

Candidate Tracking

Talent Acquisition / Recruiters

For members of Talent Acquisition and Recruiters looking to manage candidates through the recruitment process for a job requisition or learn how to initiate an offer, this document will guide you through the following tasks and processes:

Reviewing Candidates

How to review candidates that have applied to a job requisition you are assigned to.

Initiating Offer

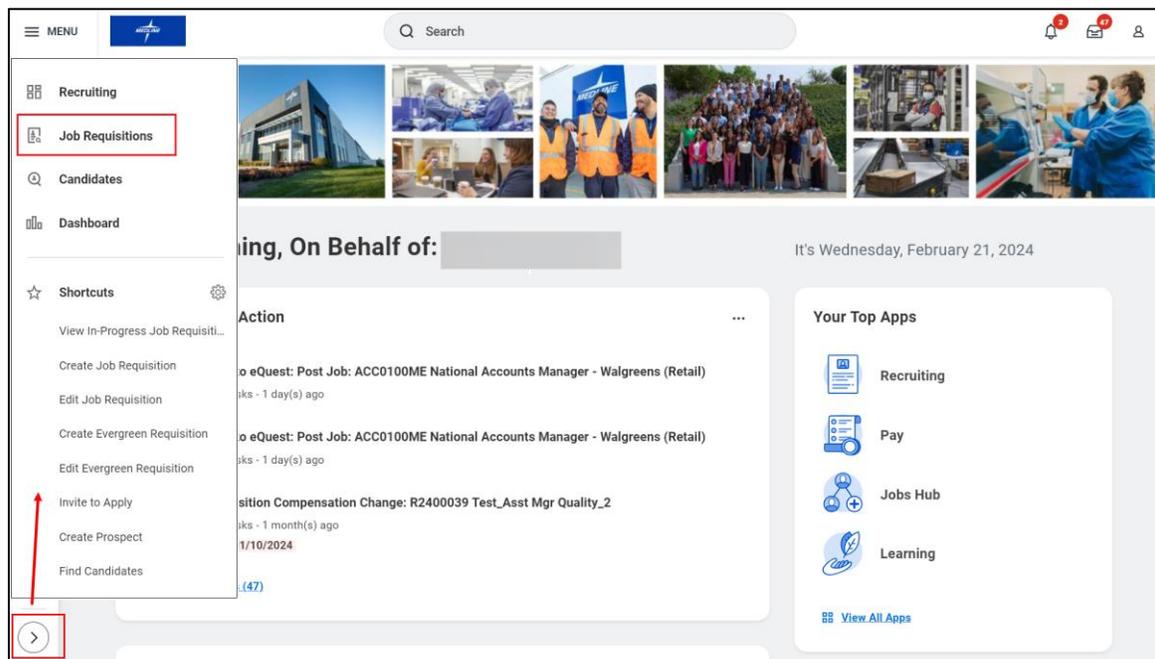
How to initiate an offer for a candidate that has applied to a job opening in Workday.

Generating Offer Letter

How to generate an offer letter for a candidate that has received the necessary approvals for being offered a role.

Reviewing Candidates

1. From your Workday Homepage, click the arrow in the bottom left-hand corner to expand the collapsible pane. Then, select **Job Requisitions**.



2. You will be directed to the **Job Requisition Workspace**, where you can select a job requisition that you are assigned to manage.

Job Requisition Workspace

Show All **By Hiring Manager** By Primary Location
 x Frozen
 x Open
 x Owned by Me

Job Requisition	Status	Location	Rev... ↓	Screen	Asses...	Intervi...	Offer	Backg...	Ready...
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Sr Mgr Talent Acquisition </div>									
R2300139 [TEST] Intern	● Posted 68 days ago	CORP- Northfield - Headquarters	-- >	--	--	--	--	--	--
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Sr Mgr Channel Marketing </div>									
R2300082 Automation Engineer Ld	● Posted 70 days ago	CORP- Northfield - Headquarters	-- >	--	--	--	--	--	--
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Emily Blunt Sr Accountant </div>									
R2400243 Associate - Accountant	● Posted 9 days ago	CORP- Libertyville	-- >	--	--	--	--	--	--
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ VP Retail Sales </div>									
ACC0100ME National Accounts Manager - Walgreens (Retail)	● Posted 2 days ago	CORP- Northfield - Headquarters 2 additional locations	75 >	2	--	--	--	--	--

3. From here, you can view your candidates for the job requisition.
 - a. You can filter by **Active** and **Inactive** candidates.
 - b. You can filter based on the stage of the job requisition or view the number of candidates in each stage.
 - c. You can view all candidates in the table.

