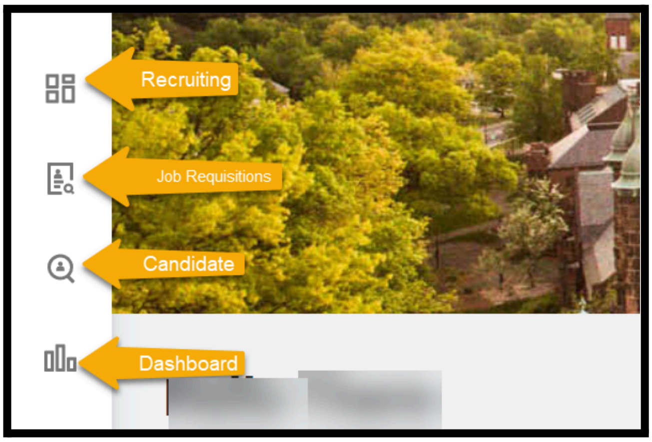
Recruiting: Hiring Staff

Overview

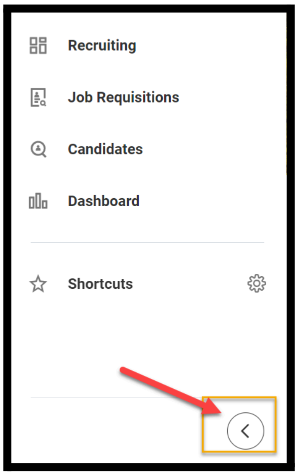
This quick reference guide will guide you on how to monitor and review candidates for your open staff requisitions and move them through the hiring process.

This article was updated on July 19, 2024. Please review the highlighted changes below.

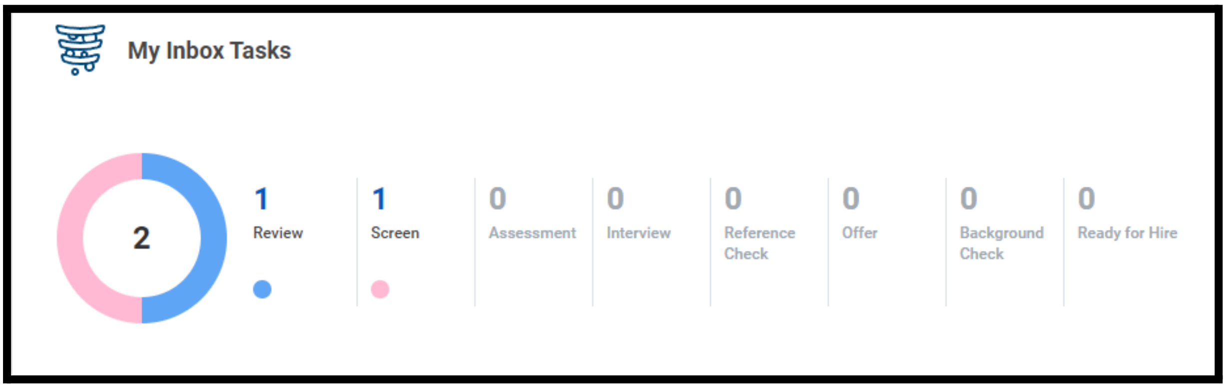
All hiring managers will see the Recruiting Hub on the left-hand side of any screen in Workday.



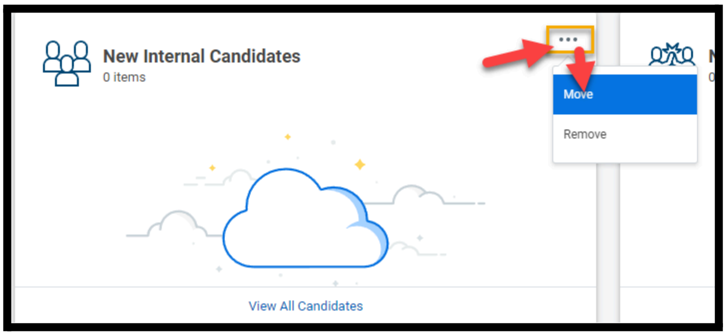
- To expand the view – click on the arrow at the bottom of the column.



