

Application Selection Process

This job aid will provide step by step instructions for various roles to screen and process candidates through the application selection process.

Interview: Recruiter or Hiring Manager



The Interview step can be done several times, so if the position being recruited for needs to have multiple rounds of interviews the system will allow for that. Interviews will be conducted outside the system and the results will be documented within Workday.

Step 1: (1) In the search bar, type in the requisition number (**req-####**). (2) Below Categories, select **Recruiting**. (3) The requisition will appear. Select the requisition.

Step 2: (1) On the requisition screen, select the *Candidates* tab and (2) click **Awaiting Action**. The candidates for screening by the manager will display.

Step 3: Select the **Interview Team** button for the candidate you want to start the interview process on.

Review Candidates
REQ-1290 Training & Development Specialist 1 (Open) Actions

Active Candidates: 3 of 3 Active Referrals: 1 of 1 Active Internal Candidates: 0 of 0 Converted Prospects: 0 of 0

All Active Candidates Awaiting Action Extend My Search

1 item Overview Contact Experience Resume

<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Date Applied	Current Title	Current Company	Source	Jobs Applied to
<input type="checkbox"/>	John Doe (Referral) (CAND-1005)	Manager Interview	Interview Team	1	48	07/31/2018			Employee Referral -> Connection in the company	1

Step 4: (1) Use the add and subtract icons to add/remove members to the interview team. Search for Interviewers to be included in the Interview Team. (2) Select a date to conduct the interview. (3) Insert comments to be reviewed by the interview team members. (4) Click **Submit**.

Schedule Interview Tom Smith - REQ-1552 Research Administrative Assistant (CAND-1055)
Tom Smith - REQ-1552 Research Administrative Assistant (CAND-1055) Actions

+ 1234567890 Jobs Applied to: 2 Hiring Manager: Domingo Gonzales
 lbmtester89@gmail.com Action Required: Manager Interview Recruiter: Nina Wilson
 Source: Job Sites -> Indeed

2 items

<input type="checkbox"/>	Order	*Interviewer	Interview Date
<input type="checkbox"/>	▼	Domingo Gonzales	<input type="text"/>
<input type="checkbox"/>	▲	<input type="text"/>	MM / DD / YYYY <input type="text"/>

Comment for Interview Team

Submit Save for Later Cancel

~ 3 minutes ago

Step 5: *Up Next* displays the next step and who is responsible for completing it. For this example, **Interview Candidate**.

Success! Event submitted

Interview: Tom Smith - REQ-1552 Research Administrative Assistant (CAND-1055) Actions

Up Next

Domingo Gonzales

Rate Interview

Due Date 07/25/2018

Interview Candidate

> **Details and Process**

Done

Step 6: From the Rate Interview screen, (1) rate the candidate on a scale of 1 to 5, (2) insert optional comments, and (3) click **Submit** to continue.

NOTE: Each interview panelist will get a task to rate the candidate(s) interviewed.

Rate Interview

Tom Smith

For: REQ-1552 Research Administrative Assistant

+ 1234567890

✉ ibmtester89@gmail.com

Jobs Applied to **2**

Action Required Manager Interview

Source Job Sites -> Indeed

Rating * select one 1 2

Comment

enter your comment

Process History

Domingo Gonzales
- Due 07/25/2018

Rate Interview - Awaiting Action


Submit

Save for Later

Cancel

Step 7: Click Done

Up Next

 Twyla Lawson

Make Interview Decision
Due Date 08/02/2018

[Interview Decision](#)

> **Details and Process**


[Done](#)


Step 8: Return to the candidate grid (by searching for the requisition in the search bar), click Candidates and Awaiting Action.


REQ-1552 Research Administrative Assistant (Open) [Actions](#)

Recruiting Start Date 07/11/2018 - 8 days ago

Application Deadline 07/20/2018 - 1 day to go

Primary Location  [Public Service Building](#)

 **Domingo Gonzales**
Hiring Manager

 **Nina Wilson**
Recruiter

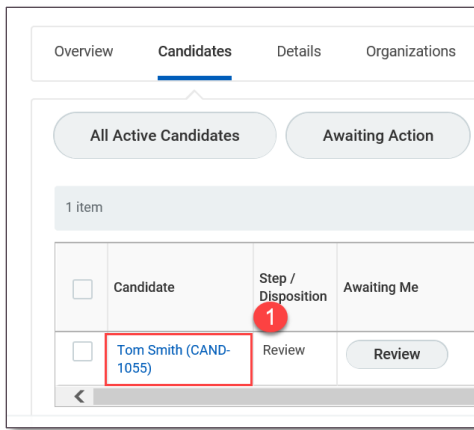
Overview **Candidates** Details Organizations Qualifications Job Postings

