

Human Resources Student Recruitment and Hiring Process

September 2021

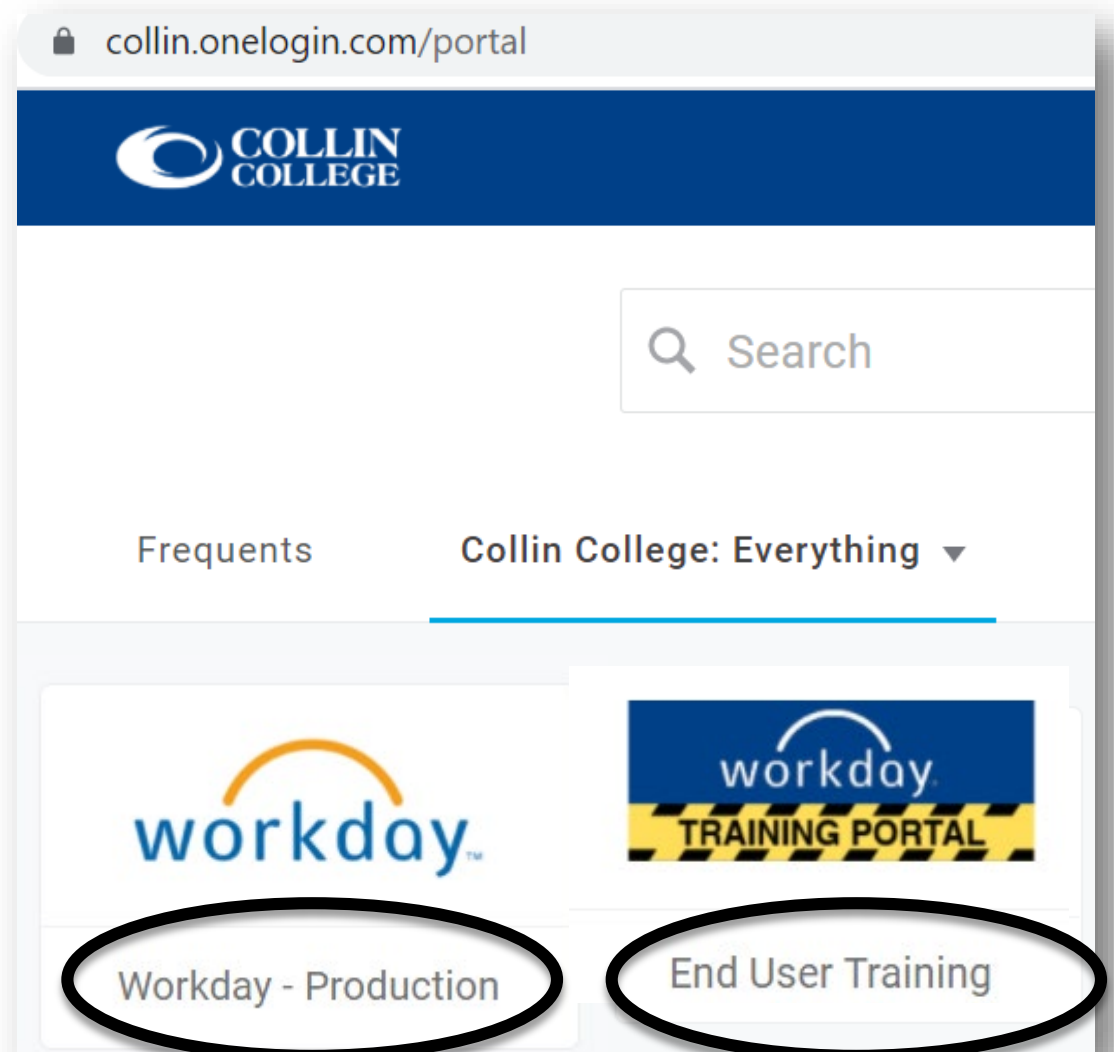
Agenda

