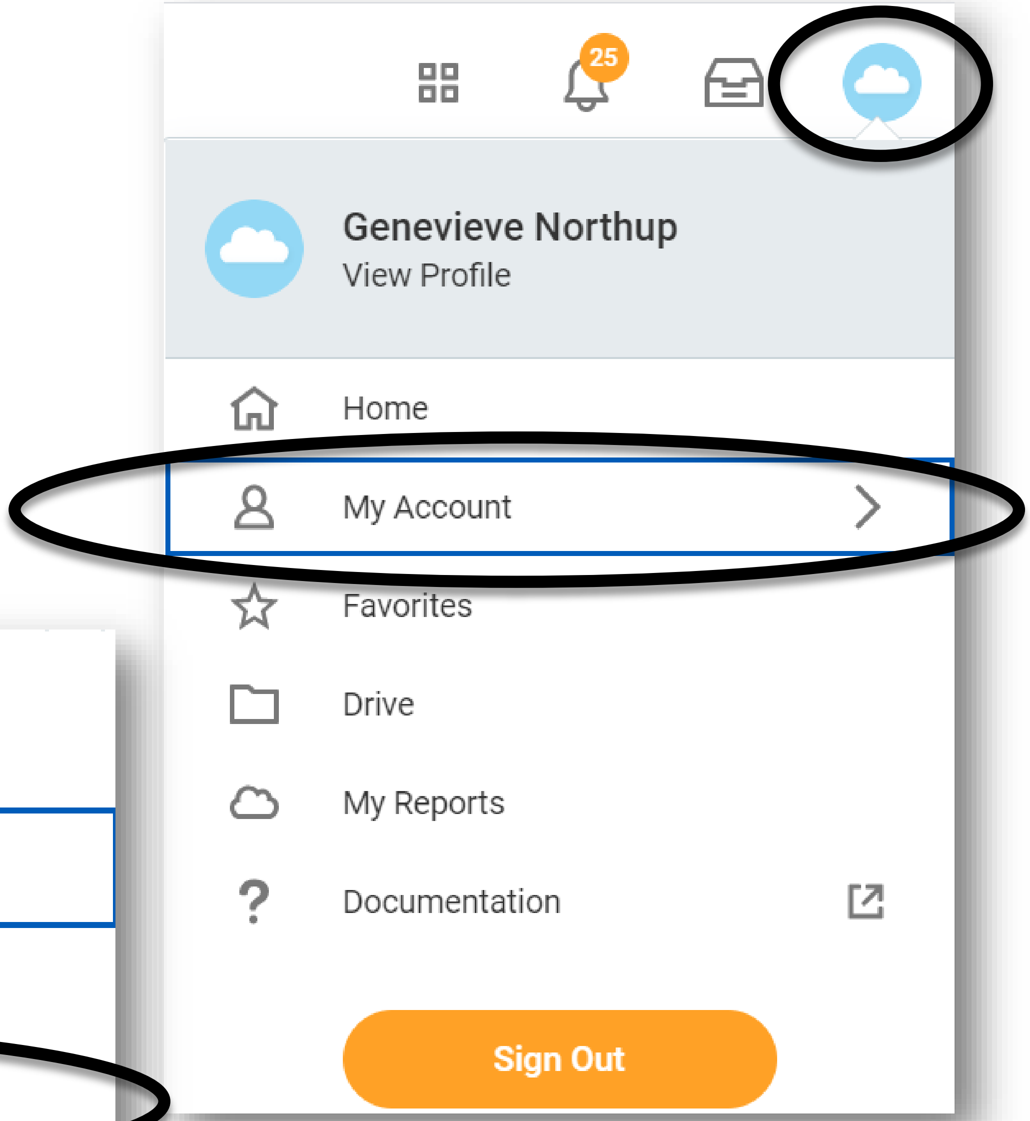
- From the **Home** page, your **Inbox** will be located under any **Announcements**.
- Look at current items in your **Actions** folder.
- Review completed items in your **Archive**.



