Recruiting: Overview for Recruiters

View the Recruiting Dashboard

From the Home page:

1. Click **Recruiting Dashboard**.
2. Access and drill down into the various Recruiting reports set up by your organization.

View Your Job Requisition

From the Home screen:

1. Click Recruiting
2. Find **My Open Job Requisitions**.
3. Click a job requisition to view its details.

Create a Job Requisition

From Search:

1. Access the **Create Job Requisition** task.
2. (Optional) Copy details from an existing job requisition; click the **prompt** icon to select a job requisition.
3. Click the **prompt** icon to select the Supervisory Organization (Manager or Location) for this job requisition.

> Note: It is important to be as accurate as possible when selecting the supervisory organization, manager and location for the job requisition. The "Worker Policy Organizations by Supervisory Organization" report can be used to verify that information. If a requisition needs to be created for a supervisory organization that can't be found in Workday, consult a HRIS manager for assistance.

4. Select **Create New Position** or **For Existing Position** to choose from a list of existing positions.
5. Click the **arrow** to select the Worker Type and click **OK**.
6. From here, you are guided through a series of screens to complete the information required by your organization. The fields with an asterisk are required.

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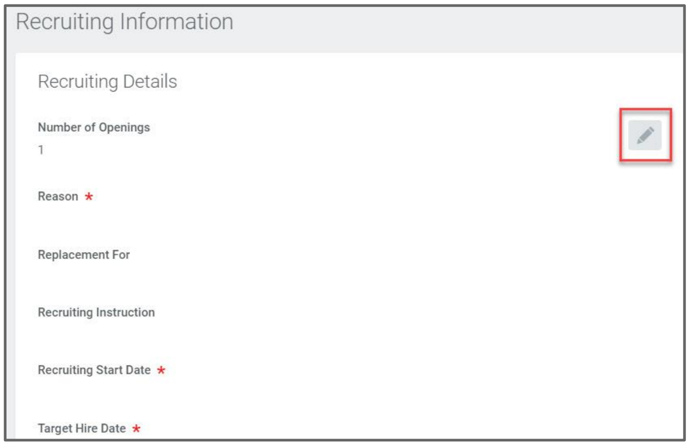
7. From the Recruiting Details page, click the **Edit** icon near the upper right corner of the page to access and complete the required Recruiting Details. When you have completed all the required information, click **Next** to continue.



Note: The Recruiting Instruction field is not connected to the posting process. It is only used to note to others where this position will be posted. You will still need to manually post the position on selected career sites.

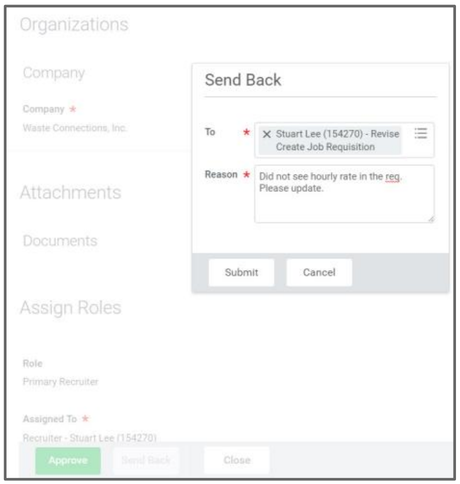
8. From the Job page, click the **Edit** icon to access and complete the required Job Details described below. If you copied information from another position, you can make edits on this screen. When you are done, click **Next** to continue.

Note: The Justification field on this page is critical as it must contain a summary or explanation of why the requisition is necessary. The statement(s) provided in this field will also be used to approve or deny the requisition. If denied, the requisition process must start over.

