

Recruitment Process

The **Recruitment Process** in **Workday** is a series of stages used to solicit, screen, interview, and hire FGCU employment candidates.

SEARCH AND HIRE PROCESS

The **Search and Hire Process** is managed in Workday through the **Recruiting** functionality. The Process consists of a series of screens providing summary information for job requisitions and the corresponding Candidates. The **Search and Hire Process** is available to specific roles in Workday.

A **Hiring Manager** is an individual to whom the position reports. A Hiring Manager has the authority to select a FGCU Candidate Pool Admin to act on their behalf for candidate approval during the recruitment process.

An **FGCU Candidate Pool Admin** can perform the following tasks:

- **Move** applicant to Offer
- **Complete** the Offer tasks, including date of hire
- **Enter** compensation information
- **Select** One-Time Payment. (This task may be skipped if there is no One-Time Payment)

STAGES IN THE JOB APPLICATION PROCESS

As the process of reviewing and choosing Candidates is dynamic, a Candidate may not hit every stage.

- **Review** – When a Candidate applies for a position, they are initially assigned the status of Review Candidate
- **Screen** – Candidate details are viewed to determine the next steps by Human Resources
- **Assessment** – Utilized for positions that require skills testing
- **Interview** – Candidates approved by Human Resources for interview will be assigned Interview status. Interviews can be scheduled as on campus, video or phone sessions
- **Reference Check** – Reference checks are performed outside of Workday and submitted with the search materials
- **Offer** – Managers initiate the Offer once the interviews and reference checks are complete
- **Background Check** – Background checks are processed by Human Resources once the Offer has been accepted by the Candidate
- **Ready for Hire** – Initiates the Onboarding process

VIEW CANDIDATE PIPELINE OR CHECK STATUS OF A JOB REQUISITION

1. To view a list of applicable job requisitions, enter **My Recruiting Jobs** in the **Search** field on the **Workday Home Page**. Select **My Recruiting Jobs** from the results.

Tasks and Reports

My Recruiting Jobs
View a list of job requisitions, the number of active candidates and detailed information about the job requisition. Required Prompts: Job Requisition Status, defaulted with Open and Filled. Optional Prompts: Hiring Ma...

My Recruiting Jobs - Indexed
View a list of job requisitions, the number of active candidates and detailed information about the job requisition. Required Prompts: Job Requisition Status, defaulted with Open and Filled. Optional Prompts: Hiring Ma...

2. Enter the **Hiring Manager's** name and click **OK**.

Job Requisition Status *

Hiring Manager

3. A grid displays the **Job Requisition** name, number of current Candidates, and **Hiring Manager** name; click the name of the **Job Requisition** to view the Candidate pipeline

← My Recruiting Jobs Actions

Job Requisition Status: Frozen Hiring Manager: [Redacted]

Open

4 items

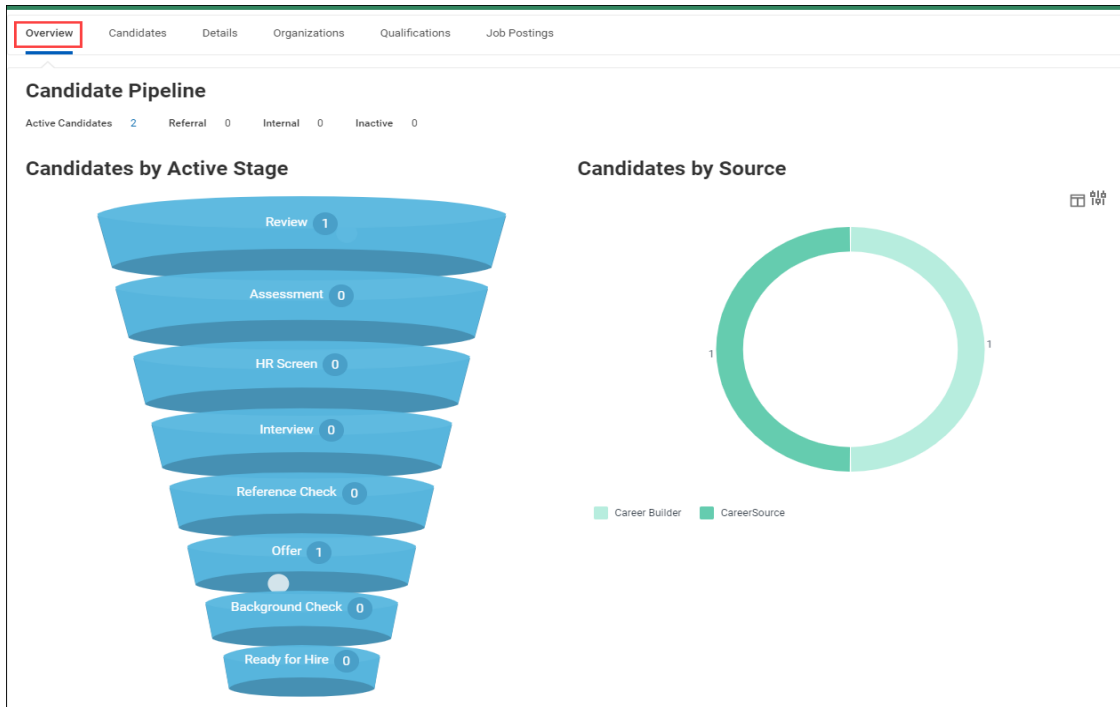
Job Requisition	Candidates in Review Stage	Active Candidates	Recruiting Start Date	Manager Photo	Hiring Manager	Supervisory Organization	Primary Location
R0000126 (Open)	1	2	05/01/2020 - 7 days ago		[Redacted]	[Redacted]	MAIN CAMPUS
R0000123 assistant director (Open)	0	1	04/30/2020 - 8 days ago		[Redacted]	[Redacted]	MAIN CAMPUS
R0000139 Assistant Director, (TEST) (Open)	0	0	05/04/2020 - 4 days ago		[Redacted]	[Redacted]	MAIN CAMPUS

