Candidate Tracking
Managers

For Managers looking to manage candidates through the recruitment process for a job requisition you initiated and to learn how to provide an offer, this document will guide you through the following tasks and processes:

Reviewing Candidates
How to review candidates that have applied to one of your job requisitions.

Offer Approval Process
How to initiate an offer for a candidate that has applied to a job opening on your team in Workday.
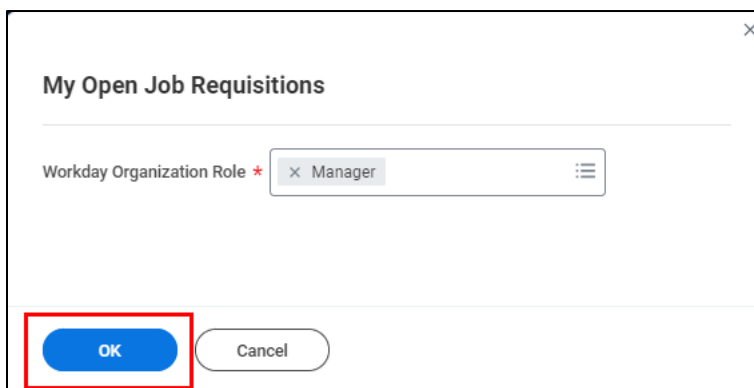
Reviewing Candidates

1. From your Workday Homepage, select the **Recruiting Dashboard** application from the **Applications Menu.** Alternatively, you can click the **Recruiting Dashboard** app directly on your Workday Homepage below **Your Top Apps** if it appears there.
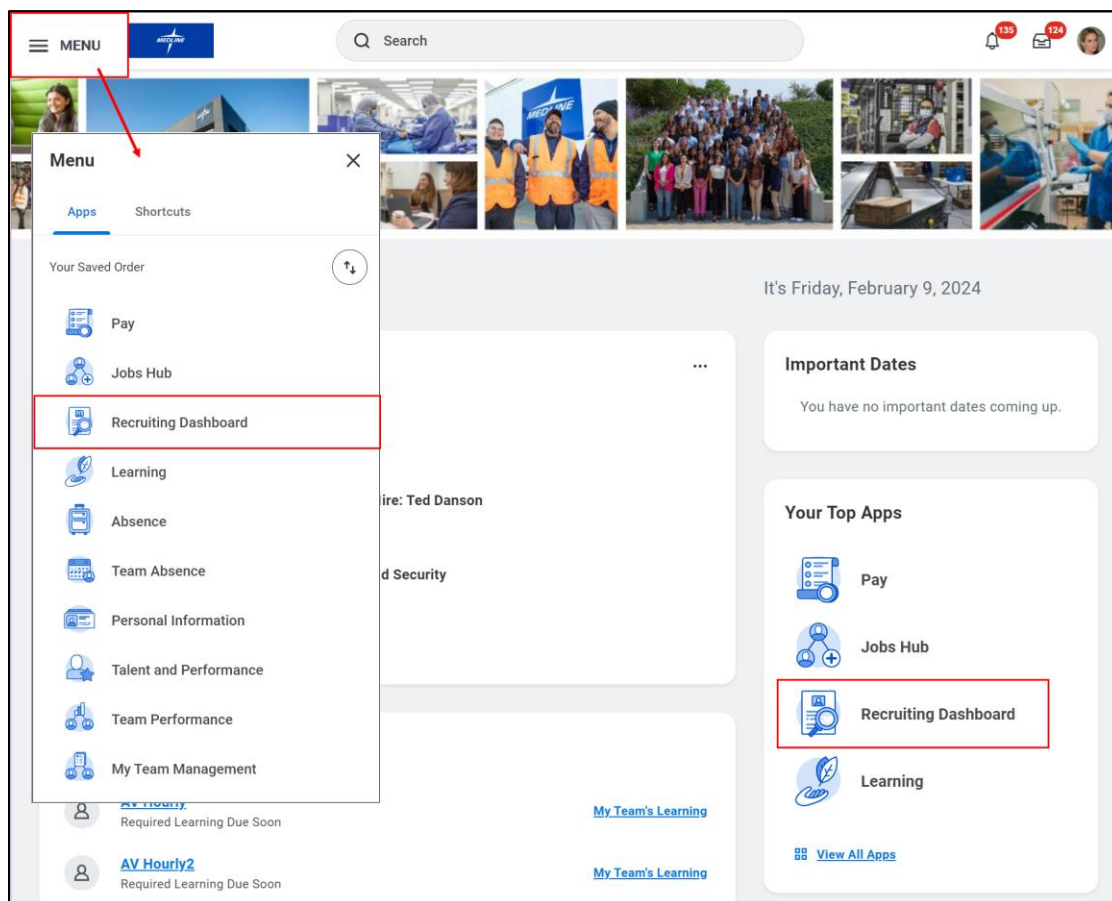
2. Under the **Reports** column, select **My Open Job Requisitions.**
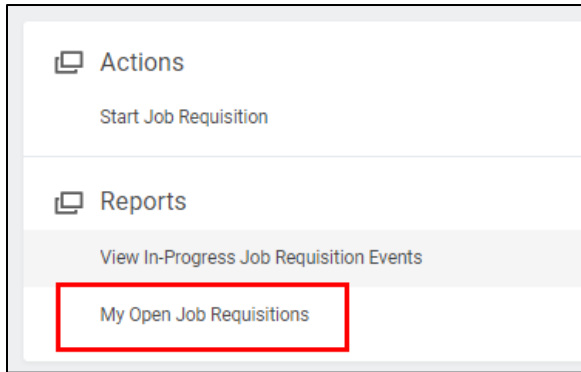
3. If you are the Manager on the job requisition, it will automatically populate. Then, click **OK**.

