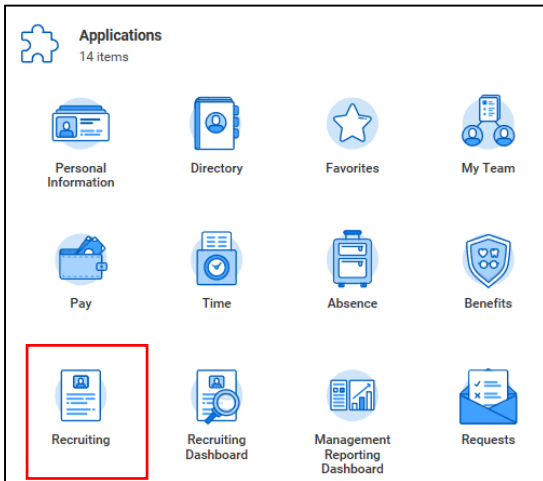


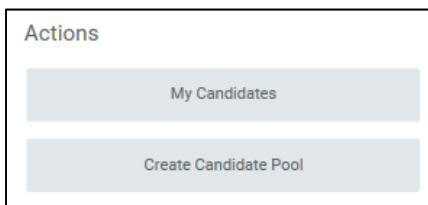
Navigate Recruiting Application

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.



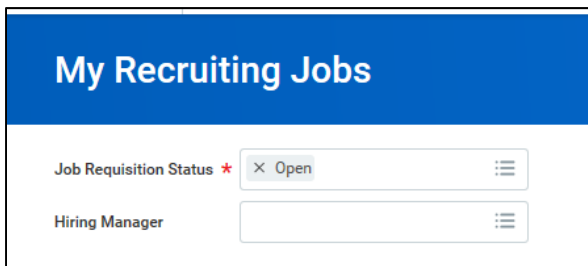
3. The **External Links** column will take you to outside resources used to support the recruiting process.



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.



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



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

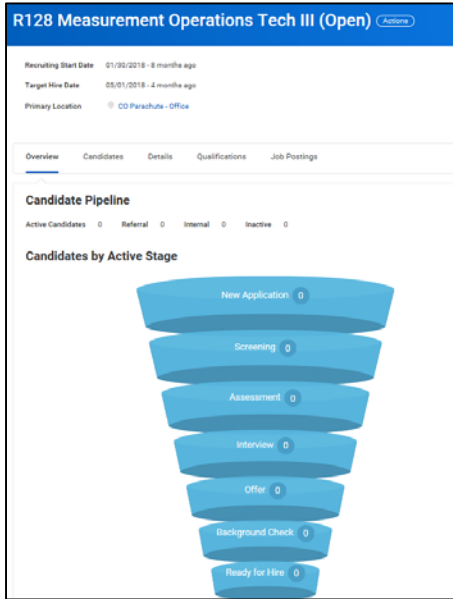
The image shows a table titled 'My Recruiting Jobs' with 16 items. The table has the following columns: Job Requisition, Active Candidates, Recruiting Start Date, and Target Hire Date.

| Job Requisition | Active Candidates | Recruiting Start Date | Target Hire Date |
|---|-------------------|---------------------------|---------------------------|
| R0000393 Operations Technician III (Open) | 3 | 07/18/2018 - 4 days ago | 07/18/2018 - 4 days ago |
| R98 Operations Technician II (Open) | 0 | 12/12/2017 - 7 months ago | 05/01/2018 - 2 months ago |
| R99 Operations Technician II (Open) | 0 | 12/12/2017 - 7 months ago | 05/01/2018 - 2 months ago |
| R93 Operations Technician II (Open) | 0 | 12/01/2017 - 7 months ago | 05/01/2018 - 2 months ago |
| R86 Tech Specialist III (Automation) (Open) | 0 | 11/07/2017 - 8 months ago | 05/01/2018 - 2 months ago |
| R0000404 Operations Tech 2 (Open) | 0 | 07/19/2018 - 3 days ago | 07/31/2018 - 9 days to go |

