Workday Wednesday: Recruiting

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Office of Human Resources
Who Can Recruit in Workday?

Supervisors are denoted in Workday with an orange line and the number indicating the number of direct reports.

WHAT POSITIONS ARE RECRUITED IN WORKDAY?

Supervisors can recruit and hire:

- Graduate Assistants
- Full-time and Part-time Faculty

Students will be recruited and hired through Handshake and then uploaded to Workday through a backend process.
Internal only postings? We now have an internal only career site. Any current employee can go the Career icon and then click “Find Marymount Jobs”

Our external career site now www.Marymount.edu/careers allows applicants to navigate multiple applications smoothly and effectively as well as accept an offer letter through their account.
Marymount University Recruiting Process

Create a Position if needed
Create a Job Requisition
Post the Position and Source Posting
Review, Screen, Interview Candidates
Selection & Offer Offer letter sent from Workday
Onboarding: Workday account setup, onboarding process (taxes, direct deposit, etc.)

FTE Approval Headcount
Salary range, job description and cost center approval
Internal Website
Candidate Management
External Website
Position & Requisition
CREATING A POSITION

A supervisor determines the need for a position and seeks approval prior to the need of posting and recruiting.

Hiring Manager check their organization, discuss with their HRBP and conclude that there is a need for a new position.

Workday does not replace any conversation that you may want to have with your HRBP.
CREATING A JOB REQUISITION

Once you know you are ready to fill a position that is created you will need to create a job requisition. **You cannot create a job requisition without have a position available.** * Someone who has submitted their resignation may still be in the seat. In this case you would choose existing position.

*Exceptions: For Adjuncts (Part time Faculty and Assistant Coaches) and Graduate Assistants, you can create a job requisition and create the position in one process. For example creating a job requisition for an adjunct would be like creating the position and requisition at the same time.

YOU CANNOT DO THIS FOR STAFF AND OTHER FACULTY POSITIONS

**Approval Process**

- **HRBP** Ensures Job Description is correct and confirms posting details
- **Budget Office** Confirms the money is there
- **Compensation Partner (HR Comp)** Ensures fairness and salary is in range
- **Time TO POST!!** Post the Job task will be in Hiring Manager inbox
2 Posting & Sourcing
POSTING & SOURCING

Once the Job Requisition is approved the supervisor will get an inbox action item to post the job. Choose internal, internal and external or external. (Careers is our external site.) Always preview the posting. Internal only postings must be posted for at least 5 days.

If you need to change your posting you can edit job requisition here.

Need posting on another site?

Note in the comments box here. Your HRBP can assist you.
3 Candidate Management
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.
# Candidate Screening

**Review Candidates**

M00790 Adjuncts - Management Science/Data Science (Open)

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Action</th>
<th>Date</th>
<th>Title</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afraa Al Bahrani (C-1097)</td>
<td>Review</td>
<td>Review</td>
<td>06/21/2019</td>
<td>Adjunct/Academic Advisor</td>
<td>Job Sites = Glassdoor</td>
</tr>
<tr>
<td>Alexander Hassecker (C-1100)</td>
<td>Review</td>
<td>Review</td>
<td>05/29/2019</td>
<td>Co-Creator</td>
<td>Job Sites = Indeed</td>
</tr>
<tr>
<td>Yasmin Khalif (C-1101)</td>
<td>Review</td>
<td>Review</td>
<td>05/24/2019</td>
<td>Payable Accountant</td>
<td>Job Sites = Indeed</td>
</tr>
<tr>
<td>Yoshuae Dhurandah (C-1099)</td>
<td>Review</td>
<td>Review</td>
<td>05/22/2019</td>
<td>Sales &amp; Marketing Associate</td>
<td>Job Sites = Indeed</td>
</tr>
</tbody>
</table>

[Move Forward] [Decline] [Send Message]
As seen to the right you can manually disposition your candidates at any stage choosing the appropriate disposition reason.
REFER A SAINT

Candidates indicate on their application if they were referred by an employee and a notification is sent to the employee thanking them for referring them. It will also ask the employee if they endorse the candidate. If the candidate is hired and completes their first 90 days the employee will automatically receive $100 through Workday.

You can proactively refer a candidate by typing refer a candidate – see here.
CANDIDATE COMMUNICATION

There are various ways to communicate with a candidate through Workday. Go to the candidate’s profile > Related Actions > Candidate Actions:

• Email candidate directly

• Invite to apply to another requisition

• Withdraw for Candidate

Please do not share a candidate to a requisition directly. We prefer you invite them to apply and allow them to decide if they want to apply.

You can share a candidate(s) with another manager at Marymount if you think they are a better fit for another job. To do this, choose Share Prospect from candidate’s related actions.
Interviews
INTERVIEWING

Assuming you have more than one qualified candidate in your pool, you are required to interview at least two people before you make a hiring decision one of which needs to be an external candidate.*

THE PROCESS

Move the candidate to the interview phase. The Supervisor or POC can then schedule the interviews over the next few screens. See below for first screen in process.

SCHEDULING THE INTERVIEW

In this part of the process the hiring manager can add employees that they would like to participate in the interview. The interview assessment form would be used during the interview and sent by email to the hiring manager to upload after the interview.
The second screen of the interview process in Workday asks you to schedule a time. **Note:** This is not integrated with your gmail or will an email go to the email account of the other interviewers. All communication stays in Workday.

The final interview screen is like a confirmation screen and allows you to send a message (again, in Workday) to the interviewers.
AFTER THE INTERVIEW

After interview assessments are uploaded by the hiring manager the HRBP will approve receipt and the process will move forward to reference check. The hiring manager must then upload 2 professional references where prompted and submits overall rating.

If the selected candidate is currently employed by the University, you are encouraged to contact your designated HRBP to obtain information regarding the employee’s past performance and conduct. In order to review this information, you will need to request it; it is not provided automatically.
5 Selection & Offer
SELECTION & OFFER

Once you are ready to make an offer you move the candidate to the offer stage.

An offer letter will be sent to the external candidate’s Workday account they created when applying and they accept from there. Internal candidates will receive the offer letter in their inbox.

AFTER THE OFFER STAGE A BACKGROUND CHECK IS INITIATED.
UPDATE THE STATUS OF APPLICANTS AND CANDIDATES IN WORKDAY

Once you have selected a candidate and completed the required reference checks, make sure Workday contains an accurate record of the reasons why other candidates and applicants were not selected (this is referred to as candidate disposition). You can change the status of candidates at any time during the process, such as after phone screens or after an initial interview.

For those in the interview stage or after, we suggest doing the dispositioning after the candidate selected walks through the door.
6 The Process – Where is my requisition now?
THE ROLE OF SEARCH COMMITTEE CHAIR IN WORKDAY

Since Department Chairs interview and select adjunct candidates we asked our consultants to create a Chair role for requisitions. I am in the process of assigning those roles to evergreen requisitions and since it is a security role it goes through approval from Patricia Moore who oversees the assignment of security roles in Workday.

SO HOW WILL I KNOW IF I HAVE THIS SPECIAL ROLE?

LET’S LOOK AT LEIGH JOHNSON...
Evergreen Requisition
Sneak Peak
EVERGREEN REQUISITION

Evergreen Requisitions allow you:

• To source candidates
• To track candidates

A CANDIDATE IN EVERGREEN CAN ONLY BE HIRED THROUGH A JOB REQUISITION

JOB REQUISITION

You must transfer candidates from an evergreen requisition to a job requisition to move them to the offer stage.

EVERGREEN REQUISITIONS, PROSPECT POOLS AND MANAGING CANDIDATES – COME BACK AND SEE ME!