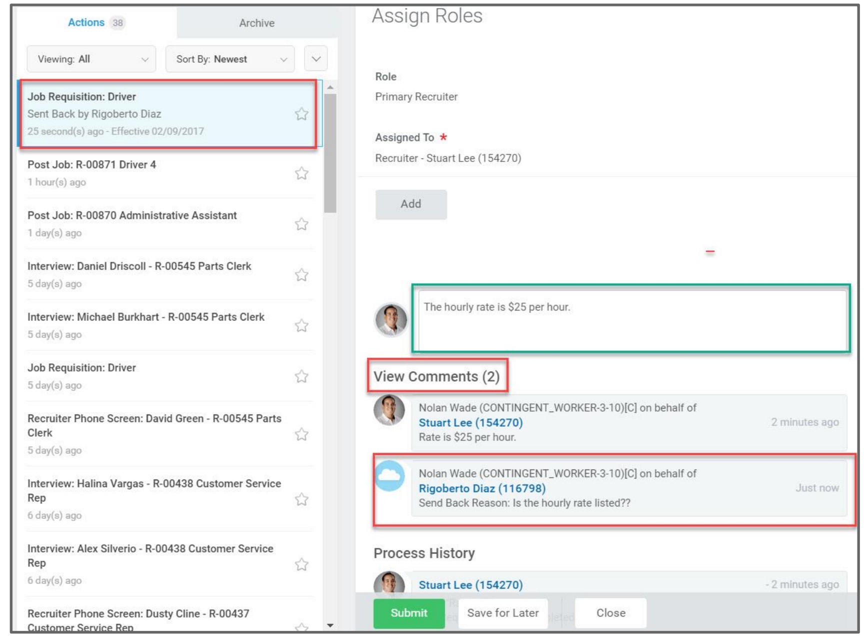
9. From the Qualifications page, click the **Add** button to add additional qualifications or use the **Edit** icon to modify existing information.
10. From the Attachments page, click the **Add** button to add any supporting documentation to the job requisition. These documents are not viewable by the applicant. Click the **Next** button to continue.
11. From the Assign Roles page, click the **Add** button to add the Primary Recruiter. Click the **Next** button to continue.
12. From the Summary page, you will see all of the information entered from the previous screens. Click the **Edit** icon to make additional changes, or click **Guide Me** to return to the Guided Editor.
13. In the Comment Section, enter the expected salary/hourly rate for the position. A Vacation rate must also be entered for all hourly employees.
14. Click **Submit** or **Save for Later**.
15. Click **Open** and add required Organization Assignments (Company, Cost Center, Pay Policy, Punch Policy, and Holiday Group)

Note: Use the Worker Policy Organizations by Supervisory Organization report to assure that the accurate organization assignments are assigned.

16. Click **Done.** The requisition will route for approval by the manager who will review the requisition and approve or send it back to the recruiter with a reason.



If the requisition is sent back, the recruiter will receive notification of the returned requisition in his/her inbox and should scroll to the bottom of the page to the View Comment section and review the reason it was returned by the manager. Be sure to observe the timestamp on each comment to review the most recent.



Note: Once any edits are completed, hourly/salary information, vacation rate, and any other details originally documented in the comment box must be re-entered before clicking **Submit.** Click **Submit** on the following page to re-submit the Organization Assignments as well.

Note: Creating a Job Requisition and Posting a Job Requisition to your career sites are two separate processes. The job requisition must be manually posted in order to appear on our career sites.

Post a Job Requisition

From the Inbox:

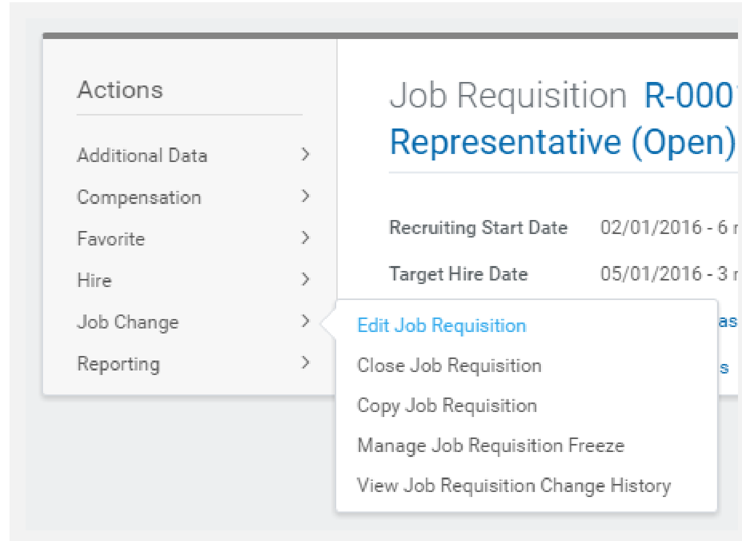
1. Click on the **Post Job To Do**.
2. Click the **prompt** icon and select a Job Posting Site**.**
3. Check the Primary Posting box for the External website.
4. Select a Job Posting Start Date. Optionally, you can also select an End Date for this posting.
5. Click the **Add Row** icon ⊕ to post your job to another Job Posting Site.
6. Click **Submit** once you have added the necessary career sites.

