



Talent Acquisition Job Aid

WORKDAY RECRUITING

**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

Workday Recruiting

THE RECRUITING DASHBOARD

To access the Recruiting Dashboard, click the worklet on the home page.



Recruiting Dashboard

You can also click the Dashboard icon  on the left side of the screen.

Manager Job Requisitions shows a list of open requisitions. Click on a requisition to view details, candidates and more.

Candidate Pipeline shows a list of open requisitions and the status of its candidates.

Candidate Time Per Stage shows the average time candidates spend in each stage of the recruiting process.

The screenshot shows the Workday Recruiting Dashboard interface. The top navigation bar is blue with a back arrow and the word 'Recruiting'. On the left is a vertical sidebar with various icons. The main content area is divided into three panels:

- Manage Job Requisitions:** A table listing various job requisitions with columns for Job Requisition, Day(s) Open, Hiring Manager(s), Recruiting Start Date, Count of Active Candidates, and In Offer.
- Candidate Pipeline:** A table showing the status of candidates for selected requisitions across stages: Review, Phone Screen and Manager Review, Assessment, Interview, Reference Check, Offer, and Employment Agreement.
- Candidate Time Per Stage:** A bar chart showing the average time spent in each stage, with a table below it.

Job Requisition	Day(s) Open	Hiring Manager(s)	Recruiting Start Date	Count of Active Candidates	In Offer
70603 Outbound Selector (Open)			10/01/2018		No
71388 Driver Trainee (Open)			10/18/2018		No
67199 Outbound Selector (Open)			09/24/2018		No
70931 Driver (Open)			10/11/2018		No
71391 Driver Trainee (Open)			10/18/2018		No
61940 Sanitation Technician Second Shift (Open)			06/04/2018		No
68166 Outbound Selector Part Time (Open)			10/01/2018		No
65608 Driver (Open)			10/16/2018		No
67895 Outbound Selector Night Warehouse (Open)			10/15/2018		No
68031 Driver (Open)			10/01/2018		No
61941 Sanitation Technician Second Shift (Open)			06/04/2018		No
69706 Developer II, Applications (Open)			10/01/2018		No
67759 Driver Trainee Canton (Open)			10/01/2018		No

Job Requisition	Review	Phone Screen and Manager Review	Assessment	Interview	Reference Check	Offer	Employment Agreement
R0015391 Sales Trainee - OpCo - US (Open)	1	0	0	0	0	1	0
R0015388 Driver A - FP - SSMG - US (Open)	0	1	1	0	0	0	0
R0015390 Outbound Selector - OpCo - US (Open)	1	1	0	0	0	0	0
R0015392 Accounting Associate - FP - US (Open)	2	0	0	0	0	0	0
R0015935 Driver (Evergreen) (Open)	0	0	1	0	0	0	0
Total	4	2	2	0	0	1	0

Stage	Average of Time in Stage
Review	5
Phone Screen and Manager Review	0
Assessment	34
Interview	0
Reference Check	0
Offer	0
Employment Agreement	0
Background Check	0

Workday Recruiting

THE RECRUITER HUB

The Recruiter Hub is shown on the left side of every page.



The **Recruiting** icon links to a page with a wide variety of recruiting tools and reports.

My Candidates

Category	Count
Review	4
Phone Screen and Manager Review	2
Assessment	2
Interview	0
Offer	1
Background Check	0
Ready for Hire	0

New Internal Candidates (3 items)

- Courtland Moses**
R0015392 Accounting Associate - FP - US
- Damion Green**
R0015391 Sales Trainee - OpCo - US
- Andrew Jensen**
R0015390 Outbound Selector - OpCo - US

New Referred Candidates (0 items)

Phone Screen and Manager Review Tasks (0 tasks)

Interview Tasks (0 tasks)

Background Check Tasks (0 tasks)

Offer Tasks (0 tasks)

Workday Recruiting



The **Job Requisitions** icon displays requisitions and the number of candidates in each recruiting stage.



