

SAINTS CONNECT



Learn
with purpose

Workday Wednesday: Advanced Recruiting

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SAINTS CONNECT Agenda for Advanced Recruiting

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



SAINTS CONNECT: The Evergreen Requisition

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

(C100084)								
<input checked="" type="checkbox"/>	• Anthony Ashei (C100023)	Review		1			10/04/2019	Security Archite
<input checked="" type="checkbox"/>	• Jonathon Abernathy (C-1106)	Review		1			08/19/2019	Statistician Inter
<input type="checkbox"/>	• Andrew Decatus (C-1105)	Review		1			08/04/2019	Math Instructo
<input type="checkbox"/>	• Mazhar Awan (C-1104)	Review		1				
<input type="checkbox"/>	• Afraa Al-Bahrani (C-1097)	Review		1				
<input type="checkbox"/>	• Alexander Huelshoe	Review		1				

Bundle Resumes

- Add To Pool
- Share
- Invite to Apply
- Move to Linked Evergreen Requisition
- Move to Another Job Requisition

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

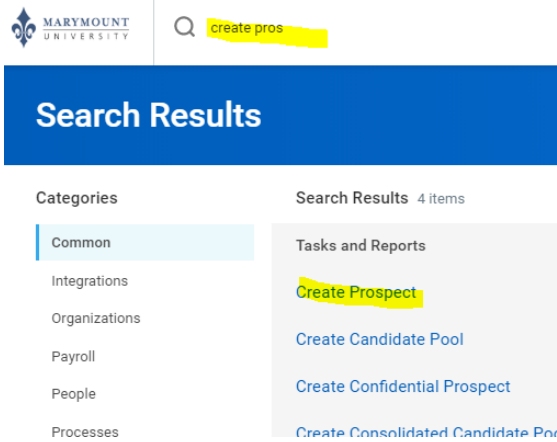
CAN STAND ALONE WITHOUT EVERGREEN

DEMO: Linking the Evergreen



SAINTS CONNECT :Creating a Prospect

One of the best parts of Workday is that anyone can create a prospect.



MARYMOUNT UNIVERSITY

Q create pros

Search Results

Categories

- Common
- Integrations
- Organizations
- Payroll
- People
- Processes

Search Results 4 items

- Tasks and Reports
 - Create Prospect**
 - Create Candidate Pool
 - Create Confidential Prospect
 - Create Consolidated Candidate Pool

Create Prospect

- Create New Prospect**
- Create from Existing Workers
- Create from Resume/CV**

Find Candidates Actions

Q search

> Saved Searches

Current Search Save

Clear All

Country

- United States of America (195)
- United Kingdom (1)

Distance

Within

Of

Candidate Types

- External (404)
- Applied (403)
- Referral (24)
- Internal (16)
- Prospect (3)**

Worker Type

420 Results

- A.J. Costigan (C-1203)**
Owner | Morningstar Investigations
Jobs Applied For R_12 Adjunct-Criminal Justice - Applied On: 08/15/2019
- Aaron Broussard (C-1030)**
Intelligence Officer | U.S. Army Reserve
Jobs Applied For R_9 Adjunct-Intelligence Studies/Forensic & Legal Psychology
- Aaron Duplantier (C100008)**
Assistant Teaching Professor | Syracuse University
Jobs Applied For R21 Assistant Professor in New Media Writing (Tenure Track)
- abu Abu Eqab (C100077)** (1)
Professor | NOVA | Centreville, Virginia, United States of America
Jobs Applied For R28 Assistant Professor Biology (Tenure Track) - Applied On:
- Adrienne Bridges (C-1117)**
Finance Counselor | Argosy University
Jobs Applied For M01156 Bursar - Applied On: 08/25/2019
- Adrienne Raw (C100126)** (1)
Graduate Student Instructor | University of Michigan | Ann Arbor, Michigan, United States of America
Jobs Applied For R21 Assistant Professor in New Media Writing (Tenure Track)

SAINTS CONNECT: Managing your Candidates (Sharing, inviting to apply)

Office of Human Resources (K)

German A. Rochez
Human Resources Business Partner

Job History

Worker
German A. Rochez

Contact
Phone
Email
Work Address
2807 Nor

View Team

Job

- Open Job Requisitions for Manager
- Add to Prospects**

Location: Main Campus

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.

