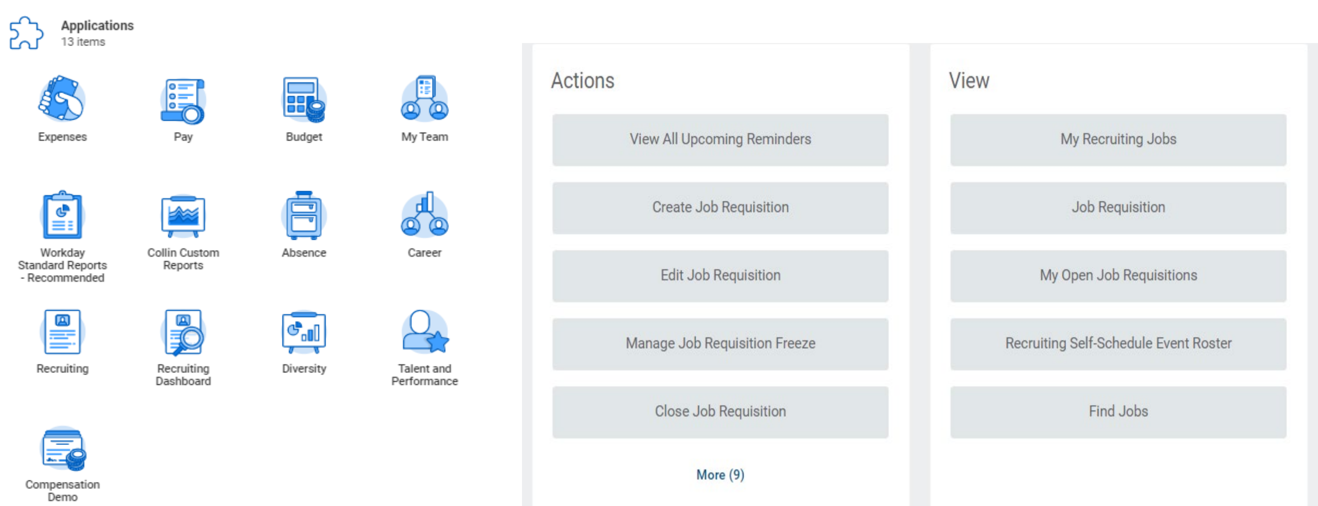
Hiring: Hire an Employee

Manager

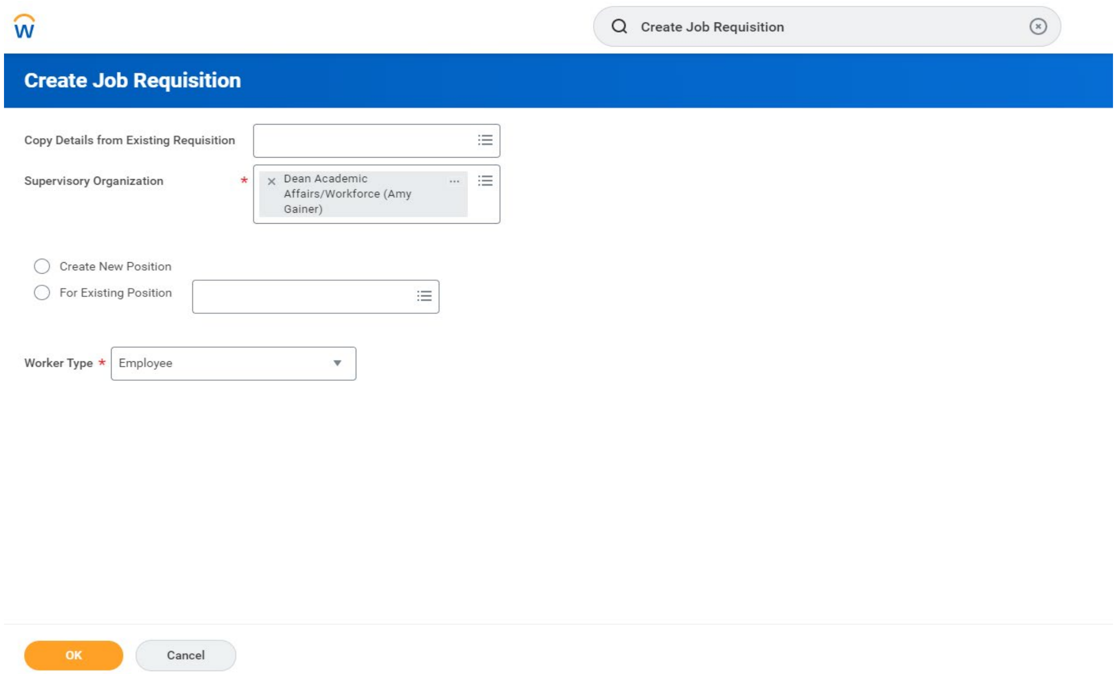
CREATE A JOB REQUISITION

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.”



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.



RECRUITING INFORMATION

1. **Recruiting Details**

   a. **Reason:**
   Select: New, Replacement, or Student

   b. **Recruiting Instructions:**

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:** This auto populates.

   l. **Contract Details:** Leave blank.

   m. **Compensation Details:** This auto populates.

   n. **Questionnaires:** This auto populates.

   o. **Assessments:** This auto populates.