Job Requisition ↓	Status	Hiring Manager	Review	Phone Screen ...	Assessment	Interview	Offer	Background C...	Ready for Hire
R0015442 Assoc Gen Counsel, Sec, Gov & Corp Fin	● Posted 44 days ago	Eve McFadden VP Legal, General Counsel and Corp...	-- >	--	--	--	1	1	1
R0014673 Sr HRBP	● Open	Ashley Michael Lead, HRBP - Corp	-- >	--	--	--	--	--	--
R0014235 Analyst, Finance	● Open	Jane George Dir, Finance Merch Ops	-- >	--	--	--	--	--	--
R0013557 Mgr, Category Management	● Open	Gregory Gonzales Director, Category Management - C...	-- >	--	--	--	--	--	--
R0013018 Sr Analyst, Category Management	● Open	Reid Henry Director, Merchandising Integration ...	-- >	--	--	--	--	--	--
R0012961 Dir, Supplier Diversity	● Open	Melissa Hoyt Senior Director, Strategic Sourcing - ...	-- >	--	--	--	--	--	--
R0012847 Analyst, Finance	● Open	Leslie Whitmeyer Cage Sr Dir, BT-Finance	-- >	--	--	--	--	--	--



To group requisitions by **Hiring Manager** or **Primary Location**, click the tabs at the top.

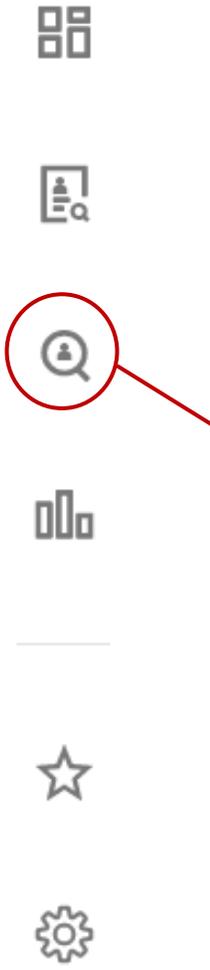
Job Requisition ↓	Status	Location	Review	Phone Screen ...	Assessment	Interview	Offer	Background C...	Ready for Hire
▼ Eve McFadden VP Legal, General Counsel and Corporate Secretary - US									
R0015442 Assoc Gen Counsel, Sec, Gov & Corp Fin	● Posted 44 days ago	Sysco Corporate	-- >	--	--	--	--	--	--

Job Requisition ↓	Status	Hiring Manager	Review
▼ Sysco Atlanta - Athens Shuttle Yard			
R0015520 Special Delivery Driver	● Posted 34 days ago	Edwidge Belony Transportation Supervisor - OpCo - US	--

You can also filter by status, requisition type, Hiring Manager, and/or Primary Recruiter.

Workday Recruiting

The **Candidates** icon links to the **Candidate Job Applications** page.