Manage and Edit Open Positions

From the Home screen:

1. Click the **Recruiting** worklet.
2. Click My Recruiting Requisitions
3. Select the Job Requisition Status and click **OK**.
4. Click the Job Requisition**'s Related Actions** icon ⋯.
5. Select **Job Change** > **Edit Job Requisition**.

<u>Note</u>: You can also close a job requisition, copy a job requisition, or manage a job requisition freeze from the **Related Actions** > **Job Change** selections.



6. Complete required edits and click **Next** to tab through the Guided Editor, or click **Summary** to edit the job requisition from a single screen.
7. Click **Submit** at the bottom of the Summary page**.**
8. Click **Done** to complete the process. Additional approvals may be required.

<u>Note</u>: Once you have edited a job requisition, the job posting must also be updated in order for your changes to reflect on the career sites.

Update a Job Posting After a Job Requisition Has Been Edited

In order for job requisition edits to be reflected on a career site, the requisition needs to be un-posted and then posted again to each career site. This process may be sent as a task through the Inbox for an individual's approval. This step may also be done manually from the Job Posting tab within a job requisition.

To manually update a posting on a career site:

1. From the home screen click Recruiting worklet, find My Recruiting Requisitions
2. Select the Job Requisition Status and click **OK**.
3. Click on the job requisition name for the posting you want to update.
4. Click on the **Job Postings** tab.
5. Click the **Actions** button and select **Unpost Job**.
6. Click **Submit** and repeat this step for additional Job Posting Sites.
7. Once all of the Job Posting Sites are un-posted, you can repost the job requisition by returning to the Job Postings tab and clicking **Post Job**.
8. Select the Job Posting Site and click **Submit**.

Note: The My Open Job Requisition – Manager or My Open Job Requisition – Recruiter worklets provide a shortcut to your open job requisitions and are specifically designed for managers or recruiters.

Find Candidates

From the Recruiting worklet:

1. Click **Find Candidates**.
2. Use the facets on the left to filter the list of prospects, active candidates, and workers.

Find My Candidates

You can view candidates who are actively connected to your job requisitions.

From the Recruiting worklet:

1. Click **My Candidates**.
2. Use the facets on the left to filter your candidates.

Create a Prospect

Creating a prospect is a quick way to get people into Workday Recruiting. Often, managers and recruiters meet people who are potential candidates that may be a fit for the organization.

From the Search bar:

1. Access the **Create Prospect** task.
2. Select **Add New Prospect** or **Add New From Coworkers**. Enter or select the prospect name, and click **OK**.
3. Enter as much detail as possible about the candidate to help others in the hiring process determine if the candidate is a good fit for the position.
4. Click **OK** and **Done** to complete the prospect entry process.

Note: If this is a new prospect, you will be required to enter at least one phone number or email address.

Invite to Apply

Note: If the person being invited does not have an email address, you will not be able to complete this task.

From the Recruiting worklet:

1. Click **Invite to Apply**.
2. Click the **prompt** icon to select a candidate or enter an existing prospect into the field, and click **OK**.
3. Click the **prompt** icon and select an Active Posting. Click **OK**.
4. Enter a subject for the email invitation and add additional information to the body of the email.
5. Click **OK** when you are ready to send the invitation. Click **Done**.
6. Alternatively, you can click the **Related Actions** icon for a prospect and select **Candidate Actions** > **Invite to Apply**.

