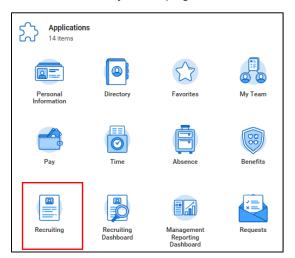
## **Navigate Recruiting Application**

All formal leaders, HRBPs, and Talent Acquisition roles will have access to the **Recruiting** application from the Workday homepage. Each role has been customized page to provide access to relevant actions, external links and views.

1. From the Workday homepage, select the **Recruiting** application



2. In **Actions** column, you will find a variety of common Recruiting business processes. You can use this column as a way to search and filter your existing candidates.



3. The External Links column will take you to outside resources used to support the recruiting process.

| External Links                        |
|---------------------------------------|
| External Job Postings                 |
| HireVue                               |
| LinkedIn                              |
| Supervisor Resources (HRIS)           |
| Pre-Start Onboarding Resources (HRIS) |
| Contingent Workforce Solutions        |





Manager

## **Recruitment:** Navigate Recruiting Application

- 4. The View column contains additional reports that will be used on a frequent basis.
  - Utilize the **My Recruiting Jobs** report found in the View section of your recruiting page to access all of the requisitions you manage, including open, frozen and filled requisitions.
  - Use My Referral Activity to view your personal referrals.

| View                              |
|-----------------------------------|
| Manage Job Requisitions - Worklet |
| My Recruiting Jobs                |
| Job Requisition                   |
| My Referral Activity              |

5. From **My Recruiting Jobs**, you can filter My Recruiting Jobs by selecting various characteristics, such as **Status** and **Hiring Manager**.

| My Recruiti              | ing Jobs |    |
|--------------------------|----------|----|
| Job Requisition Status ★ | × Open   | := |
| Hiring Manager           |          | ∷≡ |

6. Here you'll find a comprehensive list of your requisitions.

| ob Requisition Status Open                     |                   |                           |                           |
|--|-------------------|---------------------------|---------------------------|
| 6 items  |                   |                           |                           |
| Job Requisition                                | Active Candidates | Recruiting Start Date     | Target Hire Date          |
| R0000393 Operations<br>Technician III (Open)   | 3                 | 07/18/2018 - 4 days ago   | 07/18/2018 - 4 days ago   |
| R98 Operations Technician II<br>(Open)         | 0                 | 12/12/2017 - 7 months ago | 05/01/2018 - 2 months ago |
| R99 Operations Technician II<br>(Open)         | 0                 | 12/12/2017 - 7 months ago | 05/01/2018 - 2 months ago |
| R93 Operations Technician II<br>(Open)         | 0                 | 12/01/2017 - 7 months ago | 05/01/2018 - 2 months ago |
| R86 Tech Specialist III<br>(Automation) (Open) | 0                 | 11/07/2017 - 8 months ago | 05/01/2018 - 2 months ago |

7. Use the tool bar to download reports, filter and or modify the columns based on your preferences.







- 8. Select any requisition to view the details.
- 9. The **Overview** contains a high level view of the requisition and candidate flow in the funnel illustration. It also displays the sources of your candidates.

| 128 Measu                | rement Operations Tech III (Open) (Animation |
|--------------------------|--|
| Recruiting Start Date 01 | /30/2018 - 8 months ago                      |
| Target Hire Date 01      | /01/2018 - 4 months ago                      |
| Primary Location         | 00 Parachute - Office                        |
| Overview Candida         | tes Details Qualifications Job Postings      |
| Candidate Pipel          | ine  |
| Active Candidates 0      | Referral O Internal O Inactive O             |
| Active Canadates 0       | restance of magnetic of                      |
| Candidates by A          | active Stage                                 |
|                          | New Application 0                            |
|                          | Screening 0                                  |
|                          | Assessment                                   |
|                          | Interview 0                                  |
|                          | Offer 0                                      |
|                          | Background Check 0                           |
|                          | Ready for Hire 0                             |

**10.** The **Awaiting Action** button will help identify those candidates that are awaiting action from you as the hiring manager.