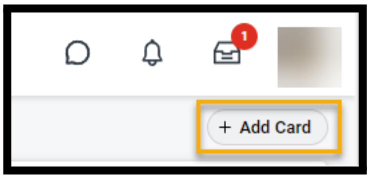
1. Click on the **Recruiting** tab**.** The **My Inbox Tasks** shows you the current number of candidates and where they are in the different stages of the hiring process.



2. Each recruiting card allows you to dig in deeper on specific candidates (New Internal, New Referred) or tasks (Screen, Interview, Background or Offer).
    a. The cards can be moved or removed by clicking on the three-dot icon in the right corner of each card.



3. Click on the Add Card button in the right corner to add additional cards.



Reviewing Candidates

1. To start the review process, click on **Review** in My Inbox Tasks.

2. You will see a current list of candidates to be reviewed. Click **Review** Button under Awaiting Me to start the Review process.

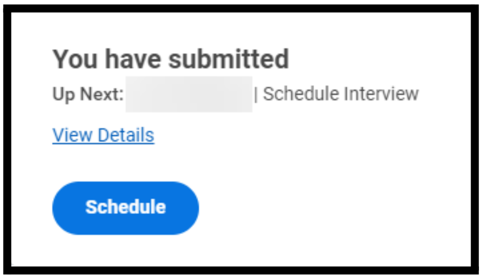
3. The next screen is the candidate's Profile page. Use the following features to help you review the candidate(s):
    a. **Questionnaire Results**: View the candidate's responses to application questions.
    b. **Attachments**: View individual candidate's resume and any other documents the candidate included in their application.
        i. **If you wish to bulk download multiple resumes**. From the candidate grid, click on the multiple candidates you wish to view. Click on the related action button, select Bundle Resumes.

4. To move the candidate to the next stage in the hiring process, you can click the **Interview 1** button.

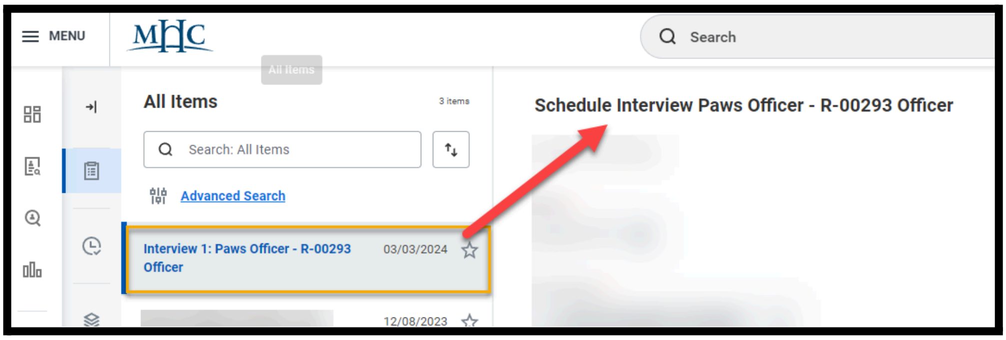
5. To decline candidate at this time, click the **Decline** button and select one of the following reasons:
    a. Review – Candidate withdrawn.
    b. Review – Does not meet job qualifications.

Interviewing Candidates

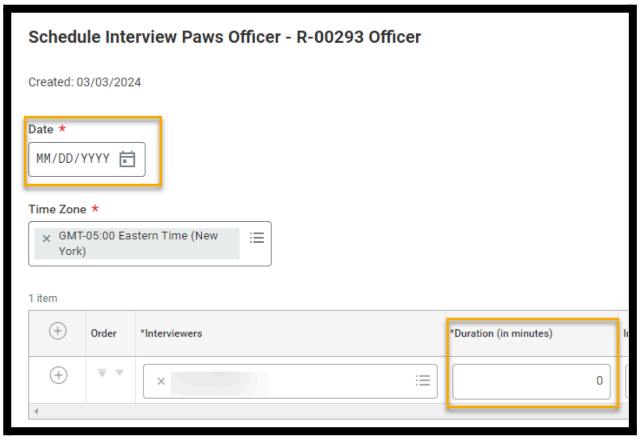
1. The next step is to schedule an interview. Click on the **Schedule** button to immediately start the process.