- 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



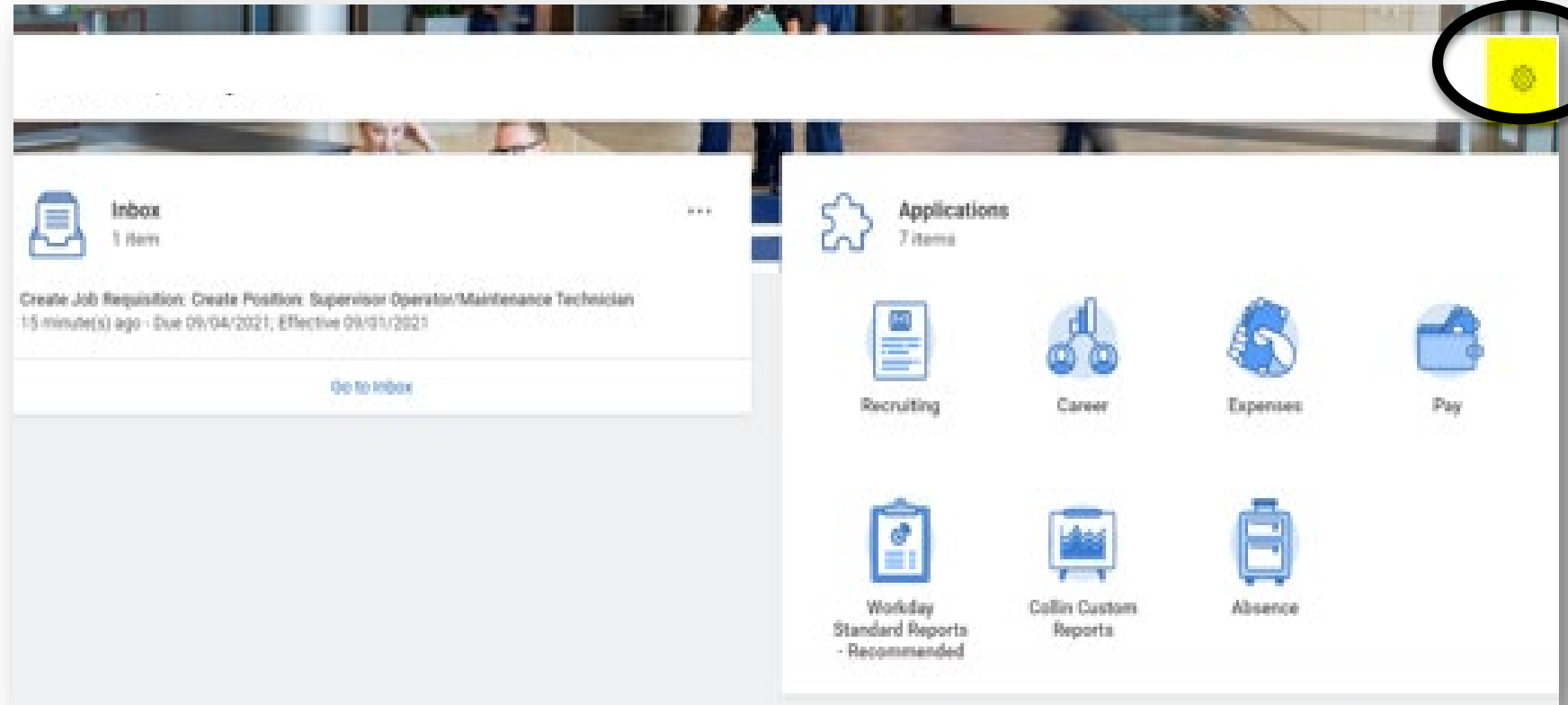
Launch Workday

