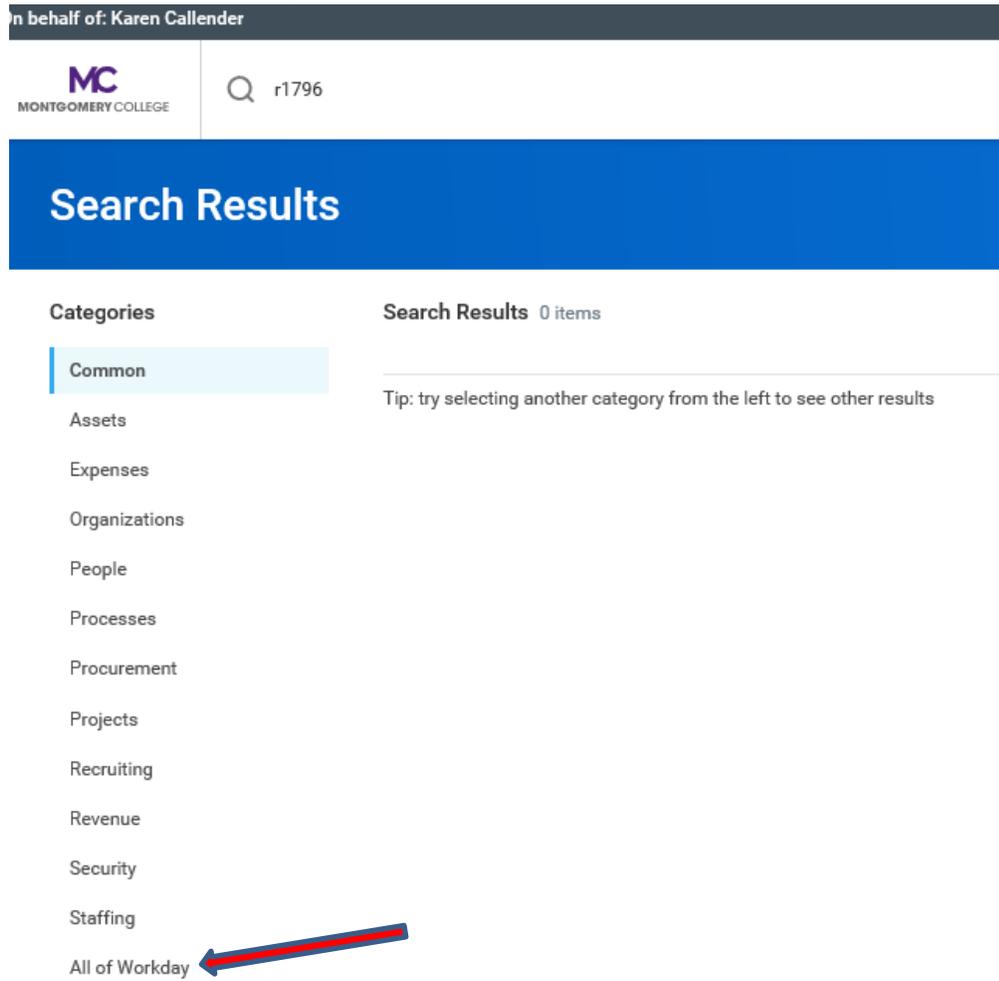


HIRING MANAGER – HOW TO VIEW CANDIDATE INFORMATION

1. Log-in to MYMC and selected the Workday icon
2. Type the requisition number in the search field (i.e. R1796) and hit enter.



3. Select “All of Workday”



4. Click on the job requisition

Search Results

Categories

- Common
- Assets
- Expenses
- Organizations
- People
- Processes
- Procurement
- Projects
- Recruiting
- Revenue
- Security
- Staffing
- All of Workday**

Search Results 1 items

All of Workday

[R1796 Academic Coach \(S03375\) \(Open\)](#)  Job Requisition

Tip: try selecting another category from the left to see other results

5. Click on Candidates

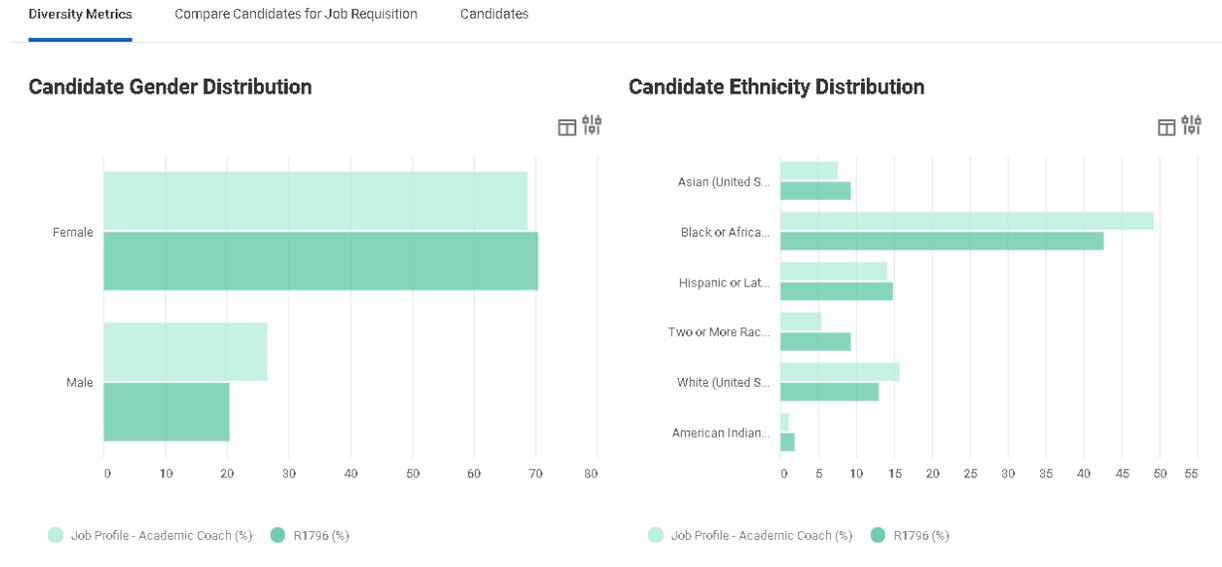
Target Hire Date 04/15/2019 - 29 days ago

Primary Location  RV - Gudelsky Institute

Overview  Candidates Details Organizations Qualifications Job Pos

[Review Candidates](#) [Extend My Search](#)

6. On the next screen, you can view candidate diversity metrics by race and gender.



7. Click on Candidates

Overview **Candidates** Details Organizations Qualifications Job Postings

Diversity Metrics Compare Candidates for Job Requisition **Candidates**

All Active Candidates Awaiting Action Inactive Candidates Extend My Search

8. You are able to view all candidates in different stages of recruitment (review, screen, search committee review, etc.). Listing of candidates will appear lower on the screen.

R1796 Academic Coach (S03375) (Open) Actions

Recruiting Start Date 04/10/2019 - 1 month ago
Target Hire Date 04/11/2019 - 1 month ago
Primary Location GT - Sciences and Applied Studies

Karen Callender
Hiring Manager
Patricia Mason
Recruiter

Overview **Candidates** Details Organizations Qualifications Job Postings

Diversity Metrics Compare Candidates for Job Requisition **Candidates**

All Active Candidates Awaiting Action

13 Review
— Screen
41 Search Committee Review
— Interview
— Reference Check
— Offer

54 items Overview Contact Questions Experience Eligibility Resume

Candidate	Step / Disposition	Awaiting Me	Awaiting	Date Applied	Resume	Resume Text	Source
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