

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

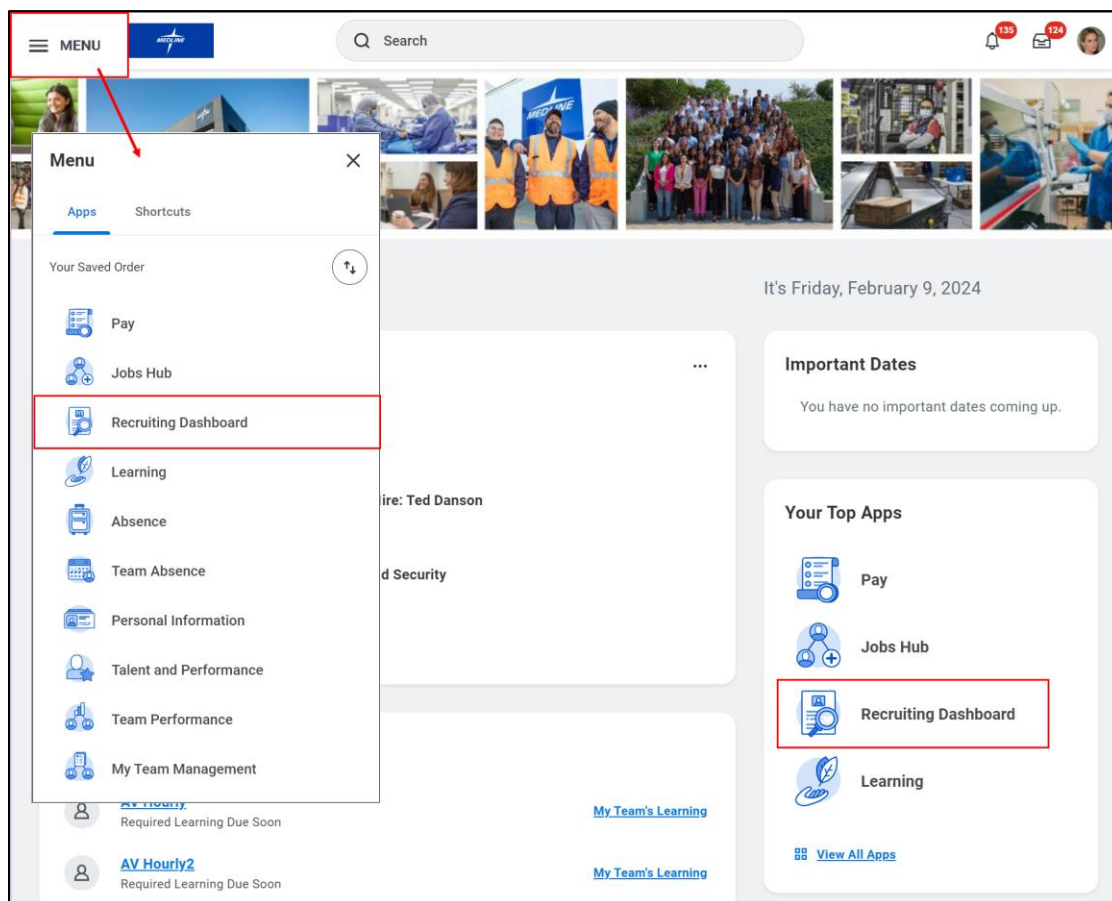
How to review candidates that have applied to one of your job requisitions.

Offer Approval Process

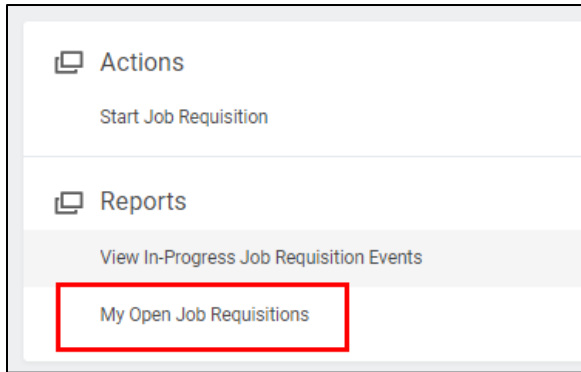
How to initiate an offer for a candidate that has applied to a job opening on your team in Workday.