   p. Click **Next.**

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.**

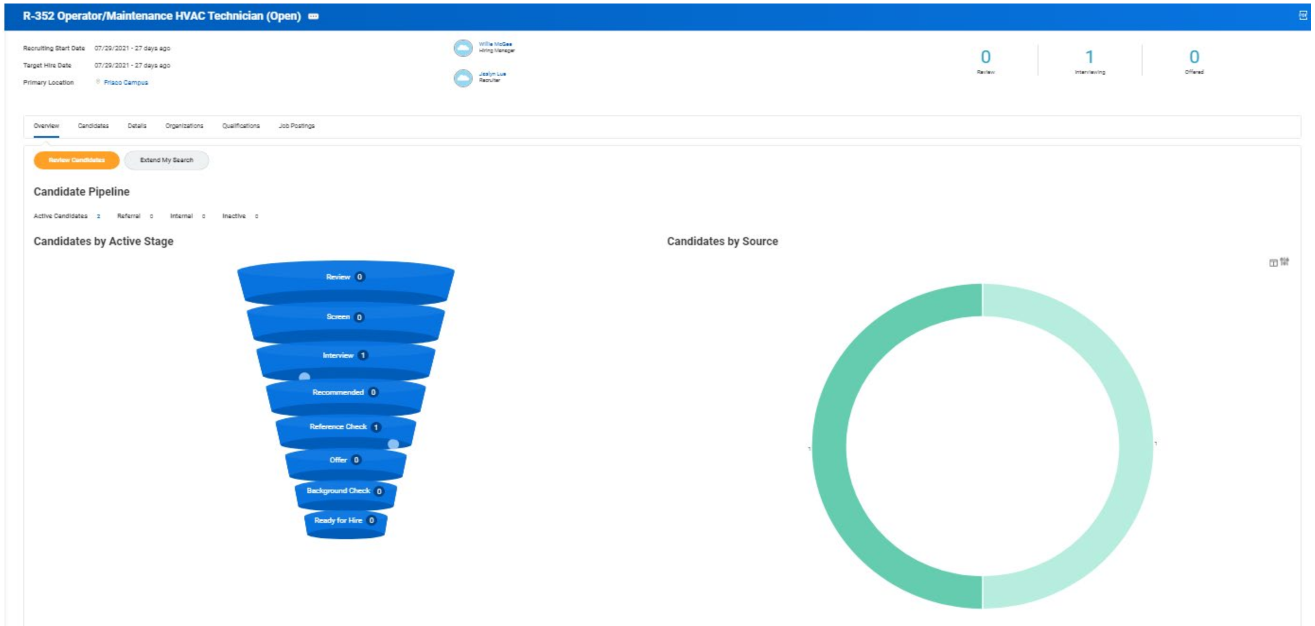
Note: The requisition will be routed through the appropriate approval chain once submitted.

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.

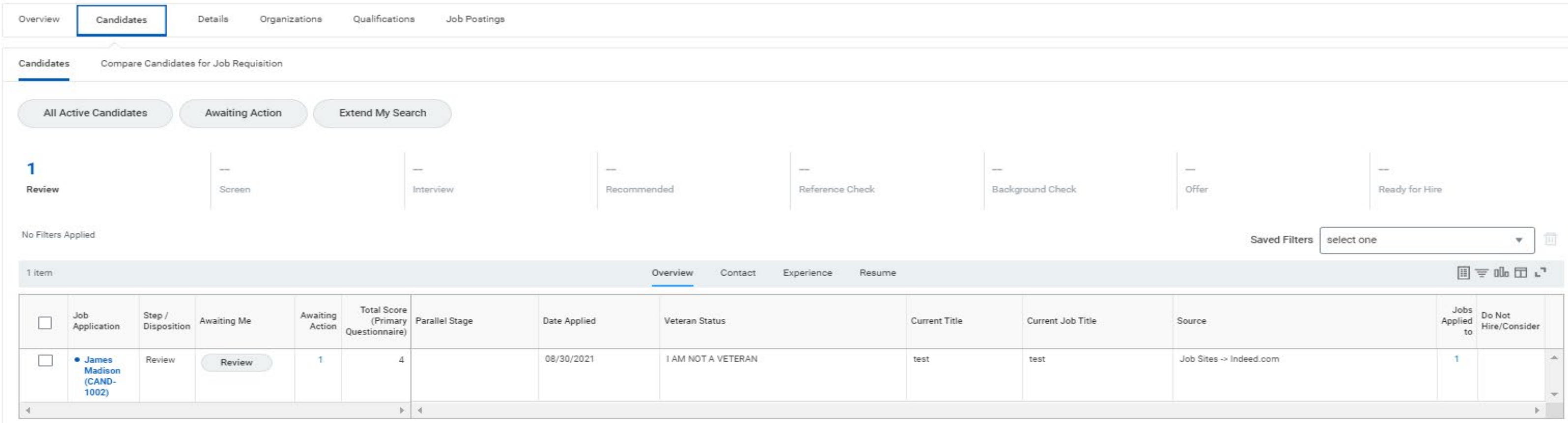
APPLICANT TRACKING

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



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 eecruiter 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.

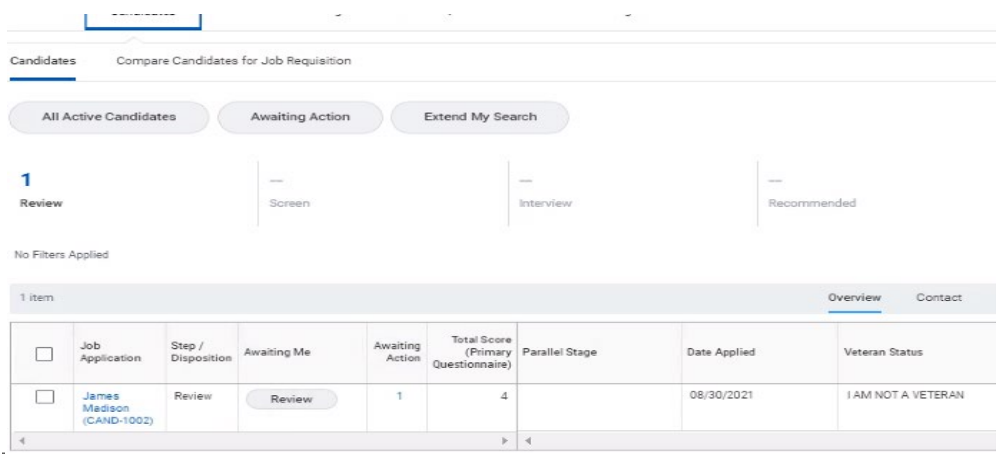
Experience: A snapshot of work history and education.