Preferences

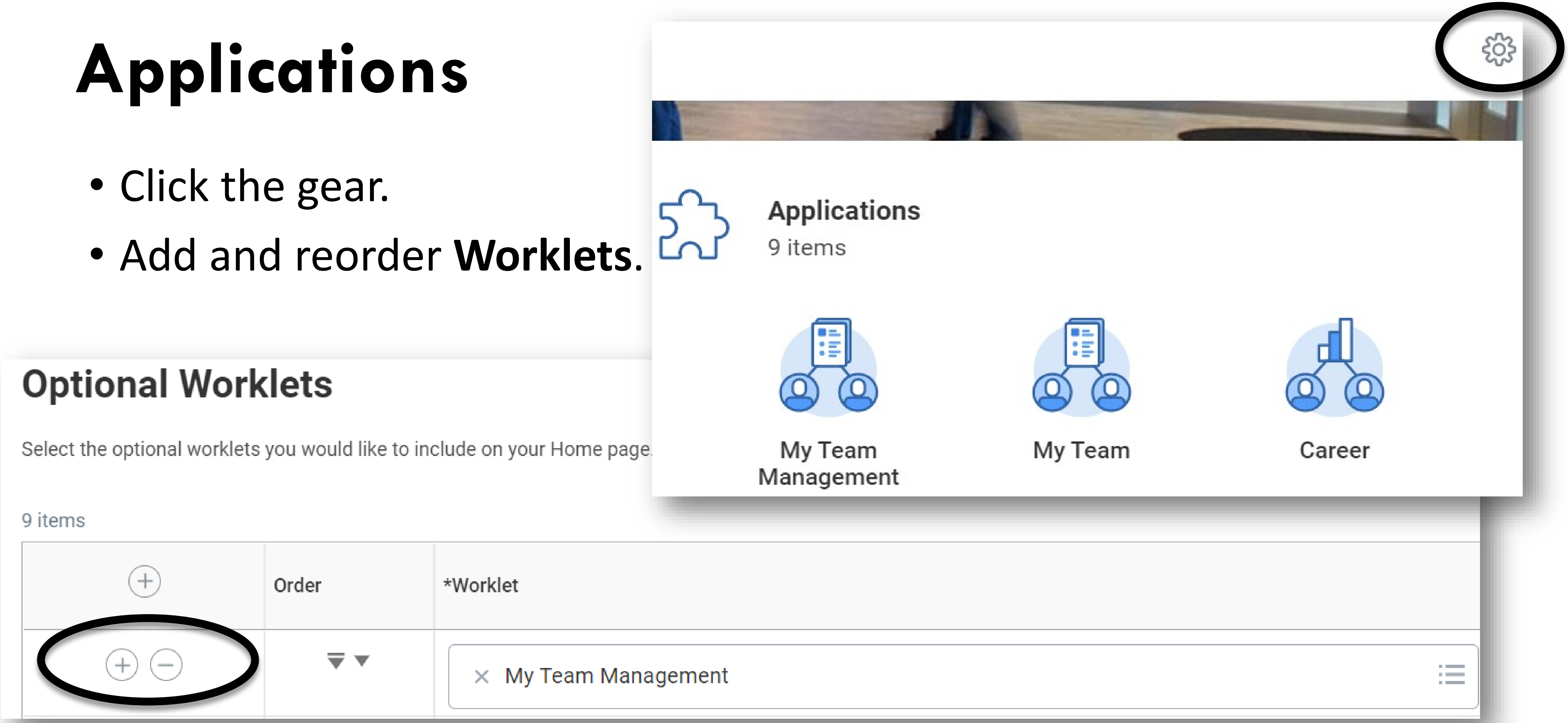
- Click the **Cloud**.
- Click **My Account** > **Change Preferences**.