- 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



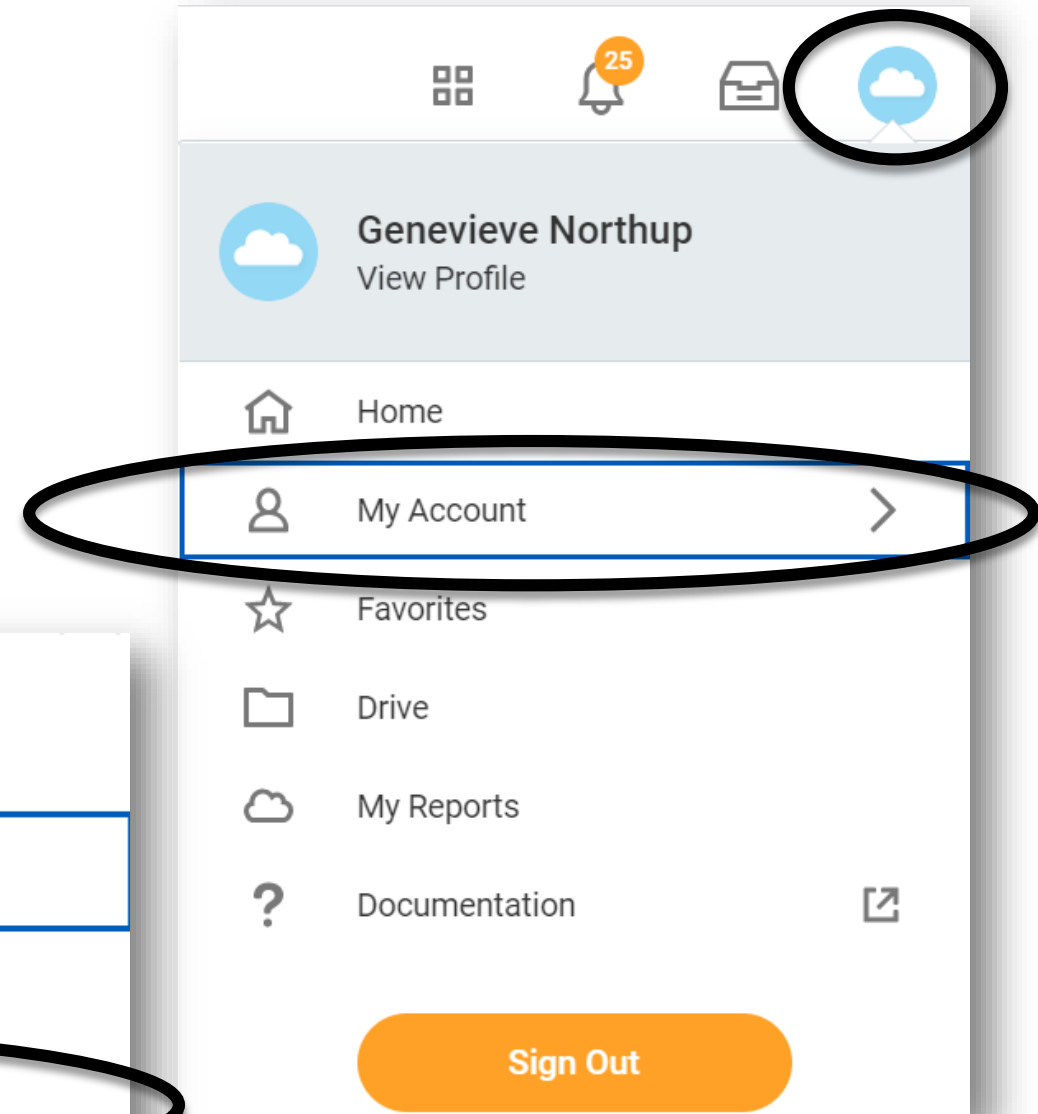
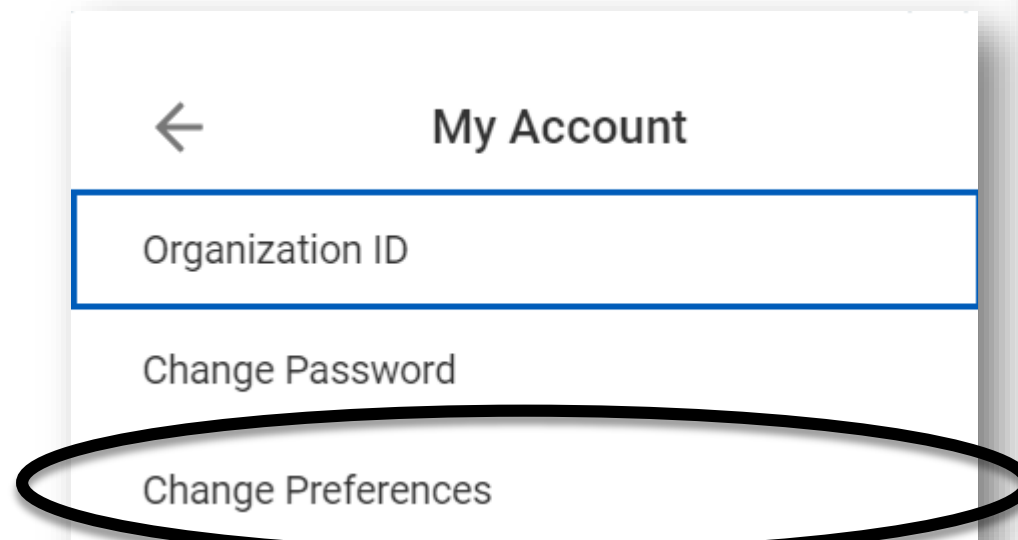
Inbox