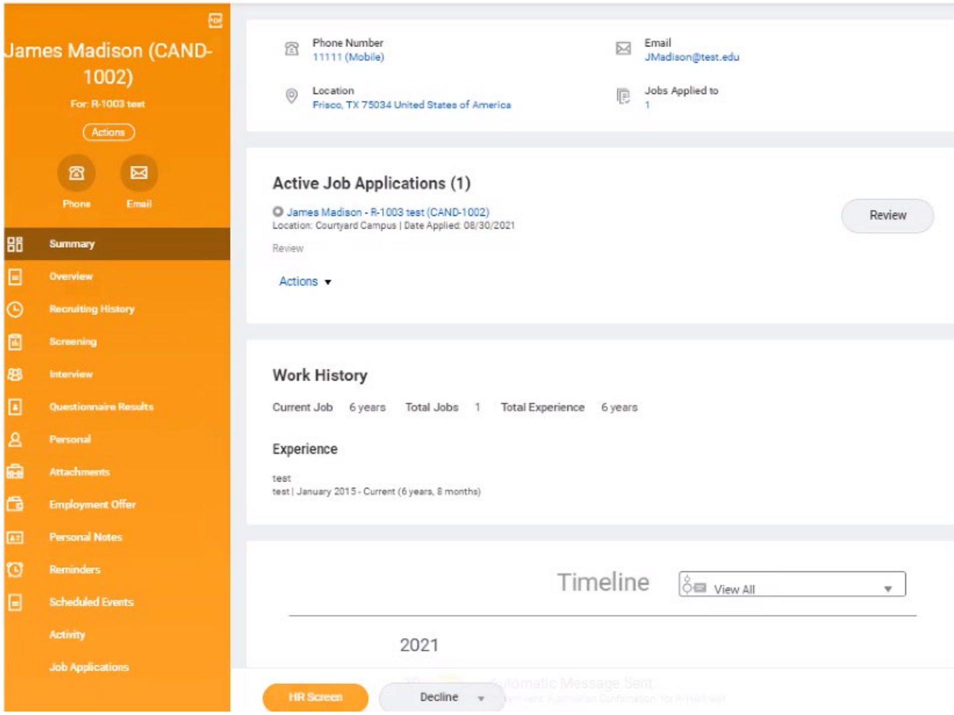
Resume: This section includes the resume text. Here, the primary recruiter and recruiting screener can search all candidate resumes by filtering for relevant skills, work history, educational background, etc. This helps narrow the pool and brings to light the top candidates for the position.

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).





2. 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).

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

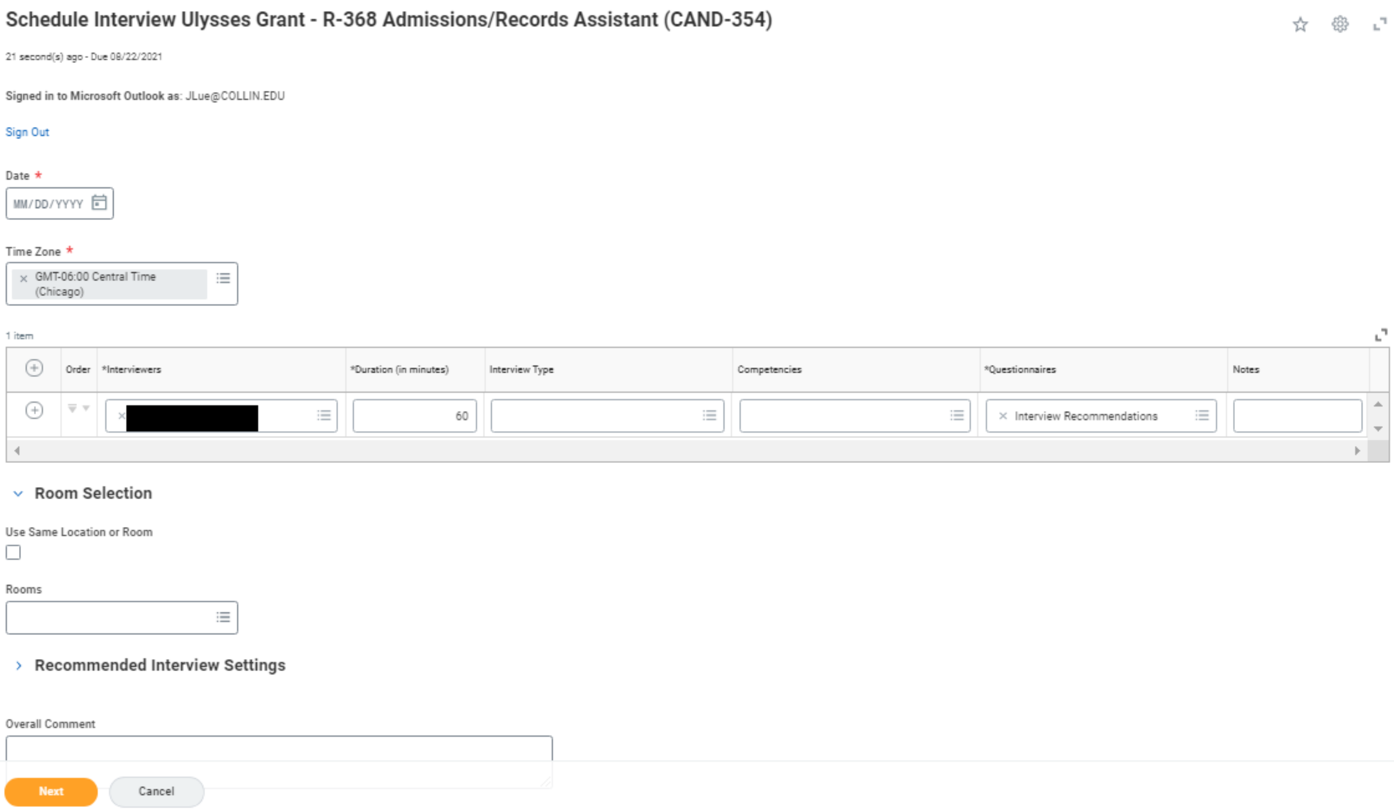
Interview: Collin Cougar - R-352 Operator/Maintenance HVAC Technician (CAND-343)
8 minute(s) ago - Due 08/27/2021

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

	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
	Collin Cougar (CAND-343)	Interview	Schedule	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**.

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 *

MM/DD/YYYY

Time Zone *

GMT-06:00 Central Time (Chicago)