Job Requisition Workspace Summary View

Candidates Details

Active (3) Inactive (0) a

3 Review Screen Assessment(s) Interview Offer Background Check Ready for Hire b

No Filters Applied Saved Filters: select one

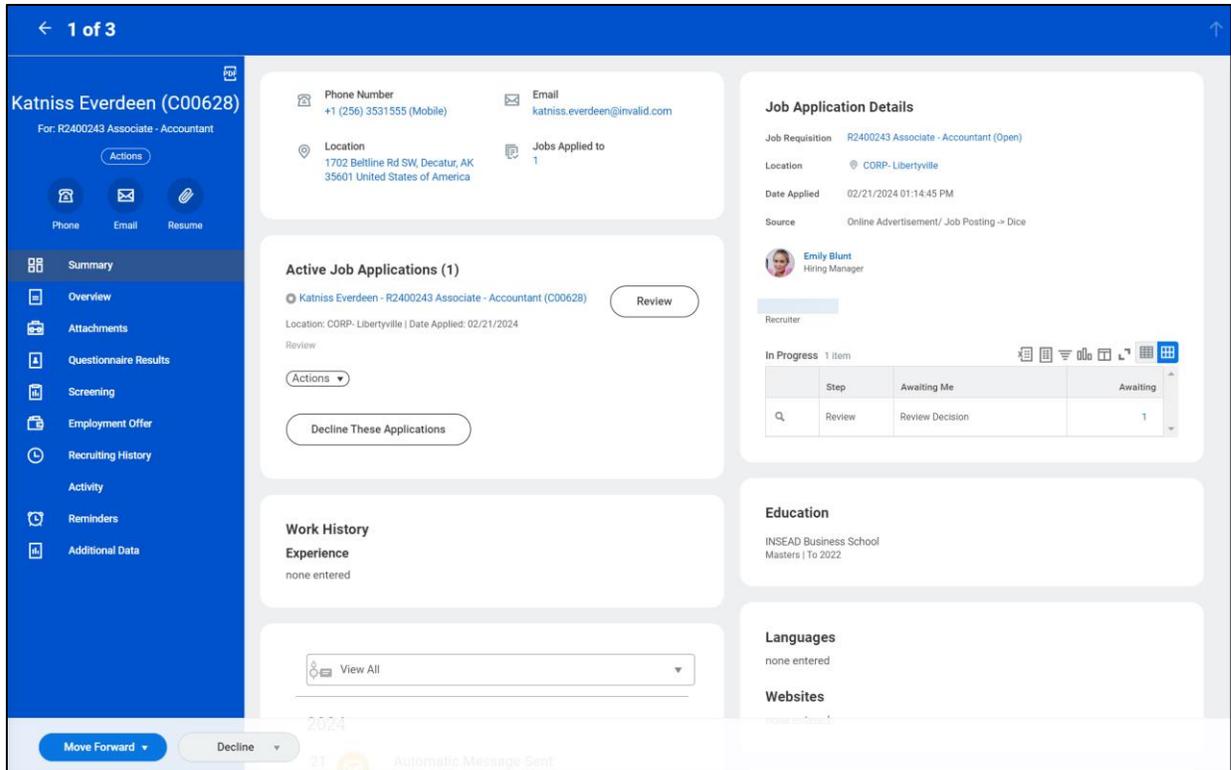
3 Items Overview Contact Questions Experience Eligibility Resume

c	Job Application	Step / Disposition	Awaiting Action	Awaiting Me	Date Applied	Current Title	Current Company	Resume	Source	Jobs Applied to	Candidate Home Account Not Created? (Will Show URL if No Account and External)
<input type="checkbox"/>	Katniss Everdeen (C00628)	Review	1	Review	02/21/2024			Resume.pdf	Online Advertisement/ Job Posting -> Dice	1	
<input type="checkbox"/>	James Bond (C00627)	Review	1	Review	02/21/2024			Resume.pdf	Medline Careers Page -> Medline Careers Page	1	
<input type="checkbox"/>	Harry Potter (C00626)	Review	1	Review	02/21/2024			Resume.pdf	Online Advertisement/ Job Posting -> LinkedIn	1	