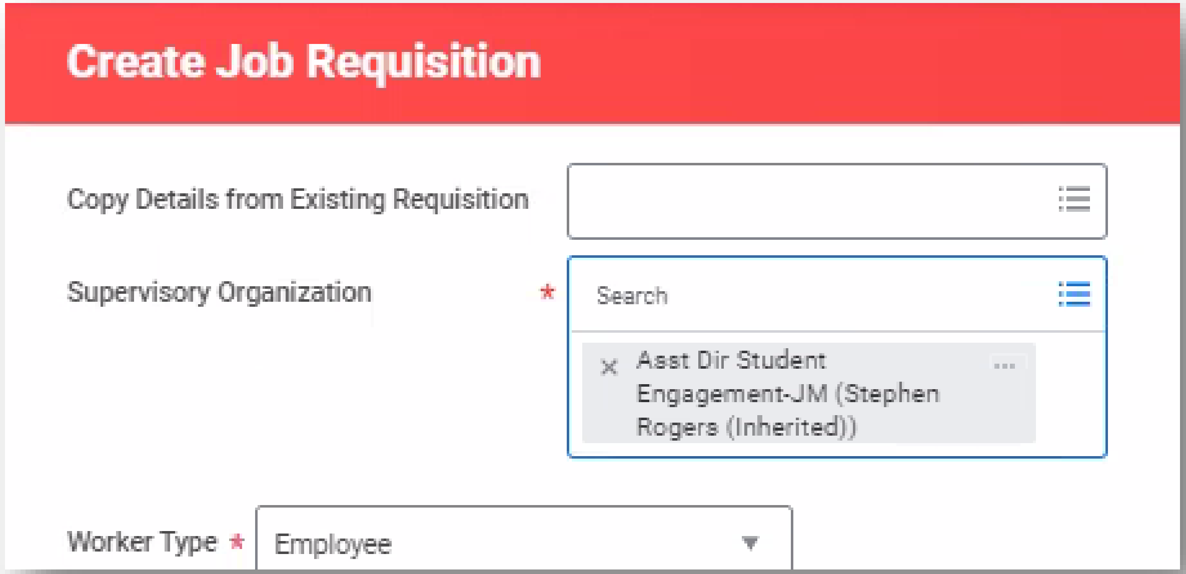
Applications

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



Creating Job Requisitions

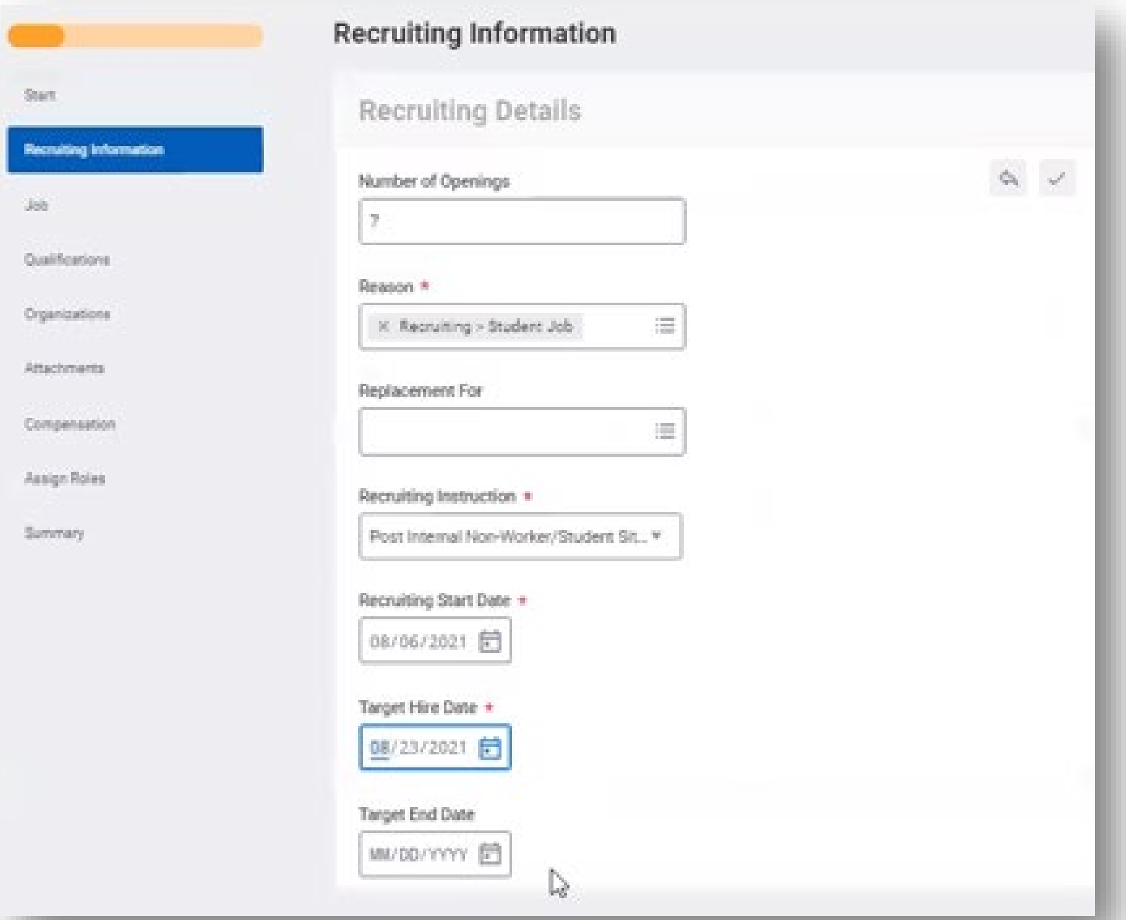
- Hiring manager creates job requisition
- When creating a **student assistant/work study** job requisition, use the **JM Org**.
- *Note: If you do not have a JM org, email HelpDesk@collin.edu.*



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)