Create an Active Candidate

To convert a prospect to an active candidate, you will need to connect them to a job requisition.

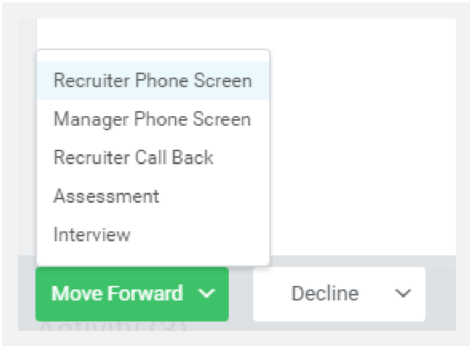
From the **Related Actions** icon next to the prospect's name:

1. Select **Candidate Actions** > **Create Job Application**.
2. Click the **prompt** icon in the Jobs field to select an open job requisition.
3. Add additional information and click **OK** to convert the prospect to a candidate and move to the Review Candidate process.

Move Forward or Decline a Candidate

Candidates are moved forward or declined at specific points in your company's Job Application business process. Depending on your role in the organization, you may be responsible for moving a candidate forward in the process or declining them for various reasons.

When you receive a relevant hiring task in your Inbox, use the Move Forward button to continue to keep a candidate in the Job Application business process, or use the Decline button and select a reason for declining the candidate.

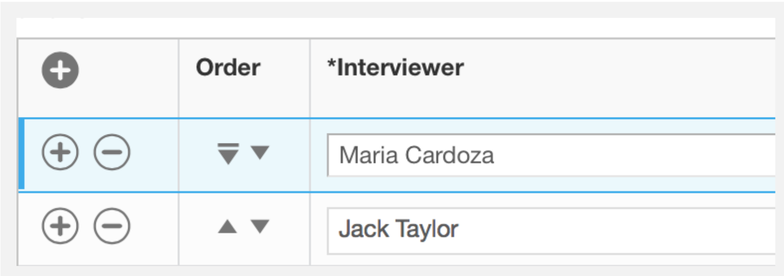


Assign Interviewers

Once a candidate has applied for a position, a recruiter or another individual in your organization is prompted to schedule an interview. The recruiter can also manually select Schedule Interview from the candidate screen. In either case, the following steps below will be similar. From the Inbox:

1. Click the **Job Application** task.
2. Select the **Move Forward** button > **Schedule Interviews**.
3. Click the **Interview Team** button to open the Schedule Interview Team page.

4. Click the **Add Row** icon to add additional reviewers, or the **Remove Row** icon to remove anyone from the list of interviewers.



5. Optionally, you can select an Interview Date.
6. Enter additional information for the interviewers in the Comment for Interview Team field.
7. Once you click **Submit**, the interviewers will receive an action in their Inbox to rate and provide comments on the candidate.

Use Mass Actions

From the Recruiting worklet:

1. Click **My Recruiting Requisitions**.
2. Click the **prompt** icon and select **Open** to set the filter to display open positions.
3. Click **OK**.
4. Click the job requisition name to view the details.
5. Click the **Candidates** tab.
6. Use the filters to identify the candidates to which you want to apply the mass action. For instance, to decline all candidates that have less than 2 years of experience, select <= and value 2.
7. Click the **Filter** button and select the top checkbox to select all of the candidates displayed. Now, reject them by clicking **Decline** and selecting a reason in the Choose Action section. Alternatively, you can move a group of candidates forward in the process as well.
8. When you have made the appropriate selections, click **OK** to complete the Mass Action process.

Note: Remember to use the filter options carefully. Once a Mass Action is applied, it cannot be rescinded without manually adjusting the candidate status.

Hire a Candidate

Once a candidate has completed the steps in your business process that precede the hiring process, you are ready to initiate the hire.

Note: Offer must be extended and background check fully completed prior to moving to Hire.