1 item

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

Room Selection

Use Same Location or Room

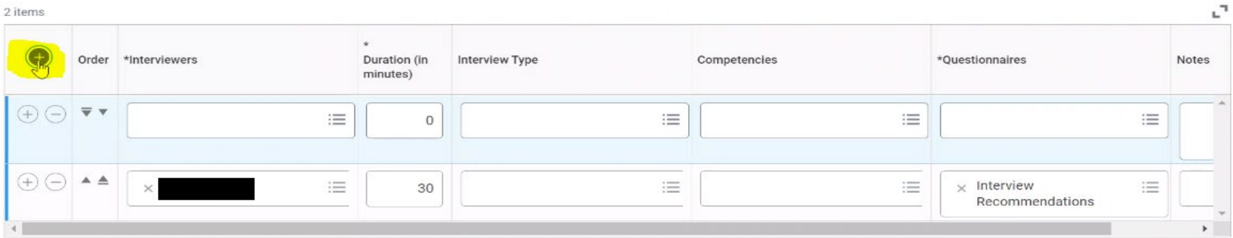
Rooms

Recommended Interview Settings

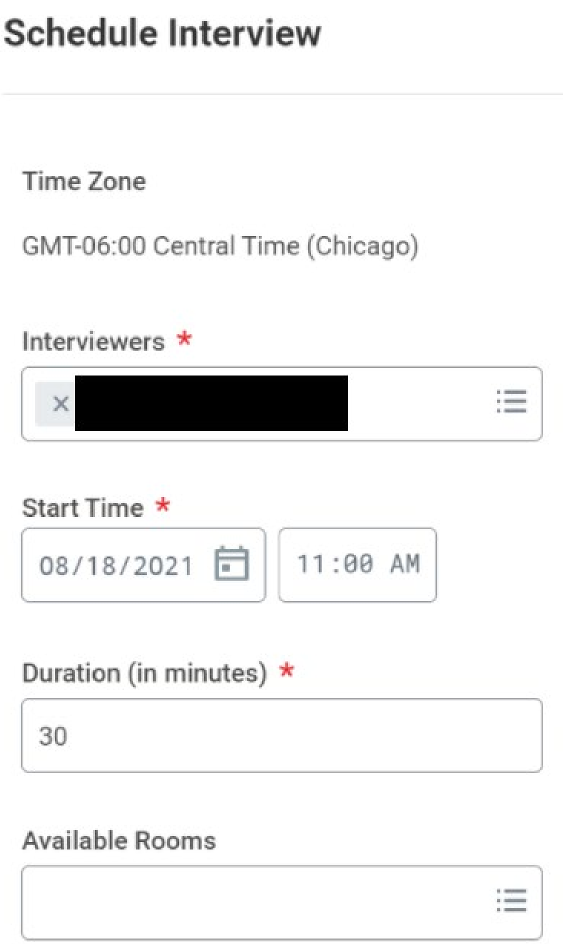
Overall Comment

Next

Cancel



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


Schedule Interview

Time Zone

GMT-06:00 Central Time (Chicago)

Interviewers *

× [redacted]

Start Time *

08/18/2021 | 11:00 AM

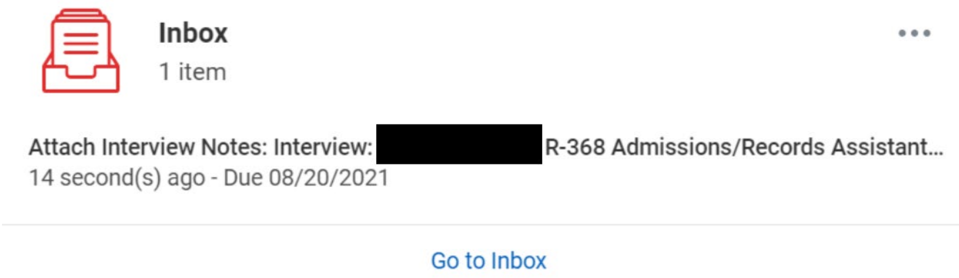
Duration (in minutes) *

30

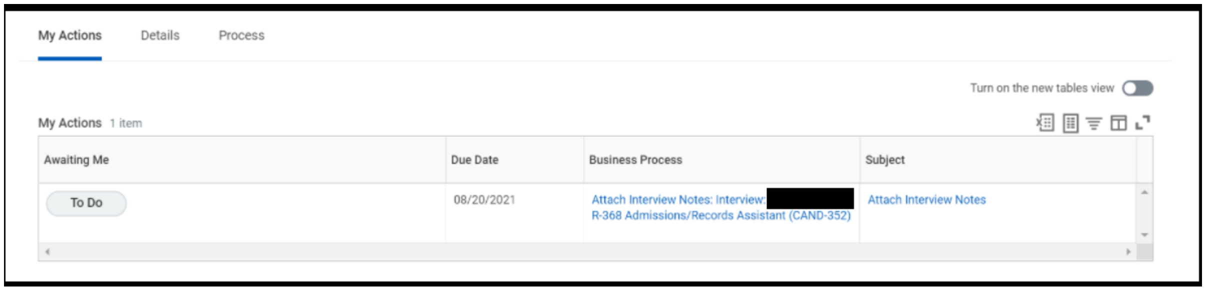
Available Rooms

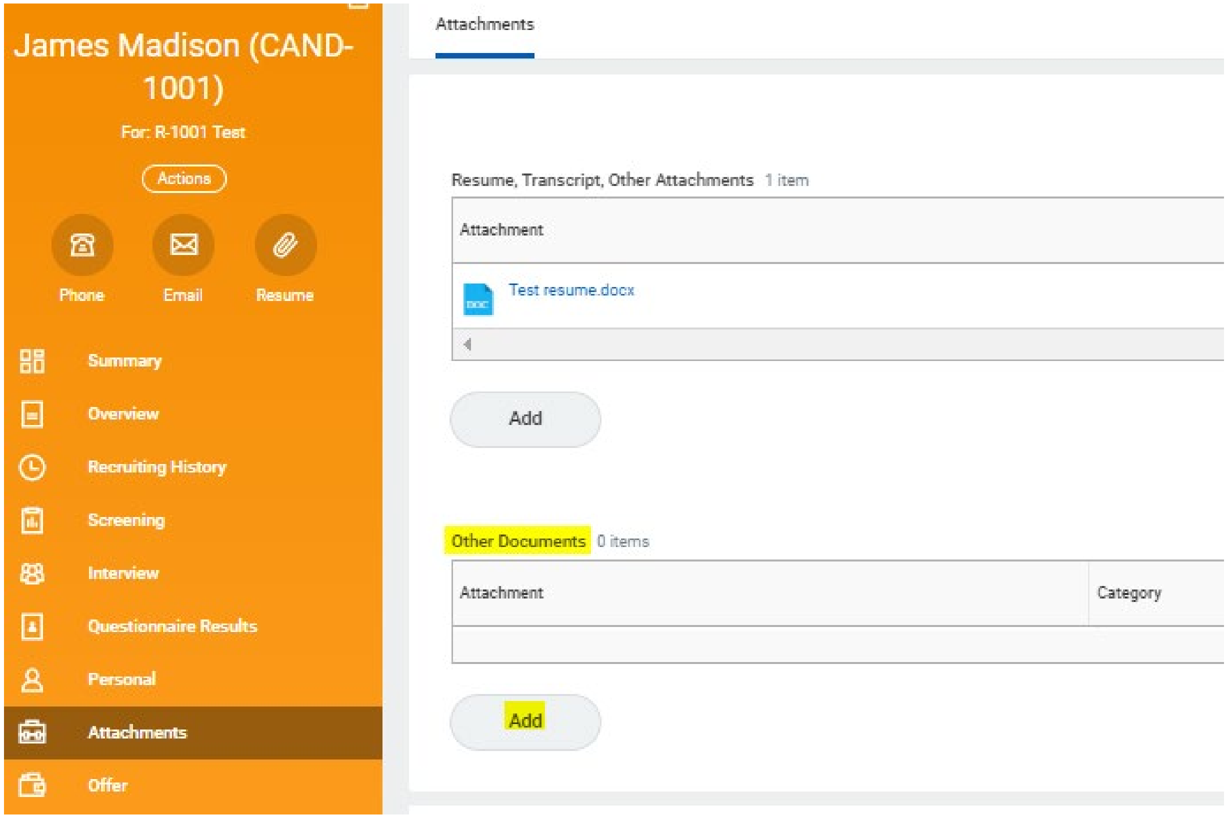
6. Review proposed interview scheduled and click **Submit**.