- 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**.

The screenshot displays the Workday interface. At the top, there is an 'Announcements' section with a megaphone icon and '1 item'. Below it is a card for 'COLLIN COLLEGE' with the URL 'collin.edu'. To the right of the card is a link 'Click Here for Workday Updates' followed by a bullet point: 'Workday time entry functionality will become live on 9/12. Until then ple'. Below the announcements is an 'Inbox' section with a printer icon and '0 items'. A blue header bar labeled 'Inbox' is overlaid on the bottom part of the screenshot. Below the header are two tabs: 'Actions' (which is selected) and 'Archive'. Under the 'Actions' tab, there are two dropdown menus: 'Viewing: All' and 'Sort By: Newest'. Below these menus, the text reads 'You have no actions at this time.'

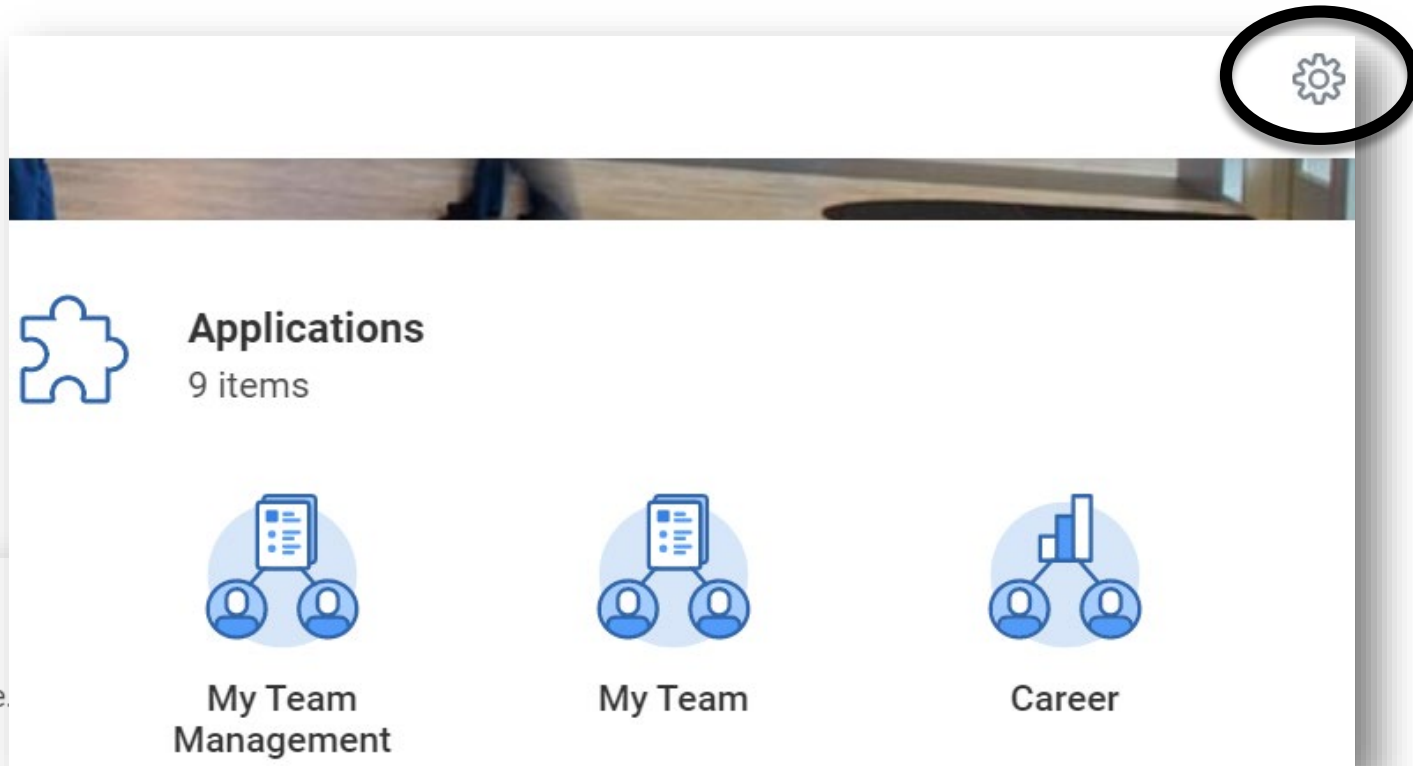
Preferences

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



Applications

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



Applications
9 items

My Team Management

My Team

Career

Optional Worklets

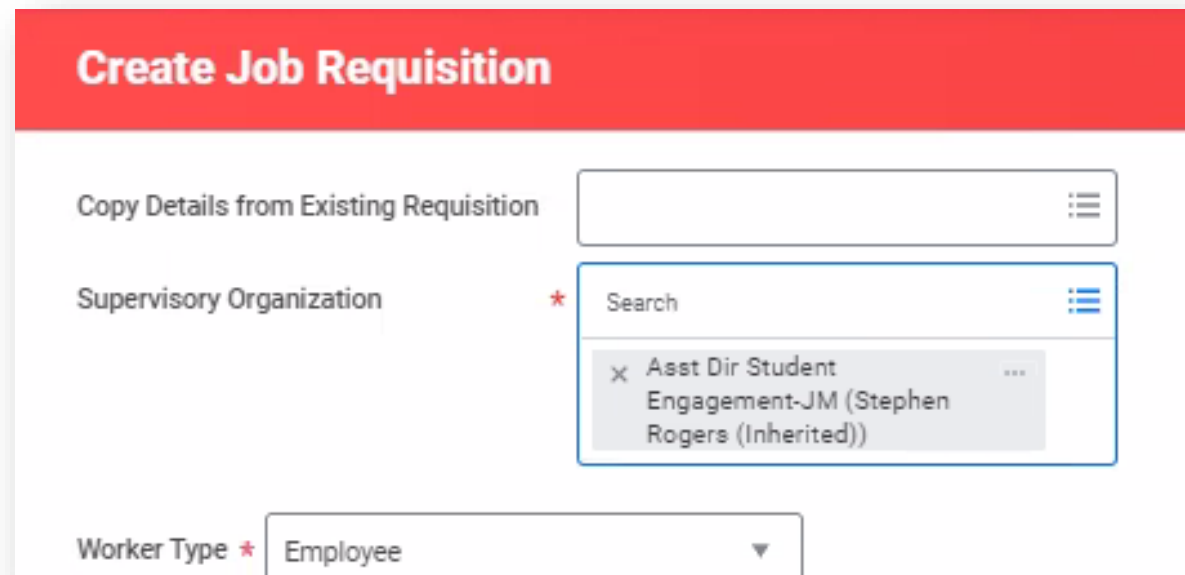
Select the optional worklets you would like to include on your Home page.