Reviewing Candidates

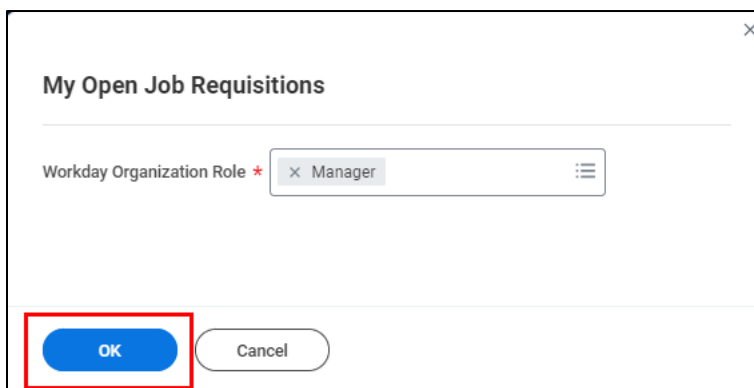
1. From your Workday Homepage, select the **Recruiting Dashboard** application from the **Applications Menu**. Alternatively, you can click the **Recruiting Dashboard** app directly on your Workday Homepage below **Your Top Apps** if it appears there.



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.

My Open Job Requisitions ... 1/1			
Workday Organization Role Manager			
3 items			
Job Requisition	Primary Location	Recruiter	Supervisory Organization
R2400017 HR Generalist (Open)	MFG- Anaheim, CA		Emily Blunt
R2400106 Accountant (Open)	MFG - Mexicali1		Emily Blunt
R2400243 Associate - Accountant (Open)	CORP- Libertyville		Emily Blunt

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

R2400243 Associate - Accountant (Open) ...

Recruiting Start Date

02/09/2024 - 12 days ago

Target Hire Date

02/09/2024 - 12 days ago

Primary Location

CORP- Libertyville

Emily Blunt

Hiring Manager

Recruiter

Overview

Candidates

Details

Organizations

Qualifications

Job Postings

Review Candidates

Candidate Pipeline

Active Candidates

1

Referral

0

Internal

0

Inactive

0

Candidates by Active Stage

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.

Review Candidates R2400243 Associate - Accountant (Open) ...

Active Candidates

1 of 1

Active Referrals

0 of 0

Active Internal Candidates

0 of 0

Converted Prospects

0 of 0

All Active Candidates

Awaiting Action

Review

1

Screen

Assessment(s)

Interview

No Filters Applied

1 item

Overview

Contact

Questions

Experience

	Job Application	Step / Disposition	Awaiting Action	Awaiting Me	Date Applied	Current Title	Current Company	Resume	
	<input type="checkbox"/> <div> <div>Katniss Everdeen</div> <div>(C00628)</div> </div>	Recruiter Phone Screen	1		02/21/2024			<input type="checkbox"/> Resume.pdf	

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

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Action	Awaiting Me
<input type="checkbox"/>	• Katniss Everdeen (C00628)	Recruiter Phone Screen	1	

- 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.

1 of 3

Katniss Everdeen (C00628)

For: R2400243 Associate - Accountant

Actions

Phone Email Resume

Summary

Overview

Attachments

Questionnaire Results

Screening

Employment Offer

Recruiting History

Activity

Reminders

Additional Data

Phone Number

+1 (256) 3531555 (Mobile)

Email

katniss.everdeen@invalid.com

Location

1702 Beltline Rd SW, Decatur, AK 35601 United States of America

Jobs Applied to

1

Job Application Details

Job Requisition

R2400243 Associate - Accountant (Open)

Location

CORP- Libertyville

Date Applied

02/21/2024 01:14:45 PM

Source

Online Advertisement/ Job Posting -> Dice

Emily Blunt

Hiring Manager

Recruiter

In Progress 1 Item

Step

Awaiting Me

Awaiting

Review

Review Decision

1

Active Job Applications (1)

Katniss Everdeen - R2400243 Associate - Accountant (C00628)

