

Hiring: Review Candidates

PURPOSE

The purpose of this job aid is to assist the Manager, in the role of Secondary Recruiter, in progressing a candidate within a candidate pool. The required review process is the same for all candidate types. All candidates that a Manager is interested in progressing, except for Adjuncts, will be progressed from the Review status to Screen. Adjuncts would be progressed from the Review status to Adjunct Assessed. Adjuncts are also the only candidate type that a Manager can decline by progressing to the Not Selected status.

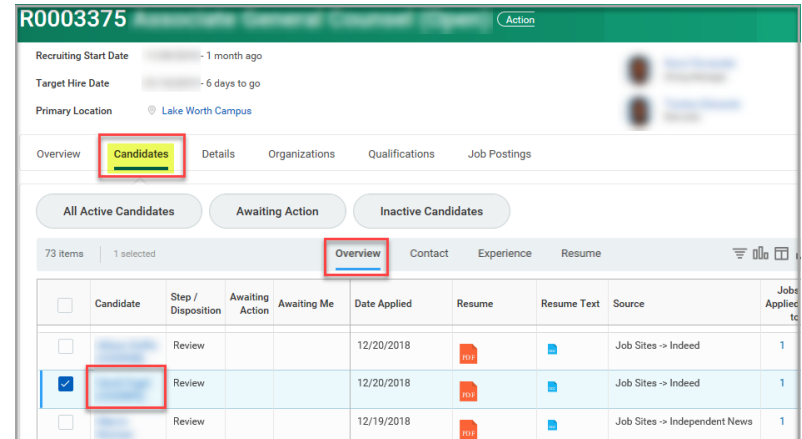
TASKS WITHIN THIS JOB AID

- **Review Candidates and Selection Process**
- **[Progress a Candidate from Review to Screen OR Adjunct Assessed](#)**
- **[Decline a Candidate – Adjunct ONLY](#)**

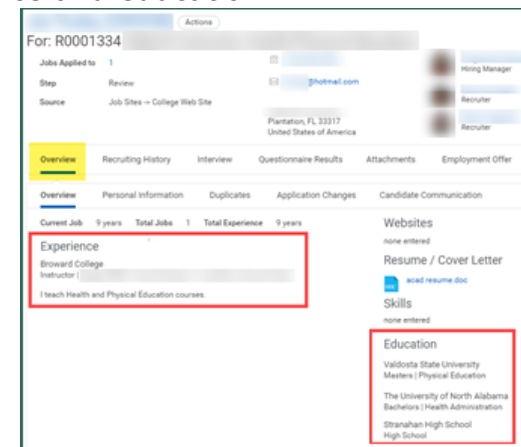
Review Candidates and Selection Process

1. Type the Requisition Number in the Search field at the top of your Workday homepage.
Note: If requisition doesn't appear, follow the job aid [Change Search Preferences](#) to change your preferences.

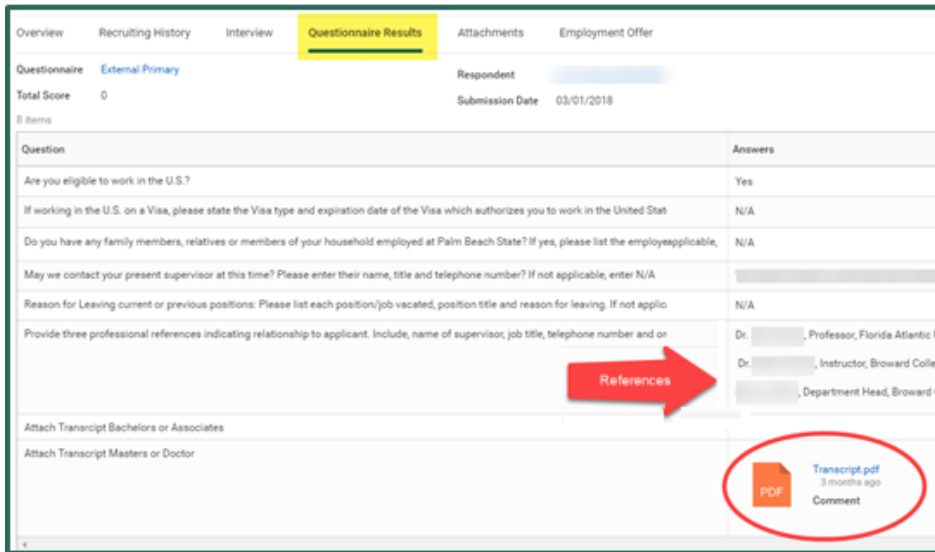
2. Click the **Candidates** tab and then click directly on a candidate name.



