

RECRUITING WORKLET

Select the Recruiting icon on your dashboard - or -

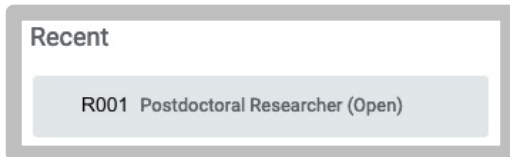


Recruiting

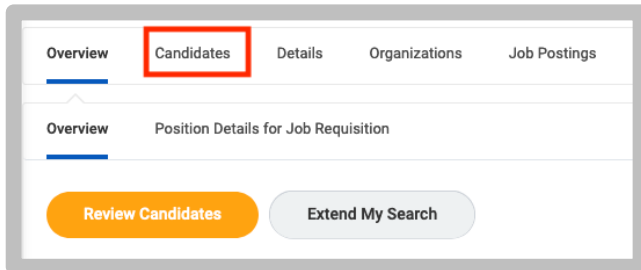
type in the job requisition in the search box at the top and make sure the **All of Workday** category is selected.

Note: Log into VPN if accessing off-campus.

1. Under **Recent**, select the job requisition.

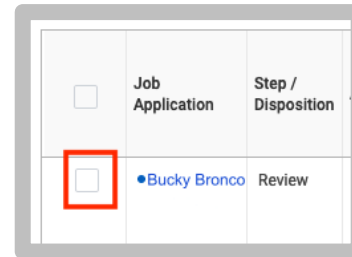


2. Navigate to the Candidates tab.



*Instructions on how to review applicant materials, download the **Search Committee Application Review** user guide under the **Review Job Postings** section on the [Workday for Faculty](#) website.

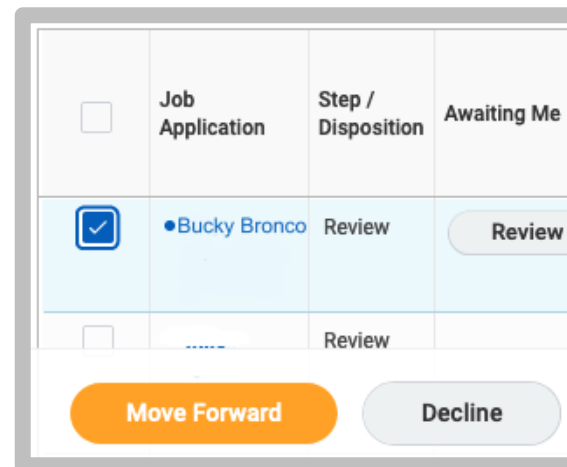
3. Click the checkbox next to the applicant(s) name.



4. When an applicant submits their application, the first step of the workflow is labeled as the **Review** step.

To progress the applicant to the next step in the workflow, click the orange Move Forward button. (see step #5)

To provide a disposition reason for the applicant, click the grey Decline button and select the appropriate reason and click Ok.



- The next step labeled **Short List** will prepopulate in the Next Step field box. Click the orange OK button to proceed.

Move Candidates Forward

Review

Move Selected Candidates to Next Stage

Move Selected Candidates to Next Step

1 Item

Job Application	Current Step	Next Step
Bucky Bronco	Review	<input type="button" value="Short List"/>

- To progress the applicant to the next step in the workflow labeled as **Interview at Conference/Phone**, click the orange Move Forward button. Then click the orange OK button. To provide a disposition reason for the applicant, click the grey Decline button and select the appropriate reason and click Ok.

Move Candidates Forward

Screen

Move Selected Candidates to Next Stage

Move Selected Candidates to Next Step

1 Item

Job Application	Current Step	Next Step
Bucky Bronco	Short List	<input type="button" value="Interview at Conference/Phone"/>

- To advance the applicant through the workflow, there are two steps the Primary Recruiter can choose from:
 - Interview (On Campus Interview)** or 2) **Offer (Finalist)**.
 To provide a disposition reason for the applicant, click the grey Decline button and select the appropriate reason and click Ok.

Move Candidates Forward

Interview

Move Selected Candidates to Next Stage

Move Selected Candidates to Next Step Interview Offer

1 Item

Job Application	Current Step	Next Step
Bucky Bronco	Interview at Conference/Phone	<input type="button" value="On Campus Interview"/>

OPTION #1

Move Candidates Forward

Interview

Move Selected Candidates to Next Stage

Move Selected Candidates to Next Step Interview Offer

1 Item

Job Application	Current Step	Next Step
Bucky Bronco	Interview at Conference/Phone	<input type="button" value="Finalist"/>

OPTION #2

- If the applicant is coming from the On-Campus Interview step, follow the previous instructions to move the applicant to the final step of **Finalist**.

To provide a disposition reason for the applicant, click the grey Decline button and select the appropriate reason and click Ok.

The final workflow step is Finalist.



- Once the applicant is marked as Finalist, click the grey **Finalist** button to complete the **Initiate Offer** task.

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me
<input type="checkbox"/>	• Bucky Bronco	Finalist	Finalist

- Complete the **Initiate Offer** task by completing the Hire Date field box. Enter the start date of the contract. Your dean’s office will be able to provide you with the contract date. Click the orange Next button.

11. Review the Initiate Offer and click Submit. The Initiate Offer will be routed to the dean’s office for review.

12. Click the **Complete Hiring Proposal** button to upload recruitment documents.

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me
<input type="checkbox"/>	• Bucky Bronco	Finalist	Complete Hiring Propos...

13. Drag and drop applicable documents and click Submit.

Faculty Hiring Proposal

Upload hiring proposal documents below.

Interview Notes - Required for all ranks
Reference Check Notes - Required for all ranks
Recommendation and Ranking Report
Recruitment Plan
Job Posting Records - Tenure-Track Faculty only
Other (if applicable)

Upload Documents Here

Drop files here

or

Select files

Upload documents here

Drop files here

or

Select files

Submit
Save for Later
Cancel

14. The dean’s office will review documents and complete the hire.

FAQs:

- If off-campus, it is necessary that you use VPN to access Recruitment information:
<https://www.scu.edu/technology/get-connected/networking/how-to-access-vpn/>