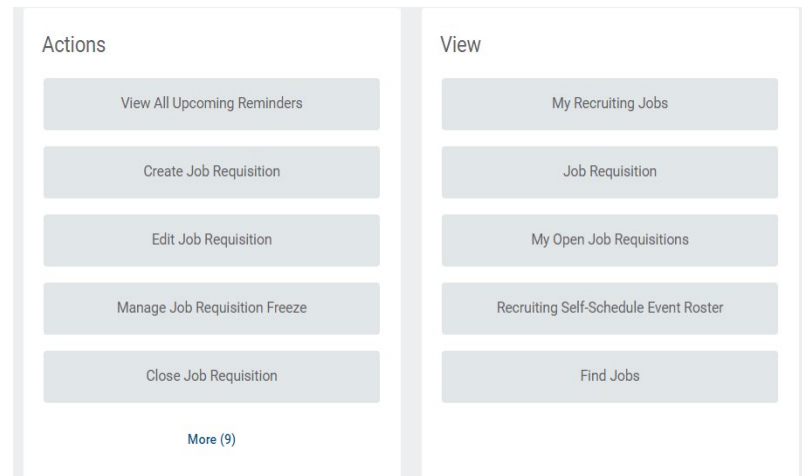
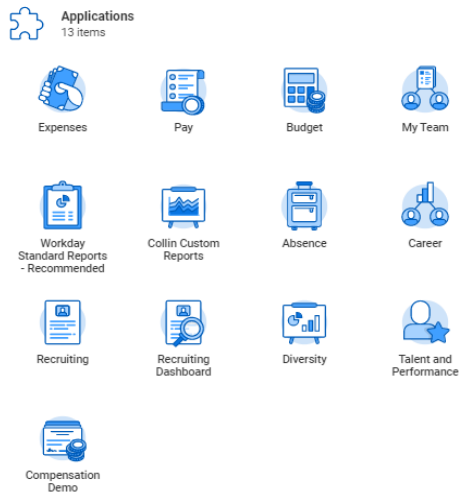


## CREATE A JOB REQUISITION



Note: All job requisitions need to have a position created and approved. Students, adjuncts, and CE will not require a position; choose a JM org.


1. Search "Create Job Requisition" from the search bar. Be sure to select "All of Workday" as your search option.
  - A. Select the "Supervisory Organization" in which you created the position (this is the hiring manager).
  - B. Select "Create Position" for a new position or select "Existing Position" for a position you are replacing or that is unfilled in your org.
  - C. "Worker Type" is "Employee."
  - D. Select "OK" (see image below).
2. Or, select the Recruiting Worklet from your Dashboard. From the "Action Column," click "Create Job Requisition."



# Hiring: Hire an Employee



Note: Please note that job requisitions can only be opened for one position at a time. Hiring managers will need a separate requisition for each position.



### Create Job Requisition

Copy Details from Existing Requisition

Supervisory Organization \*

Create New Position  
 For Existing Position

Worker Type \*

## RECRUITING INFORMATION

### 1. Recruiting Details

- a. Reason:  
Select: New, Replacement, or Student
- b. Recruiting Instructions:

Recruiting

# Hiring: Hire an Employee



Select: Posting Preference

Internal and/or External

- c. **Recruiting Start Date**
- d. **Target Hire Date**
- e. **Target End Date**
  - **Do not edit**; only for temporary or student position.

Click **Next**

## 2. Job Details

- a. **Job Posting Title:** Will automatically populate for replacements. Will need to be edited for new positions.
- b. **Justification:** The hiring manager will enter rationale.
- c. **Job Profile and Job Description:** Auto populate (do no edit) or select appropriate job title.
- d. **Additional Job Description:** If you would like to add/edit the job description, use this section to make comments in **red font**. Compensation will review upon receipt and follow up with hiring manager.
- e. **Worker Sub-Type:** Select "Regular" unless it is a student position or temp FT.
- f. **Time Type:** Select Full Time or Part Time.
- g. **Primary Location:** Select campus where the new hire will physically sit.
- h. **Primary Job Posting Location:** Same as "Primary Location."
- i. **Additional Locations:** Leave blank.
- j. **Additional Job Posting Locations:** Leave blank.
- k. **Schedule Weekly Hours:** Auto populate.
- l. **Contract Details:** Leave blank.
- m. **Compensation Details:** Auto populate.
- n. **Questionnaires:** Auto populate.
- o. **Assessments:** Auto populate.
- p. Click **Next**.

## Hiring: Hire an Employee

3. **Qualifications** – Leave blank.
  - a. Click **Next**.
4. **Organizations** - Replacement position will auto populate. For new positions, type "Collin College."
  - a. Scroll down to your cost center and select your department name and campus. Click **Next**.
5. **Attachments** – Leave blank.
  - a. Click **Next**.
6. **Compensation**  
Move to Salary  
**Amount:** 34,3409. Enter the base amount of the salary range (ex. **\$34,309.00** - \$51,454.00)  
**Frequency:** Select Annual, Hourly
  - a. Click **Next**.
7. **Assign Roles**
  - a. **Primary Recruiter:** Enter your campus HRC.
8. **Review Summary**
  - a. Review and confirm all details are accurate; update accordingly.
  - b. Click **Submit**.