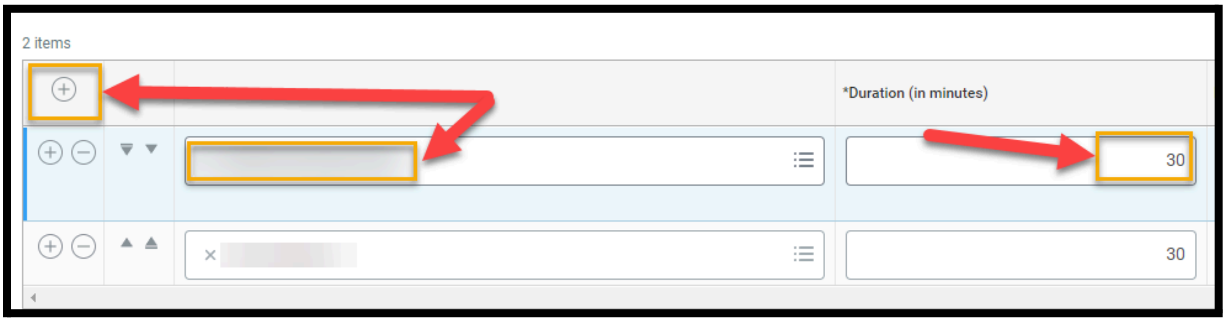
    a. You can also complete the task later by logging into My Tasks.



2. To schedule an interview, you must complete the following fields:
    a. **Date:** Choose the date you wish to conduct the Interview.
    b. **Duration** (in minutes)

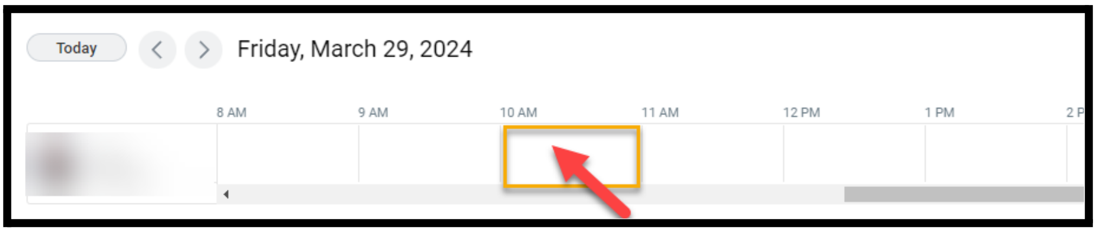


3. If you want to have more than one interviewer, click on the plus icon to add their name and the duration of their interview.



4. Click **Next**.

5. Choose the time in the day you want this interview to occur by simply clicking on the block of the hour you wish to interview the candidate.



6. You can adjust the date, update the time to more specific minutes (example 1030am) and adjust length of interview if needed. Click Next.

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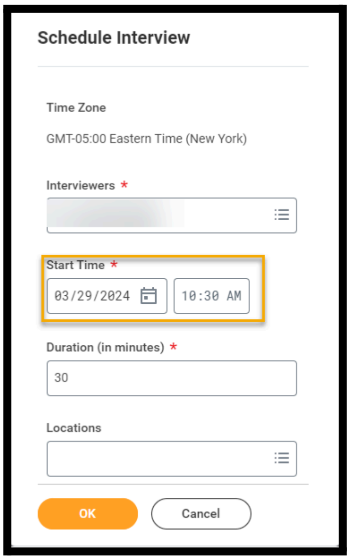
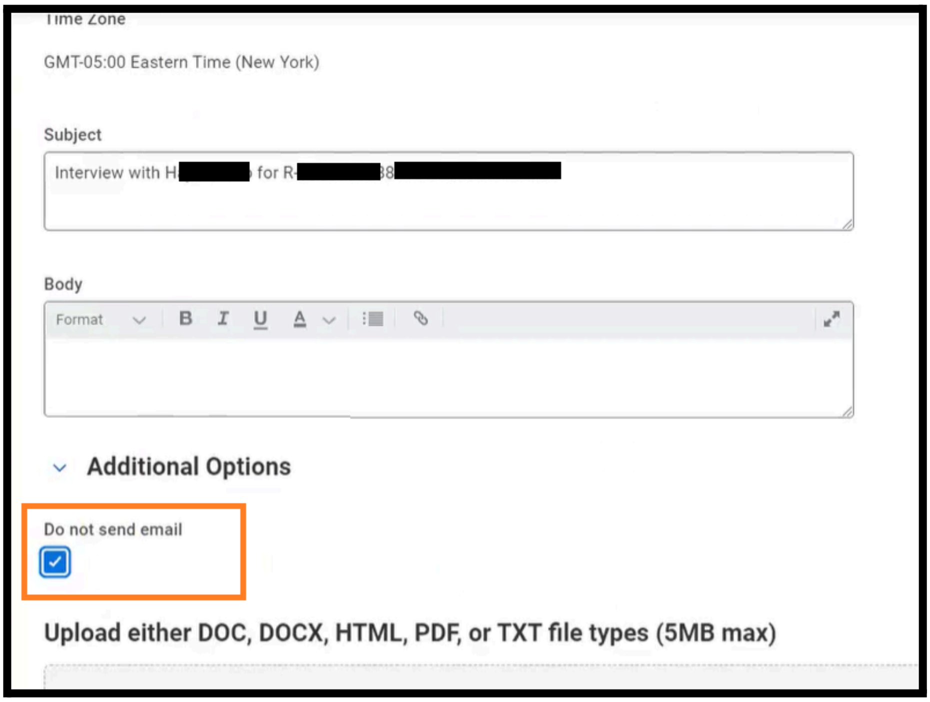


