Candidate Management
Workday Job Aid for Managers

Overview
This job aid provides step-by-step instructions on the specific roles a Manager plays in recruiting a candidate for MC. The job application business process in Workday is dynamic. This means that steps in the process may take place in a different order depending on the specific use case. Please use the table of contents to locate relevant steps based on your needs.

For Recruiter-specific roles and instructions, please refer to the Candidate Management job aids specifically for Recruiters.

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Process Flow: Manager Roles in the Job Application Business Process

Step 1
Candidate applies for a job you are assigned as the Hiring Manager

Step 2
Recruiter reviews candidate & sends to Manager for review

Step 3
Manager reviews candidate

Step 4
Manager moves candidate to Search Committee Review, Interview or Assessment or declines candidate

Step 5
Recruiter assesses (eSkill) candidate (if applicable)

Step 6
Search Committee/Manager interviews candidate

Step 7
Manager initiates reference check (if not applicable, go to step 11)

Step 8
Candidate completes reference details

Step 9
Recruiter approves references

Step 10
Manager manages candidate references

Step 11
Manager recommends candidate for hire and completes applicable forms

Step 12
Recruiter initiates Offer Process and Background Check

Step 13
Recruiter moves candidate to Ready for Hire status and completes Hire tasks

Review Candidate

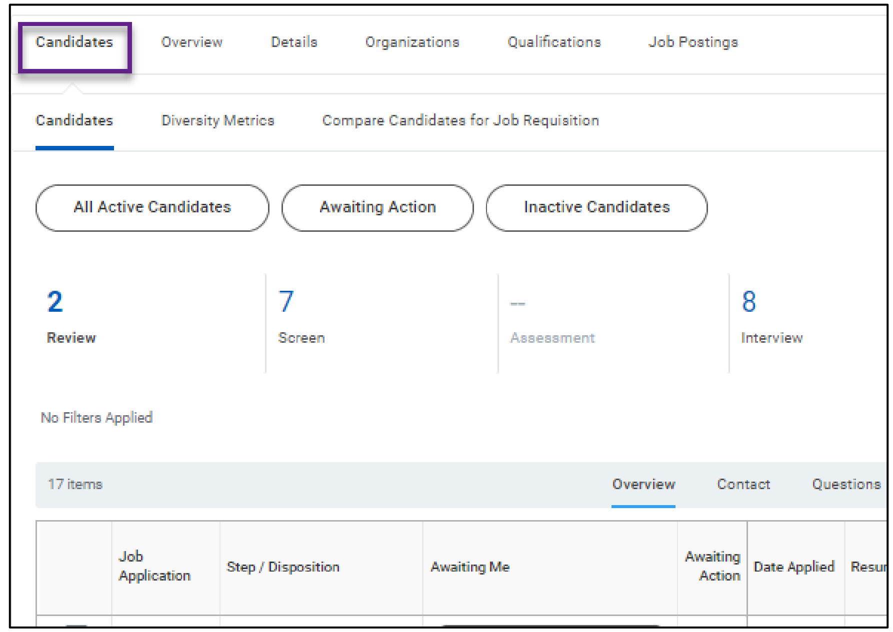
At this point, the requisition has been created and approved in Workday, as well as posted internally and/or externally. Candidates will now begin applying.

Note: You may complete this section at any point in the job application business process to view the status of a candidate.

Important: Not all Casual Temp or Part-time Faculty positions are posted for recruitment. A Hiring Manager may have a candidate they want to hire. If there is a candidate profile existing in Workday, the recruiter may copy the profile into the requisition and move them through the stages.

1. From the Workday home page, select **View All Apps** then select **Recruiting application**. Alternatively, click **Menu** on left hand corner and select **Recruiting** from the list

2. Click Job Requisition or Recent to select a requisition to view.
   Note: You can also search by the Job Requisition # in the Workday Search bar.
3. The View Job Requisition screen displays. Search for a job requisition in the field.
4. Click **OK**.
5. Click **Candidates** to view all active candidates.
6. View how many candidates are in a particular job application stage (Review, Screen, Interview, etc.) using the dashboard.
7. View information about each candidate (Resume, Source, Contact, etc.) in the Candidate Grid.



8. Click a **Candidate's Name** to view their profile.
   Note: Click Compare Candidates for Job Requisition for side-by-side comparison of candidates.
9. Toggle through the tabs (Summary, Questionnaire Results, etc.) to review the candidate's profile.
   Note: Candidates can check the status of their application in their candidate home account if they are external or through the Workday Careers application if they are internal.

Manager Review

The Recruiter may send a candidate to you for Manager Review.

1. From your Workday My Tasks, locate and select the **Manager Review** task for the candidate.

   Note: You may also, from the Candidate Grid, click Screen to the right of the candidate(s) name(s).

2. The candidate profile displays.
3. Review the candidate profile and decide your next step using the following table:

Stage	Step	What Happens?
Move Forward	Assessment	The Recruiter receives an action item to Assess (eSkill) Candidate
	Interview	A task will route to the Manager to Move Forward after conducting the interview
	Search Committee Review	Members can view candidates in the **MC-Candidates for Search Committee Review** report.
Decline	Select a reason. **Note**: Reasons may vary depending on the stage.	The candidate is formally declined from the requisition.

Move forward or Decline Decision *After Interview*

Once the Manager has completed the Interview with the candidate outside of Workday, they will receive an item in their Workday My Tasks.

1. From your Workday My Tasks, locate and select the **Move Forward or Decline Decision** task for the candidate.
2. Review the candidate profile and decide your next step using the following table:

Step	What Happens?
Recommended Hire	Depending on the job profile, you may receive one of the following tasks: • Complete Recommended Hire Rank & Salary Forms (Full-Time Faculty) • Complete Recommended Hire Rank Form (Part-Time Faculty) • Complete Regular Part Time Faculty Recommended Hire questionnaire (Regular Part-Time Faculty)
Request Candidate References	A task will route to the candidate to Add References from the Candidate Portal. **Note**: This only applies to external candidates.

