Recruitment Process

The Recruitment Process in Workday is a series of stages used to solicit, screen, interview, and hire FGCU employment candidates.

SEARCH AND HIRE PROCESS

The Search and Hire Process is managed in Workday through the Recruiting functionality. The Process consists of a series of screens providing summary information for job requisitions and the corresponding Candidates. The Search and Hire Process is available to specific roles in Workday.

A Hiring Manager is an individual to whom the position reports. A Hiring Manager has the authority to select a FGCU Candidate Pool Admin to act on their behalf for candidate approval during the recruitment process.

An FGCU Candidate Pool Admin can perform the following tasks:

- Move applicant to Offer
- Complete the Offer tasks, including date of hire
- Enter compensation information
- Select One-Time Payment. (This task may be skipped if there is no One-Time Payment)

STAGES IN THE JOB APPLICATION PROCESS

As the process of reviewing and choosing Candidates is dynamic, a Candidate may not hit every stage.

- Review – When a Candidate applies for a position, they are initially assigned the status of Review Candidate
- Screen – Candidate details are viewed to determine the next steps by Human Resources
- Assessment – Utilized for positions that require skills testing
- Interview – Candidates approved by Human Resources for interview will be assigned Interview status. Interviews can be scheduled as on campus, video or phone sessions
- Reference Check – Reference checks are performed outside of Workday and submitted with the search materials
- Offer – Managers initiate the Offer once the interviews and reference checks are complete
- Background Check – Background checks are processed by Human Resources once the Offer has been accepted by the Candidate
- Ready for Hire – Initiates the Onboarding process

VIEW CANDIDATE PIPELINE OR CHECK STATUS OF A JOB REQUISITION

1. To view a list of applicable job requisitions, enter My Recruiting Jobs in the Search field on the Workday Home Page. Select My Recruiting Jobs from the results.
2. Enter the **Hiring Manager**’s name and click **OK**.

3. A grid displays the **Job Requisition** name, number of current Candidates, and **Hiring Manager** name; click the name of the **Job Requisition** to view the Candidate pipeline.

**MANAGE CANDIDATE TRACKING**

**Overview tab** – this section provides the following:

- **Candidates by Active Stage** funnel tracks the status of Candidates in each stage of the process. As Candidates move from one stage to another, the corresponding levels of the funnel are updated to reflect the current population. Not all Candidates are required to go through each stage in all instances.

- A **Candidates by Source** graph displays the breakdown of job posting sources (where Candidates viewed the job advertisement)
**Candidates tab** – Displays Candidate information in a grid format and allows the Hiring Manager or Search Committee Chair to move Candidates to other stages. Additionally, **Search Committee members and Hiring Managers** can view/print PDF versions of the Candidate’s resume’ from this screen.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Name</th>
<th>Action</th>
<th>Pending</th>
<th>Step</th>
<th>Job Application Date</th>
<th>Total Score</th>
<th>Company</th>
<th>Current Title</th>
<th>Experience</th>
<th>Highest Degree</th>
<th>School</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review</td>
<td>Dennis Rodman (CAND000040)</td>
<td>Yes</td>
<td>1</td>
<td>Review</td>
<td>05/03/2029</td>
<td>0</td>
<td>Professional Basketball Player</td>
<td>24 years</td>
<td></td>
<td>Chicago, Illinois, United States of America</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offer</td>
<td>Charlie Brown (CAND000038)</td>
<td>No</td>
<td>1</td>
<td>Offer</td>
<td>05/01/2029</td>
<td>0</td>
<td>Widget Maker</td>
<td>2 years</td>
<td></td>
<td>Pinellas County, FL, United States of America</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Details tab** – This section provides the details of the **Job Requisition**
Recruitment Process

Organizations tab – This section provides the Cost Center, Fund and Activity codes related to the Job Requisition

<table>
<thead>
<tr>
<th>Organization Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>FGCU Florida Gulf Coast University</td>
</tr>
<tr>
<td>Cost Center</td>
<td>FGCU Florida Gulf Coast University</td>
</tr>
<tr>
<td>Program</td>
<td>PG051 General Administration</td>
</tr>
<tr>
<td>Fund</td>
<td>FD10001 Education &amp; General Fund</td>
</tr>
<tr>
<td>Activity</td>
<td>FGCU Florida Gulf Coast University</td>
</tr>
</tbody>
</table>

Qualifications tab - This section displays qualifications for this Job Requisition

Job Postings tab- This section displays the job posting sites, internal and/or external, where the job posting was advertised, and the posting start and end dates for the specific requisition.
**EXTRACT JOB APPLICATIONS**

If a potentially high volume of Candidates is expected, an alternative approach to viewing the Candidates is available. This process allows you to view specific Candidate information and export the list of Candidates to Excel, where you can utilize Excel functions to find specific experience or education you are looking for in a Candidate. **Example**: if you want to find a Candidate with marketing experience, you could utilize the Find process and type in keyword(s) such as Marketing to search through all experience/education.