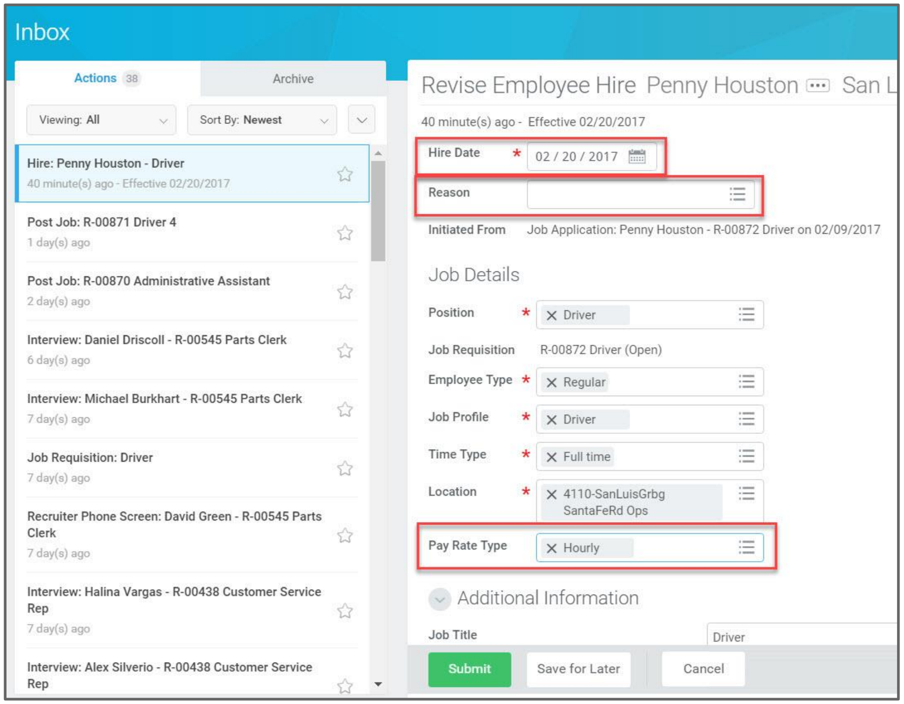
You will be prompted with an Action in your Inbox to hire the candidate, or you may select the **Move Forward** button to initiate the hire. In either case, the following steps will be similar.

From your Inbox:

1. Click the **Hire** task. You are prompted with a screen that includes hiring details for this candidate and position. The fields with asterisks are required.

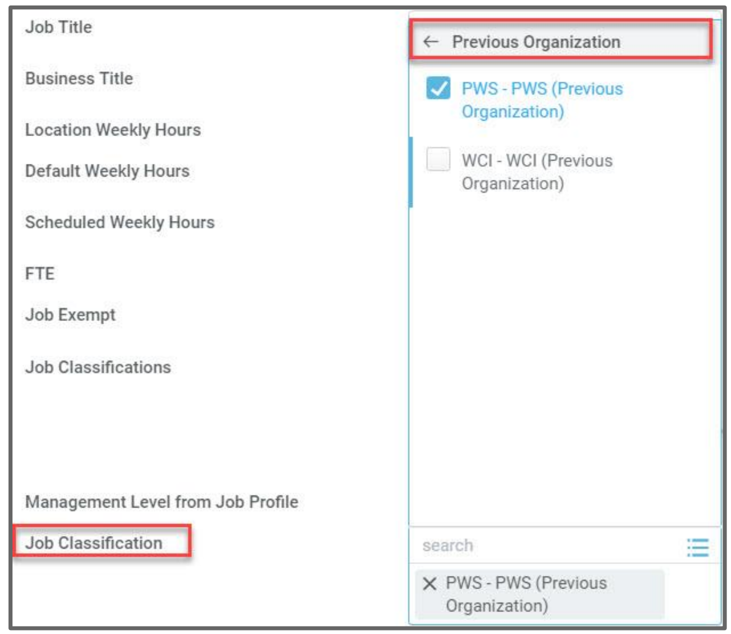
2. Select a **Hire Date**.

