



Student Employment

HIRING A STUDENT FROM A JOB REQUISITION



Search Committee Chair Key Responsibilities

- ✓ Review and screen applicants
- ✓ Advance candidates through each required stage
- ✓ Scheduling interviews
- ✓ Ensure interview ratings are submitted
- ✓ Disposition/decline candidates

Accessing Applicants After Job Posting Goes Live

Once the job posting is live:

- The Search Committee Chair receives immediate access to review applicants.

Log into Workday

1. Go to the Menu dashboard
2. Select Recruiting Dashboard
3. Select the appropriate Job Requisition

Recruiting Dashboard Overview

The dashboard provides:

- A summary of the candidate pipeline
- Current recruiting stage
- Candidate application sources
- A list of applicants sorted by application date
- Column filters – click any column title to filter

Additional View Options:

- Questionnaire Results - Eligibility view – displays candidate responses related to:
 - Work Availability
 - Work authorization
 - Sponsorship requirements
- Job requisition details
- The posted job advertisement

CANDIDATE PROGRESSION RESPONSIBILITIES

The Hiring Manager (search committee chair) is responsible for advancing candidates through each required stage in Workday.

Important:

- If you **Decline** a candidate, they are immediately notified and removed from the pool.
- You may wait to decline candidates until the recruitment process is complete.



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1. **Moving from New Applicant →**

The Hiring Manager (search committee chair) reviews all new applicants. Steps:

- Click on the candidate's name – it will take you to their candidate profile
 - Review qualifications
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2. **Schedule Initial Interview**

After candidates accept the initial interview invitation and a date is determined.

There is **no Outlook integration** with Workday. Interviews must be scheduled outside Workday.

Steps:

- Open the candidate profile
- Select **Schedule Initial Interview**
- If candidate declines, select **Decline – New Applicant Candidate Withdrawn**.

Scheduling the Interview Team – after moving to this stage:

- A task will appear to **Schedule the Interview Team**
 - If you don't have an interview team other than yourself, don't add names just by pass this by clicking **Submit**. You will then move onto the Interview Rating Scale.
 - Click **Submit**
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3. **Workday then sends rating tasks to the interview team.**

- **Interview Rating Scale** –complete the rating task:
 - 3 – Highly Recommend
 - 2 – Recommend with Reservations
 - 1 – Do Not Recommend
 - Enter Any Comments, All feedback is visible in Candidate Profile → **Interview Tab** → Interview Feedback
 - Click **Submit**
 - **Interview Decision** - **Move Forward** or Decline
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4. **Schedule Final Interview** – Skip this task.

5. **Click on Reference Check** - Skip this Section

- Click on **OFFER**, The Hiring Manager receives a task (similar to the New Hire Detail Form)
 - **Complete Form and Submit**
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6. **Offer goes to Student Employment to continue the process**

7. **Disposition/Decline Candidates**

Once the selected candidate(s) have accepted the offer, you will need to formally decline the remaining candidates in the pool if you are finished recruiting.