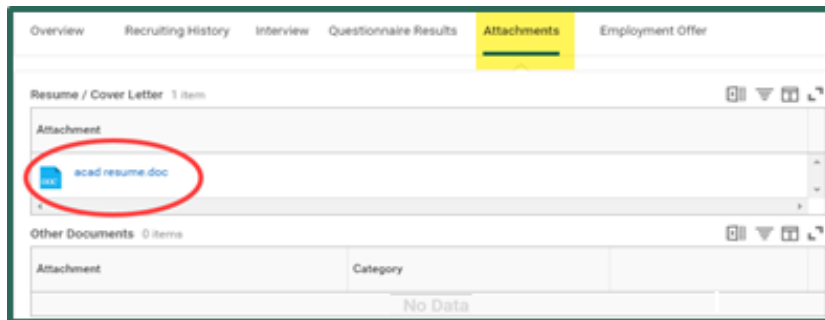
3. Under the **Overview** tab, you can review work experience and education.



Hiring: Review Candidates



- Under the **Questionnaire Results** tab, you can view answers to prompted questions, review transcripts (if provided) and access references information.
- Under the **Attachments** tab, you can access the resume and a cover letter (if candidate provided a cover letter).



- You can click on the arrow to go back to the list, or click on the arrows on the upper, far righthand side to move forward or backward through the candidates.

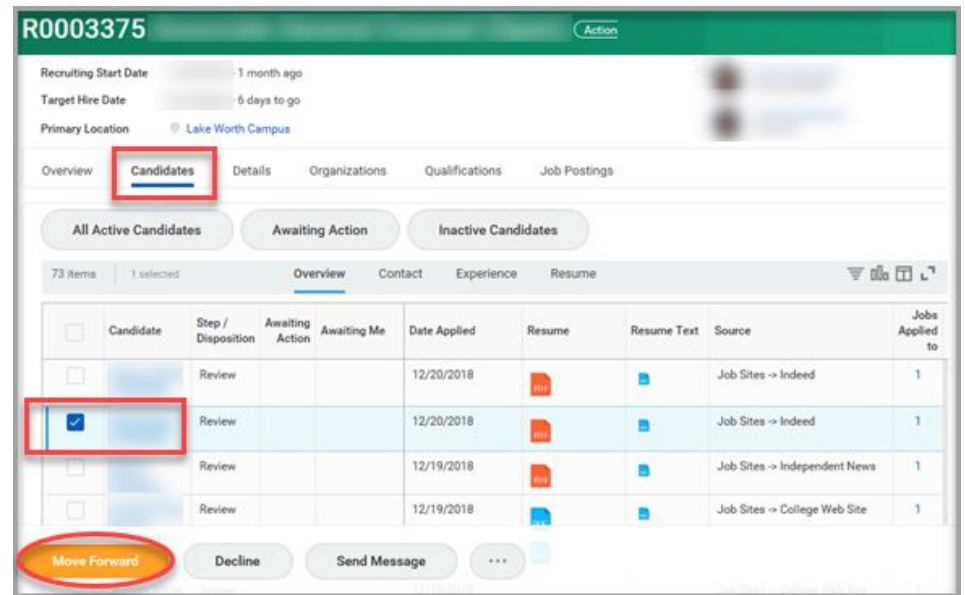


Progress a Candidate from Review to:

- **Screen**
- **Adjunct Assessed**

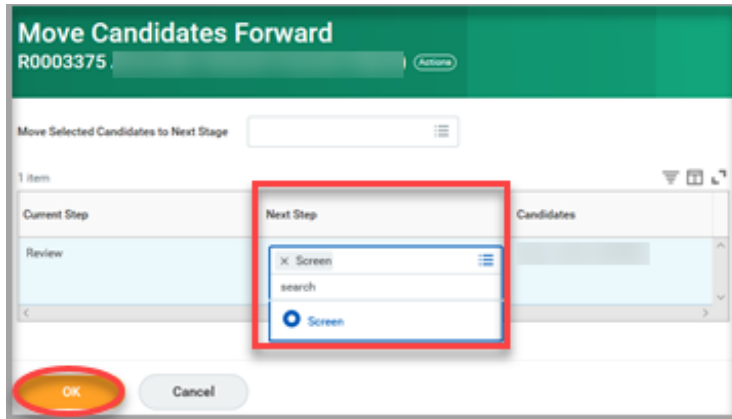
After reviewing the candidate, you can now select to move the candidate's status from **Review to Screen OR Adjunct Assessed**.

- From the candidate tab, click the box to the left of each candidate's name that you would like to select.
Note: You may select more than one candidate that you would like to complete the same progression action on.
- Now click Move Forward at the bottom of the page.



