

Student Recruiting/Employment

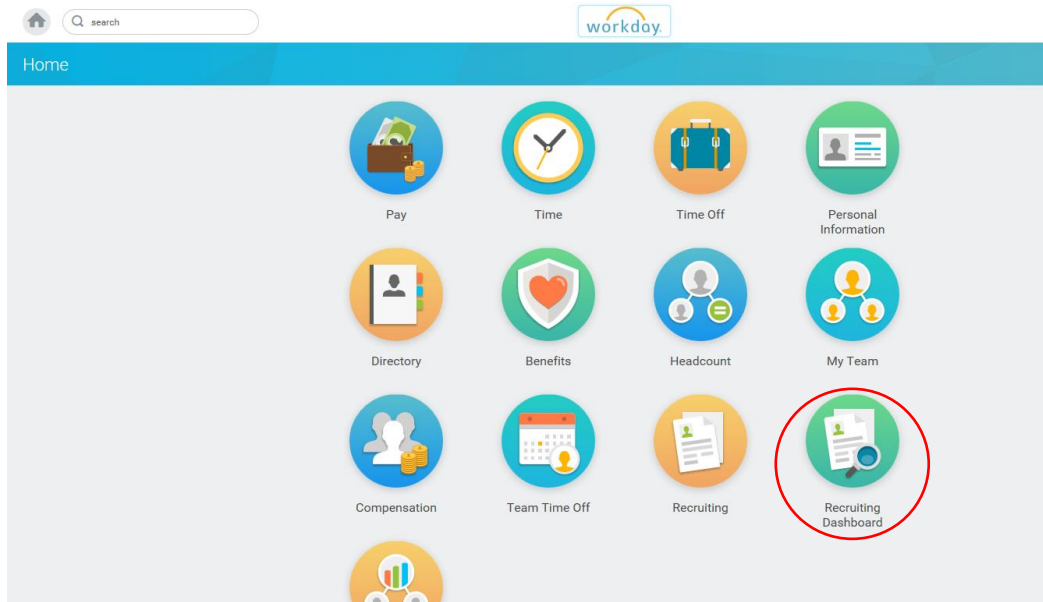
Step-by-Step Guide

Interviewing and Selecting Student from Job Requisition



Step-by-Step Guide

Interviewing and Selecting Student from Job Requisition



1. Log in to Workday. Click on the Recruiting Dashboard icon.

Recruiting Dashboard

The screenshot shows the Recruiting Dashboard with three main sections:

- Recruiting Jobs in My Organization:** A table listing job requisitions with columns for Job Requisition, Active Candidates, Recruiting Start Date, Manager Photo, and Hiring Manager. The first row is highlighted with a red box.
- Candidate Time Per Stage:** A bar chart showing the average time spent in each stage of the recruitment process. The 'Interview' stage has the highest time spent.
- Manage Job Requisitions:** A table listing job requisitions with columns for Job Requisition, Day(s) Open, Hiring Manager(s), Recruiting Start Date, and Count of Active Candidates.

Job Requisition	Active Candidates	Recruiting Start Date	Manager Photo	Hiring Manager
R01910 Admissions Assistant - Student (WORK STUDY) (Open)	1	08/31/2016 - Today		
R01901 Student (WORK STUDY) (Open)	0	08/31/2016 - Today		
R01903 Admission Student - 8-31*1 (GENERAL) (Open)	0	08/31/2016 - Today		
R01912 Adm Student - 8-31*2 (GENERAL) (Open)	0	08/31/2016 - Today		
R01913 Admissions	0	08/31/2016 - Today		

Stage	Average of Time in Stage
Review	3
Screen	0

Job Requisition	Day(s) Open	Hiring Manager(s)	Recruiting Start Date	Count of Active Candidates
R01533 Student-to-Student Calling (Open)	240 days ago		01/04/2016	0
R01865 Admissions Assistant - Student (Open)	15 days ago		08/16/2016	2
R01864 Admissions Assistant - Student (Evergreen) (Open)	15 days ago		08/16/2016	2
R01882 Admissions Asst. - Student (Open)	16 days ago		08/15/2016	0
R01881 Admissions Asst. - Student	16 days ago		08/15/2016	1

1. On the left side, find the position for which you would like to start looking at candidates under Recruiting Jobs in My Organization. You can click on the column headings to sort the positions in different ways to make them easier to find.
2. Click on the job requisition you wish to access.