Candidate Job Applications													
4 Review		2 Phone Screen and Manager Review		2 Assessment		-- Interview		1 Offer		-- Background Check		-- Ready for Hire	
9 items													
<input type="checkbox"/>	Job Application	Date Applied	Source	Resume	Stage	Step	Total Score (Questionnaires)	Awaiting Me	Awaiting Action	Jobs Applied to	Job Requisition		
<input type="checkbox"/>	Melissa Bradshaw - R0015935 Driver (C718)	11/23/2019	Job Fair -> General		Assessment		3			2	R0015935 Driver (Evergreen)		
<input type="checkbox"/>	Damion Green (Internal) - R0015391 Sales Trainee - OpCo - US (C551)	10/17/2019	Internal -> Current Employee		Review	Review	0		1	1	R0015391 Sales Trainee - OpCo - US		
<input type="checkbox"/>	shy schliedier - R0015388 Driver A - FP - SSMG - US (C541)	10/17/2019	Campaign -> AllHispanicJobs		Assessment	Montage Digital Screen	3		1	1	R0015388 Driver A - FP - SSMG - US		
<input type="checkbox"/>	Doug Mcling - R0015390 Outbound Selector - OpCo - US (C543)	10/17/2019	Campaign -> Avature		Phone Screen and Manager Review	Self-Schedule Phone Screen	3		2	1	R0015390 Outbound Selector - OpCo - US		
<input type="checkbox"/>	Mary Stark - R0015391 Sales Trainee - OpCo - US (C546)	10/17/2019	Campaign -> ARTechJobs		Offer	Offer	3		108	1	R0015391 Sales Trainee - OpCo - US		
<input type="checkbox"/>	LI RICK - R0015392 Accounting Associate - FP - US (C548)	10/17/2019	Campaign -> AppFeeder		Review	Review	3		1	1	R0015392 Accounting Associate - FP - US		
<input type="checkbox"/>	Courtland Moses (Internal) - R0015392 Accounting Associate - FP - US (C551)	10/17/2019	Internal -> Current Employee		Review	Review	0		1	1	R0015392 Accounting Associate - FP - US		
Move Forward		<input type="button" value="Decline"/>	<input type="button" value="Send Message"/>	<input type="button" value="Review"/>			0		1	1	R0015390 Outbound Selector - OpCo - US		

Workday Recruiting

The **Shortcuts** icon links to common recruiting tasks and tools.

The screenshot displays the Workday Recruiting interface. On the left sidebar, a star icon is circled in red, indicating the Shortcuts menu. The main content area is divided into three panels:

Manage Job Requisitions

Job Requisition	Day(s) Open	Hiring Manager(s)	Recruiting Start Date	Count of Active Candidates	In Offer
70603 Outbound Selector (Open)			10/01/2018		
			10/18/2018		
			09/24/2018		
			10/11/2018		
			10/18/2018		
			06/04/2018		
			10/01/2018		
			10/16/2018		
			10/15/2018		
68031 Driver (Open)			10/01/2018		
61941 Sanitation Technician Second Shift (Open)			06/04/2018		
69706 Developer II, Applications (Open)			10/01/2018		

Candidate Pipeline

Job Requisition	Review	Phone Screen and Manager Review	Assessment	Interview	Reference Check
R0015391 Sales Trainee - OpCo - US (Open)	1	0	0	0	0
R0015388 Driver A - FP - SSMG - US (Open)	0	1	1	0	0
R0015390 Outbound Selector - OpCo - US (Open)	1	1	0	0	0
R0015392 Accounting Associate - FP - US (Open)	2	0	0	0	0
R0015935 Driver (Evergreen) (Open)	0	0	1	0	0
Total	4	2	2	0	0

Candidate Time Per Stage

Average of Time in Stage: 3

Stage	Average of Time in Stage
Review	5
Phone Screen and Manager Review	0
Assessment	34
Interview	0
Reference Check	0
Offer	0

Workday Recruiting

The **Settings** icon allows you to customize your shortcuts.



The screenshot displays the Workday Recruiting interface. A modal window titled "Configure Shortcuts" is open, allowing users to select up to 10 shortcuts. The background shows a table of job requisitions and a bar chart of candidate time per stage.

Configure Shortcuts

Select up to 10 shortcuts.