Note: ***The hire date must be accurate as that's when Payroll will begin paying the employee. A reason for the hire must be selected. Also, make sure the appropriate Pay Rate Type is selected.***



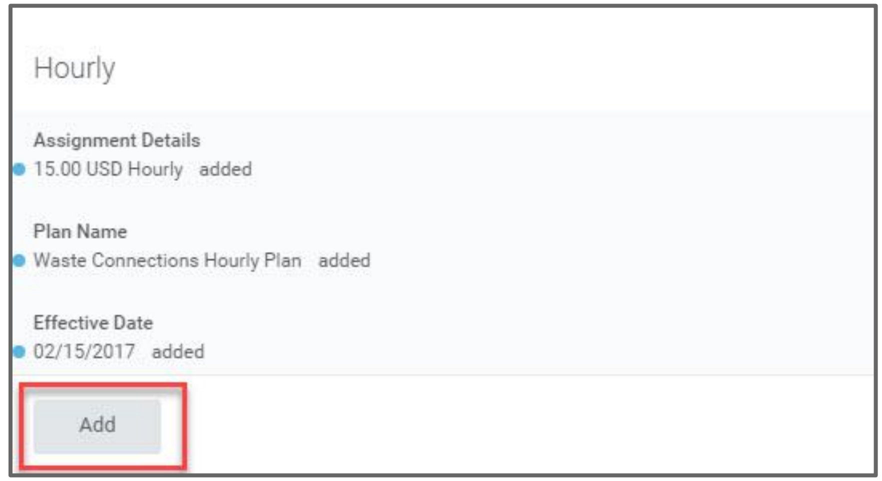
3. Verify and edit the Job Details as needed.

Note: The Job Classification field requires a selection for Previous Organization. There are two options which are PWS (Progressive Waste) and WCI (Waste Connections). ***The selection in this field is based on legacy location which is extremely important as it drives benefit eligibility for the employee. The Previous Organization selection will need to be performed until June 1, 2017.***

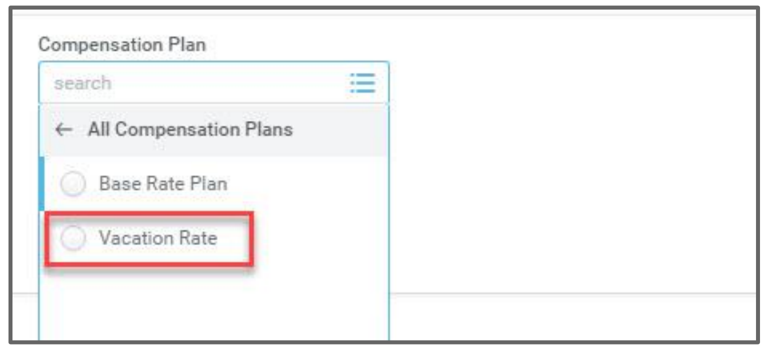


4. (Optional) Add Additional Information.
5. (Optional) Add Attachments.
6. Click **Submit**. Additional approvals and processes are required starting with the proposal of compensation by the hiring manager.
7. When proposing compensation, click the **Edit** icon  in the Salary/Hourly area, enter the amount of compensation as well as the frequency. Once done, save those changes by clicking the **Save** icon  .

