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)

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

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.