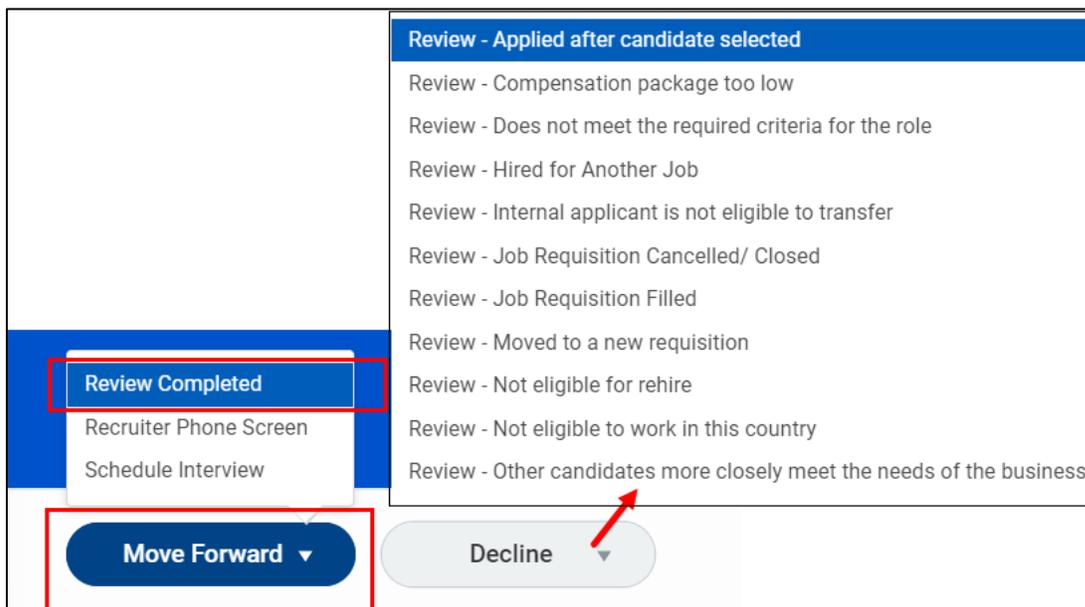
4. Click on a candidate's **Name** in the table or the **Review** button to review their **Workday Profile**.

<input type="checkbox"/>	Katniss Everdeen (C00628)	Review	1	Review
<input type="checkbox"/>	James Bond (C00627)	Review	1	Review
<input type="checkbox"/>	Harry Potter (C00626)	Review	1	Review

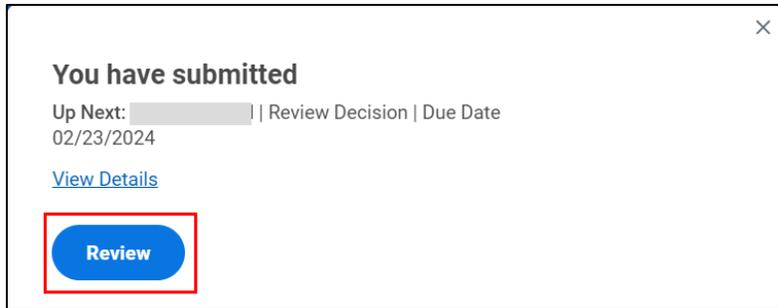
5. You will be directed to the candidate's **Workday Profile**, where you can view their **Work History Experience, Education, Resume / Cover Letter, Languages, Websites** and more.



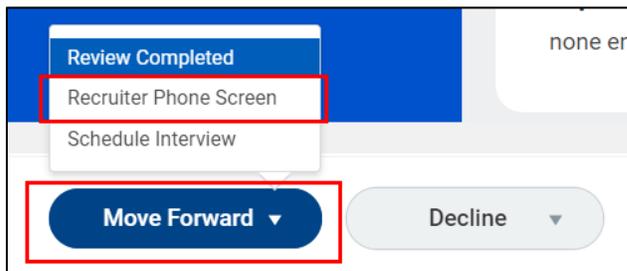
- When you are finished reviewing the candidate's application, click **Move Forward**, then **Review Completed**. If you wish to **Decline** the candidate, select **Decline**, then the applicable reason.



