Student Recruiting/Employment

Step-by-Step Guide

Interviewing and Selecting Student from Job Requisition

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

1. Click on the “Candidates” tab.
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.
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 Screen]

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 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.
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.
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.