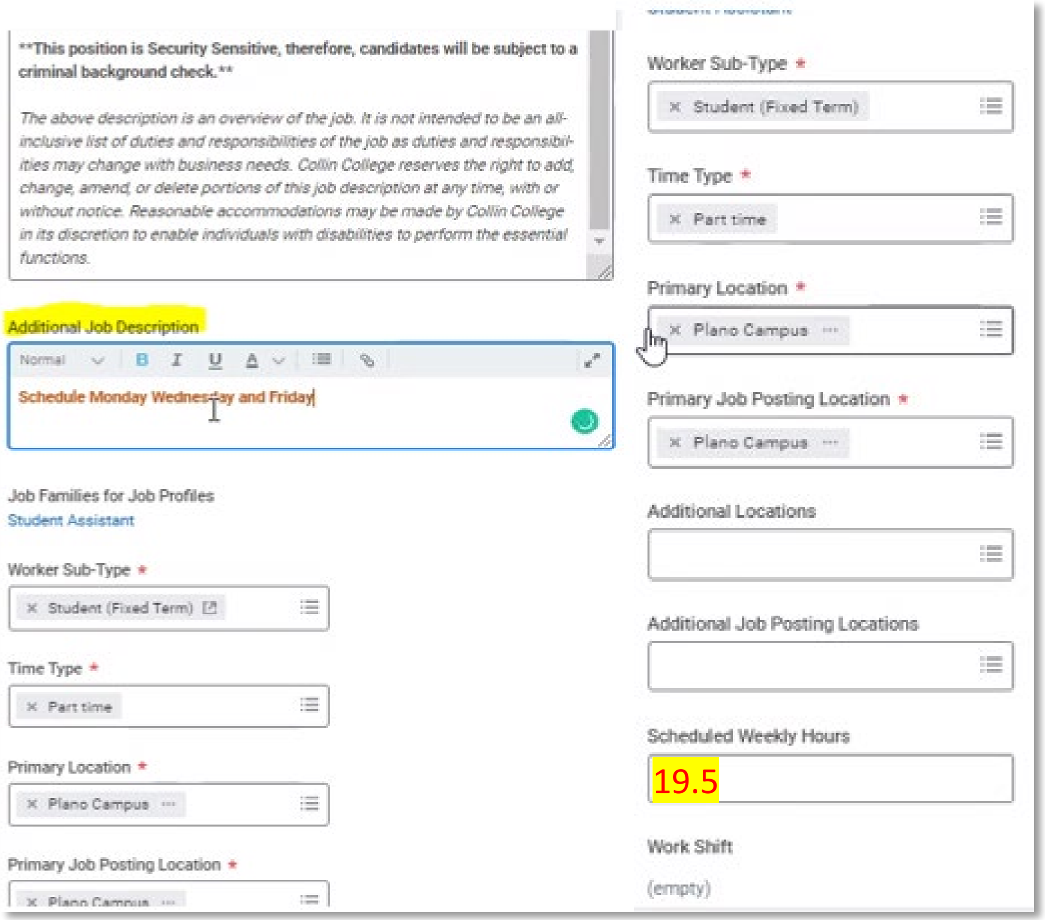


Creating Job Requisitions

Step 2: Provide job details.

Important items to remember:

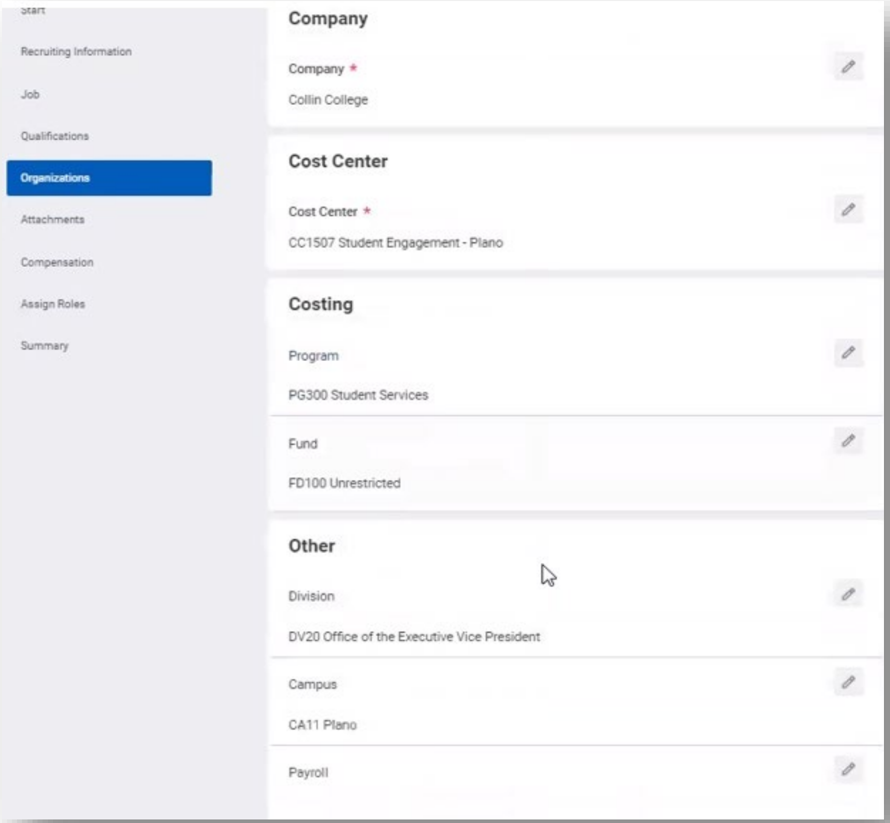
- **Job Posting Title:** For visibility
- **Justification:** N/A, unless required by supervisor
- **Job Profile:** Type **student** or **federal** to select
- **Job Description:** Do not edit
    - If changes are needed, update **Additional Job Description**
    - Use red font
- **Worker type** = Student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