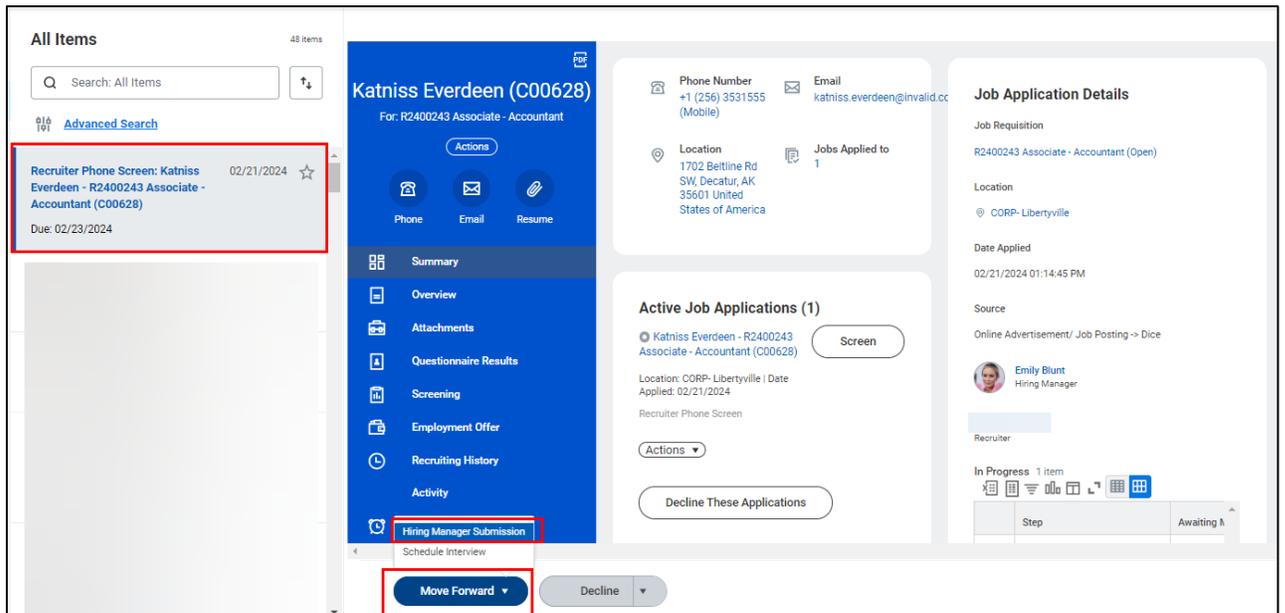
- You will receive a confirmation notification. If you have moved the candidate forward, click **Review** or select the task in your Workday **My Tasks Inbox** to make a **Review Decision**.



- You will return to the candidate's **Profile**. Click **Move Forward**, then **Recruiter Phone Screen** to move the candidate to the next stage.

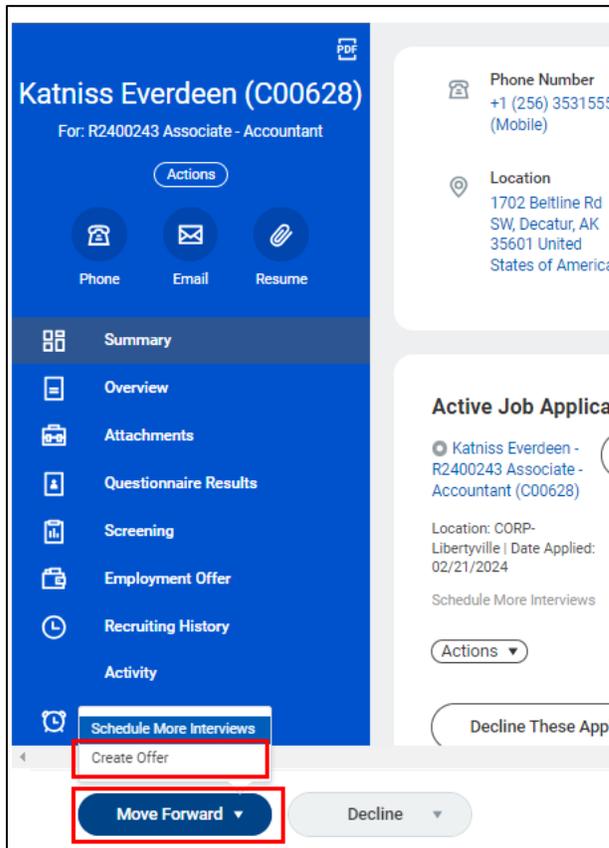


- After completing the **Recruiter Phone Screen**, please select the task in your Workday My Tasks Inbox titled **Recruiter Phone Screen** followed by the candidate's name. Then, choose the option to **Move Forward** and proceed with the **Hiring Manager Submission** for the hiring manager to screen the candidate. Alternatively, you can also select the option to **Decline** the candidate.