|         | iew Candic<br>0393 Operation |                       | ician III (Open) 🖷 |                    |                      |                                     |              |                       |                 |        |   | 81 (                                       |
|---------|------------------------------|-----------------------|--------------------|--------------------|----------------------|-------------------------------------|--------------|-----------------------|-----------------|--------|---|--|
| Al      | Active Candidates            | Au                    | raiting Action     |                    |                      |                                     |              |                       |                 |        | Active Candidease Active Referrals Active Internal Canc<br>3 of 3 0 0 0 0 | Idana Converted Prospects<br>2 of 2 0 of 0 |
| 3 items |                              |                       |                    |                    |                      |                                     | Overview     | Contact Experience Re | sume            |        |   | ⊤ di ⊡ ."                                  |
|         | Candidate                    | Snep /<br>Disposition | Awaiting Me        | Awaiting<br>Action | Potential Duplicate? | Self-Identified as Previous Worker? | Cute Applied | Current Title         | Current Company | Resume | Source  | Jobs Applied to                            |
|         | Jingle Bells (C457)          | New<br>Application    | Review             | 3                  |                      |                                     | 07/18/2018   |                       |                 |        | Social Media - Linkedin   | 1  |
|         | Sharon<br>(Internal)(C450)   | New<br>Application    |                    | 1                  | Ves                  |                                     | 07/18/2018   |                       |                 |        | Internal Current Worker   | 1  |
|         | Mark<br>(Internal) (C456)    | New<br>Application    |                    | 1                  |                      |                                     | 07/18/2018   | Owner                 |                 |        | Internal -> Current Worker  | 1  |
| <       |                              | _                     |                    | >                  | <                    | 1                                   |              |                       |                 |        |   | >  |

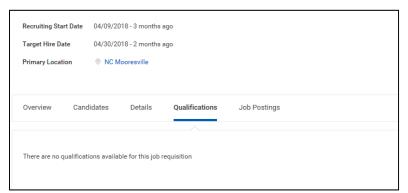
**11.** You can use the **Details** tab to find additional information native to all job requisitions, as well as custom tabs to provide the supervisory org and TA coordinator assignment.

| Overview Candidates      | Details Qualifications            | Job Postings           |                               |                                       |
|--------------------------|-----------------------------------|------------------------|-------------------------------|---------------------------------------|
| Overview Candidates      | Details Qualifications            | Job Postings           |                               |                                       |
| Details TACO Su          | pervisory Organization and Subtyp | pe                     |                               |                                       |
| Copy Job Requisition     |                                   |                        | Hiring Requirements           |                                       |
| Requisition Details      |                                   |                        | Hinng Requirements            |                                       |
| Job Requisition          | R0000407 Talent Acquisition       | Consultant III (Open)  | Job Details                   |                                       |
| Supervisory Organization | Telent Acquisition Operation      | s & Program Management | Job Profile                   | 09653 - Talent Acquisition Consultant |
| Position                 | Talent Acquisition Cosint III     |                        | Job Families for Job Profiles | Recruitment Generalist                |
| Referral Payment Plan    | Refernal Plan - \$1000            |                        | Worker Sub-Type               | Regular                               |
| Available for Overlap    | No                                |                        | Worker Type                   | Employee                              |
| Available For Hire       | No                                |                        | Time Type                     | Full time                             |
|                          |                                   |                        |                               |                                       |





**12.** The **Qualifications** tab will default from the job profile or ones that were added as part of the Create Requisition process.



13. Lastly, the Job Postings tab is where you go to view the job posting.

| Overview | Candidates  | Details | Qualifications | Job Postings     |                                  |                  |                 |  |              |          |
|----------|-------------|---------|----------------|------------------|----------------------------------|------------------|-----------------|--|--------------|----------|
| _        |             |         |                |                  |                                  |                  |                 |  |              |          |
| Post J   | lob         |         |                |                  |                                  |                  |                 |  |              |          |
|          |             |         |                |                  |                                  |                  |                 |  |              |          |
| 1 item   |             |         |                |                  |                                  |                  |                 |  |              |          |
| 1 item   | Job Posting |         |                | Туре             | Posting Start Date               | Posting End Date | Primary Posting | Job Application Template   | Posting Cost | Action   |
|          | Job Posting |         |                | Type<br>Internal | Posting Start Date<br>07/19/2018 | Posting End Date | Primary Posting | Job Application Template<br>Job Application Default Template effective 03/28/2018<br>22-40 | Posting Cost | Action * |