[+ Add](#)

- External Link
- Task / Report: [Create Job Requisition](#)
- External Link
- Task / Report: [Create Evergreen Requisition](#)
- External Link
- Task / Report: [My Candidates](#)
- External Link
- Task / Report: [Invite to Apply](#)
- External Link
- Task / Report: [My Interviews](#)
- External Link
- Task / Report: [View All Upcoming Reminders](#)
- External Link: [Careers Site](#)
- Task / Report

Manage Job Requisitions

Job Requisition	Day(s) Open	Hiring Manager(s)	Recruiting Start Date	Count of Active Candidates
70603 Outbound Selector (Open)			10/01/2018	
71388 Driver Trainee (Open)			10/18/2018	
67199 Outbound Selector (Open)			09/24/2018	
70931 Driver (Open)			10/11/2018	
71391 Driver Trainee (Open)			10/18/2018	
61940 Sanitation Technician Second Shift (Open)			06/04/2018	
68166 Outbound Selector Part Time (Open)			10/01/2018	
65608 Driver (Open)			10/16/2018	
67895 Outbound Selector Night Warehouse (Open)			10/15/2018	
68031 Driver (Open)			10/01/2018	
61941 Sanitation Technician Second Shift (Open)			06/04/2018	
69706 Developer II, Applications (Open)			10/01/2018	
67759 Driver			10/01/2018	

Candidate Time Per Stage

Stage	Average of Time in Stage
Review	5
Phone Screen and Manager Review	0
Assessment	34
Interview	0
Reference Check	0
Offer	0
Employment Agreement	0
Background Check	0

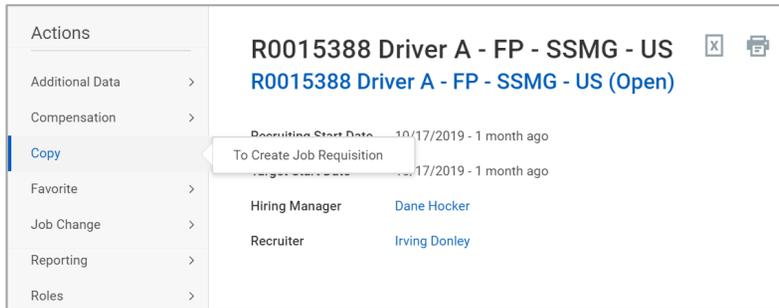
Workday Recruiting

THE ACTIONS BUTTON

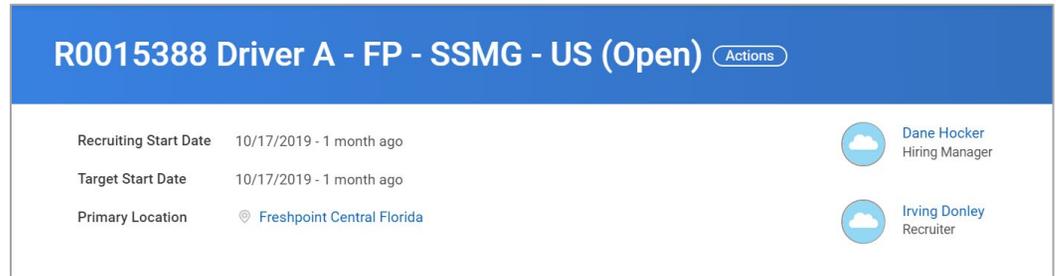
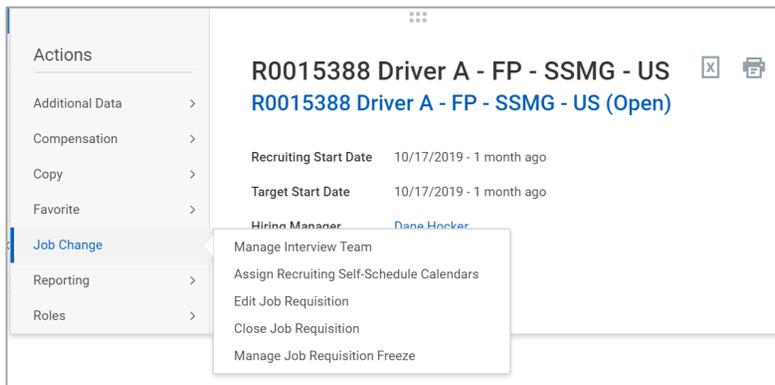
When you look at the details of a requisition, you will see an **Actions** button beside the requisition name. Clicking the Actions button gives you quick access to a variety of requisition-related tasks.