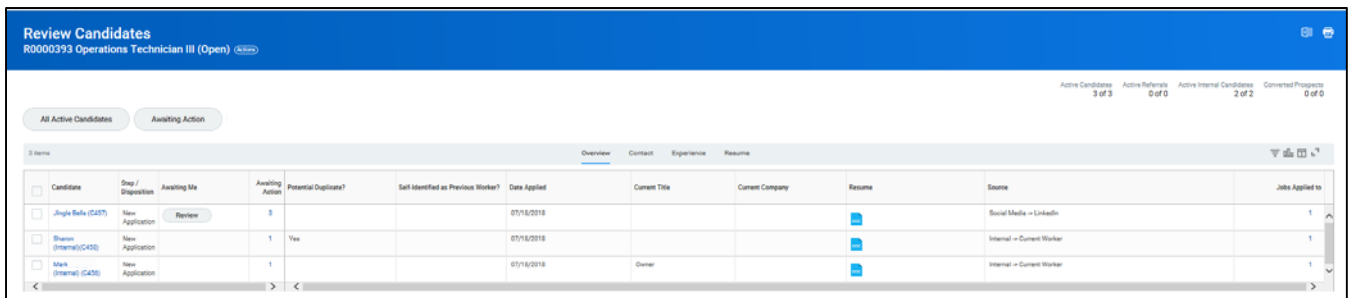
7. Use the tool bar to download reports, filter and or modify the columns based on your preferences.



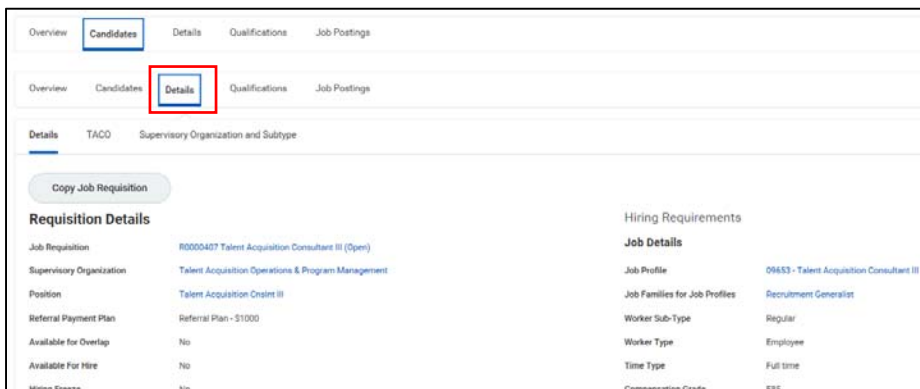
8. Select any requisition to view the details.
9. The **Overview** contains a high level view of the requisition and candidate flow in the funnel illustration. It also displays the sources of your candidates.



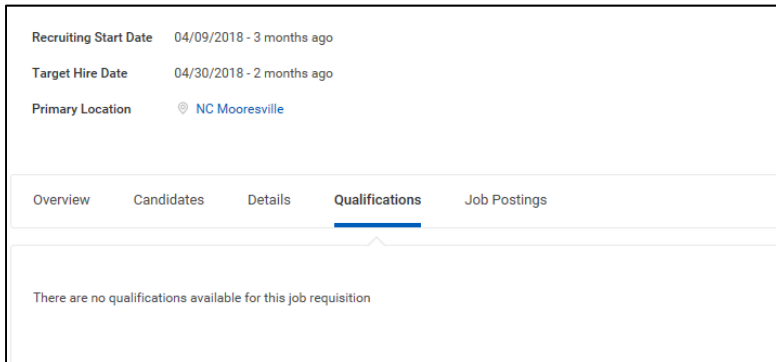
10. The **Awaiting Action** button will help identify those candidates that are awaiting action from you as the hiring manager.



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.



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



The screenshot shows the 'Qualifications' tab selected in a recruiting application. At the top, there are three fields: 'Recruiting Start Date' (04/09/2018 - 3 months ago), 'Target Hire Date' (04/30/2018 - 2 months ago), and 'Primary Location' (NC Mooresville). Below these fields is a navigation bar with tabs for 'Overview', 'Candidates', 'Details', 'Qualifications' (which is active and underlined), and 'Job Postings'. The main content area below the tabs displays the message: 'There are no qualifications available for this job requisition'.

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



The screenshot shows the 'Job Postings' tab selected in the recruiting application. At the top, there is a navigation bar with tabs for 'Overview', 'Candidates', 'Details', 'Qualifications', and 'Job Postings' (which is active and underlined). Below the navigation bar is an orange 'Post Job' button. Underneath the button, it says '1 item'. A table displays the job posting details:

| <input type="checkbox"/> | Job Posting | Type | Posting Start Date | Posting End Date | Primary Posting | Job Application Template | Posting Cost | Action |
|--------------------------|-------------|----------|--------------------|------------------|-----------------|---|--------------|-----------|
| <input type="checkbox"/> | Internal | Internal | 07/19/2018 | | | Job Application Default Template effective 03/28/2018 22:40 | 0 | Actions ▾ |