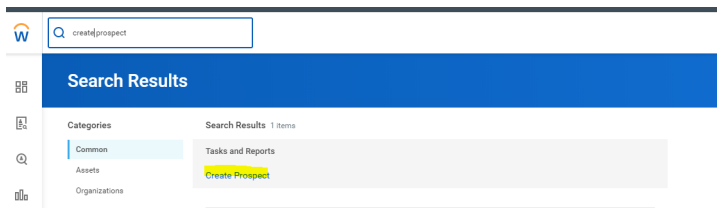
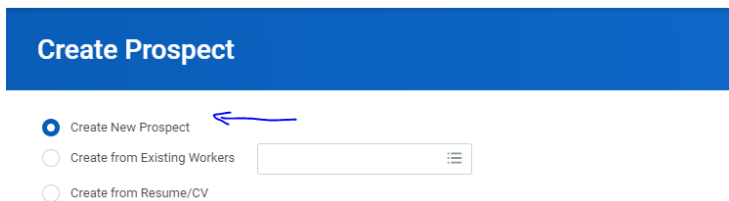


Required Steps to Add an External Prospect

1. There are two ways to access the **Create Prospect Task**
 - a. From the search field in Workday at the top left corner, type **Create Prospect**
 - b. From the Recruiting Worklet: Select **Create Prospect**, located under the **Actions Column**



2. Select **Add New Prospect** and click **OK**, at the bottom left hand corner



3. Enter Prospect's Biographical information and click **OK** (Note: **Country, First and Last name, and Email** are required for submission. The email field is not marked with a *red asterisk, but it is required)

A form for entering biographical information. It includes the following fields:

- Country:** A dropdown menu showing 'United States of America'.
- Name:** Two text input fields for 'First Name' and 'Last Name'.
- Contact Information:** Four text input fields for 'Country Phone Code', 'Phone Number', 'Phone Extension', and 'Email'.
- Address:** Four text input fields for 'Address Line 1', 'City', 'State', and 'Postal Code'.
- Websites:** A section with '0 items'.

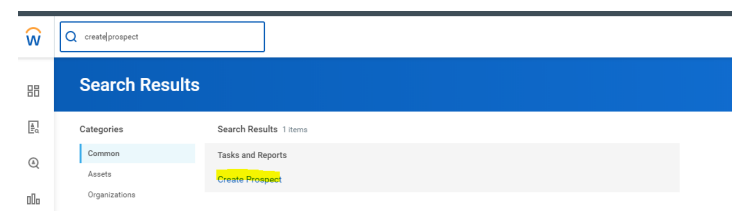
4. Review and select **Done**

What's Next?

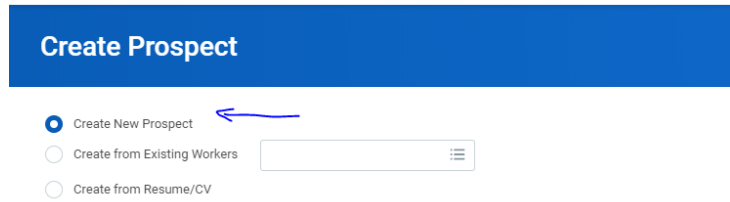
- Once a prospect is added, the Primary Recruiter or the Recruiting Screener can now invite the prospect to apply to a posting.

Required steps to add an Internal Prospect

1. There are two ways to access the **Create Prospect Task**
 - a. From the search field in Workday at the top left corner, type **Create Prospect**
 - b. From the Recruiting Worklet: Select **Create Prospect**, located under the **Actions Column**



2. Select **Add New Prospect** and click **OK**, at the bottom left hand corner



Create Prospect

Create New Prospect

Create from Existing Workers

Create from Resume/CV

3. Select **Add New From Coworkers**, type in the name of the SCU employee in the field, click **OK**, at the bottom left hand corner
4. On the following page, review information: update the optional fields as described below, click **OK**
5. Select **Done**

What's Next?

- Once a prospect is added, the Primary Recruiter or the Recruiting Screener can now invite the prospect to apply to a posting.