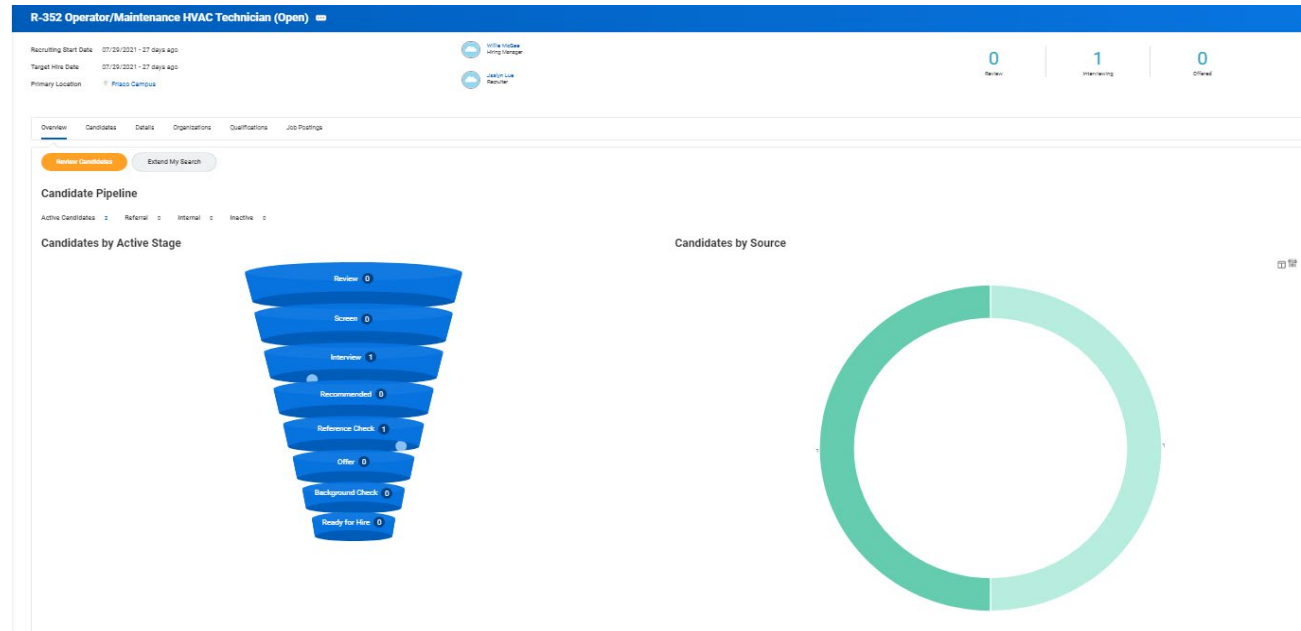
Note: The requisition will be routed through the appropriate approval chain once submitted.

## LOCATING THE JOB REQUISITION

### THE RECRUITING WORKLET:

1. Go to your Workday Dashboard and select the Recruiting Worklet.
  - a. From the "View" column, select "My Open Job Requisition."
  - b. The "Workday Organization Role" field should populate with "Manager." Select **OK**.
  - c. Click on your requisition.
2. Or, if you know your req number from the general Workday search bar, found at the top left side, type in the job requisition number. If no results appear, be sure to select "All of Workday" or "Recruiting" in the sidebar menu as your search categories.

## REVIEW OF THE LANDING PAGE



1. **Header:** This area displays the Recruiting Start Date, Target Hire Date, and Primary Location. In addition, the assigned primary recruiter for this requisition and hiring manager for position are shown at left.
2. **Overview:** This section is displayed when a requisition is opened and provides the following:
  - a. Applicant funnel, a high-level overview of the number of candidates and the number in each stage of the process. The funnel provides an automatic filter; clicking each level displays information on candidates in the respective stages.
  - b. A graph showing a breakdown of sources where candidates found the job posting.
3. **Candidates:** This section displays candidate information in grid format.
4. **Details:** This section provides all requisition details.
5. **Organization:** This section includes the Org Assignment and Cost Center that is tied to the position.
6. **Job Posting:** Here you will find the posting start and end date and the link to the external job posting.

## APPLICANT TRACKING

1. After searching for and selecting an active job requisition, the Applicant Tracking overview screen will display the applicant funnel, which shows eight stages that an applicant can move through. *Not all applicants are required to go through each stage.*

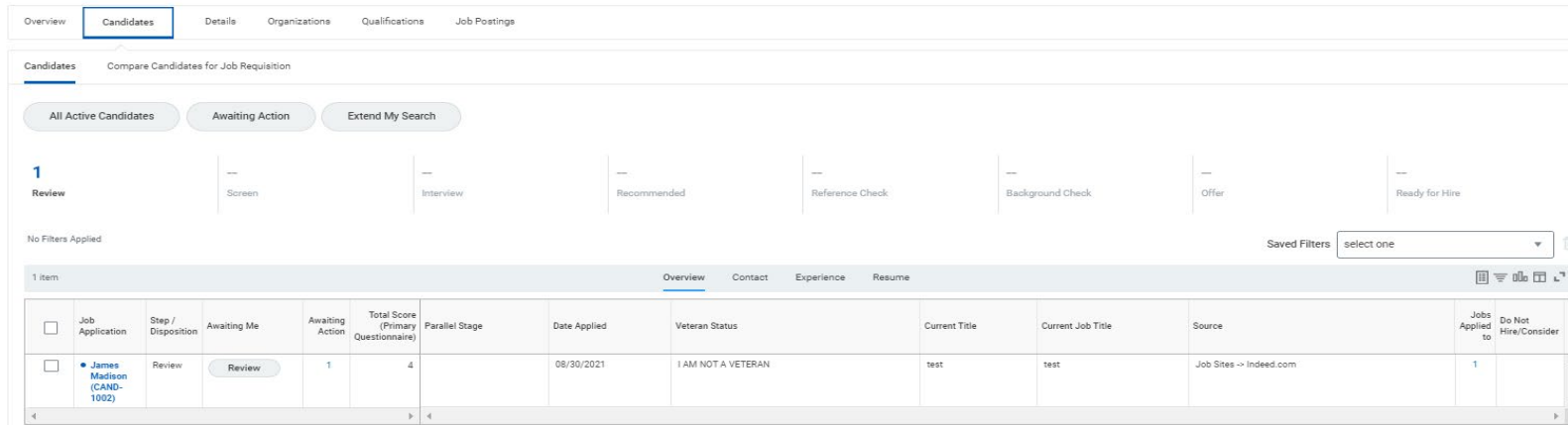


Note: All documentation from the search should be compiled and attached to the respective candidate profile for the job requisition.

1. Review
2. Screen
3. Interview
4. Recommended
5. Reference Check
6. Background Check
7. Offer
8. Ready for Hire



## REVIEW OF THE CANDIDATE GRID



Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Parallel Stage	Date Applied	Veteran Status	Current Title	Current Job Title	Source	Jobs Applied to	Do Not Hire/Consider
<input type="checkbox"/>	James Madison (CAND-1002)	Review	Review	1	4	08/30/2021	I AM NOT A VETERAN	test	test	Job Sites -> Indeed.com	1	

**Overview:** This is the default display showing general applicant information, i.e., date applied, current job title, and a link to the resume and veteran status. Data can be filtered on each of these columns.

