



Overall Hire Process

Quick Reference Guide

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This quick reference guide displays the various tasks that take place and who can complete them during the requisition, recruiting, hiring and on-boarding processes along with the a link to the job aid.

Things to consider:	Do you have more than one position in the same classification that you are hiring for? Consider an evergreen requisition (candidate pool). Work with your Recruiter.	
	Do you have a vacant budgeted position or do you need to create a non-budgeted position (temporary, limited duration, work out of class, or rotation)?	
Have ready:	Recruiting instructions (internal/external), posting duration, desired attributes, questions.	
Position Steps	Who Can Complete	Refer to Job Aid
Create non-budgeted position if needed	Manager/HR Partner/Recruiter	Create Non-budgeted Position
Update position details - example position description, RDC/PDC, Location, Job Posting Title, etc.	Workforce Liaison, Manager, HR Partner, Compensation Partner	Position Restrictions (position description; unfilled), edit
		Position Restrictions (position description; filled), edit
		Additional Data (including RDC/PDC), edit
Job Requisition Steps	Who Can Complete	Refer to Job Aid
Create a job requisition	Manager/HR Partner/Recruiter	Create job requisition
Create Questions/Questionnaire in Workday	Recruiter	Questionnaires, create
Set the compensation for the job requisition	Recruiter	Set Requisition Compensation
Review job requisition and pull mandatory priority list(s)	Recruiter	Pull Mandatory Priority List(s)
If a candidate is found on a Mandatory Priority List	Recruiter	Candidate Found on Mandatory Priority List
Recruiter drafts/edits the job requisition	Recruiter	Edit Requisition Draft Job Posting
Post the job requisition – externally/internally	Recruiter	Post Job
Applicant Search and Apply	Who Can Complete	Refer to Job Aid
Applicants apply to the job requisition	External applicants	Search for Jobs and Apply: External Candidate
	Internal applicants	Jobs, search & apply

Additional Information: For more in-depth training, with step by step instructions and videos, visit [iLearn Oregon](#). For system issues, please contact Workday.help@oregon.gov



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Job Candidate Process	Who Can Complete	Refer to Job aid
Award Veterans Preference Points	Recruiter	Review and Award Veterans Points
Review applicants and move qualified candidates to Manager Screen Disposition candidates not qualified	Workforce Liaison (can view scores) Manager (can view results) both can see attachments Recruiter/HR Partner	Application Selection Process: Review Candidate Application
Screen the candidates and move qualified candidates forward through the following processes	Manager/Recruiter	Application Selection Process: Screen Candidate Application
Assessment process if applicable *This step can be done multiple times.	Manager/Recruiter	Application Selection Process: Candidate Assessment
Schedule interviews – outside of Workday	Workforce/Liaison/Manager/Recruiter/HR Partner	
Add interview panel to Workday	Workforce/Liaison/Manager/Recruiter/HR Partner	Interview
Share candidate applications with panel	Manager/Recruiter/HR Partner	Candidate Application, share
Print Applications – not recommended	Workforce/Liaison/Manager/Recruiter/HR Partner	Job applications, print
Recruiter and/or hiring manager will interview candidates *This step can be done multiple times.	Recruiter/Manager	Application Selection Process: Candidate Interview
Record interview rating	Panel Members	
Attach interview documents to requisition *This must be done before the requisition is filled/closed.	Recruiter (can add and view) Manager (can view after Recruiter adds) HR Partner (can view after Recruiter adds)	Requisition, edit, draft job posting
Reference check(s) on candidate	Manager/HR Partner	Application Selection Process: Candidate Reference Check
Offer Process Pay Equity Survey is done during this time	Comp Partner/Manager	Application Selection Process: Candidate Offer
Pre-employment check		Application Selection Process: Candidate Pre-employment Check
Candidate accepts offer and provides personal information	Internal Candidates External Candidates	Job offer, accept/decline Candidate Offer Process: External Candidates
Disposition candidates not selected	Manager/HR Partner/Recruiter	

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Hire Process	Who Can Complete	Refer to Job Aid
Hire Process	HR Partner initiates Tasks go to Manager/Workforce Liaison	Hire
Hire Additional Job (WOC/Rotation/Developmental)	HR Partner initiates Tasks go to Manager/Workforce Liaison	Additional job (Job rotation with or without WOC), add
PERS Status Check	PERS Authorized Representative for agency	
DOB & SSN	HR Partner	Change Ethnicity/DOB
I-9	Workforce Liaison/HR Assistant/HR Partner	I-9 Process
Add email to Workday	Workforce Liaison/Manager/HR Partner	
On Boarding Tasks	Who Can Complete	Refer to Job Aid
Enter or Update W-4 withholding elections	Employee	Enter or update W-4 withholding elections
Payment elections (direct deposit)	Employee	Payment election (direct deposit)
Personal Information	Employee	Personal Information

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