9 items

+	Order	*Worklet
+ -	▼ ▼	× My Team Management ☰

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.*



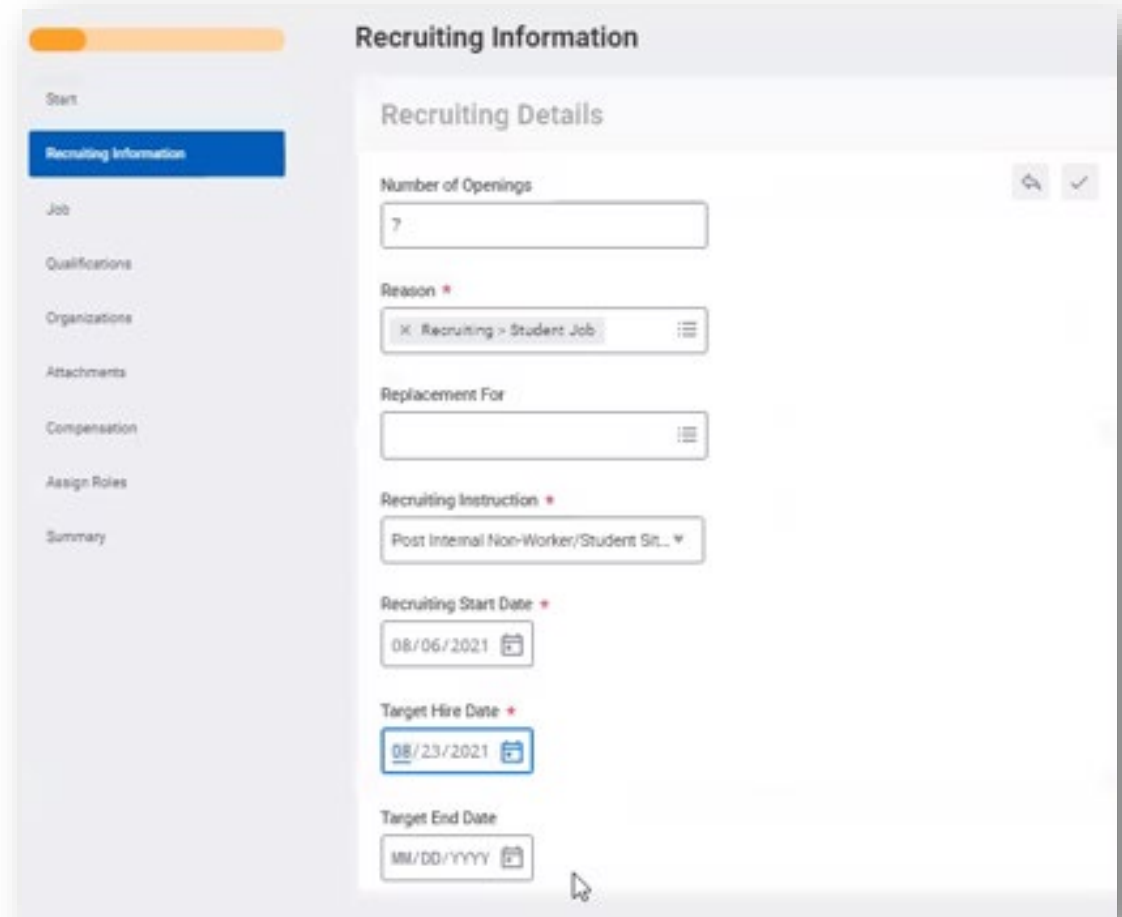
The screenshot shows the 'Create Job Requisition' form in Workday. The form has a red header with the title 'Create Job Requisition'. Below the header, there are three main sections:

- Copy Details from Existing Requisition:** A text input field with a search icon on the right.
- Supervisory Organization:** A dropdown menu with a red asterisk to its left. The dropdown is open, showing a search bar and a list of options. The selected option is 'Asst Dir Student Engagement-JM (Stephen Rogers (Inherited))'. There is a search icon on the right of the dropdown.
- Worker Type:** A dropdown menu with a red asterisk to its left. The selected option is '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 a web interface for creating a job requisition. The main heading is 'Recruiting Information'. On the left is 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 Details' and contains several fields:

- Number of Openings:** A text input field containing the number '7'.
- Reason:** A dropdown menu with the selected option 'Recruiting > Student Job'.
- Replacement For:** An empty dropdown menu.
- Recruiting Instruction:** A dropdown menu with the selected option 'Post Internal Non-Worker/Student Sit...'.
- Recruiting Start Date:** A date picker field showing '08/06/2021'.
- Target Hire Date:** A date picker field showing '08/23/2021'.
- Target End Date:** A date picker field showing 'MM/DD/YYYY'.

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 shows a job requisition form with the following fields and content:

- Job Description:** A text box containing a disclaimer: "**This position is Security Sensitive, therefore, candidates will be subject to a criminal background check.**" and a disclaimer: "The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job as duties and responsibilities may change with business needs. Collin College reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Reasonable accommodations may be made by Collin College in its discretion to enable individuals with disabilities to perform the essential functions."
- Additional Job Description:** A rich text editor with a toolbar. The text "Schedule Monday Wednesday and Friday" is entered in red font.
- 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:** (empty)
- Additional Job Posting Locations:** (empty)
- 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 an edit icon (pencil) in the top right corner:

- Company**: Company *
Collin College
- Cost Center**: Cost Center *
CC1507 Student Engagement - Plano
- Costing**: Program
PG300 Student Services
- Fund**: Fund
FD100 Unrestricted
- Other**: Division
DV20 Office of the Executive Vice President
- Campus**: Campus
CA11 Plano
- Payroll**: 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

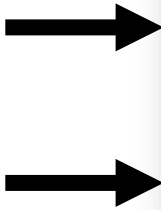
- 11.50 - 11.50 USD Hourly added

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



Search for Jobs

Q search Search

Current Search Clear All

Job Category

Student Worker (7)

Locations


Frisco Campus (2)


McKinney Campus (3)


7 Results


- [Student Assistant - EMS](#)
McKinney Campus | R-1114 | Posted Today
- [Student Assistant - Career Center - CARES Act](#)
Frisco Campus | R-1032 | Posted 5 Days Ago
- [Student Assistant - Housing](#)
Plano Campus | R-1030 | Posted 7 Days Ago
- [Student Assistant - Facilities](#)
McKinney Campus | R-1028 | Posted 11 Days Ago