**Awaiting Me:** This feature provides a quick snapshot of next actions needed for the specific candidate. The field is active, which allows the primary recruiter to take action directly from the grid.



Note that the tasks in the “Awaiting Me” column also route to the hiring manager’s Workday inbox. If an action is initiated and completed from the grid, it will be archived in the Workday inbox.

**Contact:** The candidate’s address, phone, email, degree information, social profile, and years in current job are listed here. Data can be filtered on each of these columns.

**Experience:** A snapshot of work history and education.

**Resume:** This section includes the resume text. Here, the primary recruiter and recruiting screener can search all candidate resumes by filtering for relevant skills, work history, educational background, etc. This helps narrow the pool and brings to light the top candidates for the position.



# Hiring: Hire an Employee



Note: \*As candidates are screened and dispositioned, they will be moved into the “Inactive Candidates” pool. To view all dispositioned candidates and the disposition reasons, select the “Inactive Candidates” button located at the top of the Candidate Grid.

## MOVING THE CANDIDATE THROUGH THE STAGES

1. All applicants will start in the “Review” stage. The hiring manager moves the candidates through the various stages using the "Review" button (Awaiting Me).

The screenshot shows the Workday Candidates interface. At the top, there are tabs for "Candidates" and "Compare Candidates for Job Requisition". Below the tabs are three buttons: "All Active Candidates", "Awaiting Action", and "Extend My Search". A progress bar shows four stages: "Review" (1), "Screen", "Interview", and "Recommended". Below the progress bar, it says "No Filters Applied". The candidate grid has one item, James Madison (CAND-1002), in the "Review" stage. The grid columns are: Job Application, Step / Disposition, Awaiting Me, Awaiting Action, Total Score (Primary Questionnaire), Parallel Stage, Date Applied, and Veteran Status.

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Parallel Stage	Date Applied	Veteran Status
James Madison (CAND-1002)	Review	Review	1	4		08/30/2021	I AM NOT A VETERAN

# Hiring: Hire an Employee



**James Madison (CAND-1002)**  
For: R-1003 test

**Actions**

Phone Email

**Summary**

- Overview
- Recruiting History
- Screening
- Interview
- Questionnaire Results
- Personal
- Attachments
- Employment Offer
- Personal Notes
- Reminders
- Scheduled Events
- Activity
- Job Applications

**Contact Information:**

- Phone Number: 11111 (Mobile)
- Email: JMadison@test.edu
- Location: Frisco, TX 75034 United States of America
- Jobs Applied to: 1

**Active Job Applications (1)**

- James Madison - R-1003 test (CAND-1002)  
Location: Courtyard Campus | Date Applied: 08/30/2021

**Review**

**Work History**

Current Job: 6 years | Total Jobs: 1 | Total Experience: 6 years

**Experience**

test | January 2015 - Current (6 years, 8 months)

**Timeline**

2021

**HR Screen** **Decline** Automatic Message Sent

- The HRC will screen the candidate for minimum qualifications and move the qualified candidate to “Interview.” When a candidate is moved to the “Interview” stage, the hiring manager receives a “Schedule Interview” task (this task can also be accessed from the candidate grid).



EDUCATION



## SCHEDULING THE INTERVIEW

1. The hiring manager is now able to schedule the interview. The hiring manager will receive an inbox notification.



**Inbox**  
7 items



Interview: Collin Cougar - R-352 Operator/Maintenance HVAC Technician (CAND-343)  
8 minute(s) ago - Due 08/27/2021

2. Or the hiring manager can schedule an interview from the candidate grid by pulling up the requisition.

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Parallel Stage	Date Applied	Current Title	Current Job Title	Source	Jobs Applied to	Do Not Hire/Conside
<input type="checkbox"/>	• Collin Cougar (CAND-343)	Interview	<button>Schedule</button>	1	4		08/25/2021	HR Generalist	HR Generalist	Job Sites -> Indeed.com	1	

3. When ready, click “Schedule.”
4. Required Fields:
  - a. **Date:** Date of interview.
  - b. **Interviewers:** The hiring manager is shown by default but can be removed. Note: At least one interviewer must be listed.
  - c. **Duration:** Length of interview.
  - d. **Questionnaire:** For staff positions, select "Interview Recommendations."
  - e. Click **Next**.

# Hiring: Hire an Employee



Note: Please confirm date and time with the candidate before scheduling the interview.

## Schedule Interview Ulysses Grant - R-368 Admissions/Records Assistant (CAND-354)



21 second(s) ago - Due 09/22/2021

Signed in to Microsoft Outlook as: JLue@COLLIN.EDU

[Sign Out](#)

Date \*

Time Zone \*

1 item

	Order	*Interviewers	*Duration (in minutes)	Interview Type	Competencies	*Questionnaires	Notes
+		x [REDACTED]	60			x Interview Recommendations	

### Room Selection

Use Same Location or Room

Rooms

### Recommended Interview Settings

Overall Comment

# Hiring: Hire an Employee

2 items

Order	*Interviewers	*Duration (in minutes)	Interview Type	Competencies	*Questionnaires	Notes
+ -		0				
+ -	x [REDACTED]	30			x Interview Recommendations	

5. Once you click **Next**, the calendar will appear. Select  , choose the time of the interview, and click **Next**.

## Schedule Interview

---

Time Zone

GMT-06:00 Central Time (Chicago)

Interviewers \*

Start Time \*

Duration (in minutes) \*

Available Rooms

6. Review proposed interview scheduled and click **Submit**.

7. After the interview, the hiring manager will complete the To-Do Task - Attach Interview Notes. Please attach interview notes to the candidate's profile or via an action item "Awaiting Me" in the candidate grid.

