Workday Wednesday: Advanced Recruiting

NATALIE DRISTAS, PHR
Talent Management Director
Office of Human Resources
Recruiting Workday Wednesday covered everything from creating the position to the offer stage.

**Today we will cover:**

**What is an Evergreen Requisition?**
- Who manages the Evergreen
- How do I hire from an Evergreen
- How to manage candidates from an Evergreen

**What is a Prospect?**
- How to Create a Prospect
- How to Manage your Candidates

**Creating a Candidate Pool**
What is an Evergreen Requisition?

Evergreen requisitions enable you to source and track candidates on a continuous basis so you can fill high volume, seasonal positions (Adjuncts)

With Evergreen requisitions you can:
- Link it to one or more job requisitions
- Move candidates to linked job requisition
- Move unsuccessful candidates back to maintain pool

**EVERGREEN REQUISITION**

CANNOT HIRE FROM EVERGREEN

CREATES A LIST OF CANDIDATES READY TO GO

NEEDS A JOB REQUISITION TO HIRE

**JOB REQUISITION**

READY TO HIRE

CAN STAND ALONE WITHOUT EVERGREEN
DEMO: Linking the Evergreen
One of the best parts of Workday is that anyone can create a prospect.
Whether it’s a Prospect or a Candidate communicating with them is only an action button away. All communication with them done in Workday stays in Workday.
CANDIDATE POOLS

Create groups of candidates according to criteria you define.

STATIC
Candidates must be manually added to the pool.
Membership will change only when you add or remove a candidate.
The Stages & Dispositioning
Workday allows hiring supervisors to have access to all application materials in real time, 24/7/365. Application materials should be reviewed to ensure the required qualifications (as detailed in the job posting) for the position are met.
# Candidate Screening

## Review Candidates

**M00790 Adjuncts - Management Science/Data Science (Open)**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Step / Disposition</th>
<th>Review Action</th>
<th>Review Questionnaire Results</th>
<th>Potential Duplicates</th>
<th>Date Applied</th>
<th>Candidate Title</th>
<th>Last Degree Received</th>
<th>Source</th>
<th>Job Site/Platform</th>
<th>Jobs Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afraa Al Bahri (C-1097)</td>
<td>Review</td>
<td>Review</td>
<td>1</td>
<td></td>
<td>06/21/2019</td>
<td>Adjunct/Academic Advisor</td>
<td></td>
<td></td>
<td>Glassdoor</td>
<td>1</td>
</tr>
<tr>
<td>Alexander Haslacher (C-1100)</td>
<td>Review</td>
<td>Review</td>
<td>1</td>
<td></td>
<td>05/29/2019</td>
<td>Co-Creator</td>
<td></td>
<td></td>
<td>Indeed</td>
<td>1</td>
</tr>
<tr>
<td>Yasmine Khalif (C-1101)</td>
<td>Review</td>
<td>Review</td>
<td>1</td>
<td></td>
<td>05/24/2019</td>
<td>Payable Accountant</td>
<td></td>
<td></td>
<td>Indeed</td>
<td>1</td>
</tr>
<tr>
<td>Tushar Dhirandhu (C-1099)</td>
<td>Review</td>
<td>Review</td>
<td>1</td>
<td></td>
<td>05/22/2019</td>
<td>Sales &amp; Marketing Associate</td>
<td></td>
<td></td>
<td>Indeed</td>
<td>1</td>
</tr>
</tbody>
</table>
As seen to the right you can manually disposition your candidates at any stage choosing the appropriate disposition reason.