- Click the box in the **Next Step** column and select the appropriate option (such as **Screen OR Adjunct Assessed**) to progress this position for all the selected candidates.

Hiring: Review Candidates



4. Click **OK** at the bottom of the page.

Note: Please keep in mind that the offer is contingent upon the completion of the hiring process.

If you have any questions, please contact the [Office of Human Resources Talent Acquisition Team](#)

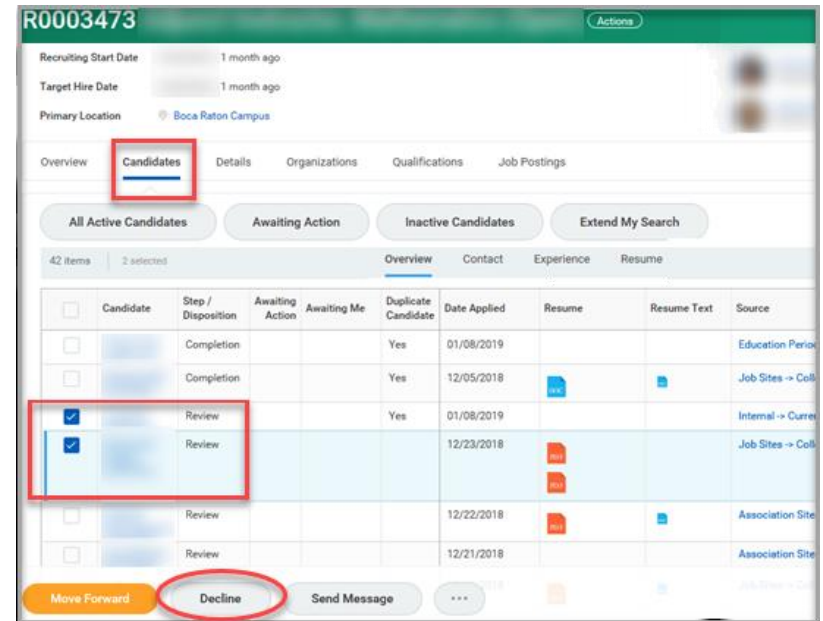
Decline a Candidate – Adjunct ONLY

The following is an action that can be completed by a Secondary Recruiter for **Adjunct postings ONLY**. After reviewing the candidate, you can now select to move the candidate’s status from Review to Not Selected.

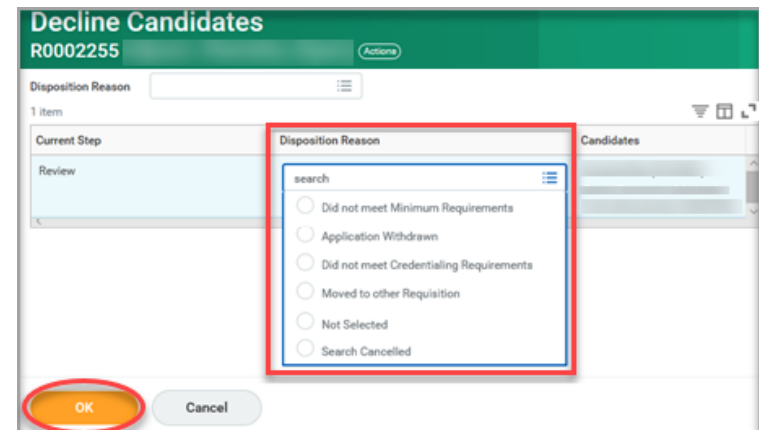
1. From the candidate tab, click the box to the left of each candidate’s name that you would like to select.

Note: You may select more than one candidate that you would like to complete the same progression action on.

2. Now click **Decline** at the bottom of the page.



3. Click the box in the **Disposition Reason** column. Select the appropriate option that applies to all the selected candidates.
4. Click **OK** at the bottom of the page.



Hiring: Review Candidates

- 5. Declined candidates have now been removed from **All Active Candidates**.

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REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
10/2/17	Initial release	Cindy Franklin
6/14/18	Edit	Laura Feldman
6/28/18	Revisions per HR	Laura Feldman
7/19/18	Revisions per HR	CF, Trent Edwards
10/11/18	Split job aid- two separate & deleted Note in step 3	Cindy Franklin Kenly Silvestre
10/18/18	Deleted steps 6-8 and added new step 6	Cindy Franklin Kenly Silvestre
1/8/19	Redo Job Aid	Dominique Norbeck approved -Trenton Edwards
4/12/19	Addition of Purpose and Tasks links. Clarification of Adjunct sections.	DN, HC, LK, AR