4. Select an **Open Job Requisition** from the list to view candidates for.

5. Then, click **Candidates** or **Review Candidates**, which will take you to the same tab.

6. From this page, you can view candidates for the job requisition.
   a. View the number of **Active Candidates, Active Referrals, Active Internal Candidates,** or **Converted Prospects.**
   b. Filter candidates by ones **Awaiting Action**.
   c. View all in the table.

d. Click on a candidate's **Name** in the table to review their application.

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

**f.** You may be asked to screen the candidate's application if the Recruiter chooses to send it over to you. In such case, you will receive a task in your Workday **My Tasks Inbox** titled **Hiring Manager Submission** with the candidate's name. Review their application, then select **Move Forward** and **Proceed with Interview.**
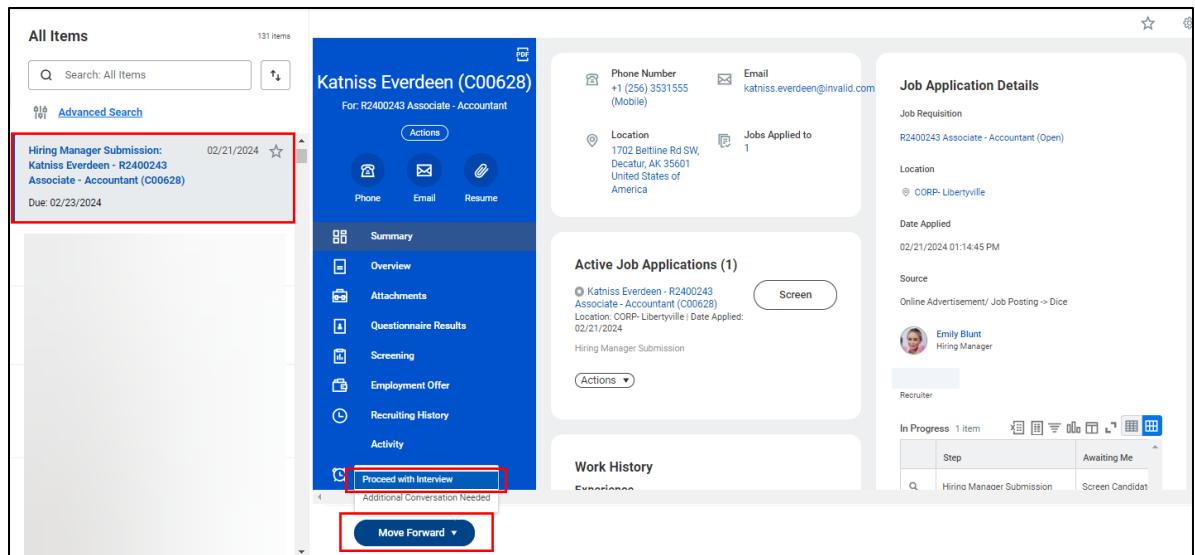
Offer Approval Process