7. If you selected more than one interviewer, select the time for their interview, following the same steps.

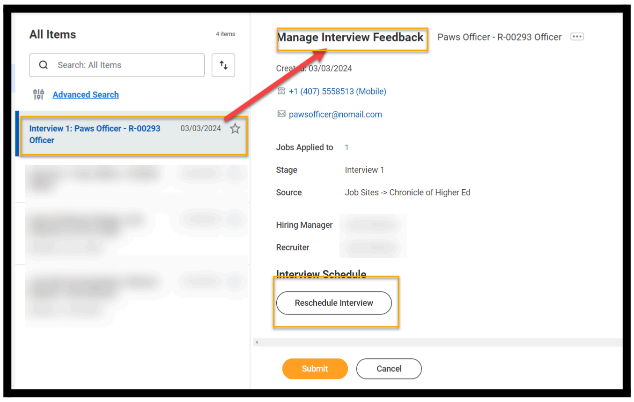
8. When you are ready, click **NEXT**.

9. **Proposed Interview Schedule**: This screen shows the information you entered to schedule the candidate's interview. Click **Submit** to confirm.
    a. Note: You must inform the candidate of the date and time of their interview using email. *Workday* ***does not*** *send an email to the job candidate*. The form on this page emails only the internal interview committee. Click the "do not send email" box to bypass this email form.

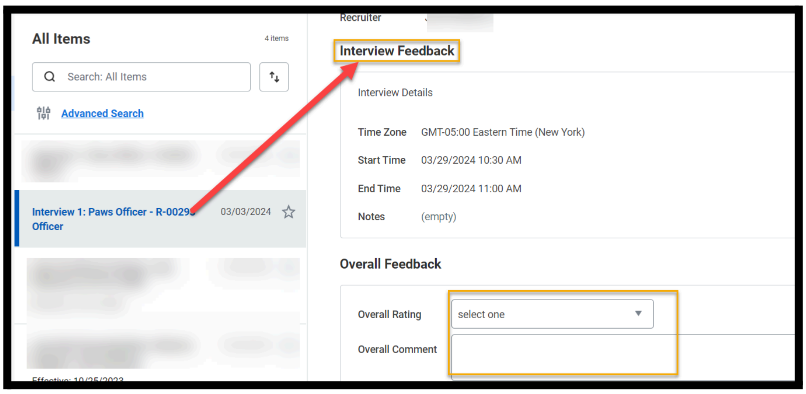


10. Click Submit.

11. **Manage Interview Feedback**: In the Primary Recruiter's My Tasks, this task allows you to do the follow tasks:
    a. Reschedule the interview.
    b. Cancel the Interview.
    c. Interview Feedback: allows you to see the current status of the interview.

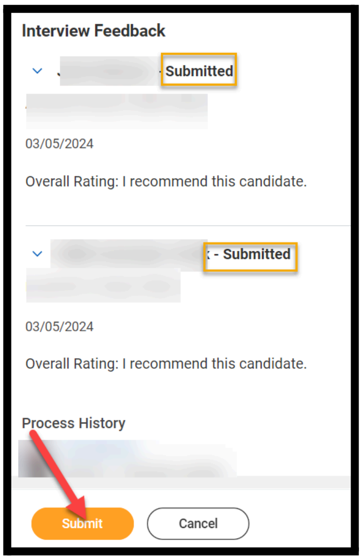


12. **Interview Feedback**: This task will be sent to each interviewer's My Task. When the interview is complete, enter data on this form in Workday. Select one of the following:
    a. I recommend this candidate.
    b. I do not recommend this candidate.
    c. Add any Overall Comments.