# Hiring: Hire an Employee



**Inbox**

1 item



Attach Interview Notes: Interview: [REDACTED] R-368 Admissions/Records Assistant...  
14 second(s) ago - Due 08/20/2021

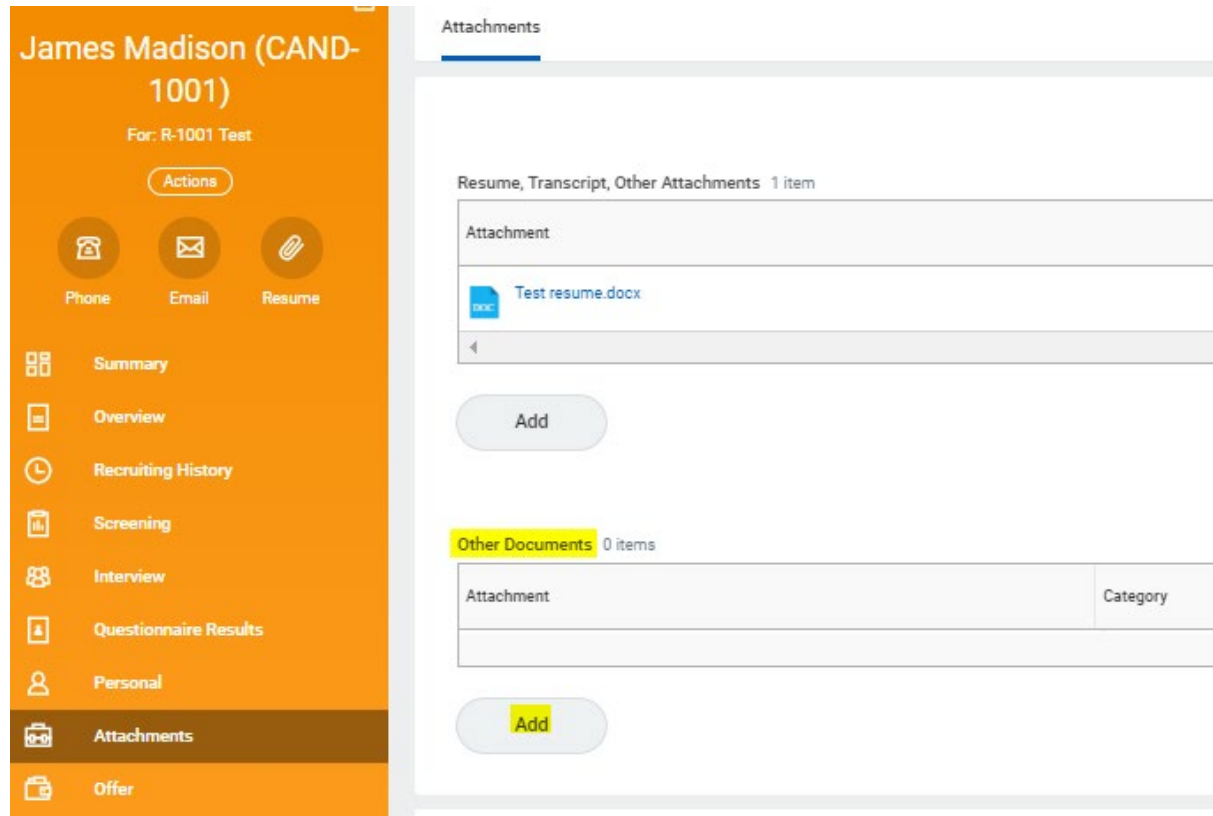
[Go to Inbox](#)

My Actions   Details   Process

My Actions 1 item Turn on the new tables view

Awaiting Me	Due Date	Business Process	Subject
<a href="#">To Do</a>	08/20/2021	Attach Interview Notes: Interview: [REDACTED] R-368 Admissions/Records Assistant (CAND-352)	Attach Interview Notes

# Hiring: Hire an Employee



James Madison (CAND-1001)  
For: R-1001 Test


Actions

Phone Email Resume

Summary  
Overview  
Recruiting History  
Screening  
Interview  
Questionnaire Results  
Personal  
Attachments  
Offer

Attachments

Resume, Transcript, Other Attachments 1 item

Attachment
 Test resume.docx

Add

Other Documents 0 items

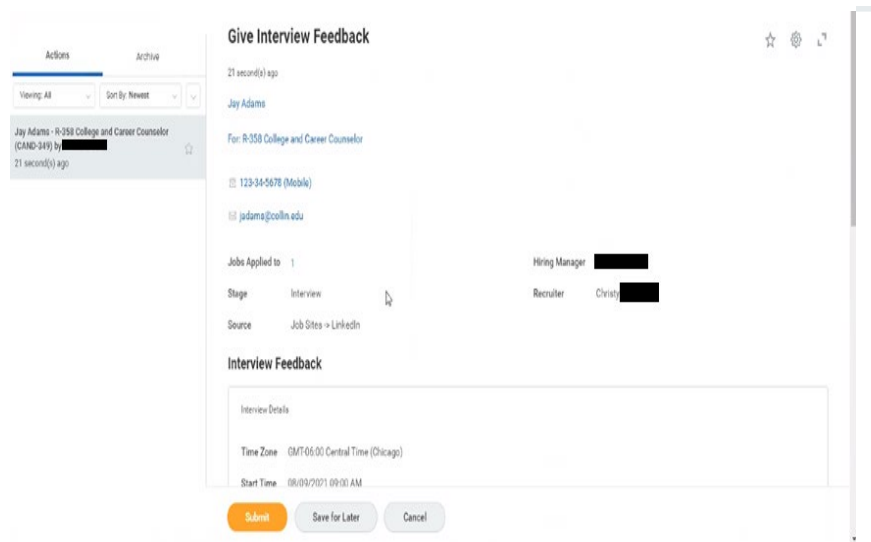
Attachment	Category
------------	----------

Add

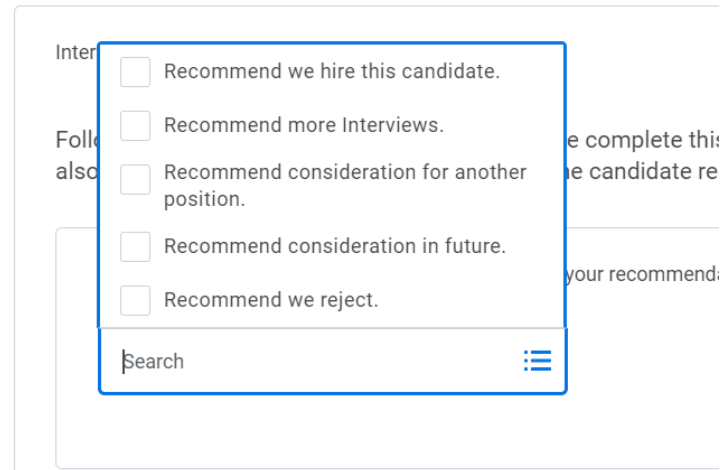
8. Once an interview has been completed, each interviewer will receive a “Give Interview Feedback” task in their Workday inbox. The interviewer will select their rating from the drop-down menu options and select **Submit**.