Examples

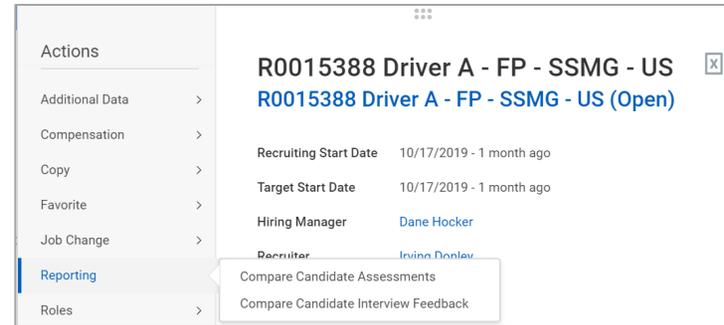
Actions > Copy lets you make a copy of the requisition.



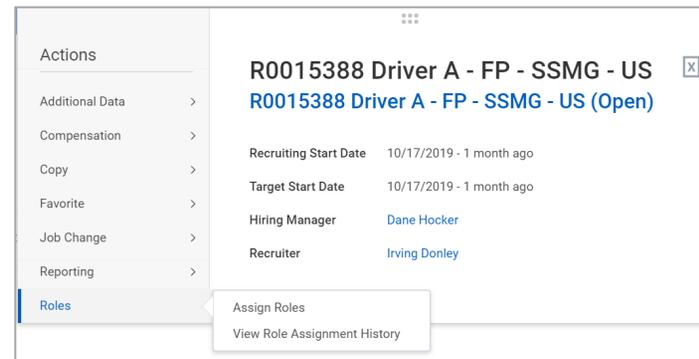
Actions > Job Change lets you edit, close or freeze/unfreeze the requisition, assign Self-Schedule Calendars and manage the interview team.



Actions > Reporting lets you compare candidate assessments and feedback



Actions > Roles lets you assign roles and view the role assignment history for that requisition