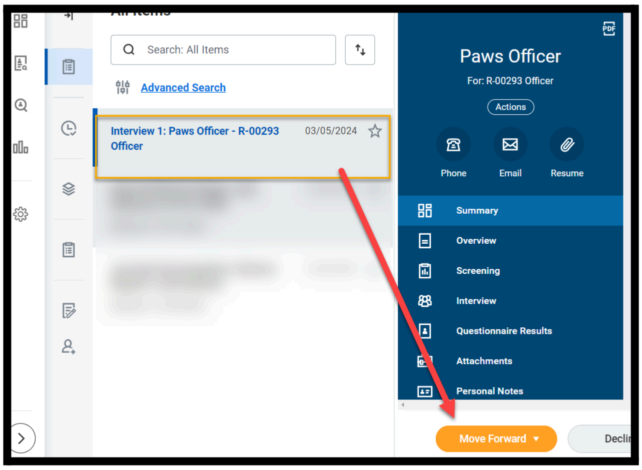


13. When all the interviews have been completed, click **Submit** on **Manage Interview Feedback Task**.

MHC



14. Once the interview is complete you will receive a Task – Interview 1. You have the following Move Forward options:
    a. **Manual Reference Check**
        i. If this is an Internal candidate this step must be completed.
    b. **Interview 2**
    c. **Auto Reference Check**

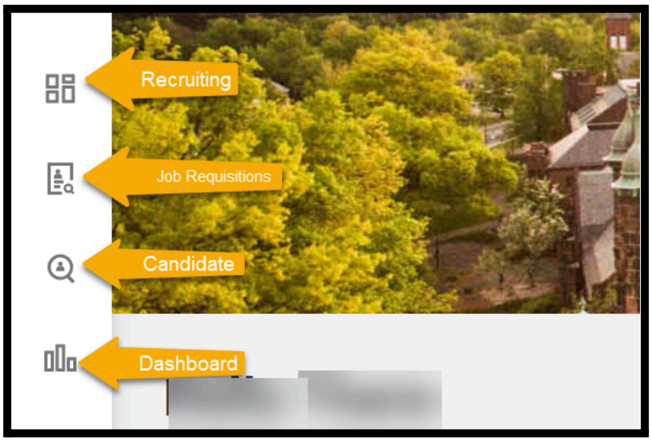


Reference Check Candidates

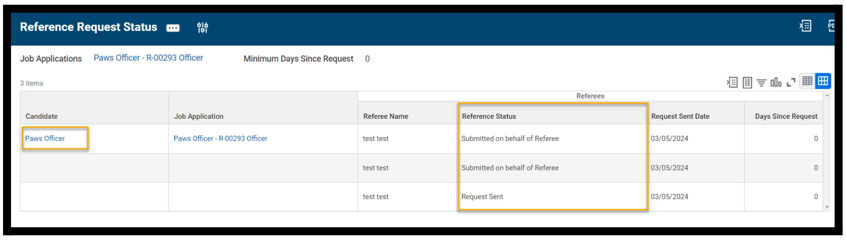
15. **Manage References**: Once the candidate has completed the Reference Check, you will receive the Auto Reference Check in My Tasks. Here you can do the following tasks:
    a. **Resend –** Resend request to the references to complete the required questionnaire.
    b. **Submit Reference –** Submit responses on behalf of the reference.
    c. **Edit Reference Details** – Update any of the references contact information if it needs to be changed.

NOTE: Do not click on Submit, until all references have been submitted.

16. **Check the Status of References:** To check the status of a candidate's reference, click on the Dashboard icon in the Recruiting Hub.