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.


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
Turn on the new tables view
My Actions 1 item
Awaiting Me
Due Date
Business Process
Subject
To Do
08/20/2021
Attach Interview Notes: Interview: [redacted] R-368 Admissions/Records Assistant (CAND-352)
Attach Interview Notes



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.**

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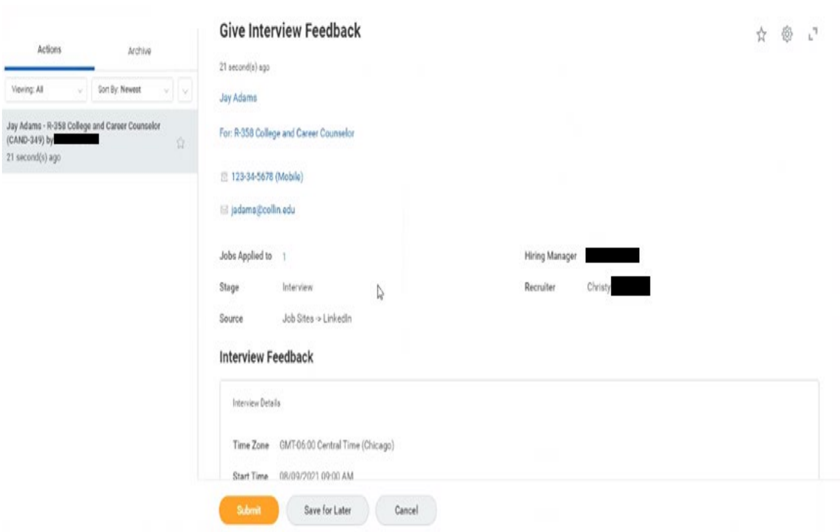
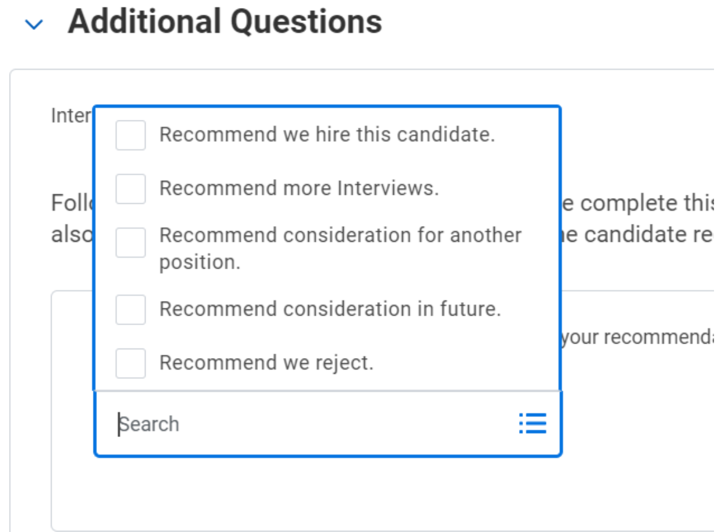
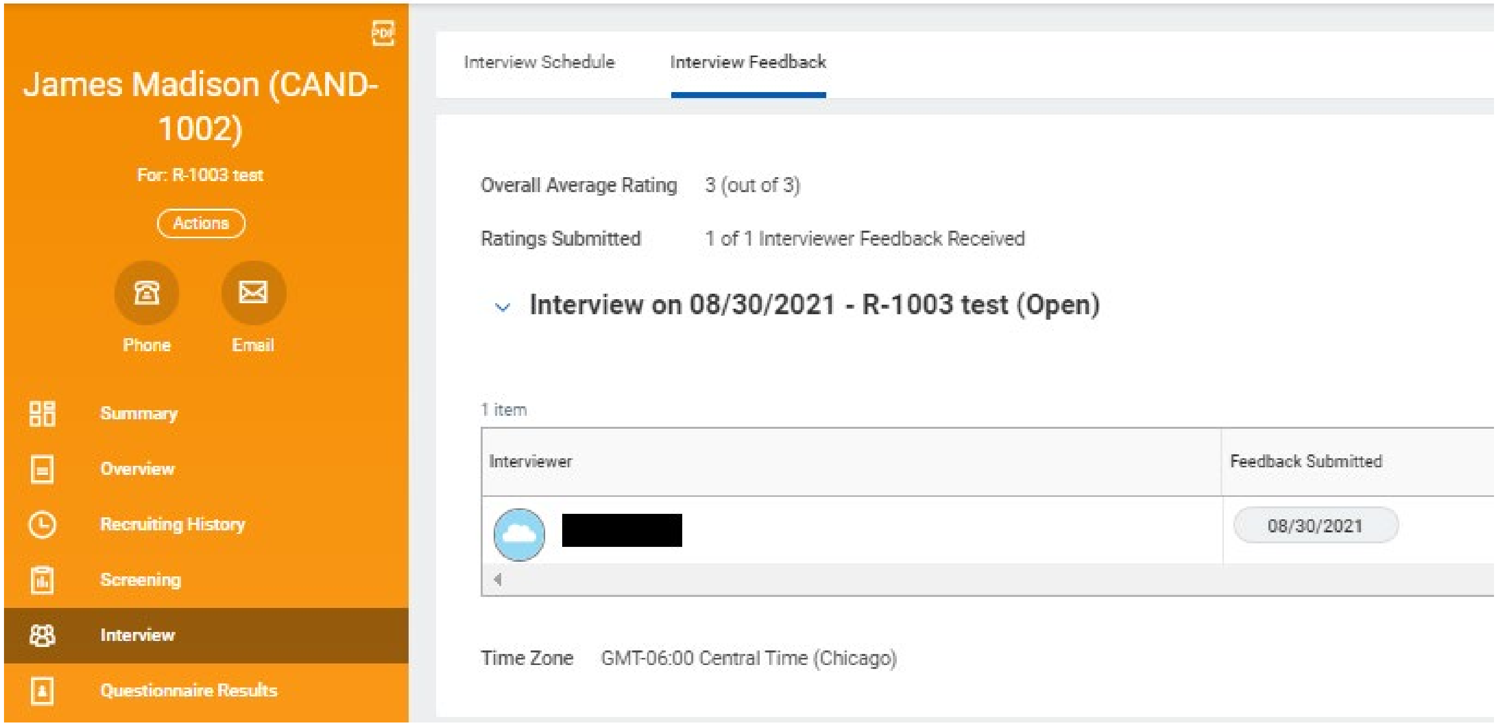