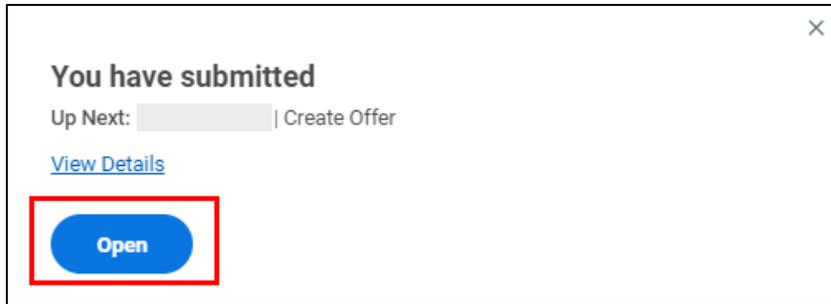


Initiating Offer

1. When a candidate has completed the interview stages and you are ready to make an offer, please select the task in your Workday **My Tasks Inbox** titled **Schedule Interviews** or **Schedule More Interviews** with the candidate's name. Then, click on **Move Forward** and proceed to **Create Offer**.



2. You will receive a confirmation notification. Select **Open** to create the offer details or click the task in your Workday **My Tasks Inbox**.



3. A form will appear. Use the **Edit** icon () to made changes and the **Checkmark** icon to save your changes. Then, click **Next**.
 - a. On the **Start** tab: identify the **Hire Date**, **Hire Reason**, and verify other details.
 - b. On the **Compensation** tab: Confirm the **Salary** or **Hourly** wage, **Bonus**, and/or **Stock / Commission** plans if applicable.
 - c. On the **One-Time Payment** tab: Confirm if a one-time payment exists, the amount, and its effective date.
 - d. On the **Summary** tab: Review the details entered, then click **Submit**.

Initiate Offer for Katniss Everdeen (C00628) R2400243 Associate - Accountant

Start

Start

Compensation

One-Time Payment

Summary

Details

Target Hire Date (Job Requisition) 02/09/2024

Hire Date *

Hire Reason *

Location * CORP- Libertyville

Job Details

Job Profile Accountant

Business Title * Accountant

Working Time

Location Weekly Hours 40

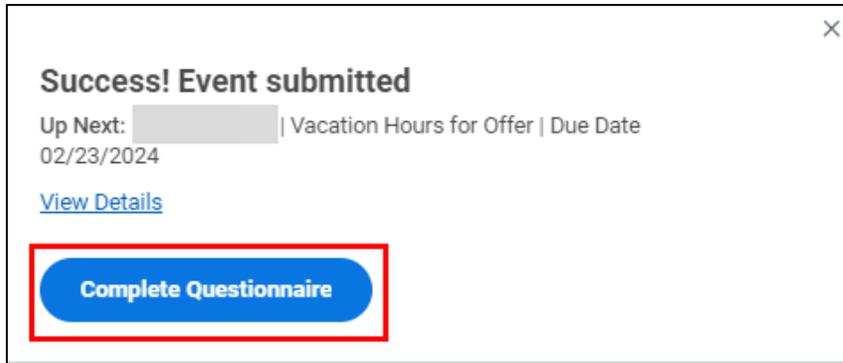
Default Weekly Hours

Next

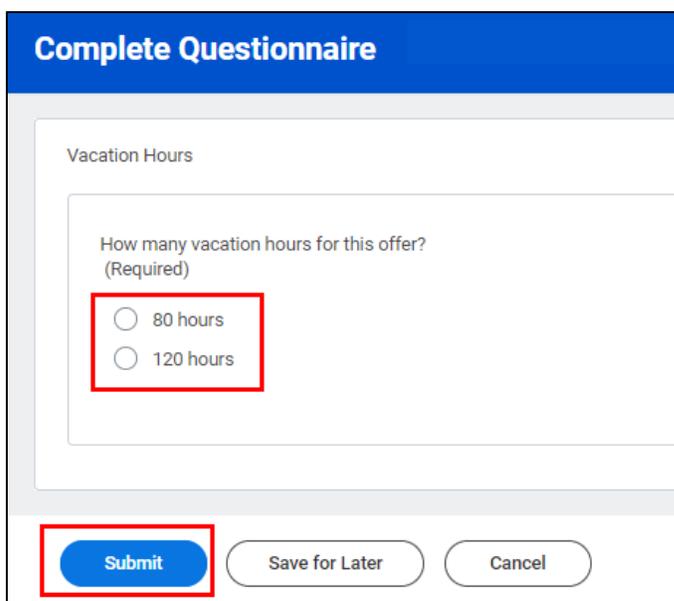


Please note that all fields marked with a red asterisk (*) are mandatory and must be completed.