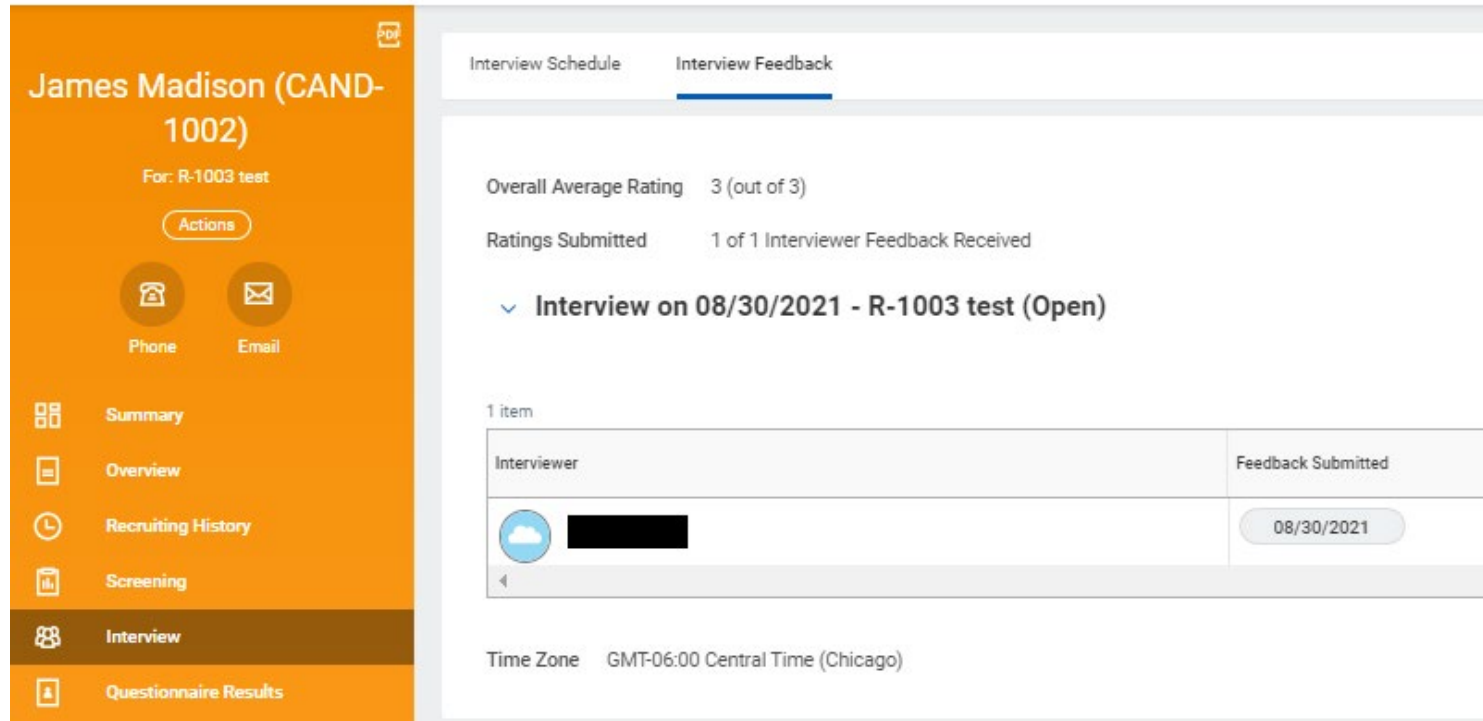
# Hiring: Hire an Employee




## Additional Questions



Note: If multiple interviewers were a part of the interview process, the hiring manager can view the feedback of other interviewers by going to the interview section on the candidate profile.



The screenshot displays the Workday Hiring interface for a candidate named James Madison (CAND-1002). The left sidebar contains navigation options: Summary, Overview, Recruiting History, Screening, Interview (highlighted), and Questionnaire Results. The main content area shows the 'Interview Feedback' tab selected. It displays an overall average rating of 3 (out of 3) and indicates that 1 of 1 interviewer feedback has been received. A dropdown menu is open for the interview on 08/30/2021. Below this, a table lists the interviewer and the date feedback was submitted.

Interviewer	Feedback Submitted
 [Redacted]	08/30/2021

Time Zone: GMT-06:00 Central Time (Chicago)

9. After the "Interview" stage, the hiring manager will receive an inbox item to schedule more interviews or move forward with the reference check.

# Hiring: Hire an Employee



**Inbox**

Actions | Archive

Viewing: All | Sort By: Newest

Interview: James Madison - R-1001 Test (CAND-1001)  
38 second(s) ago - Due 09/02/2021

### James Madison (CAND-1001)

For: R-1001 Test

Phone | Email | Resume

- Summary
- Overview
- Recruiting History
- Screening
- Interview
- Questionnaire Results
- Personal
- Attachments
- Employment Offer
- Personal Notes
- Reminders
- Scheduled Events
- Activity
- Job Applications

Schedule More Interviews | Reference Check

Move Forward | Decline | More

Phone Number: 1234 (Landline) | Email: JMadison@test.edu

Location: 1234, Frisco, TX 75043 United States of America | Jobs Applied to: 1

#### Active Job Applications (1)

James Madison - R-1001 Test (CAND-1001)  
Location: Courtyard Campus | Date Applied: 08/31/2021

Interview Decision

#### Work History

Current Job: 4 years | Total Jobs: 1 | Total Experience: 4 years

#### Experience

Test 1 | January 2017 - Current (4 years, 8 months)

View All

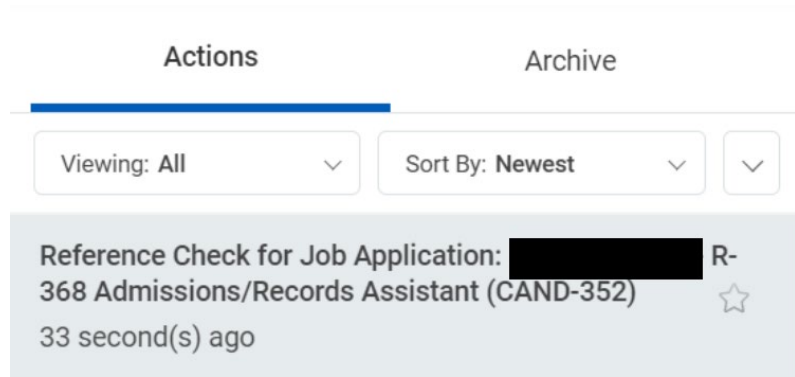
2021

31 Aug Job Application Results: Interview Feedback Received  
R-1001 Test: Average Rating = 3 (out of ...)

31 Job Application Status Updated  
R-1001 Test: Moved from 'HR Screen' to ...

## REFERENCE CHECK

1. The external candidate will be sent a link to add reference contact information.
2. Once the references have been added by the candidate, the hiring manager will receive an inbox task.