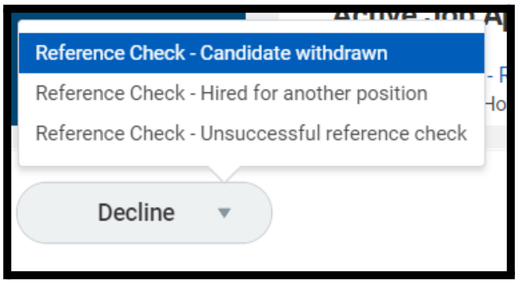
   a. **Reference Request Status**: Use this if you are waiting for the candidate to submit the reference details.



   b. **Reference Check Results:** Allows you to see the results of the references that have been submitted.

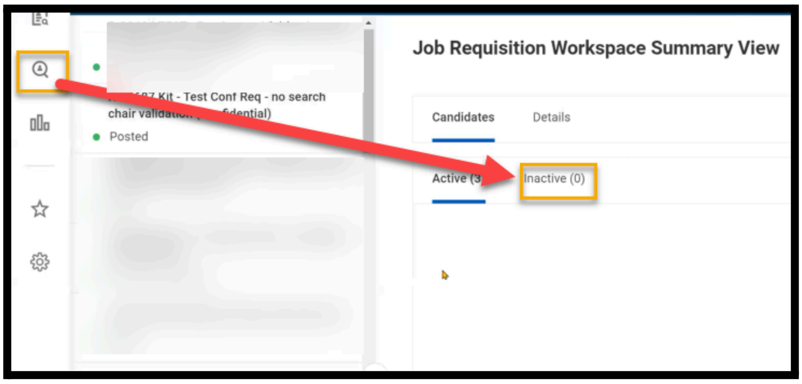
17. You now can submit an **Offer** or **Decline** the candidate.

18. Decline Options: Candidate withdrawn, Hired for another position, unsuccessful reference check.



      i. If the applicant is declined in the Review stage an automatic email will be sent to them**.** If the decline happens in in any other stage beyond Review, a personalized message from MHC will be required.

ii. Once declined, candidates will move to the Inactive grid located in the Candidate dashboard.



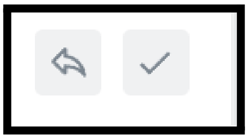
Offer Steps

19. **Offer:** In your My Tasks, look for Offer for Job Application. Review and confirm the following fields:
    a. **Hire Date:** Enter in the date you are hiring the candidate.
    b. **Hire Reason:** Select the appropriate reason for hire.
    c. **Location:** Confirm this field has the correct pre-populated location.
    d. **Business Title**

20. Click Submit.

21. **Compensation:** Next is the opportunity to review, update or confirm compensation details. All this information is based on the Job Requisition.
    a. Edit any field by clicking on the pencil icon.

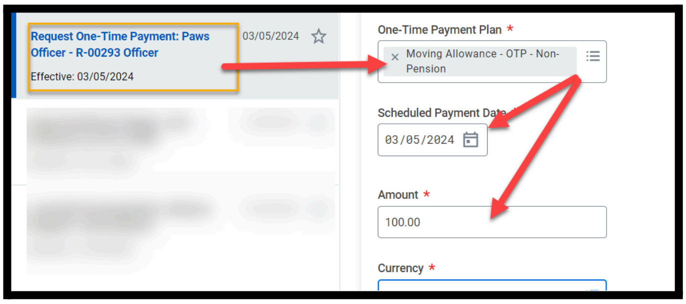
    b. Once you have made any changes or updates, click the check mark.



    c. The compensation offer will now go to the Compensation Partner for approval.
22. **One-Time Payment Offer**: If the position includes a one-time payment, complete it here. One-Time payments may include:
    a. Academic Extra Service Pay OTP - Non-Pension
    b. Academic Extra Service Pay OTP -Pension

c. Bonus Pay – OTP Pension
d. Moving Allowance – OTP – Non-Pension
e. Retention Pay – OTP Pension
f. Stipend Pay – Misc – Non-Pension -OTP
g. Stipend Pay – Misc – Pension – OTP

23. Enter in the amount of the One-Time Payment Plan.



24. **Click Submit.** The one-time payment plan will now go to the Compensation Partner for approval.

25. **Present Verbal Offer:** Please contact the candidate to extend a verbal job offer and provide them with any relevant information regarding expenses that will be covered and any additional stipends or bonuses.
    a. If the candidate approves the offer, click **SUBMIT.**

26. The Staff Recruiting Administrator will Generate Document for Offer.

27. If the candidate accepts the offer the Staff Recruiting Administrator will start the background check.