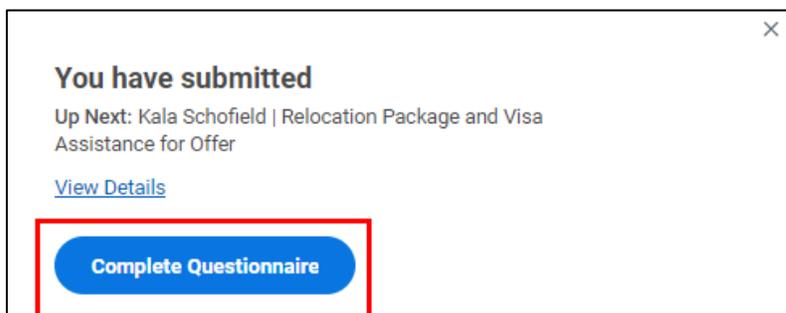
- You will receive a confirmation notification. Click **Complete Questionnaire** on the notification or click this task in your Workday **My Tasks Inbox**.



5. Choose the appropriate number of **vacation hours** for this offer. Then, click **Submit**.

A form titled "Complete Questionnaire" with a blue header. The main content area is titled "Vacation Hours" and contains the question "How many vacation hours for this offer? (Required)". There are two radio button options: "80 hours" and "120 hours". The "80 hours" option is selected and highlighted with a red border. At the bottom, there are three buttons: "Submit" (highlighted with a red border), "Save for Later", and "Cancel".

6. You will receive a confirmation notification. Click **Complete Questionnaire** or select the task in your Workday **My Tasks Inbox**.



Complete the questionnaire. Indicate if the **candidate will receive a relocation package** and if **the candidate is requesting visa assistance**. Then, click **Submit**.

The screenshot shows a web form titled "Complete Questionnaire" with a blue header. Below the header is a section titled "Relocation Package and Visa Assistance Questionnaire". It contains two required questions, each with radio button options for "Yes" and "No". The "Yes" option for both questions is highlighted with a red box. At the bottom of the form, there are three buttons: "Submit" (highlighted with a red box), "Save for Later", and "Cancel".

7. The task will then be routed to the Hiring Manager for their approval.

A notification box with a close button (X) in the top right corner. The text inside reads: "You have submitted", "Up Next: Emily Blunt | Consolidated Approval by Manager | Due Date 02/23/2024", and a blue link "View Details".

Generating Offer Letter

1. Once the offer has received the necessary approvals, you will receive a task in your Workday **My Tasks Inbox** titled **Generate Standard Offer Letter** to send an offer letter to the candidate. Select the task, then click **Review**.

- When you access the offer template, you will see a standard Medline offer template. You may include or modify the text in this template as desired. Click **Preview** to view and save the document as a PDF. Once you are satisfied, click **Submit** to finalize the process.

Please note: Sections colored in green indicate that they have been automatically populated based on the offer details and cannot be altered. Additionally, sections with a lock next to them cannot be removed.

- The offer letter will be sent to the candidate for their review.

✕

You have submitted

Up Next: Katniss Everdeen (C00628) | Review Documents | Due
Date 02/23/2024

[View Details](#)

- Once submitted, you may receive a task in your Workday **My Tasks Inbox** titled **Review Offer Letter**. In certain high-volume roles, the recruiter may be able to accept the offer letter on behalf of the candidate. To accept the offer, simply click on the task and select the **Document** link to save the offer. After that, click **I Agree** to review and accept the terms of the offer letter. Finally, click **Submit** to complete the process.

All Items

48 items

Search: All Items

[Advanced Search](#)

Review Offer Letter: Katniss Everdeen - R2400243 Associate - Accountant (C00628) 02/21/2024 ☆

Due: 02/23/2024

Updated: 02/21/2024

Review Offer Letter

Review Documents for Offer for Job Application: Katniss Everdeen - R2400243 Associate - Accountant (C00628) ⋮

Created: 02/21/2024 | Due: 02/23/2024 | Updated: 02/21/2024

Documents

Document  Medline Offer Letter Standard 2024-02-21.pdf

Instructions Please review and accept the terms of the offer letter.

Signature Statement If you choose to accept, please select the checkbox below AND use the Select Option dropdown to select OK to submit your acceptance. If you intend to decline, use the Select Option dropdown accordingly. If you have any questions/concerns about your offer, please reach out to your recruiter or coordinator.

I Agree

Submit

Don't Accept

Save for Later

Cancel