Find Candidates

Search

Saved Searches

Current Search Save 3 Results

Clear All

Country

- United States of America (2)

Distance

Within: select one

Of: postal code

3 Results

- Lynda Galbraith (C100227)
United States of America
Jobs Applied For (empty)
- Paul James Easton (Internal)
Jobs Applied For (empty)
- Sara Palmer (C100296)**
Analyst II | National Center for Missing & Exploited Children | United States of America
Jobs Applied For (empty)

Candidate Actions

- Send Message**
- Create Reminder
- Invite to Apply**
- Candidate Communication
- Add To Pool**
- View Reminders
- View Prospect Profile
- Edit Prospect from Parsed Resume
- Edit Prospect Manually
- Find Duplicates
- Set Withdrawn Status
- Set Do Not Hire Status
- Inactivate Prospect

Attachments

Resume Attachments

Adopted Children (3 years, 2 months)

SAINTS CONNECT :Creating a Candidate Pool

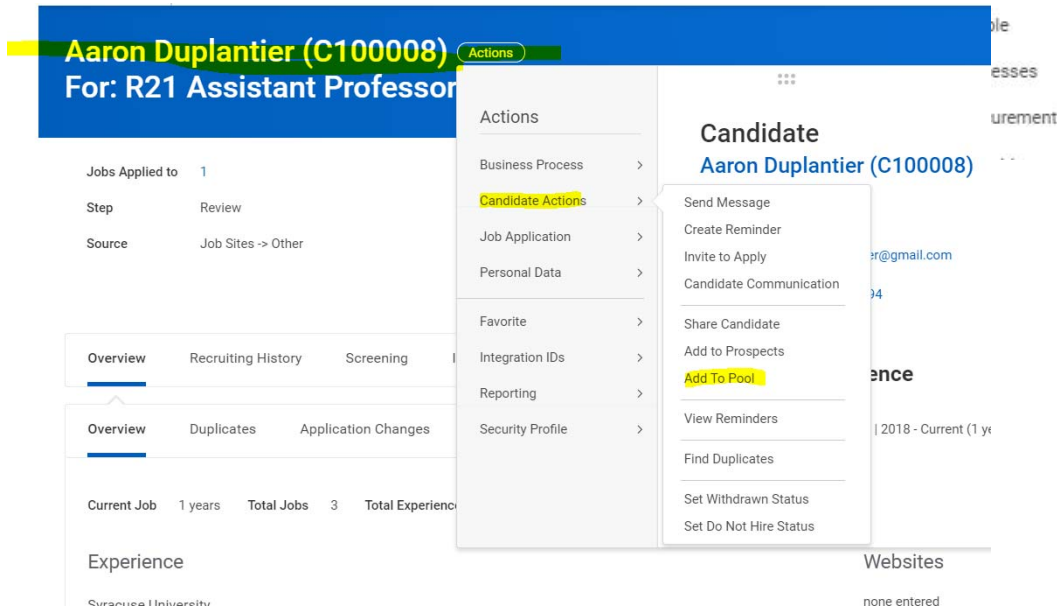
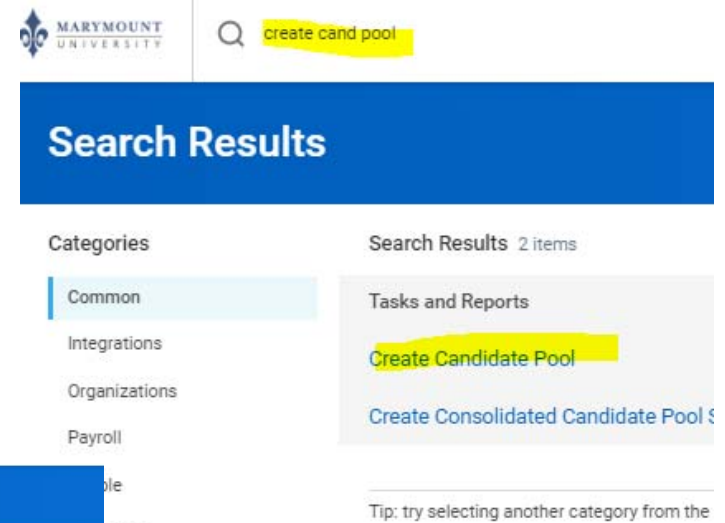
CANDIDATE POOLS