Number of Openings Available	Date Request Entered	Request Completed Date	Target Hire Date	Recruiter
1	05/01/2020	05/01/2020	05/01/2020 - 7 days ago	
1	04/30/2020	04/30/2020	04/30/2020 - 8 days ago	
1	05/04/2020	05/04/2020	05/04/2020 - 4 days ago	

MANAGE CANDIDATE TRACKING

Overview tab – this section provides the following:

- **Candidates by Active Stage** funnel tracks the status of Candidates in each stage of the process. As Candidates move from one stage to another, the corresponding levels of the funnel are updated to reflect the current population. Not all Candidates are required to go through each stage in all instances.
- A **Candidates by Source** graph displays the breakdown of job posting sources (where Candidates viewed the job advertisement)



Candidates tab – Displays Candidate information in a grid format and allows the Hiring Manager or Search Committee Chair to move Candidates to other stages. Additionally, **Search Committee** members and **Hiring Managers** can view/print PDF versions of the Candidate’s resume’ from this screen

Overview | **Candidates** | Details | Organizations | Qualifications | Job Postings

Candidates | Diversity Metrics | Consolidated Candidate Pool

2 items

Stage	Name	Action	Awaiting Action	Step	Job Application Date	Total Score	Company	Current Title	Experience	Highest Degree	School	Location
Review	✓ Dennis Rodman (CAND000048)	Yes	1	Review	05/03/2020	0		Professional Basketball Player	24 years			Chicago, Illinois, United States of America
	✓ Charlie Brown (CAND000036)	No	1	Offer	05/01/2020	0		Widget Maker	2 years			Pinetree Corners, Min United States of Ame

Details tab – This section provides the details of the **Job Requisition**

Overview Candidates **Details** Organizations Qualifications Job Postings

Details Requisition Compensation Interview Team

Copy To Create Job Requisition

Requisition Details		Hiring Requirements	
Job Requisition	R0000123 (Open)	Job Details	
Supervisory Organization		Job Profile	Assistant Director
Position		Job Families for Job Profiles	
Spotlight Job	No	Worker Sub-Type	Regular
Referral Payment Plan	(empty)	Worker Type	Employee
Available for Overlap	No	Time Type	Full time
Available For Hire	Yes	Compensation Grade	Salary - No Grade

Organizations tab – This section provides the Cost Center, Fund and Activity codes related to the Job Requisition

Overview Candidates Details **Organizations** Qualifications Job Postings

5 items

Organization Type	Organization
Company	FGCU Florida Gulf Coast University
Cost Center	
Program	PG061 General Administration
Fund	FD10001 Education & General Fund
Activity	

Qualifications tab - This section displays qualifications for this Job Requisition

Overview Candidates Details Organizations **Qualifications** Job Postings

Job Postings tab- This section displays the job posting sites, internal and/or external, where the job posting was advertised, and the posting start and end dates for the specific requisition.