1. After the recruiter submits the offer details, it will be routed to you for your approval before it is sent to the candidate. Select the task in your Workday **My Tasks Inbox** titled **Offer for Job Application** with the candidate's name.
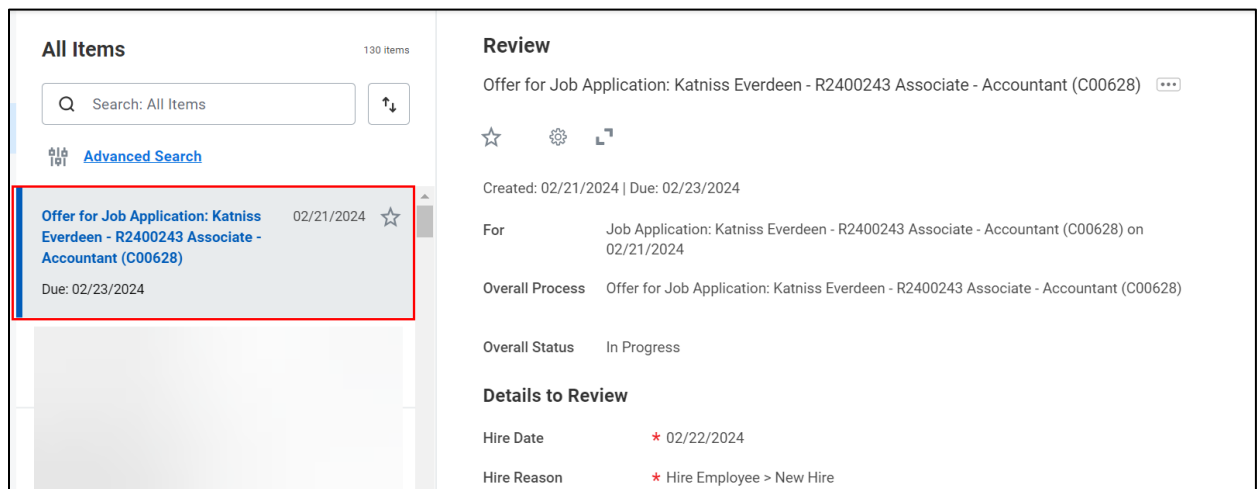
2. On the right-hand side of the screen, review the details of the offer. Then, you can either select **Approve** or **Send Back**. If you choose to send back, please provide a reason for the recruiter to make the necessary modifications.

Review

Offer for Job Application: Katniss Everdeen - R2400243 Associate - Accountant (C00628) ⋯

☆   ⚙   ⌐⌐

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

For	Job Application: Katniss Everdeen - R2400243 Associate - Accountant (C00628) on 02/21/2024
Overall Process	Offer for Job Application: Katniss Everdeen - R2400243 Associate - Accountant (C00628)
Overall Status	In Progress

Details to Review

Hire Date	* 02/22/2024
Hire Reason	* Hire Employee > New Hire
Location	* CORP- Libertyville
Job Profile	Accountant
Business Title	* Accountant
Location Weekly Hours	40

(Approve)   (Send Back)   (⋯)

3. If approved, the offer will be routed to a superior in your organization for approval. The name will be mentioned in the confirmation notification.

Success! Event approved

Up Next: ▢ | Consolidated Approval Chain by Manager

View Details

4. They can choose to either **Approve** or **Send Back.** If they approve, the next step will route to the recruiter to generate a document for offer.

Success! Event approved

Up Next: ▢ | Generate Document for Offer (Default Definition): Medline Offer Letter Standard - Generate Standard…

View Details

5. If the candidate accepts the offer, you will receive a task in your Workday **My Tasks Inbox** to complete the **Onboarding Setup for Hire**.

6. On the right-hand side of the page, enter details for the new hire's Onboarding Dashboard, including a **Message, People to Meet,** and **Helpful Contacts.** Click the checkbox next to **Notify** to alert the people you have selected as helpful or recommended to meet. Then, click **Submit**.

7. Congratulations, the offer process is now complete!