The screenshot shows a Workday interface with two tabs: 'Actions' (selected) and 'Archive'. Below the tabs are three dropdown menus: 'Viewing: All', 'Sort By: Newest', and an empty dropdown. The main content area displays a task card for a 'Reference Check for Job Application' for a candidate named 'R-368 Admissions/Records Assistant (CAND-352)'. The task was received '33 second(s) ago' and has a star icon next to it.

3. The hiring manager will monitor the receipt of references via the "Manage Reference" task. DO NOT mark this task as complete if all the references have not been received.
  - a. The manager can resend the reference questionnaire to a referee.
  - b. The manager can submit the reference letter on behalf of a referee.

**Inbox**

Actions Archive

Viewing: All Sort By: Newest

Additional References: James Madison - R-1003 test (CAND-1002) 6 minute(s) ago

### Manage References

James Madison - R-1003 test (CAND-1002)

6 minute(s) ago

11111 (Mobile) Jobs Applied to 1 Hiring Manager [Redacted]

JMadison@test.edu Stage Additional References Recruiter Christy Phoenix

Source Job Sites -> Indeed.com

Turn on the new tables view

2 items

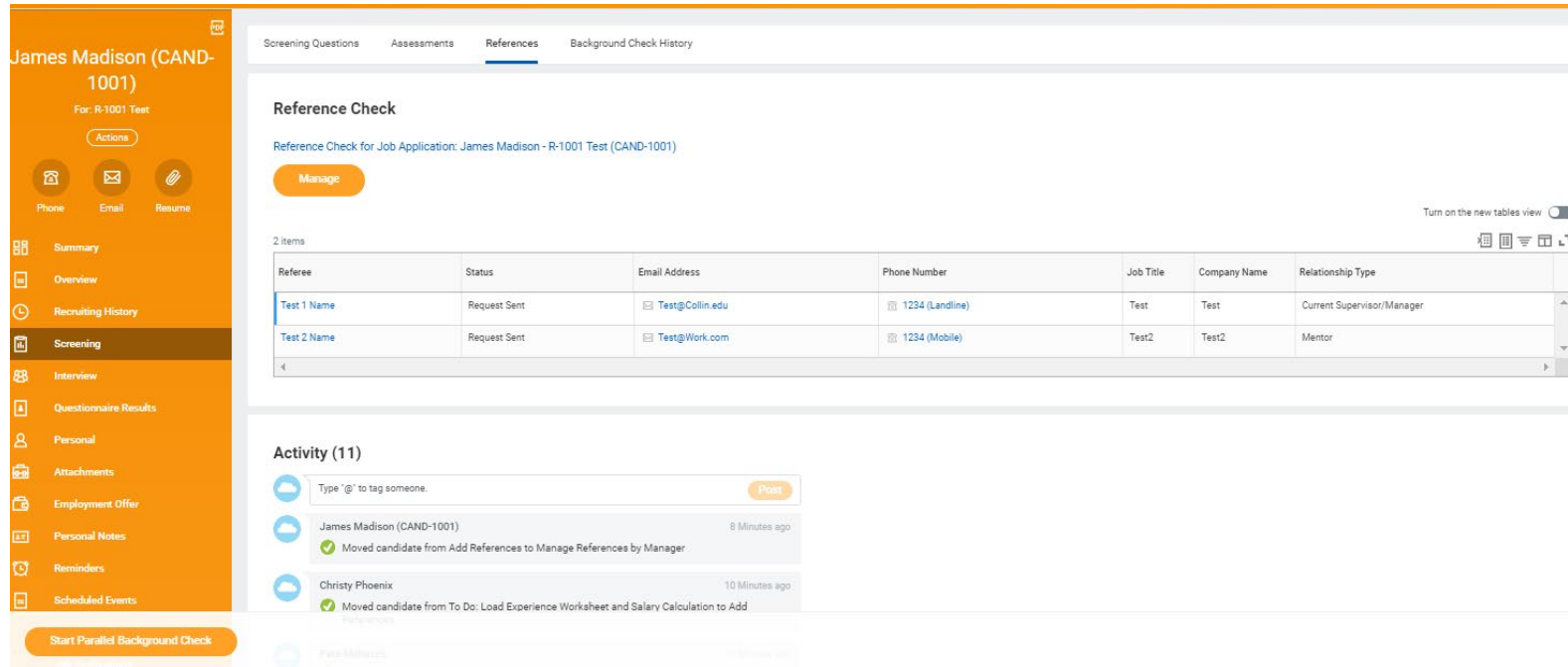
Available Actions	Referee	Status	Email Address	*Phone Number	*Job Title	* Company Name	*Relationship Type
Resend	Test 3 Test	Submitted on behalf of Referee	<a href="mailto:Test@Email.com">Test@Email.com</a>	<a href="tel:123">123 (Landline)</a>	test	test	Mentor
Submit Reference	Test4 Test	Request Sent	<a href="mailto:Test@Email.com">Test@Email.com</a>	<a href="tel:1234">1234 (Landline)</a>	Test	Test	Peer



Note: For internal applicants The hiring manager will receive a To-Do item to upload a candidate reference from the current supervisor.

To upload the documentation, go to the “candidate profile” and select "Attachment." Upload the attachment in the "Other Documents" section and label as “reference letter.”

