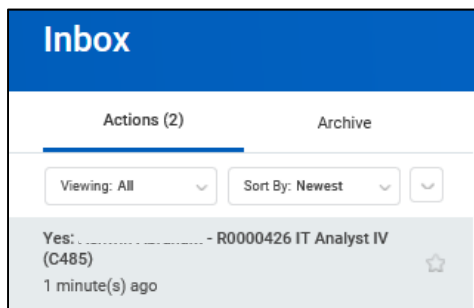


## Screening Process

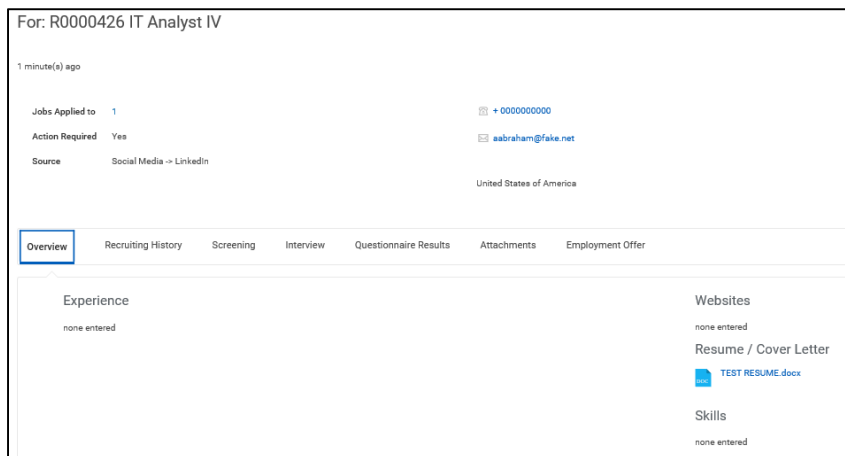
As the hiring manager, you will review applicants to determine next steps in the screening process. In this process, you will conduct further review, categorize candidate based on likelihood of moving forward.

### Review Application

1. After the TA Consultant conducts the initial resume review, they will decide whether to move forward to the Screening process.
2. If a candidate progresses to the screening process, you will receive a Workday Action item listed as 'Yes.'



3. Click the Action for more information.
4. Here you'll see an overview of the candidate's application.



5. From the **Overview**, you'll see the candidate's experience, as well as any websites, and their resume and/or cover letter.
6. Review the information available for the candidate, including.
  - **Recruiting History**
  - **Screening**
  - **Interview**
  - **Questionnaire Results**

- 7. Be sure to note whether the candidate has self-identified as a **previous employee** or **contingent worker**.

Self-Identified as Previous Worker?
Yes

- 8. Note the source of the application. Be sure to pay particular attention to applicants with referrals.

Source
Social Media -> LinkedIn
Internal -> Current Worker

- 9. Your role in the screening process will be to validate the 'shortlist' of candidates selected by the TA Consultant by designating the candidate as a **Yes**, **No** or **Maybe**.
- 10. To do so, click **Move Forward**, then **Yes**, **No** or **Maybe**.

Yes
Maybe
No
Move Forward ▼

- 11. Click **Done**. Your decision will be elevated to the TA Consultant for consideration.