Creating Job Requisitions

Step 3: Update/review organization details.

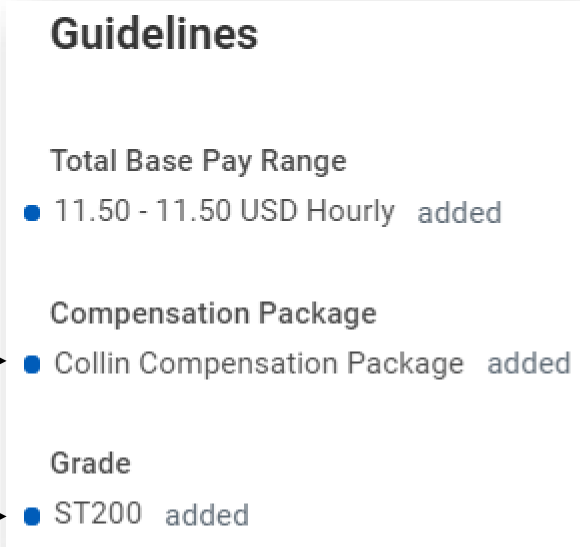
- **Company** = Collin College
- **Cost Center** = Ensure correct cost center loaded.
  - Generally is department/function and campus

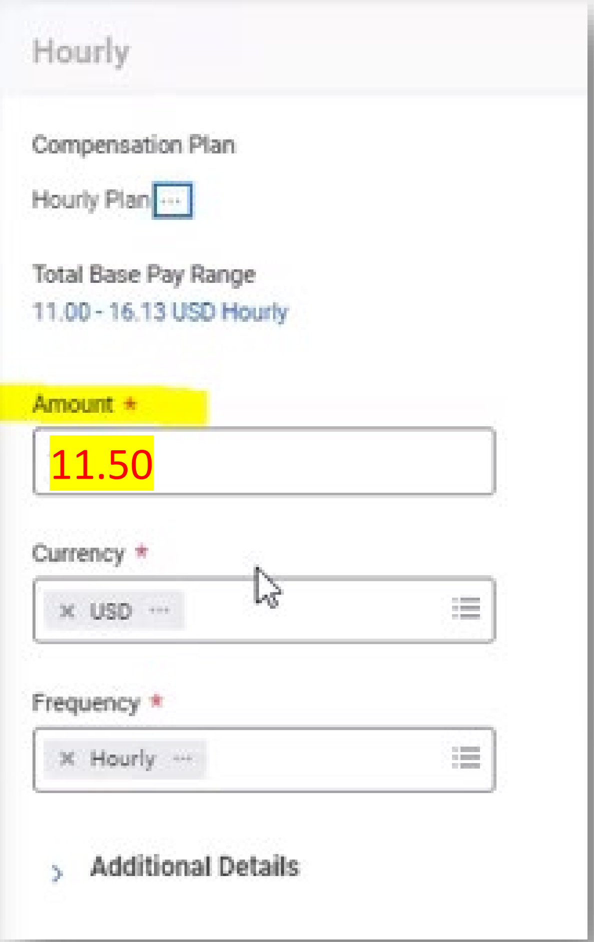


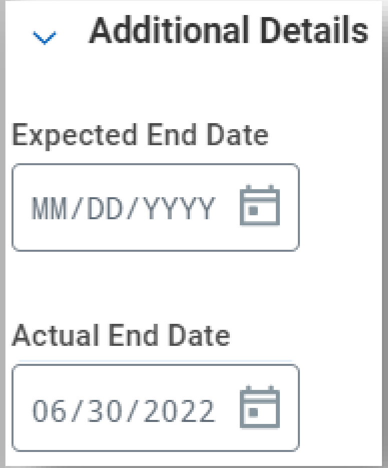
Creating Job Requisitions

Step 4: Update/review hourly information.