The screenshot shows the 'Candidates' tab for job requisition R01910. The 'Candidates' tab is highlighted with a red box. The 'Candidate Pipeline' section shows 1 Active Candidate, 0 Referral, 0 Internal, and 0 Inactive. The 'Candidates by Active Stage' section shows 1 candidate in the 'Review' stage and 0 in the 'Interview' stage. The 'Candidates by Source' section is currently empty.

Overview	Candidates	Details	Qualifications	Job Postings
Overview	Candidates	Details	Qualifications	Job Postings

Recruiting Start Date: 08/31/2016 - Today
Target Hire Date: 08/31/2016 - Today
Primary Location: Main Campus

Overview

Review Candidates

Candidate Pipeline

Active Candidates: 1 | Referral: 0 | Internal: 0 | Inactive: 0

Candidates by Active Stage

Review: 1 | Interview: 0

Candidates by Source

1. Click on the "Candidates" tab.

R03069 Admissions Assistant – Student (WORK STUDY) (Open) Actions

Recruiting Start Date 07/20/2017 - Today
 Target Hire Date 07/20/2017 - Today
 Primary Location Main Campus

Overview **Candidates** Details Organizations Qualifications Job Postings

All Active Candidates

1 item Overview Contact Experience Resume

<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Action	Duplicates Found	Date Applied	Current Title	Current Company
<input type="checkbox"/>	Mickey Mouse	Review	1	Yes	07/20/2017		Colleague Student Employment -> Simmons Student Career Site

Move Forward Decline Send Message More ▼

1. A listing of all the candidates who have applied will appear. (In the example above, only one candidate applied)
2. To view a candidate’s application, click on the candidate’s name. You will find their contact information on this page. You can then click on the different tabs to see the different pieces of information that the candidate submitted with the application. To view their answers to the application questions, click on the Questionnaire results tab. To view the candidate’s resume/CV, click the Attachments tab.

IMPORTANT: Every Simmons student already has a Workday record that will need to be linked to their applicant profile. Therefore, once you have chosen the applicant you want to hire, before you move them to Ready for Hire, they will need to be moved to reference check. This step allows the Student Employment Administrator to link the duplicate records.

Mickey Mouse Actions For: R03828 Admissions Assistant - Student (Work Study)

Jobs Applied to 1 + 6549871111

Action Required Review mmouse@simmons.edu

Source Colleague Student Employment -> Simmons Student Career Site United States of America

Overview | Screening | Interview | Questionnaire Results | Attachments | Employment Offer | Personal Notes

Overview | Duplicates | Candidate Communication

Experience
none entered

Websites
none entered

Skills
none entered

Education
none entered

Candidate Information
Added By External Career Site

Add to Prospects

Interview
Reference Check
Move Forward | Decline

1. Click the Applicants name you want to Interview or hire and click the “Move Forward” button or “decline” button if you are not interested in the candidate. If you wish to decline multiple candidates, click on the check box next to their name and click decline. However, the decline action requires a reason so keep this in mind when processing a bulk decline.
2. When selecting a candidate, after clicking “Move Forward”, select either Interview or Reference Check.
 - a. If Interview is selected, **outside of Workday**, contact the candidate, make arrangements to interview, interview candidate, and make decision to move the candidate forward for duplicate check. The task will be waiting for you to complete in your Workday inbox. You can access your Workday inbox by clicking your picture in the top right hand corner and clicking inbox. Open the task and click either Student Duplicate Check or Decline.
 - b. If Reference Check is selected, the task will go to the Student Employment Partner to link the duplicate accounts. The task will be waiting for you to complete in your Workday inbox once the accounts are linked. You will still have the option to decline the candidate after this step if applicable.