Note: If multiple interviewers were a part of the interview process, the hiring manager can view the feedback of other interviewers by going to the interview section on the candidate profile.



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

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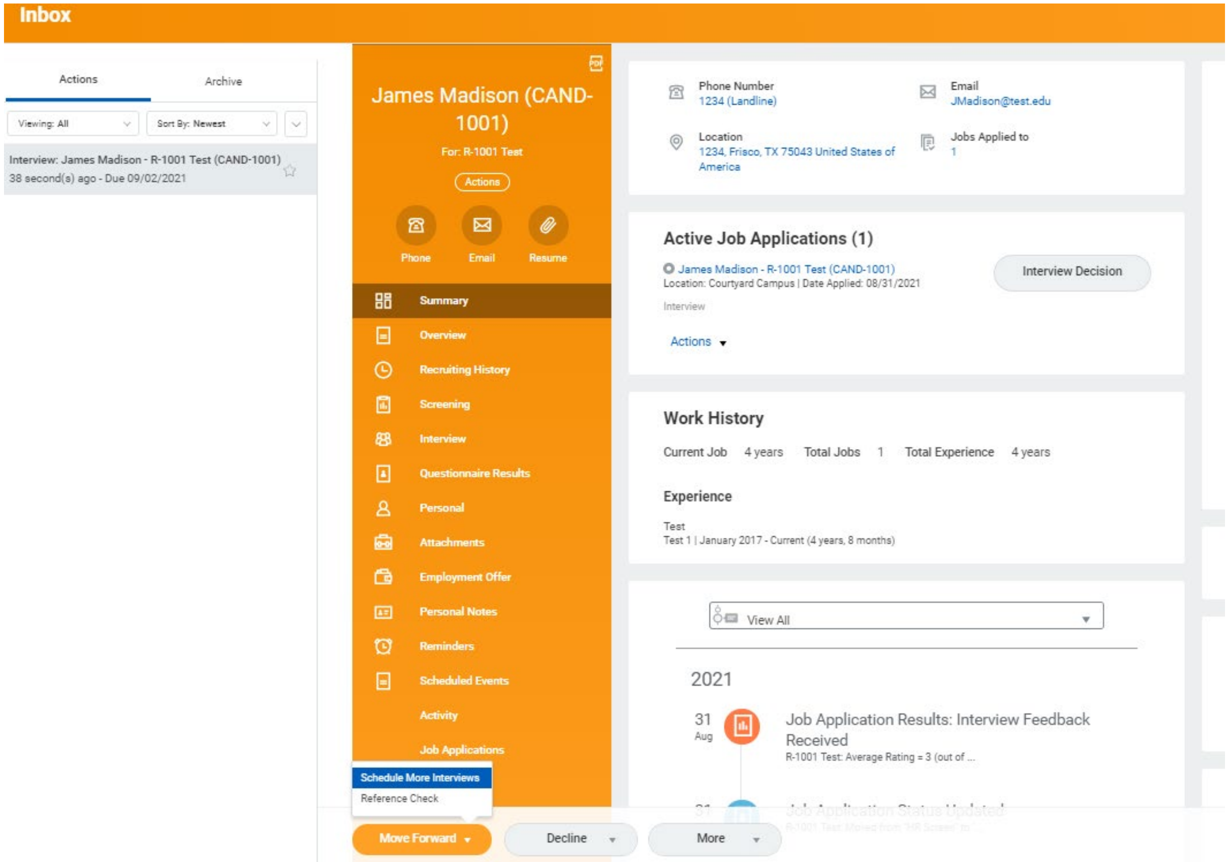
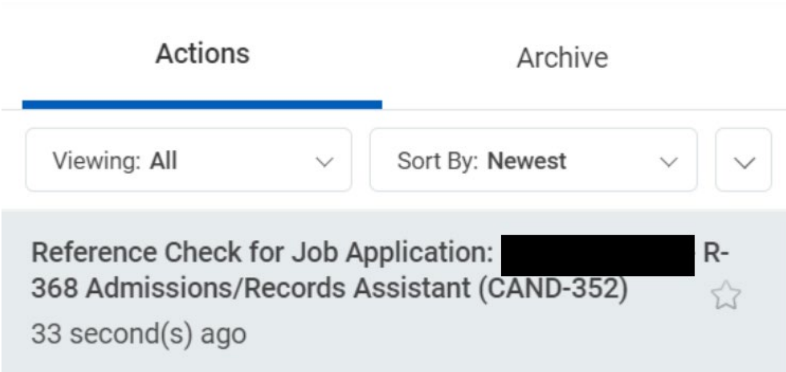
Manager