- Ensure **Guidelines** load as follows:
  - Hourly rate now **$11.50**
  - Open **Additional Details**
    - **End Date**= 06/30/2022



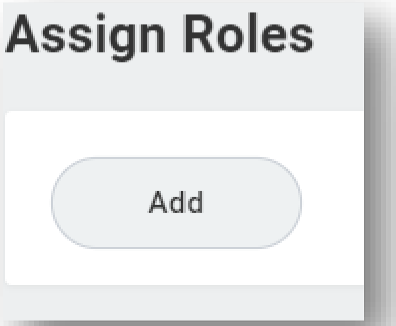


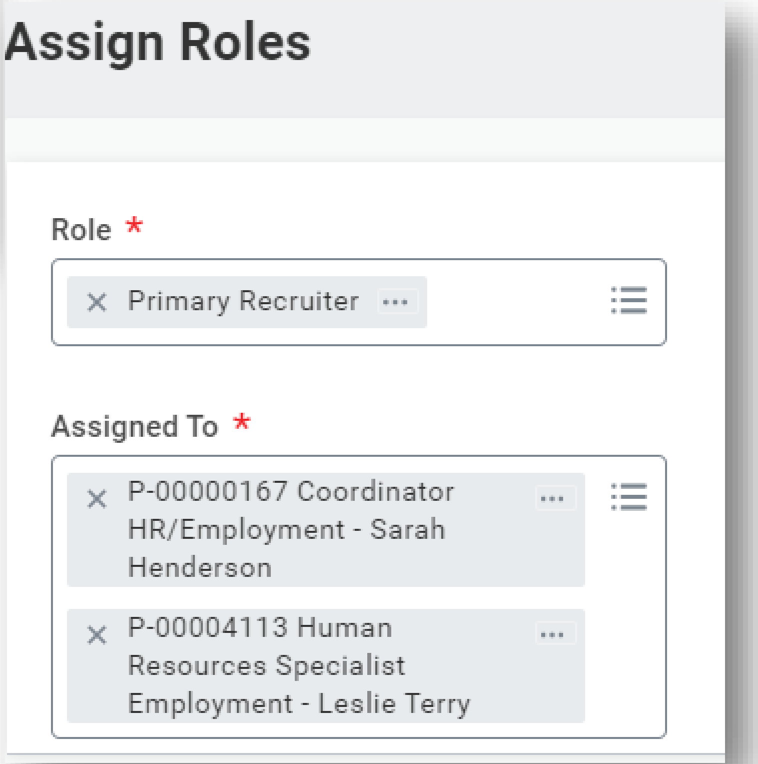


Creating Job Requisitions

Step 4: Update/review hourly information.