Overview Candidates Details Organizations Qualifications **Job Postings**

Current Historical

2 items

<input type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/>	Internal	Internal	05/01/2020			Example effective 03/27/2020 05:32	0		Actions
<input type="checkbox"/>	Eagle Jobs	External	04/30/2020			Example effective 03/27/2020 05:32	0	https://fgcu5.wd5.myworkdayjobs-imp1.com/eaglejobs/job/MAIN-CAMPUS/assistant-director-alumni-relations_R0000123	Actions

Overview Candidates Details Organizations Qualifications **Job Postings**

Current **Historical**

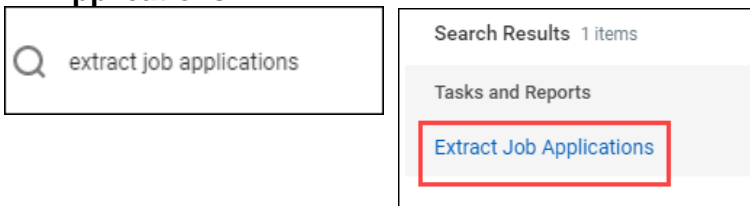
1 item

<input type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost
<input type="checkbox"/>	Internal	Generic	04/30/2020	05/01/2020	Example effective 03/27/2020 05:32	0

EXTRACT JOB APPLICATIONS

If a potentially high volume of Candidates is expected, an alternative approach to viewing the Candidates is available. This process allows you to view specific Candidate information and export the list of Candidates to Excel, where you can utilize Excel functions to find specific experience or education you are looking for in a Candidate. **Example:** if you want to find a Candidate with marketing experience, you could utilize the **Find** process and type in keyword(s) such as Marketing to search through all experience/education.

1. Enter **Extract Job Applications** in the **Search** field on the **Workday Home Page** and select **Extract Job Applications**.



2. Click the **Job Requisition Menu**. Select **Suggested** to display your open **Job Requisitions**; select other options as desired.

Extract Job Applications

Job Requisition

Candidate

Job Application

Filter Name

Manage Filters

0 Saved Filters

- Search ☰

 - Suggested >
 - Job Requisitions by Manager >
 - Job Requisitions by Supervisory Organization >
 - Job Requisitions by Location >
 - Job Requisitions by Recruiter >
 - All Evergreen Requisitions >

3. A list of **Candidates** displays

Job Application	Job Requisition	Candidate Name	Created On	Candidate Stage	Manager	Job Requisition
R0000145 Student Worker (CAND000013)	R0000145 Student Worker (Evergreen) (Open)	(CAND000013)	07/06/2020	Review	Heather M MacQueen	R0000145 Student Worker (Evergreen) (Open)
R0000145 Student Worker (CAND000014)	R0000145 Student Worker (Evergreen) (Open)	(CAND000014)	07/10/2020	Review	Heather M MacQueen	R0000145 Student Worker (Evergreen) (Open)
R0000145 Student Worker (CAND000015)	R0000145 Student Worker (Evergreen) (Open)	(CAND000015)	07/10/2020	Review	Heather M MacQueen	R0000145 Student Worker (Evergreen) (Open)

Columns may be filtered by clicking the **Column Heading**, such as **Candidate Name**. If there is a specific Candidate you are interested in, using the **Value** filter, search for the Candidate's name (last name, first name or both) and click **Filter**

↑ Sort Ascending

↓ Sort Descending

Filter Condition *
is

Value *

Candidate Name Created On

AI (CAND000013)

Alec (CAND000014)

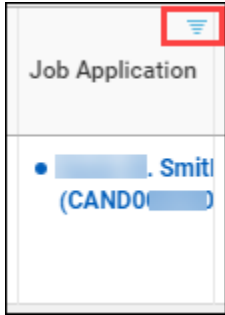
Smith (CAND000015)

1 Result

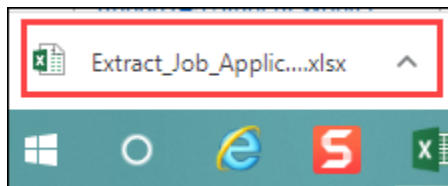
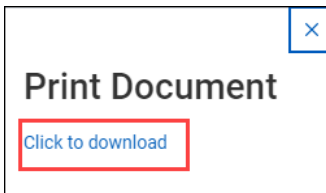
Smith (CAND000015)

search

***NOTE:** To remove the filter, click the **Tornado** in the **Column Heading** (top right)



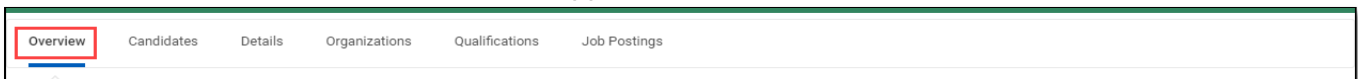
- Another option is to export the spreadsheet to Excel by clicking on the **Export to Excel** icon in the upper right. A popup will appear; select **Click to download**. The Excel export will appear in the bottom corner of your screen; click to open.