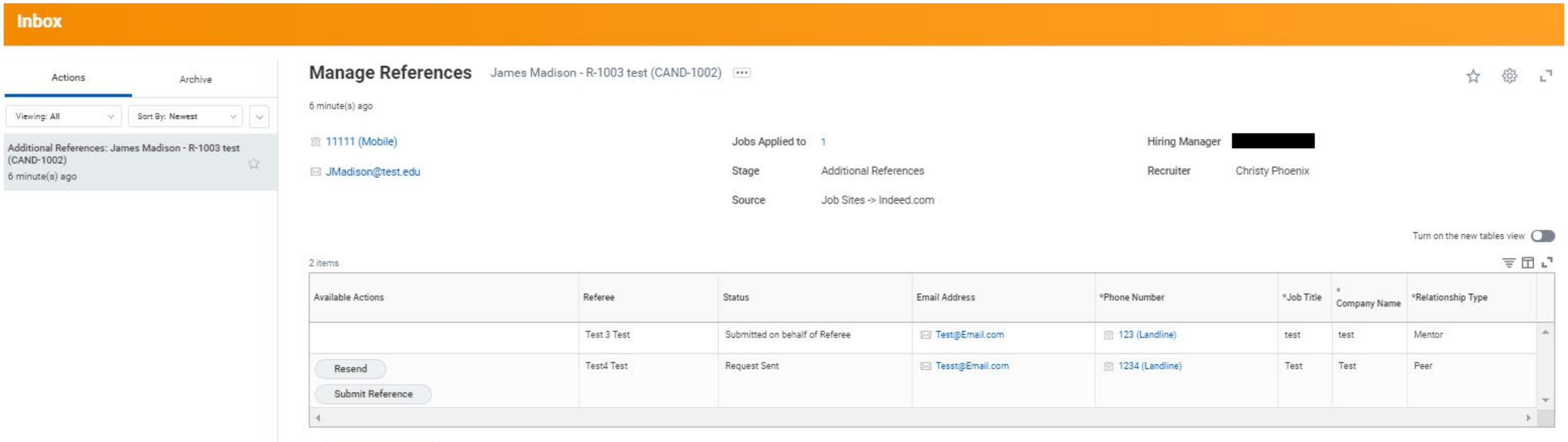


REFERENCE CHECK

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.



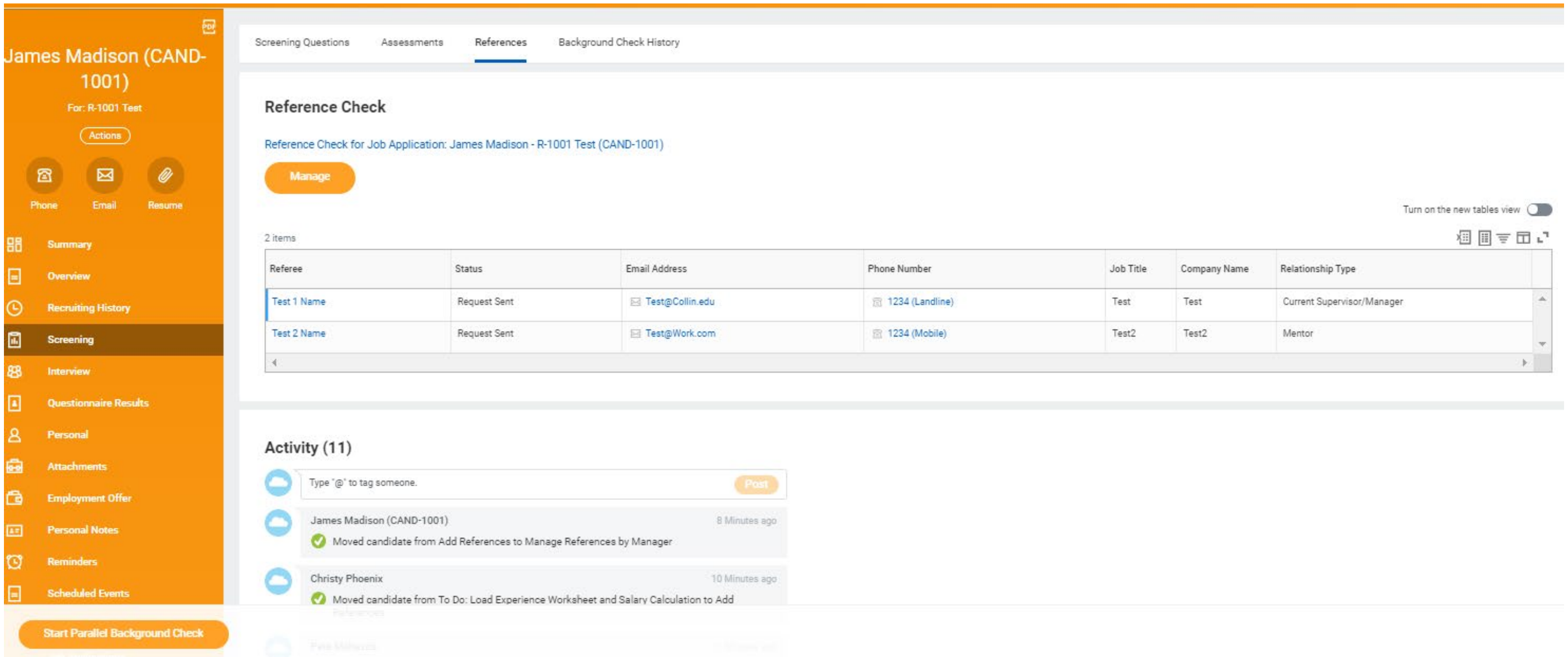
3. The hiring manager will monitor the receipt of references via the "Manage Reference" task. DO NOT mark this task as complete if all the references have not been received.
   a. The manager can resend the reference questionnaire to a referee.
   b. The manager can submit the reference letter on behalf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