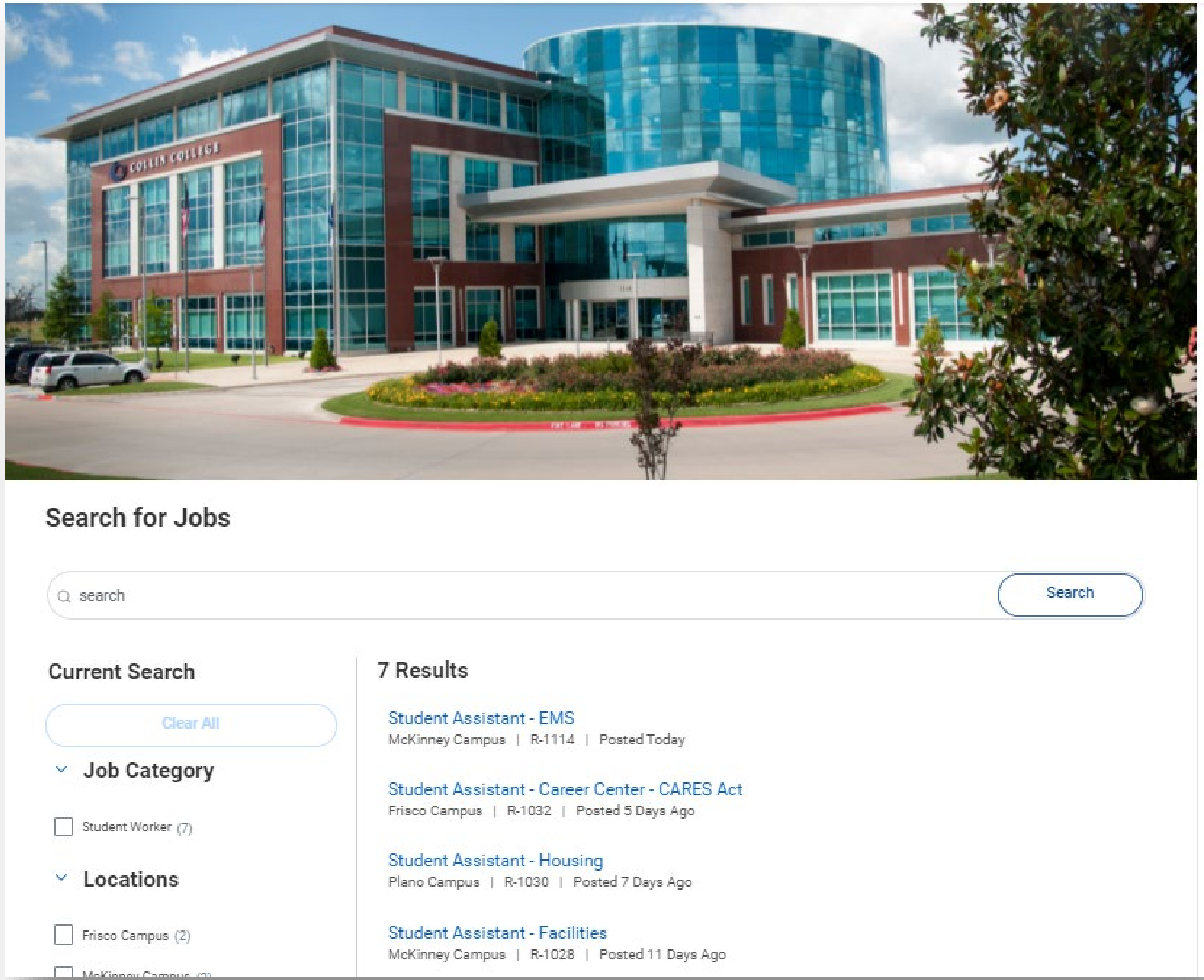
- Click **Add** to **Assign Roles**.
- **Role** = Primary Recruiter
- **Assigned To** = Sarah Henderson and Leslie Terry
- Review and **Submit**.



