

### APPLICANT REVIEW AND SCREENING

Once a job is posted and applications are received, the Recruiting Coordinator for Job Requisition and the Manager will be able to view applications by clicking on the **Candidates** tab in the Job Requisition.

The **Recruiter for Job Requisition** will disqualify (for non-faculty positions) applicants who do not meet the minimum requirements for the position. Those applications will not appear as active once they have been dispositioned. Disqualified applicants will receive a notification by email when they are disqualified by the Recruiter for Job Requisition.

Prior to beginning the interview process, the **Recruiting Coordinator for Job Requisition** will need to communicate with Human Resources to ensure that every applicant in the pool meets the minimum requirements.

Once you have approval from Human Resources to proceed, click **Review** and move the applicant to the next step in the process. If you do not want to interview an applicant, click **Decline** and choose a disposition reason from the list. If you do want to interview, click **Move Forward** and choose **Screen by Recruiter for Job Requisition**, which sends your applicant to EEO for review and approval.

### INTERVIEW

Once approved, you will receive the Inbox item **Request Approval to Interview: [Applicant Name]** for each person

approved. Once your entire interview pool is approved, you can proceed with scheduling interviews.

After your interviews are scheduled, you will need to log the interview dates and times in Workday. Click on each applicant, click **Move Forward** and choose **Schedule Interview**.

Prior to making an offer, the **Recruiting Coordinator for Job Requisition** must disposition all remaining candidates in the pool. To do this, click on the candidate's profile, select **Decline** and an appropriate disposition reason.

### OFFER

To begin the Offer process, complete the following tasks:

1. From the candidate Overview tab, select the candidate and use the **Move Forward** button to move the selected candidate to the next stage and step. If the position requires a criminal screen, select **Background Check** as the next stage. If not, select **Offer**. Click **OK**.
2. The **Initiate Offer** task item will appear in the Inbox of the chosen initiator.
3. The initiator will enter a **Hire Date** and **Hire Reason**.

### 4. Click **Next**.

### 5. Review **Details**.

### 6. If all is accurate, click **Submit**.

### 7. Next, the Compensation Partner, Manager, and Recruiter for Job Requisition will review the offer letter.

## GENERATE OFFER LETTER

After the offer has been reviewed/approved by the Hiring Manager, Recruiter for Job Requisition and the Compensation Partner, it is time to generate the offer letter.

### 8. The **Recruiting Coordinator for Job Requisition** will receive an Inbox item to generate an offer letter.

### 9. Review **Generate Document** for Offer.

### 10. Click to open the Editor and update the Offer Letter with the necessary information.

### 11. Please read through the **Note** to review your entries. Remove the sections from the Offer Letter after you have built your content so the candidate does see those internal notes.

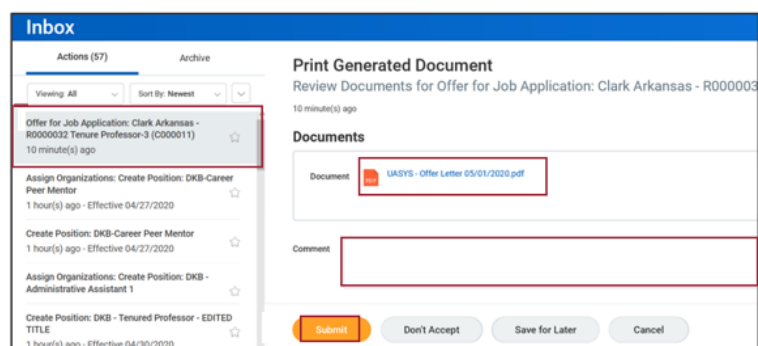
### 12. Enter **Comments**, if necessary.

### 13. Click **Submit** for the letter to route for

appropriate approvals.

**Note:** For Faculty positions, additional approvals may be needed and can be routed through Workday by clicking **Add Additional Approvers**.

14. After approvals, the person selected to make the offer will receive the Inbox item **Offer for Job Application**.
15. Click **Submit** to send the offer letter to the candidate.

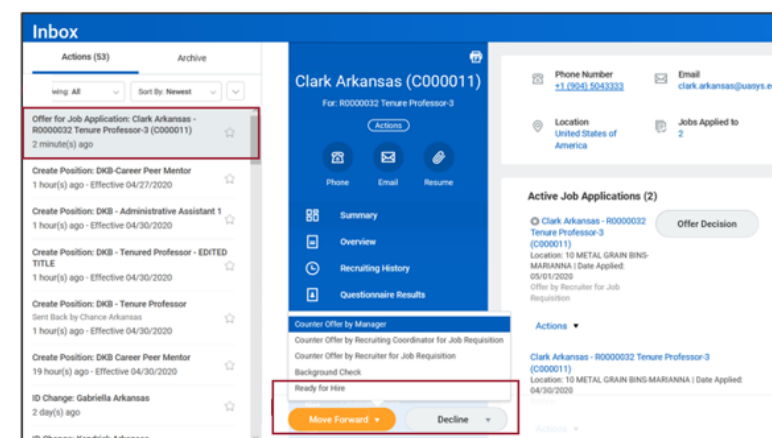


## REVIEW OF OFFER BY CANDIDATE

16. From the Candidate Home Account, the candidate will **Review the Offer**. (Internal candidates will go into Workday to review their offer letter).
17. Candidate will select **I Agree** and upload a signed offer letter or **Don't Accept** to make a counter offer or decline the offer.
18. The candidate can enter **Comments**, if needed.

19. After the candidate accepts or declines the offer, the person chosen to initiate the offer will receive the Inbox item **Offer for Job Application**.
20. The initiator will click the **Move Forward** button and select the next stage in the job application process.

If the candidate accepts the position, the next stage will be **Ready for Hire**.



Once a candidate is selected as Ready for Hire, the **Recruiter for Job Requisition** will receive an Inbox item to start the **Hire** process.