Locating Job Requisition


 **Applications**
7 items


 **Recruiting**


 **Career**

 **Expenses**

 **Pay**

 **Workday
Standard Reports
- Recommended**

 **Collin Custom
Reports**

 **Absence**

Actions

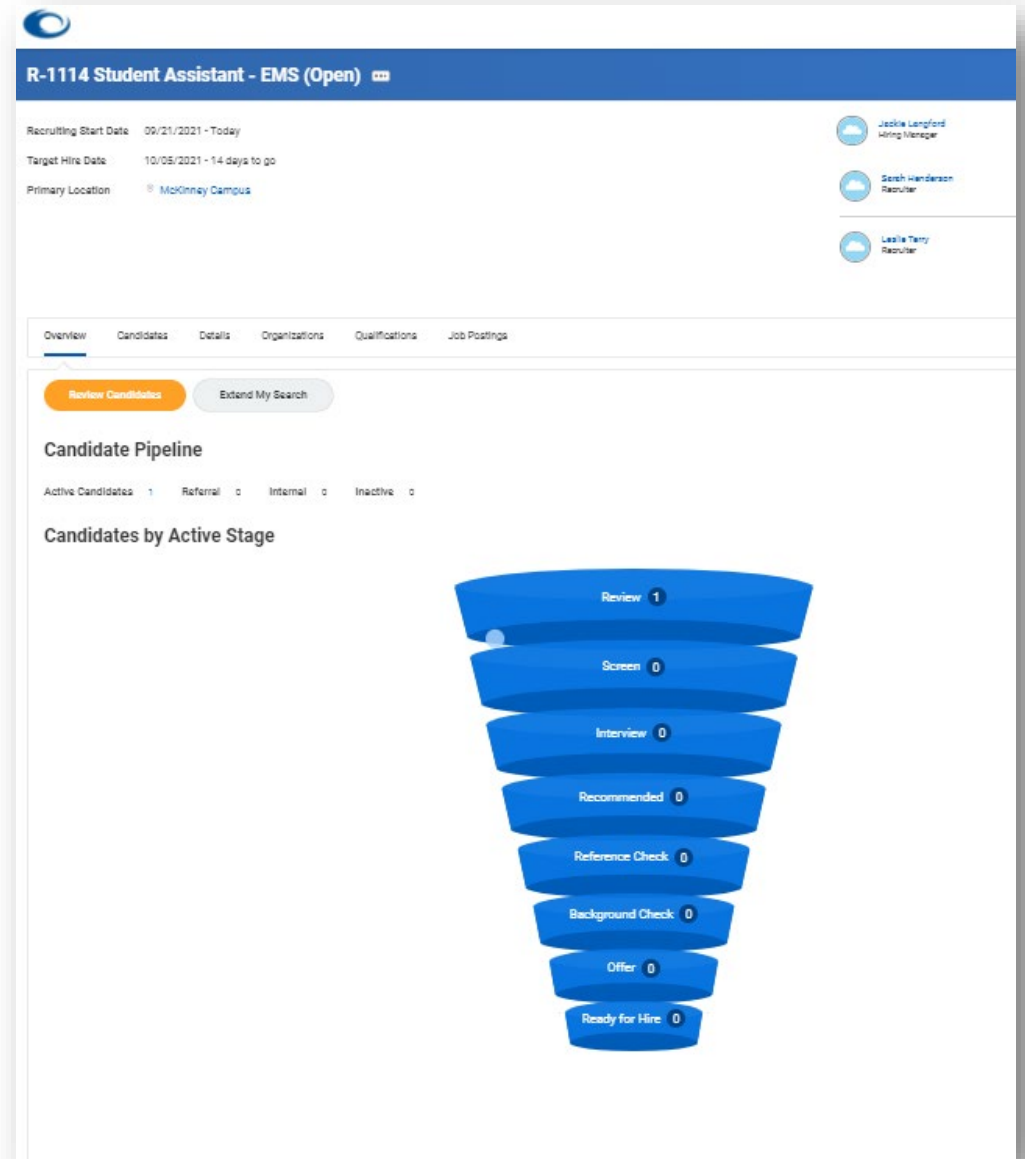
- View All Upcoming Reminders
- Create Job Requisition
- Edit Job Requisition
- Close Job Requisition
- My Candidates
- More (6)

View

- Job Requisition
- My Open Job Requisitions**
- Find Jobs

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.)

- **Background Check**

- The background check is started by the hiring manager.

- **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?