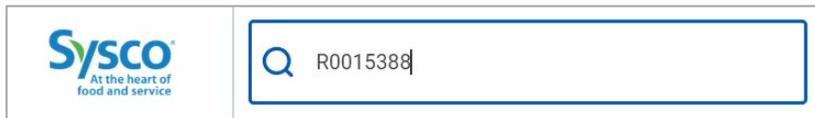
Workday Recruiting

THE SEARCH BAR

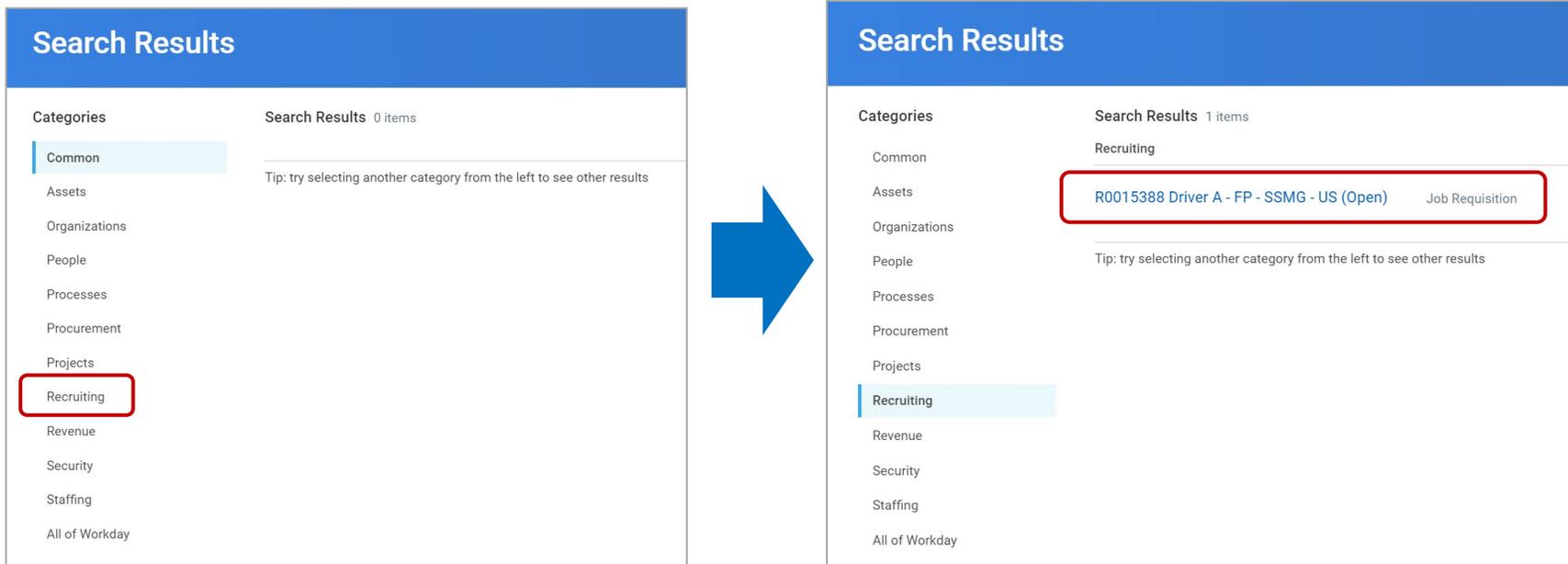
The search bar is one of the most powerful features of Workday. It appears on every page, so you can search from anywhere—no need to return to the home page. You can search for people, processes, tasks, reports and business data using the search bar.

Searching for Candidates or Requisitions

You can even use the search bar for candidates and requisitions.



Because of Workday's default search settings, the search may initially show no results. If so, click the **Recruiting** tab on the left side.



Keep in mind that searches only find **exact matches**. While you may enter a partial spelling of a name or action, if you misspell the search text you will likely not see any results.

Workday Recruiting

MANAGING CANDIDATES

The Candidate Job Applications Page

The Candidate Job Applications page (accessed from the **Candidates** icon in the left sidebar) provides an overview of candidates for the requisitions assigned to you.

From here, you can:

1. Filter candidates by stage (click on the stage name).
2. Click on any column header to sort by that topic.
3. See what stage every candidate is in.
4. Click on a candidate's name to view all details about that candidate (job experience, questionnaire responses, recruiting history and more).
5. See which steps are awaiting action (click the number).
6. View a candidate's application (click the number, then click **View Application**).
7. Move candidates to another stage (check the box next to the candidate name(s), then click **Move Forward**.)

The screenshot shows the 'Candidate Job Applications' interface. At the top, there are stage filters: Review (4), Phone Screen and Manager Review (2), Assessment (2), Interview (1), Offer (1), Background Check, and Ready for Hire. Below this is a table with columns: Job Application, Date Applied, Source, Resume, Stage, Step, Total Score (Questionnaires), Awaiting Me, Awaiting Action, Jobs Applied to, Job Requisition, Job Requisition Status, Location, and Hiring Manager. The table contains 9 items. At the bottom, there are buttons: Move Forward, Decline, Send Message, and a menu icon (three dots).