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



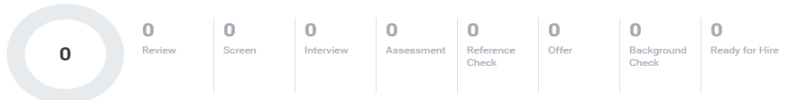
SAINTS CONNECT :Candidate Screening

3

CANDIDATE SCREENING & REVIEW

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.

My Inbox Tasks



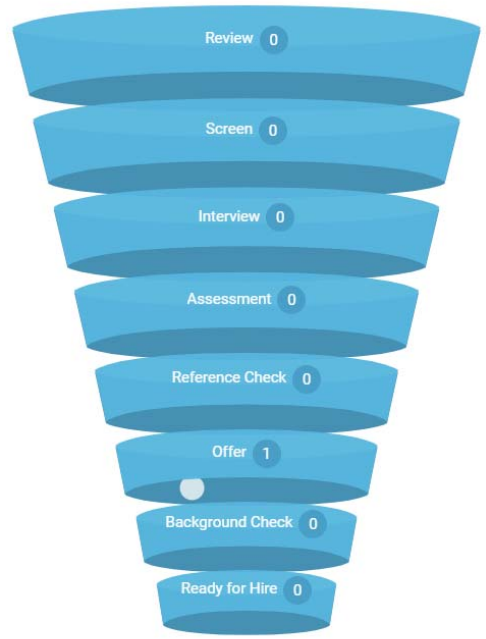
New Internal Candidates 0 items View All Candidates	New Referred Candidates 0 items View All Candidates	Screen Tasks 0 tasks View All Tasks
Interview Tasks 0 tasks View All Tasks	Offer Tasks 0 tasks View All Tasks	Background Check Tasks 0 tasks View All Tasks

Review Candidates Extend My Search

Candidate Pipeline

Active Candidates 1 Referral 0 Internal 1 Inactive 0

Candidates by Active Stage



SAINTS CONNECT :Candidate Screening

Review Candidates

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

Active Candidates 33 of 33 Active Referrals 0 of 0 Active Internal Candidates 0 of 0 Converted Prospects 0 of 0

All Active Candidates

Awaiting Action

Extend My Search

33

Review

Screen

Interview

Assessment

Reference Check

Offer

Background Check

Ready for Hire

No Filters Applied

Saved Filters select one

33 items | 1 selected

Overview Contact Experience Resume



<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Review Questionnaire Results	Potential Duplicates Exist	Date Applied	Current Title	Last Degree Received	Source	Jobs Applied to
<input checked="" type="checkbox"/>	Afraa Al-Bahrani (C-1097)	Review	Review	1			06/21/2019	Adjunct/Academic Advisor		Job Sites -> Glassdoor	1
<input type="checkbox"/>	• Alexander Hasslacher (C-1100)	Review	Review	1			05/29/2019	Co-Creator		Job Sites -> Indeed	1
<input type="checkbox"/>	• Yasmin Khaliq (C-1101)	Review	Review	1			05/24/2019	Payable Accountant		Job Sites -> Indeed	1
<input type="checkbox"/>	• Yashalee DHURANDHA (C-1099)	Review	Review	1			05/22/2019	Sales & Marketing Associate		Job Sites -> Indeed	1

Move Forward

Decline

Send Message



SAINTS CONNECT :Candidate Dispositioning

As seen to the right you can manually disposition your candidates at any stage choosing the appropriate disposition reason.

Decline Candidates

Review

Disposition Reason

1 item

Job Application

Afraa Al-Bahrani - M01 Management Science (1097)

Reason

- Candidate withdrawn
- Conflict of interest
- Current worker applied externally
- Did not meet pre-employment requirements
- Does not meet qualifications
- Hired for another job
- Job Requisition Closed or Cancelled
- Lacks required certification(s)/license(s)
- Lacks required educational background
- Lacks supervisory experience
- Not able to commit to contracted

OK

	05/29/2019
	05/24/2019