

Student Recruiting/Employment

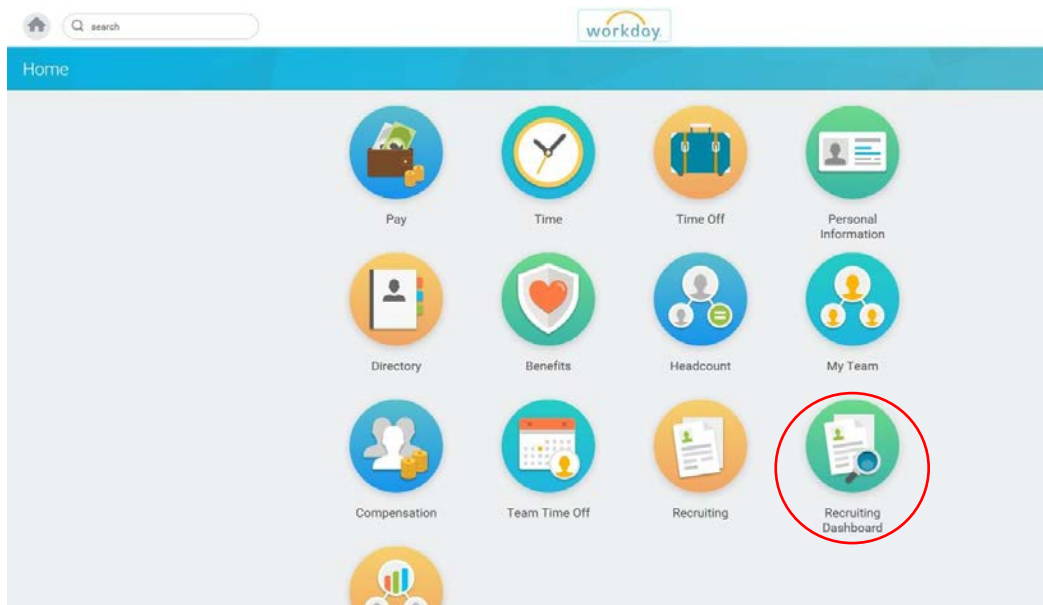
Step-by-Step Guide

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 Y-axis represents time in days, ranging from 0 to 16. The X-axis lists stages: Review, Screen, Assn., Int., Refe., Offer, Empl., and Back. The 'Int.' stage has the highest bar, reaching approximately 14 days.
- 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.

The Windows taskbar at the bottom shows the time as 3:03 PM on 8/21/2016.

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 job requisition page for R01910 Admissions Assistant - Student (WORK STUDY) (Open). The page is divided into several sections:

- Header:** Recruiting Start Date: 08/31/2016 - Today, Target Hire Date: 08/31/2016 - Today, Primary Location: Main Campus. Hiring Manager: Brittany Driscoll, Recruiter: Brittany Driscoll.
- Navigation:** Overview, Candidates (highlighted with a red box), Details, Qualifications, Job Postings.
- Overview:** Review Candidates button, 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

Hiring Manager Bethany Tuller
 Recruiter Bethany Tuller

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"/>	Riley Sampson	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.

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
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Overview	Duplicates	Candidate Communication
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Experience	Websites
none entered	none entered
	Skills
	none entered
	Education
	none entered
	Candidate Information
	Added By External Career Site
	<button>Add to Prospects</button>

Interview	Decline
Reference Check	
Move Forward	

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 in the top right hand corner and clicking the inbox icon. 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.

IMPORTANT: In order for the student to begin working they will need they will need to complete their Form I-9 with Human Resources. If this is not completed within the first 3 days of employment they will not be able to work and will be terminated. Please be sure to discuss this with your student employee before deciding on a hire date.

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 \$12/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

52 second(s) ago

Start Guide Me

Hire Date
10/19/2017 ✎

Location
Main Campus

Document Language
English (United States)

Business Title
Admissions Assistant - Student (Work Study) ✎

Compensation Guide Me

Total Base Pay

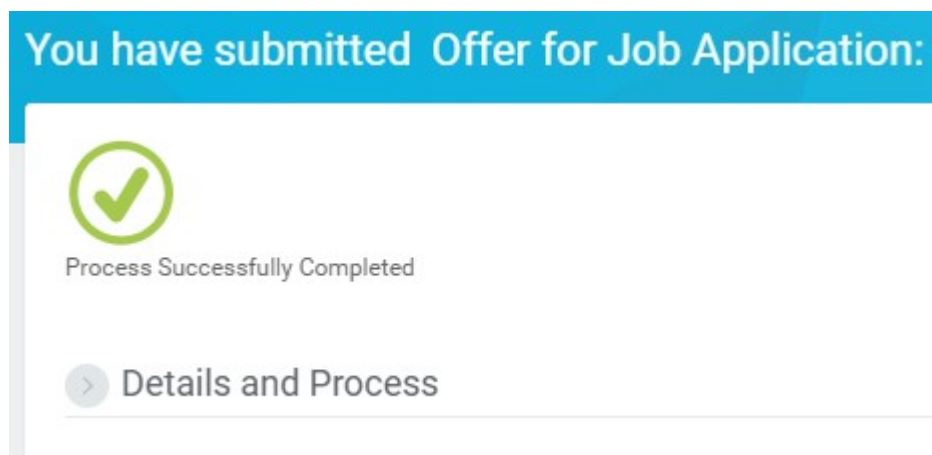
Total Base Pay
11.00 USD Hourly

Guidelines

Pay Range ✎

Submit Save for Later Close

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.