Job Application	Date Applied	Source	Resume	Stage	Step	Total Score (Questionnaires)	Awaiting Me	Awaiting Action	Jobs Applied to	Job Requisition	Job Requisition Status	Location	Hiring Manager
<input type="checkbox"/> Bradshaw - R0015935 Driver (C718)	11/23/2019	Job Fair -> General		Assessment		3			2	R0015935 Driver (Evergreen)	Open		Dwain Peachey
<input type="checkbox"/> Damon Green (Internal) - R0015391 Sales Trainer - OpCo - US (C543)	10/17/2019	Internal -> Current Employee		Review	Review	0		1	1	R0015391 Sales Trainee - OpCo - US	Open	Freshpoint Central Florida	Dane Hooker
<input type="checkbox"/> dly scholar - R0015388 Driver A - FP - SSMG - US (C541)	10/17/2019	Campaign -> AllHispanicJobs		Assessment	Montage Digital Screen	3		1	1	R0015388 Driver A - FP - SSMG - US	Open	Freshpoint Central Florida	Dane Hooker
<input type="checkbox"/> Doug Mcling - R0015390 Outbound Selector - OpCo - US (C543)	10/17/2019	Campaign -> Avature		Phone Screen and Manager Review	Self-Schedule Phone Screen	3			2	R0015390 Outbound Selector - OpCo - US	Open	Freshpoint Central Florida	Dane Hooker
<input type="checkbox"/> Mary Stark - R0015391 Sales Trainer - OpCo - US (C546)	10/17/2019	Campaign -> Avature		Offer	Offer	3		108	1	R0015391 Sales Trainee - OpCo - US	Open	Freshpoint Central Florida	Dane Hooker
<input type="checkbox"/> LI RICK - R0015392 Accounting Associate - FP - US (C548)	10/17/2019	Campaign -> AppFeeder		Review	Review	3			1	R0015392 Accounting Associate - FP - US	Open	Freshpoint Central Florida	Dane Hooker
<input type="checkbox"/> Courteney M... (Internal) - R0015392 Accounting Associate - FP - US (C583)	10/17/2019	Internal -> Current Employee		Review	Review	0		1	1	R0015392 Accounting Associate - FP - US	Open	Freshpoint Central Florida	Dane Hooker
<input type="checkbox"/> Andrew Jensen (Internal) - R0015390 Outbound Selector - OpCo - US (C543)	10/17/2019	Internal -> Current Employee		Review	Review	0		1	1	R0015390 Outbound Selector - OpCo - US	Open	Freshpoint Central Florida	Dane Hooker

Workday Recruiting

Managing Candidates by Requisition

To manage candidates for a particular requisition, click the requisition in the **Manage Job Requisitions** section of the Recruiting Dashboard. The requisition page shows an overview of candidates by stage and source.

R0015388 Driver A - FP - SSMG - US (Open) [Actions](#)

Recruiting Start Date 10/17/2019 - 1 month ago
Target Start Date 10/17/2019 - 1 month ago
Primary Location Freshpoint Central Florida

Dane Hooker
Hiring Manager

Irving Donley
Recruiter

[Overview](#) [Candidates](#) [Details](#) [Organizations](#) [Qualifications](#) [Job Postings](#)

[Review Candidates](#) [Extend My Search](#)

Candidate Pipeline

Active Candidates 2 Referral 0 Internal 1 Inactive 0

Candidates by Active Stage

Stage	Count
Review	0
Phone Screen and Manager Review	1
Assessment	1
Interview	0
Offer	0
Background Check	0
Ready for Hire	0

Candidates by Source

Source	Count
Referral	1
Internal	1

To view a list of candidates, click the **Review Candidates** button.

[Review Candidates](#)

Workday Recruiting

You can filter the list by clicking the Awaiting Action button, the stage names, or the column headers.

The screenshot shows the Workday Recruiting interface. At the top right, there are statistics: Active Candidates (2 of 2), Active Referrals (0 of 0), Active Internal Candidates (1 of 1), and Converted Prospects (0 of 0). Below these are three buttons: "All Active Candidates", "Awaiting Action" (highlighted with a red box), and "Extend My Search".

Below the buttons, there are stage names: "Review", "1 Phone Screen and Manager Review", "1 Assessment" (highlighted with a red box), "Interview", "Offer", "Background Check", and "Ready for Hire".

Below the stage names, there is a "No Filters Applied" message and a "Saved Filters" dropdown menu.