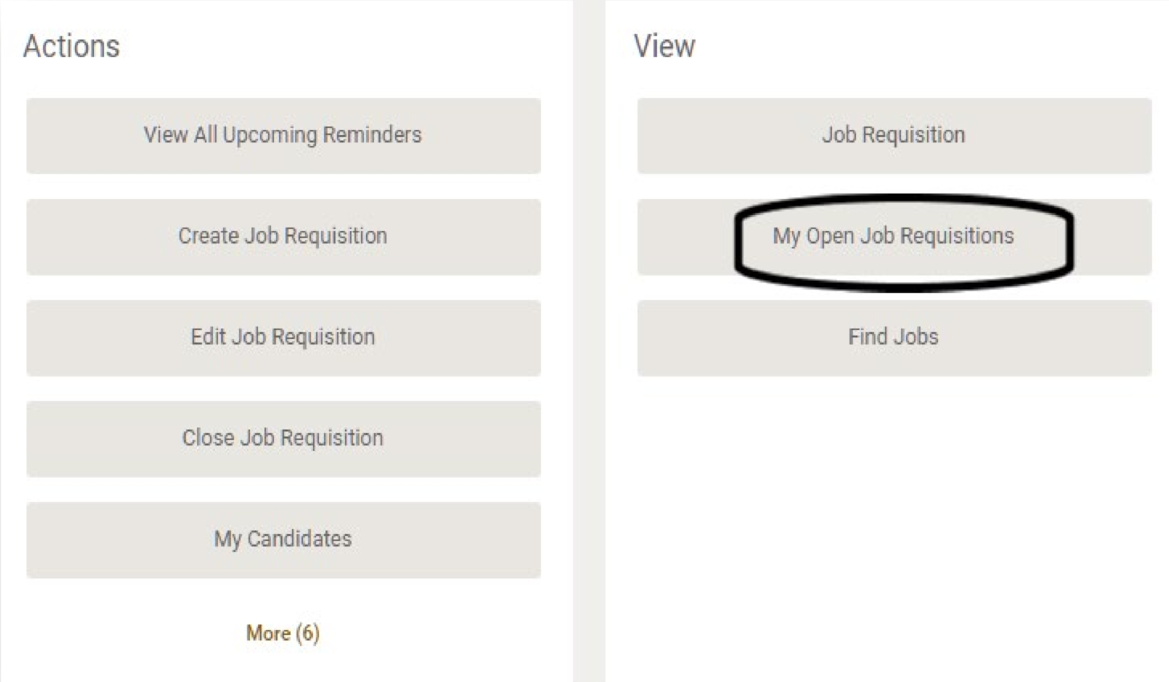


Student Career Sites

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

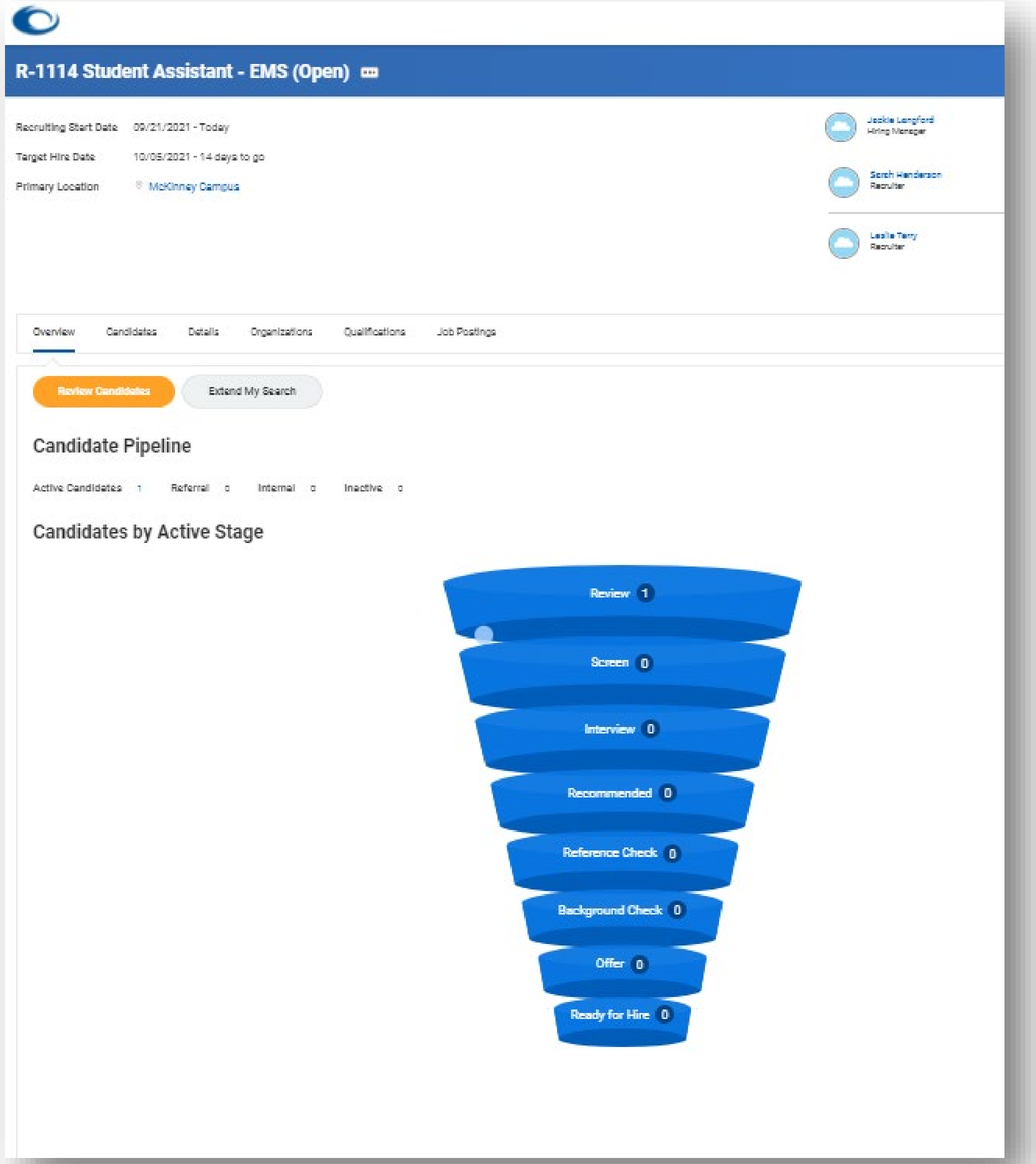


Locating Job Requisition



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?

Thank You!