[All Active Candidates](#) [Awaiting Action](#) [Extend My Search](#)

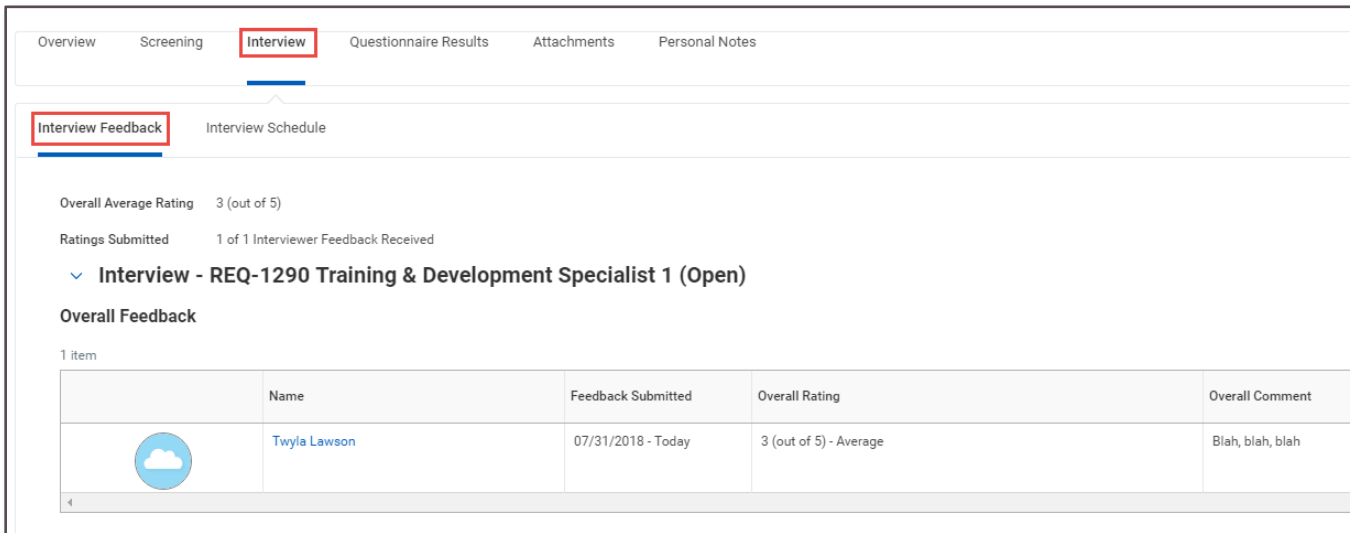
1 item

[Overview](#) [Contact](#) [Experience](#) [Resume](#)

Step 9: Click on candidate name



Step 10: Review interview panel ratings by clicking Interview and viewing the interview feedback.



Step 11: Return to the candidate grid. To move qualified candidates forward, from the *Candidates* tab, (1) click the check box next the candidate's name and (2) click **Move Forward**. The candidate is now sent to the next selected step. If the candidate does not qualify, click **Decline** and select the correct disposition. (**NOTE:** declining a candidate will send a system generated notification to the candidate, so do not decline until you are no longer considering the candidate).

<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Date Applied	Current Title	Current Company	Resume	Source	Jobs Applied to
<input type="checkbox"/>	Judy Louis (CAND-1056)	Manager Screen		1	100	07/23/2018	Admin Assistant	DAS		Job Sites -> Indeed	1
<input checked="" type="checkbox"/>	Tom Smith (CAND-1055)	Manager Screen		1	100	07/19/2018	Training Specialist	DAS		Job Sites -> Indeed	2

Buttons: **Move Forward**, Decline, Send Message, ...

Step 12: (1) Select the next stage the candidate will be moving to from the **Move Selected Candidates to Next Stage** prompt. (2) Then select the **Next Step** from the available options in the drop down. (3) Click **Ok**.

For this example, we will move the candidate to *Reference Check*. (Other possible next steps include: Manager Interview).

Move Candidates Forward
 REQ-1290 Training & Development Specialist 1 (Open) Admin

Move Selected Candidates to Next Stage

Current Step	Next Step	Candidates
Interview	<input type="text" value="X Reference Check"/>	Jane Doe (CAND-1003)

Buttons: **OK**, Cancel