QUICK START GUIDE: RECRUITERS

Getting Started

Recruiter Role Overview

Recruiters play a role in the following Workday Processes:

- **Creating, editing, and closing Job Requisitions**
- **Reviewing, Interviewing, and Dispositioning Candidates**
- **Extending Offers and Hiring Team Members**

Recruiters are assigned to designated Hiring Leaders in Workday.

Need Help?

Here are some resources:

- Recruiter Job Aids
- Workday Help site
- People Team Request

Creating a Requisition

Discuss with Hiring Leader

- Are you backfilling a current position or creating a new position on your team?
- What are the requirements and job duties?
- Is there a target hire date?
- Are there other recruiters/leaders that should have access to the req?

Determine Position vs. Requisition

- Check the **Staffing tab** on the Leader's Supervisory Org to see if a position exists:
  - If a position DOES exist, create a requisition for the position
  - If a position DOES NOT exist, create a requisition and select "Create New Position"

Execute

- Use the **How to Create a Job Requisition** or **How to Create an Evergreen Requisition** Job Aid

Receive Approvals

- Review Details & Comments sections when reviewing a new req or position
- Approvers can be added as needed, divisional CPD can provide guidance
- Once approved, the Hiring Leader will receive the *Quick Start Guide in their Workday Inbox*

Posting a Requisition

Relevant Job Aids:
How to Post a Job, How to Edit a Job Requisition

You will receive an Inbox task to post the requisition once it has been fully approved.

- Internal and External sites refer to the Barry-Wehmiller career sites
- Posting your req to CareerBuilder in WD will automatically add it to the CB site; however it does incur additional expense (~$150.00 USD/per posting)
- All other third party sites require manual posting on the specific board you selected, however you'll still want to select it inside Workday for tracking purposes

Editing a Requisition

You can edit a job requisition at any time during the recruiting process:

- You will be able to preview and edit your job postings before they go live
- Once the requisition is posted, you will be prompted to unpost and repost if you make a change
- Make sure to use the **Recruiting – Edit Job Req Decision Tree** to help you with specific changes (i.e. new team member type, new hiring leader, etc.)

Relevant Job Aids:
Edit Job Req Decision Tree, How to Edit a Job Req

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The Recruiting Process

REVIEW

- Utilize the **Recruiter Dashboard** and **Recruiting Jobs** report to access reqs
- Click on a requisition to *review candidates, move candidates forward, disposition candidates, view job posting details, and share feedback* with your Hiring Leaders and other Recruiters

**TIP: Use the Activity box at the bottom of each candidate profile to share or ask for feedback from a Hiring Leader using the @ symbol and the leader's name followed by your comments

Additional Features:

- Export candidates to excel
- Prioritize candidates within a requisition using Review 1 &2
- Send leaders a bundle of resumes in one document to review
- Send bulk or individual messages to candidates using pre-created templates
- Review candidate Recruiting History or previous jobs they've applied to
- Tag candidates for future jobs
- Invite candidates to apply
- Share candidates with others
- Review and merge duplicate candidates

INTERVIEW

The following steps will send inbox tasks for the interviewer to provide feedback:

Recruiter Phone Screen → Manager Phone Screen → Interview

OFFER

Offer Status

- Make sure all information is correct before routing for approvals
- Create physical offer letter outside of the system

Job Aid: *How to Propose Offer to Candidate*

Background Check Status

- Use this as a tracking step – actual testing will be conducted outside of the system

Job Aid: *How to Track Background and Drug Testing in Workday*

Ready for Hire Status

- Move to this stage to pass the baton to CPD to complete the hire in Workday
- Upload the physical offer letter during the Review Hire step in the inbox

FAQ

Question	Answer
What happens to the req after I hire a candidate?	The req will be marked as *Filled* and will be removed from job posting sites once a candidate is moved to *Ready for Hire*. You do NOT need to close the req.
What are some recommended reports for recruiters to use?	*New Candidates to Review, My Position and Job Requisitions Pending Approval,* and *My Upcoming Hires* are all very useful reports available on the Recruiter Dashboard.
Where can I find the standard Company Description text for my job postings?	The Company description templates are available on the Workday Recruiting Resources page on the Global Recruiting Resources site.
How can I review all of the communication a candidate has received?	Navigate to the candidate record and click the **Recruiting History tab** to read all of the message a candidate has received, such as the *Thank You For Applying message* and a disposition message, if applicable.