

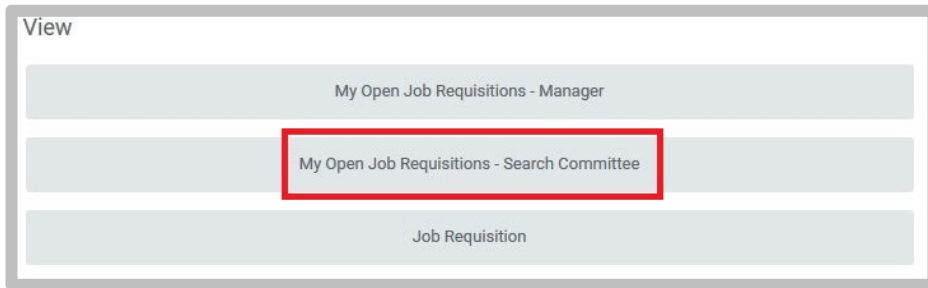
RECRUITING WORKLET

Select the Recruiting icon on your dashboard.



NOTE: When off-campus, you will need to log in using VPN prior to logging into Workday.

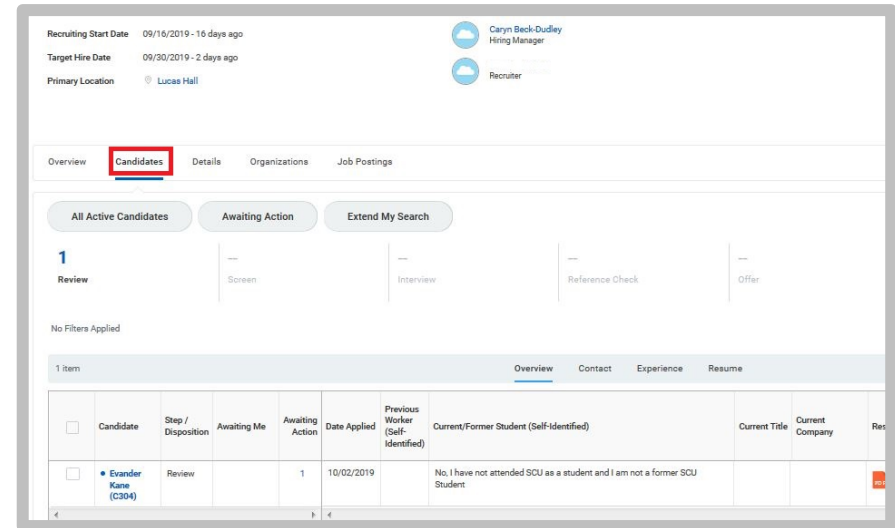
1. Click **My Open Job Requisition – Search Committee** under View.



2. Click the **Job Requisition** link.

Job Requisition	Worker Type	Active Candidates	Location	Recruiter / Faculty Hiring Manager / Committee Member	Department
Food Innovation and Agricultural Technology (Open)	Fixed Term (Fixed Term)	1	Lucas Hall		Leavey School of Business Unit (Caryn Beck-Dudley)

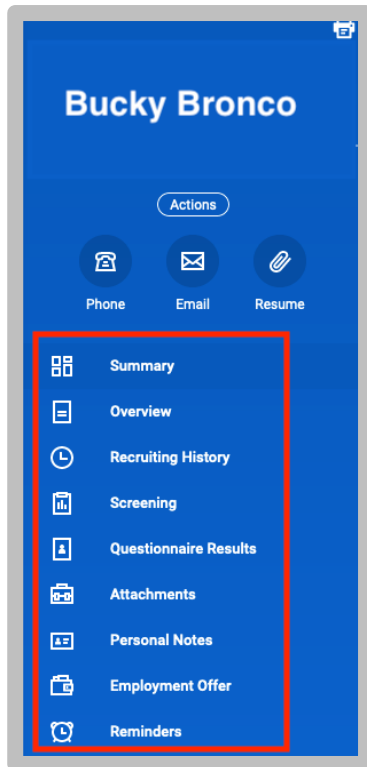
3. Navigate to the **Candidates** tab.



4. Select the **Candidate's** name to view materials and responses.

	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Previous Worker (Self-Identified)
<input type="checkbox"/>	Evander Kane (C304)	Review		1	10/02/2019	No, I have not attended SCU as a student and I am not a former SCU Student

5. Navigate through the various tabs to review their application materials.



6. Overview tab: **PARTIAL** documents and other entered data submitted through the application process by the candidate.
7. Questionnaire Results tab: **top** section displays the data the candidate entered as part of the questionnaire section of the application.



8. Questionnaire Results tab: **bottom** section displays documents the candidate has uploaded as part of the application process. Candidate was requested to upload any documents as outlined from the job requisition.
9. Attachments tab: **Other** documents uploaded by the Primary Recruiter.