4. Manager can view references that have been submitted by going to the candidate’s profile and selecting screening.



James Madison (CAND-1001)  
For: R-1001 Test

Phone Email Resume

Summary Overview Recruiting History Screening Interview Questionnaire Results Personal Attachments Employment Offer Personal Notes Reminders Scheduled Events

Start Parallel Background Check

Screening Questions Assessments **References** Background Check History

### Reference Check

Reference Check for Job Application: James Madison - R-1001 Test (CAND-1001)

Manage

Turn on the new tables view

2 items

Referee	Status	Email Address	Phone Number	Job Title	Company Name	Relationship Type
Test 1 Name	Request Sent	Test@Collin.edu	1234 (Landline)	Test	Test	Current Supervisor/Manager
Test 2 Name	Request Sent	Test@Work.com	1234 (Mobile)	Test2	Test2	Mentor

### Activity (11)

Type '@' to tag someone. Post

James Madison (CAND-1001) 8 Minutes ago  
Moved candidate from Add References to Manage References by Manager

Christy Phoenix 10 Minutes ago  
Moved candidate from To Do: Load Experience Worksheet and Salary Calculation to Add References

View Activity

5. Click on the referee's name, and the reference questionnaire will populate.

## Reference

Questionnaire  
Referee Questions

Respondent  
Jaslyn Lue

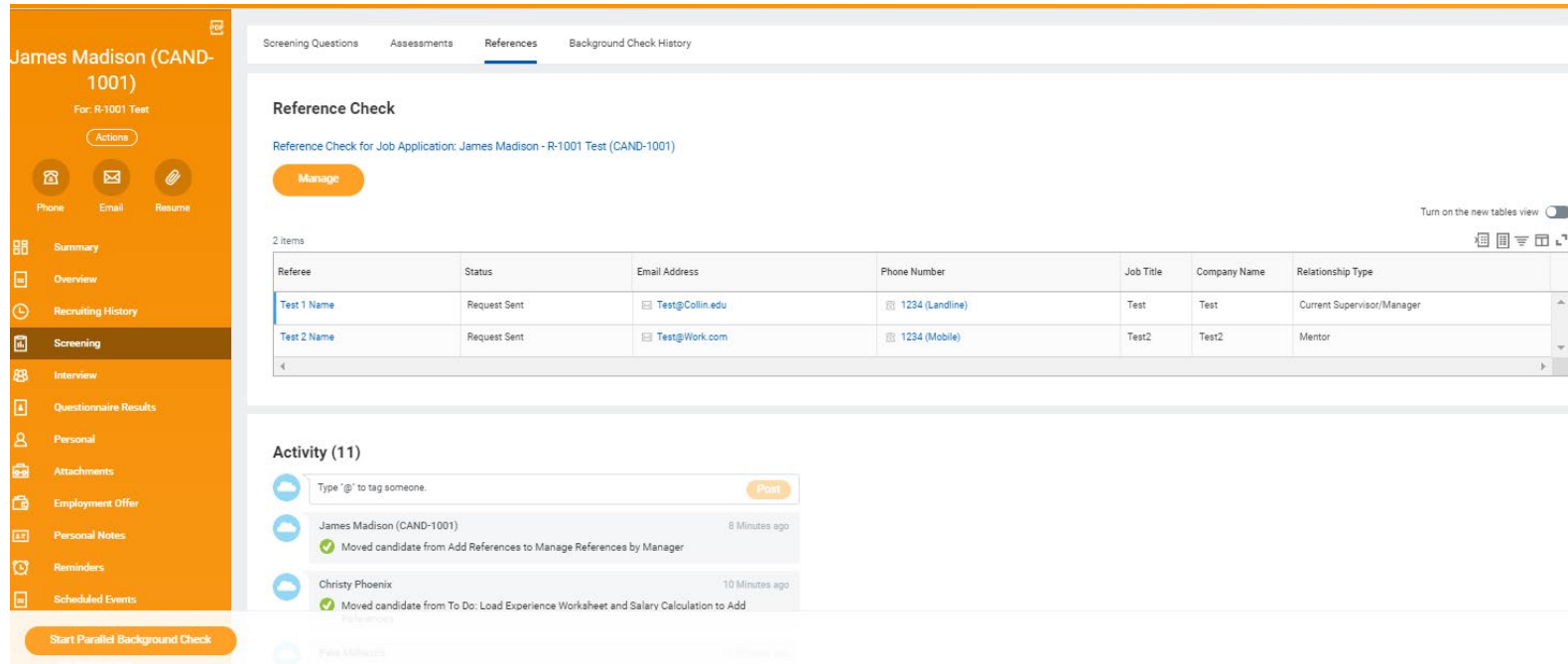
Submission Date  
08/19/2021

Turn on the new t

16 items

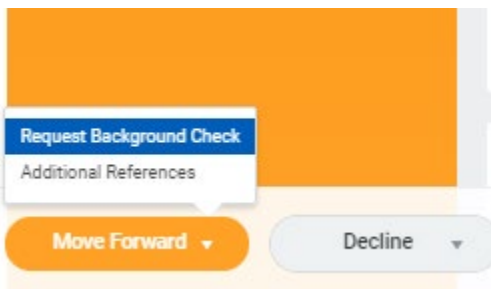
Question	Answers
What is/was their title at your company?	Clerk
What were their dates of employment? If they are still with the company, how long have they worked there?	01/20 - 08/21
What is/was their reason for leaving?	Better opportunity
Would they be eligible for rehire?	Yes
Was this individual employed full-time or part-time with your organization?	Full Time
What were the candidate's essential job functions?	Test

- The manager may move forward with the background check while references are being completed. To do this, the manager will pull up the candidate profile and select "Start Parallel Background Check." (See image on next page.)



Referee	Status	Email Address	Phone Number	Job Title	Company Name	Relationship Type
Test 1 Name	Request Sent	Test@Collin.edu	1234 (Landline)	Test	Test	Current Supervisor/Manager
Test 2 Name	Request Sent	Test@Work.com	1234 (Mobile)	Test2	Test2	Mentor

7. If the manager has not started the background in parallel, and references are completed, the manager will click **Submit** for the "Manage Eeference" task.