1. Enter **Extract Job Applications** in the **Search** field on the **Workday Home Page** and select **Extract Job Applications**.

2. Click the **Job Requisition Menu**. Select **Suggested** to display your open **Job Requisitions**; select other options as desired.
3. A list of **Candidates** displays

<table>
<thead>
<tr>
<th>Job Requisition</th>
<th>479 Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>R00014S Student Worker (Evergreen) (Open)</td>
<td>07/09/2020 Review Heather M MacQueen R00014S Student Worker (Evergreen) (Open)</td>
</tr>
<tr>
<td>R00014S Student Worker (Evergreen) (Open)</td>
<td>07/19/2020 Review Heather M MacQueen R00014S Student Worker (Evergreen) (Open)</td>
</tr>
<tr>
<td>R00014S Student Worker (Evergreen) (Open)</td>
<td>07/19/2020 Review Heather M MacQueen R00014S Student Worker (Evergreen) (Open)</td>
</tr>
</tbody>
</table>

Columns may be filtered by clicking the **Column Heading**, such as **Candidate Name**. If there is a specific Candidate you are interested in, using the **Value** filter, search for the Candidate’s name (last name, first name or both) and click **Filter**.
Recruitment Process

*NOTE: To remove the filter, click the Tornado in the Column Heading (top right)

4. Another option is to export the spreadsheet to Excel by clicking on the Export to Excel icon in the upper right. A popup will appear; select Click to download. The Excel export will appear in the bottom corner of your screen; click to open.

*NOTE: In the Excel spreadsheet you can sort, filter, perform searches, and much more to assist in narrowing down your review of Candidates.

MOVING CANDIDATES THROUGH THE SEARCH PROCESS

1. Enter View Job Requisition in the Search field on the Workday Home Page and select the position for review; this brings you to the Overview with the Funnel to easily view the status of your Candidates. Select the Candidates tab to view the applicants.

2. Under the Candidates tab, click the Candidate’s name for details.
3. A summary page displays the Candidate's contact information, work history, education and more. Click any of the menu items at the left for additional details.

4. Once a determination is made, the FGCU Candidate Pool Admin can move a Candidate forward for review; or if no interest, decline. The FGCU Candidate Pool Admin is a role assigned on the job requisition. The hiring manager can assign anyone, including themselves.
5. The FGCU Candidate Pool Admin will select Move Forward to the HR Screen when they would like approval to interview a candidate. HR will review to ensure minimum qualifications are met, and can decline or move the candidate forward.

6. The FGCU Candidate Pool Admin will receive the Interview Task in their Workday Inbox once HR approves.

7. The FGCU Candidate Pool Admin will move the candidate forward to Additional Interview If a second interview is planned.

8. The FGCU Candidate Pool Admin will select move forward to Reference Check once the finalist is selected.

9. Reference Checks are completed. The FGCU Candidate Pool Admin will select decline or move the candidate forward to Offer Status

10. The FGCU Candidate Pool Admin will receive a task in their Workday Inbox to Initiate the Offer. Hire date should be at least two weeks from the date of offer and should also align with the beginning of a pay period.

11. The HR Business Partner receives the consolidated approval to approve or send back if adjustments need to be made.

12. HR will receive a task to review and approve the offer and generate the offer letter. The following approvals will be required (they have the ability to approve or send back); approvers will receive a task in their Workday Inbox:
   -- Budget Office to review funding (for staff and faculty positions only)
   -- Manager
   -- VP level approval when required

13. The Manager will receive the Offer Letter in their Workday Inbox. This is an opportunity to review and submit. Once submitted, a task will appear in the FGCU Candidate Pool Admin Workday Inbox with Approval to Extend a Verbal Offer.
Recruitment Process

In the Comments section, acceptance can be noted; click Submit.

*Note: If the Candidate needs time before responding to the offer, you can save for later or just leave as an open task in your Inbox.

14. The FGCU Candidate Pool Admin will have a task in their Workday Inbox to update the status of the offer. They can choose:

-- Offer Accepted
-- Offer Declined
-- Offer Renegotiated

15. The FGCU Candidate Pool Admin selects the Candidate accepted the offer of employment, the Offer Letter and offer tasks will be sent to the Candidate’s user account in the application system. Once reviewed they will be asked for additional information needed to create a profile in the system. This will allow the Onboarding process to begin.