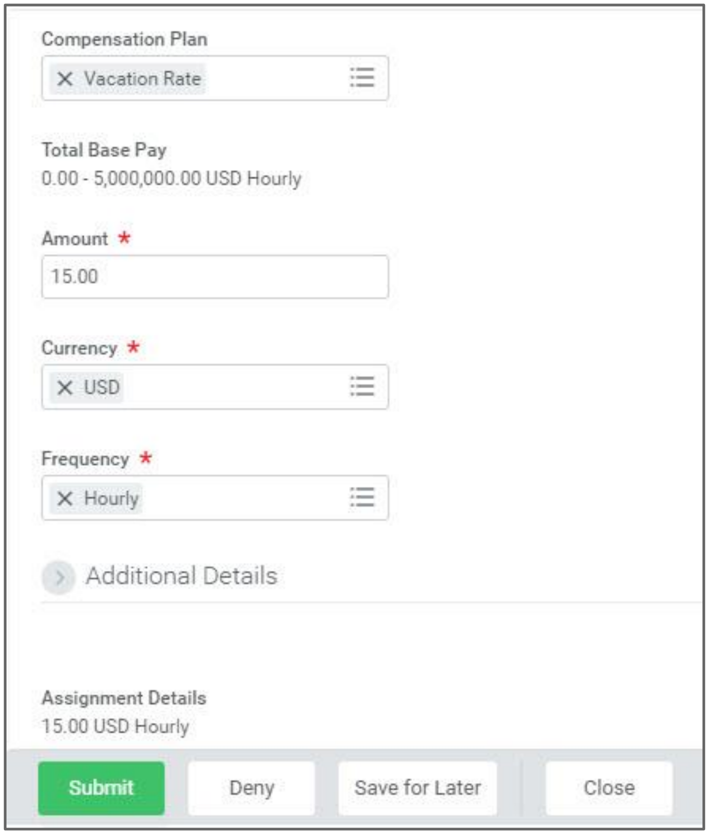
8. The manager will then propose the **Vacation Rate** for all hourly employees by clicking the Add button in the Hourly area.



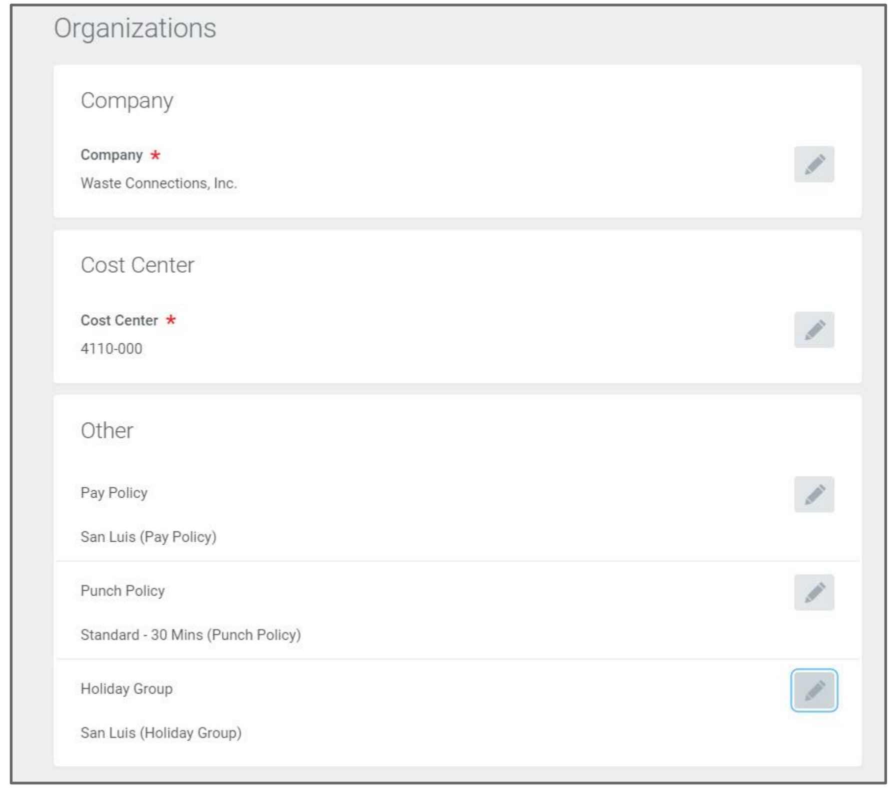
9. Select **Vacation Rate** from the drop-down menu.



10. enter the amount, currency, and frequency information. Once done, click **Submit.**



11. The hiring manager will then confirm/correct organization assignments.



12. The Payroll Partner and Controller will then review and, if necessary, edit the organization assignments.

13. Lastly, the Payroll Partner will review the hire for approval. Once approved, the onboarding process will begin for the employee.