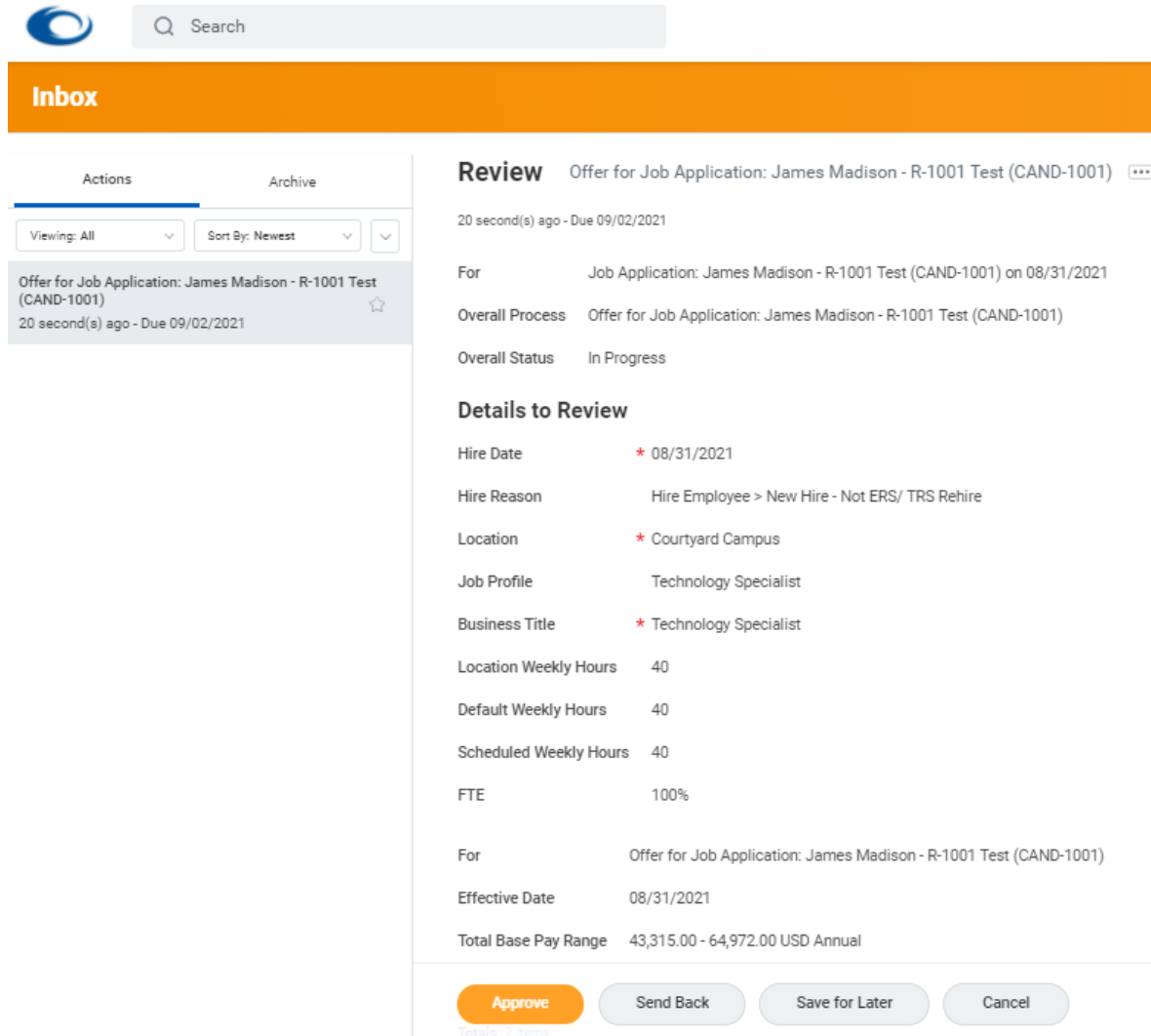


8. HR will receive a task to "Verify Background Check." Once the background check is complete, your HR consultant will move forward with the offer.



## OFFER

1. Once the candidate is moved to the offer stage, the offer details are completed by Human Resources and then routed for approvals.
2. As hiring manager, when you receive the "Offer Review," you can extend a verbal contingent offer at this time. A final offer will be sent through the candidate portal pending additional approvers.



The screenshot displays the Workday Manager interface for reviewing an offer. At the top, there is a search bar and an orange 'Inbox' header. Below the header, the interface is divided into two main sections: a left-hand navigation pane and a main content area.

**Left-hand navigation pane:**

- Buttons for 'Actions' and 'Archive' are visible.
- Dropdown menus for 'Viewing: All' and 'Sort By: Newest' are present.
- A list item is shown: 'Offer for Job Application: James Madison - R-1001 Test (CAND-1001)' with a star icon and '20 second(s) ago - Due 09/02/2021'.

**Main content area:**

- Review** Offer for Job Application: James Madison - R-1001 Test (CAND-1001) [More options]
- 20 second(s) ago - Due 09/02/2021
- For** Job Application: James Madison - R-1001 Test (CAND-1001) on 08/31/2021
- Overall Process** Offer for Job Application: James Madison - R-1001 Test (CAND-1001)
- Overall Status** In Progress
- Details to Review**
- Hire Date** \* 08/31/2021
- Hire Reason** Hire Employee > New Hire - Not ERS/ TRS Rehire
- Location** \* Courtyard Campus
- Job Profile** Technology Specialist
- Business Title** \* Technology Specialist
- Location Weekly Hours** 40
- Default Weekly Hours** 40
- Scheduled Weekly Hours** 40
- FTE** 100%
- For** Offer for Job Application: James Madison - R-1001 Test (CAND-1001)
- Effective Date** 08/31/2021
- Total Base Pay Range** 43,315.00 - 64,972.00 USD Annual
- Buttons: **Approve** (orange), **Send Back**, **Save for Later**, **Cancel**
- Totals: 2 items

- Once the offer is approved, the hiring manager will receive a final task to review and approve the offer letter. Once approved, the letter will go out to the candidate.

### Inbox

Actions Archive

Viewing: All | Sort By: Newest


**Offer for Job Application: James Madison - R-1001 Test (CAND-1001)**  
30 second(s) ago - Due 09/02/2021

#### Print Generated Document

 Review Documents for Offer for Job Application: James Madison - R-1001 Test (CAND-1001) ⋮

30 second(s) ago - Due 09/02/2021

#### Documents

Document  Offer Letter 08/31/2021.pdf

Comment

Submit Don't Accept Save for Later Cancel