Complete/ Revise Recommended Hire Form(s)

Once you select Recommended Hire for a candidate, you may receive a Workday My Tasks task to complete hire forms, depending on the job profile. **For a part-time faculty hire, the Hiring Manager will review the Initial Rank Form with the new hire and obtain their signature before uploading it in Workday.**

Note: You may see a Revise Recommended Hire Form(s) task in your Workday My Tasks if the Recruiter sends the form(s) back for modification by you.

1. From your Workday My Tasks, locate and select the **Complete/Revise Recommended Hire Form(s)** task for the candidate.
2. Read the instructions at the top of the screen.
3. Upload the required documents and complete the rest of the task.
4. Click **Submit**.

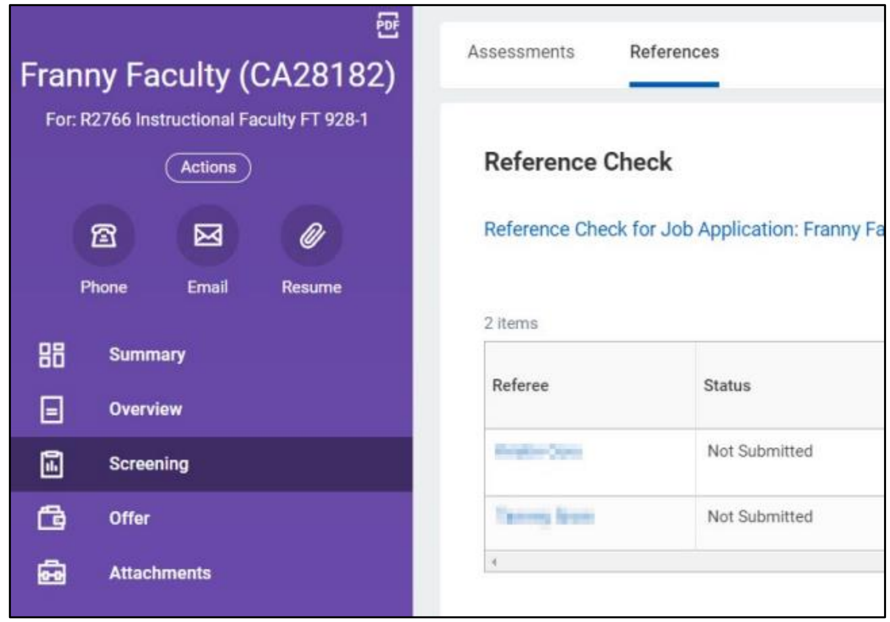
   Note: The process routes to the Recruiter to Move Candidate Forward.

Review Candidate References

Once the external candidate adds their references from the task within the candidate portal and the Recruiter reviews, the Manager will receive a My Tasks task to Manage References.

Note: **The Reference Check business process only triggers for external candidates.**

1. From the candidate profile, click **Screening > References** tab.



2. Click **Reference** to see the referee's response. Confirm that all referees have added their references.
3. From your Workday My Tasks, locate and select the **Request Candidate References** task for the candidate.
4. The Manage References screen displays.

5. Review the references that the candidate has entered.

   Note: Ensure that the candidate has added two references and all the fields are completed.

6. The Status column will say 'Request Sent'. A notification has been sent to the provided emails.

7. For each reference entered, determine if the following action is applicable:

   a. **Resend**: Select if the referee has not completed their reference yet. The email notification will resend to the Referee.

   b. **Submit Reference**: Do not use.

      Note: You may also click **Edit Referee Details** to modify the reference information the candidate has entered.

8. Once you have confirmed all Referees have submitted their references, click **Submit** to continue with the process.

Move Forward or Decline Decision *After Reference Check*

Once the Manager has completed the Reference Check Review, they will receive an item in their Workday My Tasks.

1. From your Workday My Tasks, locate and select the **Request Candidate References** task for the candidate.

2. Review the candidate profile and decide your next step using the following table:

Step	What Happens?
Recommended Hire	Depending on the job profile, you may receive one of the following tasks: • Complete Recommended Hire Rank & Salary Forms (Full-Time Faculty) • Complete Recommended Hire Rank Form (Part-Time Faculty) • Complete Regular Part Time Faculty Recommended Hire questionnaire (Regular Part-Time Faculty)
Decline	The candidate is formally declined from the requisition.

Complete Recruitment Selection Report (RSR)

If the job profile is Staff, Administrator, Regular Part-time Faculty or Full-time faculty and the candidate is moved to the Recommended Hire stage by the manager, the manager will receive a Workday My Tasks task to complete the RSR for the recruitment.

3. From your Workday My Tasks, locate and select the **Complete Recruitment Selection Report (RSR)** task for the candidate.
4. Read the instructions at the top of the screen.
5. Drag-and-drop or click **Select files** to upload a completed RSR, Interview Questions with Benchmarks, and/or Teaching Demo (if applicable for the search) in the respective section.

   Note: You must upload a complete RSR and Interview Questions with Benchmarks to complete this task.
6. Click **Submit**.

Next Steps

The Recruiter will initiate the next steps for the candidate or Decline them from the job requisition. To view the status of a candidate, return to the **Review Candidate** section on page 3 in this job aid.

Important: For Full-time Faculty, Part-time Faculty and Regular Part-time Faculty candidates, the Recruiter should notify the Manager outside of Workday to make the verbal offer to the candidate. Once the candidate accepts the verbal offer, the Recruiter will generate the Offer for the candidate.