Initiate Offer

1. Once the Student Employment Partner links the duplicate accounts, the initiate offer task will be saved in your Workday inbox. You can access your Workday inbox by clicking your picture in the top right hand corner and clicking inbox. You can access the screen below by clicking on the task in your Workday Inbox.

Initiate Offer for mickey mouse Actions R03828 Admissions Assistant - Student (Work Study) Actions

32 second(s) ago

Start ▾

Hire Date
10/18/2017

Location
Main Campus

Document Language
English (United States)

Business Title
Student Worker - Workstudy on Campus

Next

1. **Hire Date:** Enter the student's first day of work.
2. **Location:** Select Main Campus.
3. **Document Language:** This can be left as is.
Business Title: Make changes to the title to reflect the job posting.
Dept/Function Name Assistant – Student (WORK STUDY/GENERAL)
Examples: Admissions Assistant – Student (WORK STUDY)
Finance Assistant – Student (GENERAL)
4. Click Next.

Initiate Offer for **mickey mouse** Actions **R03828 Admissions Assistant - Student (Work Study)** Actions

32 second(s) ago

Compensation ▾

Total Base Pay

Total Base Pay
11.00 USD Hourly

Guidelines

Pay Range
11.00 - 35.00 USD Hourly

Compensation Package
Simmons Compensation Package

Grade
Student

Grade Profile

Step

Progression Start Date

Salary

Add

Hourly

Back **Next**

11.00 USD Hourly

1. Scroll down to Hourly section and click Assignment Details.
2. **Amount:** Enter/confirm hourly rate.
Note: Minimum wage is \$11/hr.
3. **Currency:** Should auto filter to USD.
4. **Frequency:** Should auto filter to Hourly.
5. Click Next.

Initiate Offer for **mickey mouse** Actions **R03828 Admissions Assistant - Student (Work Study)** Actions

32 second(s) ago

Start Guide Me

Hire Date
10/18/2017 ✎

Location
Main Campus

Document Language
English (United States)

Business Title
Admissions Assistant - Student (Work Study) ✎

Compensation Guide Me

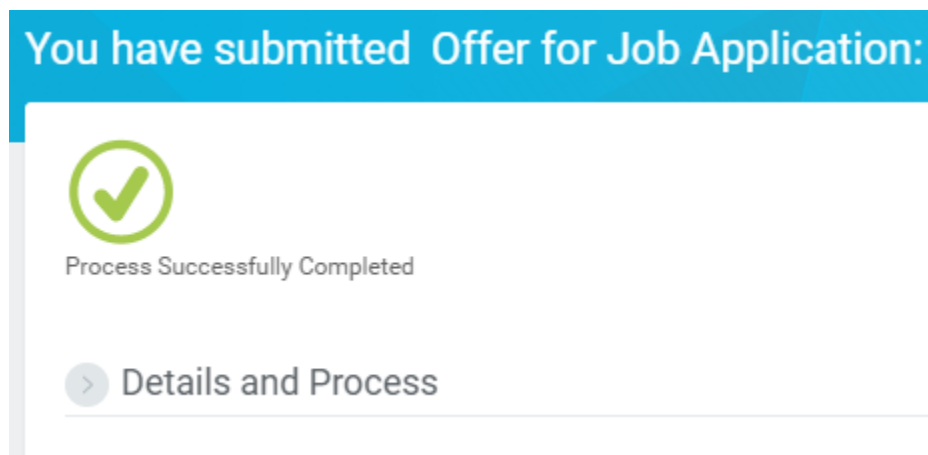
Total Base Pay

Total Base Pay
11.00 USD Hourly

Guidelines

Pay Range ✎

1. Review all the fields one more time to be sure they are correct.
2. Click Submit.
3. Click Offer Decision.
4. Select Ready for Hire if the candidate has accepted the offer or Decline if the candidate declined the offer.



Click Done. The information provided will now be sent to the Student Employment Administrator for hire approval.