Review

Location: CORP- Libertyville | Date Applied: 02/21/2024

Review

Actions

Decline These Applications

Work History

Experience

none entered

Education

INSEAD Business School

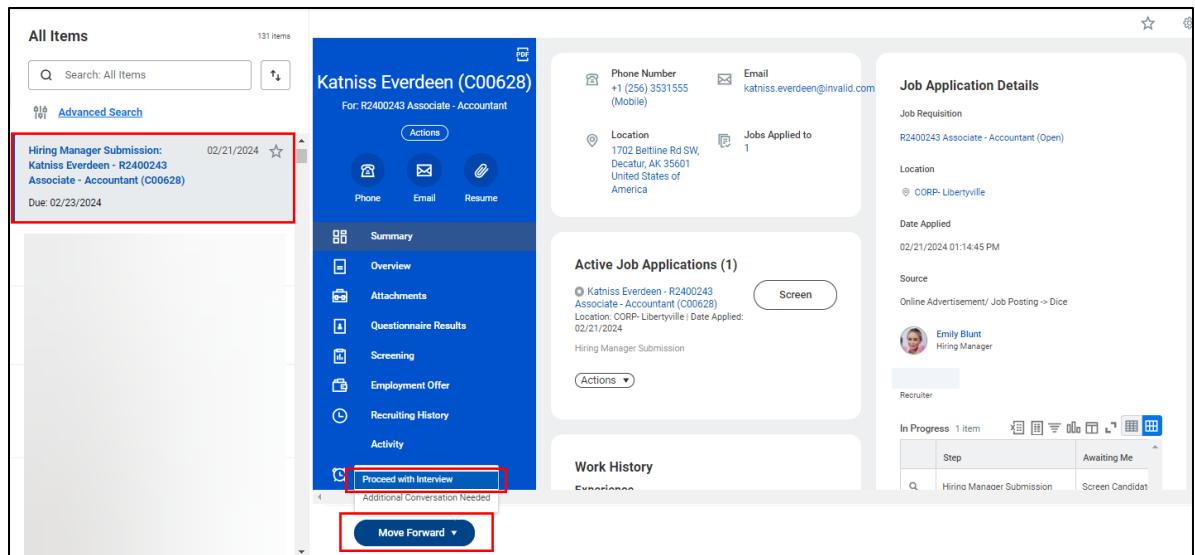
Masters | To 2022

Languages

none entered

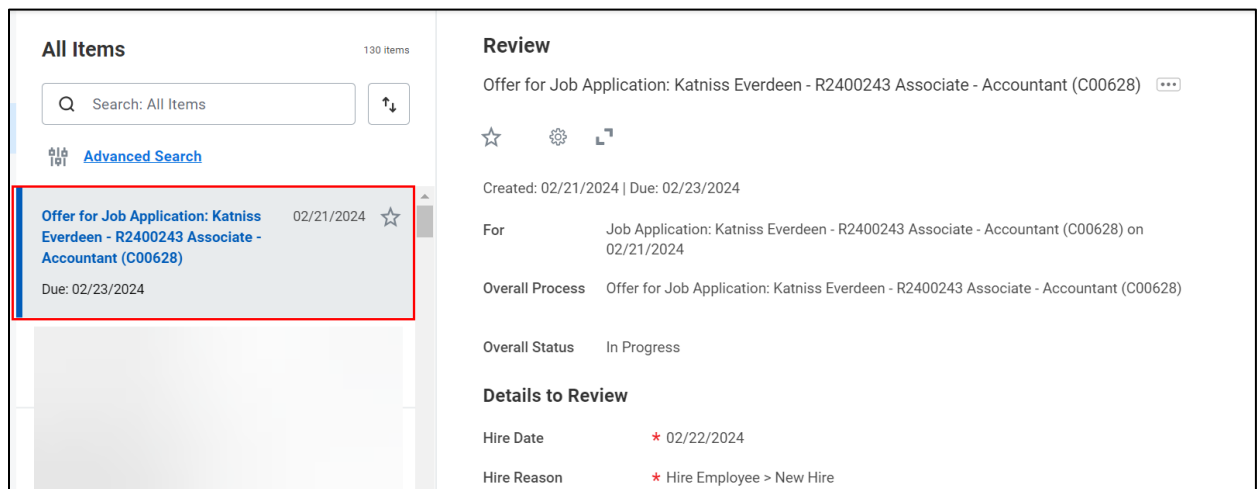
Websites

- 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
...

- 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](#)

- 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**.

All Items 130 Items

Search: All Items

[Advanced Search](#)

Onboarding Setup for Hire: Katniss Everdeen - Accountant on 02/22/2024 02/22/2024 ☆

Due: 02/25/2024
Effective: 02/22/2024

Hire: Testing AV One 02/19/2024 ☆

Effective: 02/14/2024

Your New Employee Started Today: Hire: Testing AV One 02/19/2024 ☆

Effective: 02/14/2024

Onboarding Setup

Created: 02/22/2024 | Due: 02/25/2024 | Effective: 02/22/2024

Message Welcome to the team, we are excited to have you join! Below are just a few team members you'll be working with in your new role. We will see you soon!

People to Meet

Select People

- x Adam Sandler [C] ...
- x AV Hourly ...
- x AV Hourly2 ...
- x AV Hourly Sign ...
- x AV TestCan ...

[MORE \(17\)](#)

Notify ☐

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**.

Onboarding Setup

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- x AV Hourly2 ...
- x AV Hourly Sign ...
- x AV TestCan ...

[MORE \(17\)](#)

Notify ☐

Helpful Contacts

Select People

- x Devin O'Neill ...
- x Suzanne Becker ...

Notify ☐

Submit Save for Later Cancel

7. Congratulations, the offer process is now complete!