Below the filters, there is a table with 2 items. The table has columns: Candidate, Step / Disposition, Awaiting Me, Awaiting Action, Total Score (Primary Questionnaire), Potential Duplicate?, Date Applied, Current Title, Current Company, Source, and REC - EMI - Other Applications. The table is highlighted with a red box.

Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Potential Duplicate?	Date Applied	Current Title	Current Company	Source	REC - EMI - Other Applications
<input type="checkbox"/> shy schldier (C541)	Montage Digital Screen		1	3		10/17/2019	Driver		Campaign -> All-HispanicJobs	
<input type="checkbox"/> Chrisann Regan (Internal) (C550)	Self-Schedule Phone Screen		113		Yes	10/17/2019			Internal -> Current Employee	

Checking the box next to candidate names allows you to take a variety of actions:

1. **Move Forward:** Move the candidate(s) to a different stage.
2. **Decline:** Disposition the candidate(s). A pop-up screen allows you to select a disposition reason.
3. **Send Message:** Email the candidate.
4. **Other options:** Clicking the button with three dots provides additional options, including.
 - a. Invite to Apply
 - b. Move to Linked Evergreen Requisition
 - c. Move to Another Job Requisition
 - d. Copy to Another Job Requisition

The screenshot shows the Workday Recruiting interface with one candidate selected. The table has columns: Candidate, Step / Disposition, Awaiting Me, Awaiting Action, Total Score (Primary Questionnaire), Potential Duplicate?, Date Applied, and Current Title. The candidate "Chrisann Regan (Internal) (C550)" is selected, indicated by a blue checkmark in the "Awaiting Action" column.

Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Potential Duplicate?	Date Applied	Current Title
<input type="checkbox"/> shy schldier (C541)	Montage Digital Screen		1	3		10/17/2019	Driver
<input checked="" type="checkbox"/> Chrisann Regan (Internal) (C550)	Self-Schedule Phone Screen		113		Yes	10/17/2019	

Below the table, there are four buttons: "Move Forward", "Decline", "Send Message", and a button with three dots (More options).

Workday Recruiting

MANAGING JOB POSTINGS

To manage postings for a particular requisition, click the requisition in the **Manage Job Requisitions** section of the Recruiting Dashboard. Then click the **Job Postings** tab.

The screenshot shows the 'R0015388 Driver A - FP - SSMG - US (Open)' requisition page. The 'Job Postings' tab is highlighted with a red box. The page includes details such as Recruiting Start Date (10/17/2019 - 1 month ago), Target Start Date (10/17/2019 - 1 month ago), and Primary Location (Freshpoint Central Florida). It also lists hiring managers (Dane Hocker) and recruiters (Irving Donley).

All postings (internal and external) will be listed. You can view a posting by clicking its name.

<input type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/>	Internal	Internal	10/17/2019			Job Application Default Template effective 10/09/2019 14:56	0		Actions
<input type="checkbox"/>	Sysco Careers	External	10/17/2019			Job Application Default Template effective 10/09/2019 14:56	0	https://sysco13.wd5.myworkdayjobs-imp.com/syscocareers/job/Freshpoint-Central-Florida/Driver-A-FP-SSMG-US_R0015388-1	Actions
<input type="checkbox"/>	Heidrick & Struggles	Agency	10/17/2019			Job Application Default Template effective 10/09/2019 14:56	0		Actions

To unpost a job, check the box next to the posting name.

<input type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/>	Internal	Internal	10/17/2019			Job Application Default Template effective 10/09/2019 14:56	0		Actions
<input checked="" type="checkbox"/>	Sysco Careers	External	10/17/2019			Job Application Default Template effective 10/09/2019 14:56	0	https://sysco13.wd5.myworkdayjobs-imp.com/syscocareers/job/Freshpoint-Central-Florida/Driver-A-FP-SSMG-US_R0015388-1	Actions

Then click the **Unpost Jobs** button.

Unpost Jobs