***NOTE:** In the Excel spreadsheet you can sort, filter, perform searches, and much more to assist in narrowing down your review of Candidates.

MOVING CANDIDATES THROUGH THE SEARCH PROCESS

- Enter **View Job Requisition** in the **Search** field on the **Workday Home Page** and select the position for review; this brings you to the **Overview** with the **Funnel** to easily view the status of your Candidates. Select the **Candidates** tab to view the applicants.



- Under the **Candidates** tab, click the Candidate's name for details

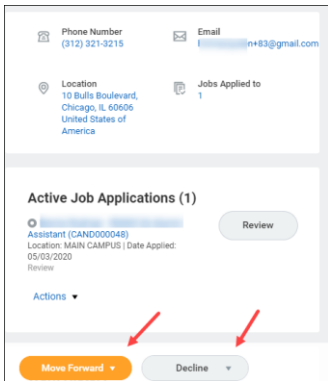
Stage	Name	Action	Awaiting Action	Step	Job Application Date	Total Score	Company	Current Title	Experience	Highest Degree	School	Location
Review	Dennis Rodman (CAND000048)	Yes	1	Review	05/03/2020	0		Professional Basketball Player	24 years			Chicago, Illinois, United States of America
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3. A summary page displays the Candidate's contact information, work history, education and more. Click any of the menu items at the left for additional details.

Overview:

Recruiting History:

4. Once a determination is made, the **FGCU Candidate Pool Admin** can move a Candidate forward for review; or if no interest, decline. The **FGCU Candidate Pool Admin** is a role assigned on the job requisition. The hiring manager can assign anyone, including themselves.



5. The **FGCU Candidate Pool Admin** will select **Move Forward** to the **HR Screen** when they would like approval to interview a candidate. HR will review to ensure minimum qualifications are met, and can decline or move the candidate forward.
6. The **FGCU Candidate Pool Admin** will receive the **Interview Task** in their **Workday Inbox** once HR approves.
7. The **FGCU Candidate Pool Admin** will move the candidate forward to **Additional Interview** If a second interview is planned.
8. The **FGCU Candidate Pool Admin** will select move forward to **Reference Check** once the finalist is selected.
9. **Reference Checks** are completed. The **FGCU Candidate Pool Admin** will select decline or move the candidate forward to **Offer Status**
10. The **FGCU Candidate Pool Admin** will receive a task in their **Workday Inbox** to **Initiate the Offer**. Hire date should be at least two weeks from the date of offer and should also align with the beginning of a pay period.
11. The **HR Business Partner** receives the consolidated approval to approve or send back if adjustments need to be made.
12. HR will receive a task to review and approve the offer and generate the offer letter. The following approvals will be required (they have the ability to approve or send back); approvers will receive a task in their **Workday Inbox**:
 - **Budget Office** to review funding (for staff and faculty positions only)
 - **Manager**
 - **VP** level approval when required
13. The **Manager** will receive the **Offer Letter** in their **Workday Inbox**. This is an opportunity to review and submit. Once submitted, a task will appear in the **FGCU Candidate Pool Admin Workday Inbox** with **Approval to Extend a Verbal Offer**.

In the Comments section, acceptance can be noted; click **Submit**.

***Note:** *If the Candidate needs time before responding to the offer, you can save for later or just leave as an open task in your Inbox.*

14. The **FGCU Candidate Pool Admin** will have a task in their **Workday Inbox** to update the status of the offer. They can choose:
 - **Offer Accepted**
 - **Offer Declined**
 - **Offer Renegotiated**

15. The **FGCU Candidate Pool Admin** selects the Candidate accepted the offer of employment, the **Offer Letter** and offer tasks will be sent to the Candidate's user account in the application system. Once reviewed they will be asked for additional information needed to create a profile in the system. This will allow the **Onboarding** process to begin.