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



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

Reference

Questionnaire: Referee Questions

Respondent: Jaslyn Lue

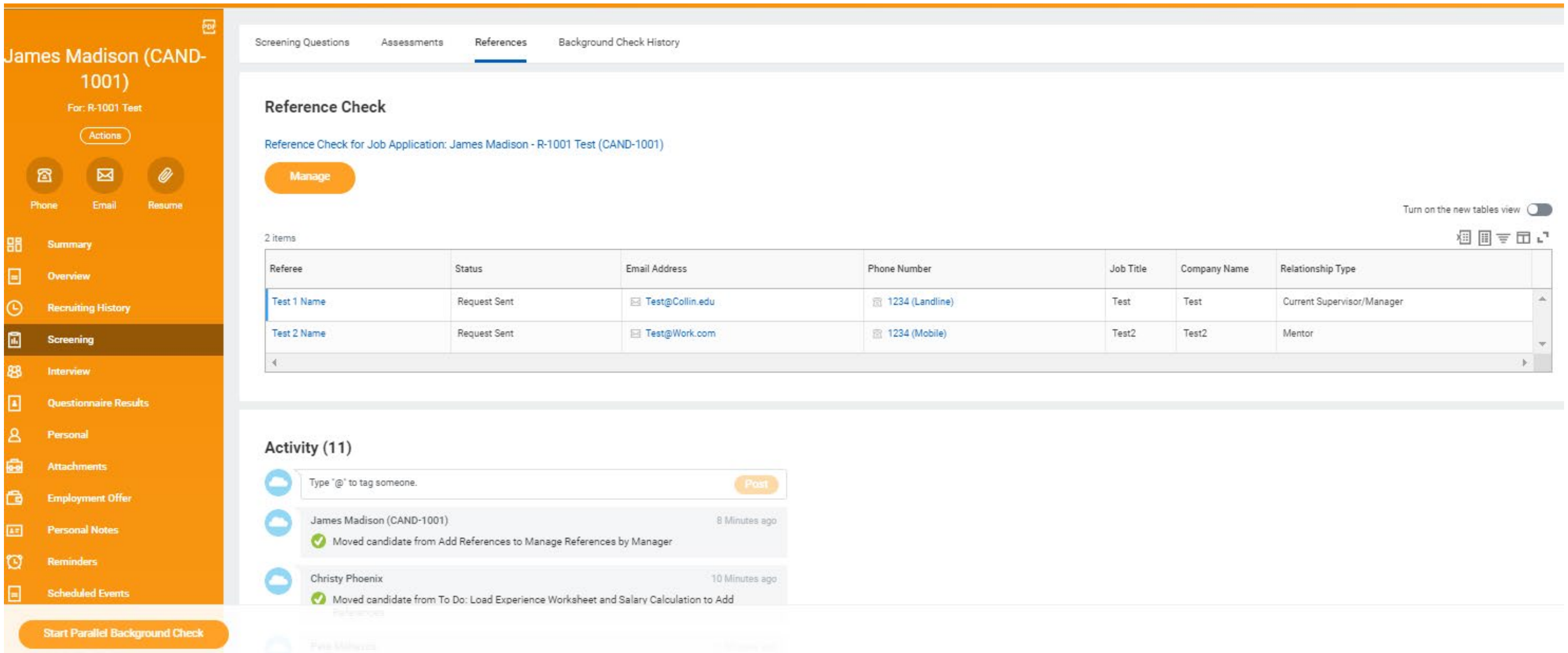
Submission Date: 08/19/2021

Turn on the new t

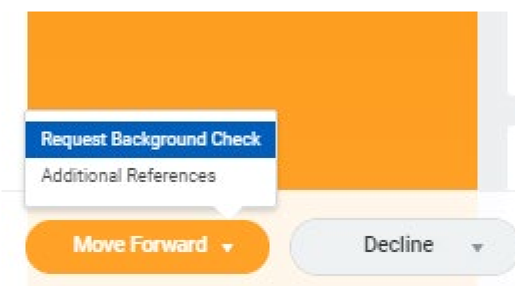
16 items

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

6. 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.)



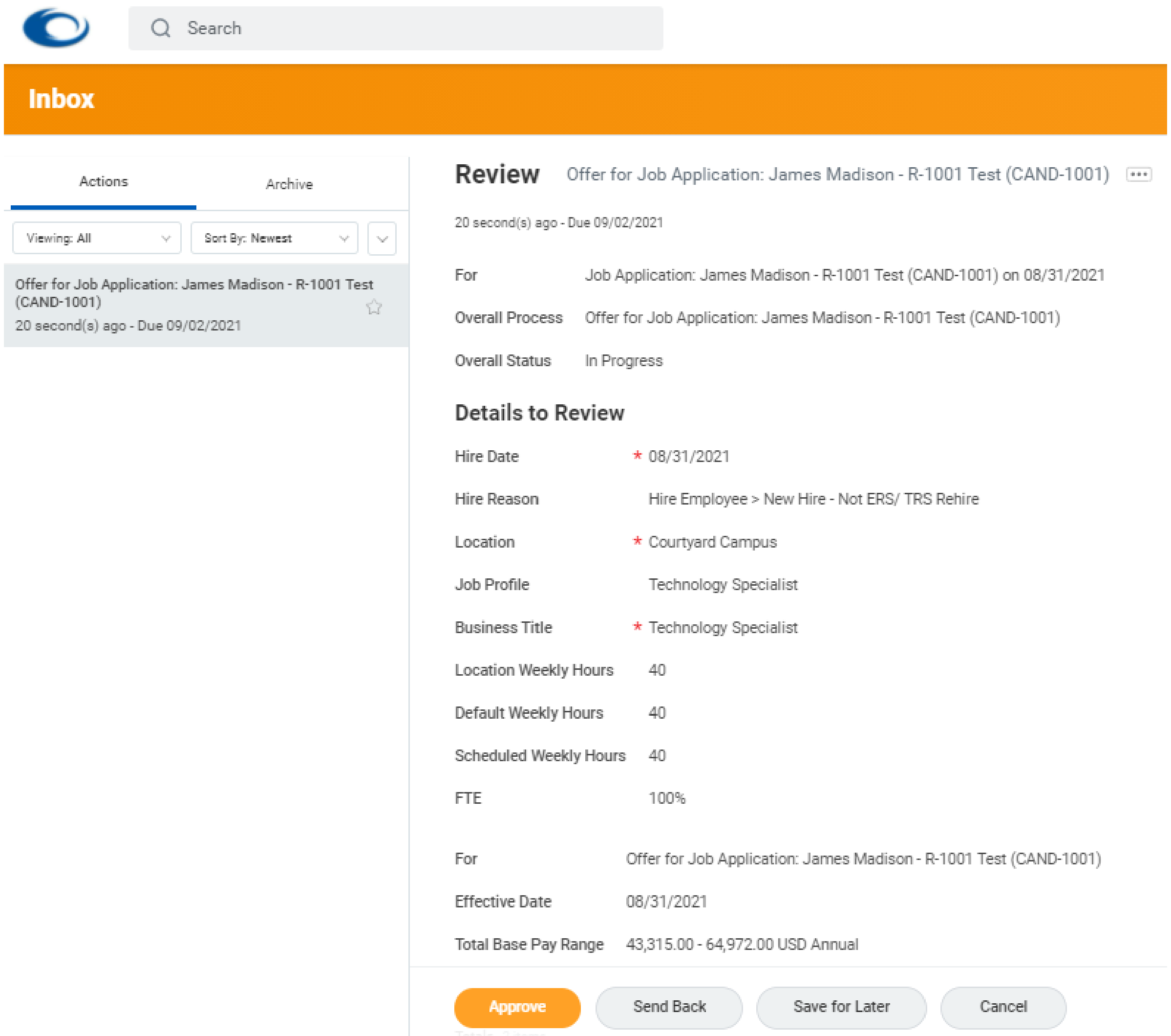
7. If the manager has not started the background in parallel, and references are completed, the manager will click **Submit** for the "Manage Eeference" task.



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.



3. 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.