

**If there are questions about the order a filter should be done, please refer to State HR Policy 40-010-02.**

Pull the Mandatory Priority list and export it to excel. Depending on the frequency your agency does recruiting, this will need to either be done on a daily basis, or on the day you are working on a recruitment. Please remember that individuals may be added to a Mandatory Priority List at any time. [Recruiter toolkit](#). **Note:** Non-Workday agencies with an intergovernmental agreement, add their employees to Workday as contingent workers for the purpose of adding them to the layoff list(s). These employees may not have all of their classification and contact information in Workday, so please reach out to the agency at time of layoff to get candidate information if needed.

- a. If you are in an agency where there are multiple Recruiters, one Recruiter can pull the list and send it to the rest of the Recruiters.
- b. All lists can be pulled at the same time (Example – Injured Worker, Agency Layoff, Secondary Recall, and Statewide Layoff).
- c. Remember there may be multiple rows with information for the same priority list, however the individual rows **are not** considered a record, but all rows for that particular list name is the complete record. Information in the multiple rows make up the information for the complete record. Information in each row is interchangeable for the information in the columns for the complete record pertaining to a list.
- d. Remember when you are filtering within Excel, you will need to click on the filter icon within the column to add or remove filters.

For this example we are recruiting for:

Position – OPA3, Management

Agency - Employment Department

Location – Eugene

Click the header row, in the Mandatory Priority List spreadsheet example it is row #4, then go to the data tab and click the filter icon. See the [sample Mandatory Priority List spreadsheet](#). You will need to enlarge the spreadsheet image.

Filter Parameter #1: Mandatory Priority List name

Injured Worker

Snow White has 3 entries for Injured Worker, but none of them are for an OPA3. Move to next list.

Agency Layoff

Look for your agency in the Current Agency column. For this example, we see Employment does not currently have anyone on the Agency Layoff list. Move to next list.

Secondary Recall

My position is Management Service, so I would not need to filter on Secondary Recall. Move to next list.

Statewide Layoff

Adam Applicant has 4 entries on the Statewide Layoff list.

Puddles Duck has 3 entries on the Statewide Layoff list. Note: The 4<sup>th</sup> line does not pull because it does not match the Position, Agency or Location of the criteria listed above for this example.

**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](mailto:Workday.help@oregon.gov)

### Filter Parameter #2: Agency Interest

My agency is Employment Department. Filter for Agency Interest of Employment **and** Any Agency. I can see that Puddles Duck is on the Statewide Layoff list and has selected Employment Department. This row has already been highlight in this example. Remove the filter.

### Filter Parameter #3: Classification Interest

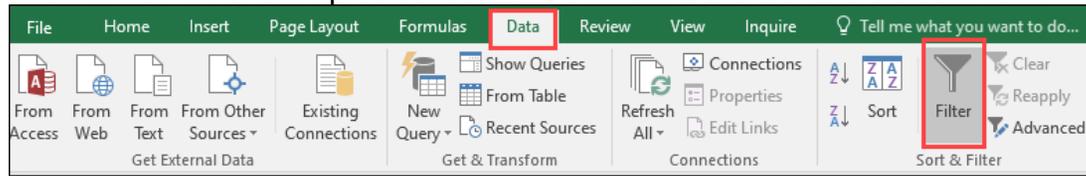
In my classification interest filter I can see that Puddles Duck is on the Statewide Layoff list, and qualifies for the OPA3. The location showing on that line is Springfield and the Agency Interest is Forestry. This row has already been highlight in this example. Remove the filter.

### Filter Parameter #4: Location City

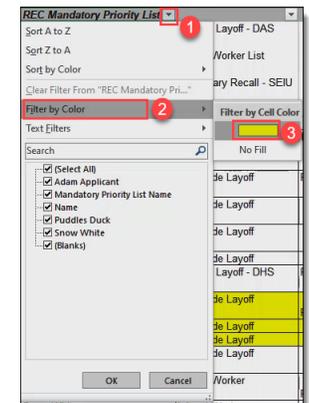
In my location filter I can see that Puddles Duck is on the Statewide Layoff list and has selected Eugene as a location he would like to be considered for. This particular row shows OPA4 as the class separated from, Lane county, salary range 32, and Fish & Wildlife as an agency of interest. This row has already been highlight in this example. Remove the filter.

I am now looking at the Mandatory Priority List for everyone on the Statewide Layoff and I can see that I have 3 rows highlighted for Puddles Duck. I can filter by the color I used to highlight the rows, so they are grouped together. Puddles Duck checks all the boxes for my recruitment of an OPA3, in Eugene with the Employment Department and I can see all of that information by looking at only the highlighted rows.

Click in cell 1A of the spreadsheet. Click on the Data tab and select Filter.



Once you have created the filter, click on the filter icon (1), click Filter by Color (2) and select the Cell Color (3).



If candidate is found: follow the instructions in the [Mandatory Priority List\(s\), what to do if a candidate is found](#) job aid.

If no candidate is found: return to the Mandatory Priority List questionnaire which should still be in your Workday inbox, and complete the questionnaire and continue with the job requisition process.

**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](mailto:Workday.help@oregon.gov)