Job Requisition and Job Application Process in Workday

JOB REQUISITION INFO
- **First**, REVIEW and UPDATE the job description/position **before** submitting a job requisition.
- Job Reqs must be posted for **5 days** (includes weekends and holidays).
- To **UNPOST** a job req, send email to HR/Ann; preferably when interviews start.
- Review active applicant pool for **Veterans PRIOR** to interviewing; at least one Veteran must be interviewed.

**Veteran’s Preference** – When reviewing/screening applications, Veterans must be interviewed. **1 Veteran for every 6 interviewed.** If they meet the minimum required qualifications for that position, they must be interviewed. Look thru the list of applicants and determine how many Veteran’s are in the applicant pool, 1 Veteran must be interviewed for every 6 applicant interviewed. **Review active applicant pool for Veteran’s PRIOR to interviewing; at least one Veteran must be interviewed.**

JOB APPLICATION PROCESS INFO
- Qualified Applicants default to the **Initial Review** stage.
- The **Recruiting Coordinator** will receive a Workday notification when an applicant applies; the Hiring Manager will not. The Recruiting Coordinator will then move candidates forward, from the candidate grid, to the “Screen” level. This will trigger a task to the Hiring Manager’s Workday Inbox, notifying them to review the application/s. Hiring Manager must work only on tasks located in their Workday inbox.

Step by Step details on the Job App Process on Pages 3 and 4.

**Applicants in the job app process should be moved in a specific order. (Funnel shows order from top to bottom)**
White floating bubbles indicate where applicants are in the process.

- Initial Review
- Screen
- Interview
  - Set up Interview Team
  - Rate Interview
  - Make Interview Decision
- Reference Check
  - Reference Check Questionnaire
  - Reference Check Decision
- Offer
  - Initiate the Offer
  - Generate the Offer letter
  - Make Interview Decision
- Background Check
- Ready for Hire

MINOR RELEASE FORM:
The Minor Release form was removed from the Job App process; however it is necessary for applicants Under 18.

On the Initiate to Hire (I2H), new hires are notified of the Minor Release form. For those **UNDER** 18, they must fill out and sign the Minor Release form, **PRIOR** to First day of employment; then return the form to Engineering **PAYROLL** office at: engrpayroll@tamu.edu. They may be asked to provide proof of age. Minor Release form can be found on the Engineering HR website at: [https://tees.tamu.edu/personnel/forms/](https://tees.tamu.edu/personnel/forms/).

**TIP:**
External applicants will find tasks on the Workday **External** site where they applied at: [www.tamengineeringjobs.com](http://www.tamengineeringjobs.com)
Internal applicants will find tasks in the Workday inbox via SSO.
**Hiring Documentation Form**

This is separate process outside of Workday, submitted **AFTER** all interviews are completed and reference checks have been conducted on the final candidate. This form replaces the hiring matrix. It’s purpose is to rank the applicants and to provide all the required documentation. This form is located on the Engineering HR website at: [https://tees.tamu.edu/personnel/forms/](https://tees.tamu.edu/personnel/forms/).

On this Hiring Doc form list ALL the applicants that were in the **active** pool, even those that were dispositioned, then rank the applicants on a Scale of 1-5. (1 being does not meet expectations and 5 being exceeds expectations) Detailed instructions are provided on the form as well.

**Required documentation is required and must be attached to the Hiring documentation form.**

- Interview notes for **all applicants interviewed**; including questions and responses and any interview details. **NOTE:** Including documentation and details for Veterans who are contacted and not interviewed.
- Reference checks on the **final** candidate (**forms must be signed by the person who conducted the checks**). Located on the Engineering HR website under “Forms”: [https://tees.tamu.edu/personnel/forms/](https://tees.tamu.edu/personnel/forms/)

**“Save As Draft” Button**

On the bottom of the Hiring documentation form there is a **Save As Draft** button.  

In the event you do not have all the information needed or start and can’t finish the form, you can “save” the form and come back to it at a later time. The Laserfiche system will **EMAIL you a LINK**, which will allow you to access the draft you saved. This is the only way you can retrieve the draft.

Once you have submitted the form to HR, you will not be able to make any changes to it.  
If you failed to attach a document or need to make any changes, please email the information to HR/Ann so she can make the changes for you, **Please DO NOT** resubmit the form a second time.
### Detailed Steps and Workflow for Job Application Process in Workday

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td><strong>INITIAL REVIEW – First step in the Job App Process</strong></td>
<td>Recruiting Coordinator moves the applicant to the “Screen” Level, from a task in the Workday Inbox, <strong>NOT</strong> from the Candidate GRID. Hiring Manager – Must go to their Workday Inbox to locate the “Screen” task to review an application and/or to Move a candidate forward to next step below.</td>
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</tbody>
</table>
| **SCREEN** | Hiring Manager reviews the application/s from their WD inbox and then can **either**:  
- Move the Applicant to “Interview” **OR**  
- Decline the applicant.  
*Read thru all Decline options and select the best reason.* |
| **INTERVIEW – Set up Interview Team** | Recruiting Coordinator or Hiring Manager can set up the Interview team, System defaults the Hiring Manager on the team, but others can be added, optional. |
| **INTERVIEW – To Do “Review for Duplicates”** | Recruiting Partner (Ann/HR) gets this task **ONLY** for External Applicant/s.  
**System will auto skip this step for Internal Applicant/s.** |
| **INTERVIEW – RATE the Interview (REQUIRED)** | Hiring Manager must complete this step, system will **not** allow the delegate to do this step. If there are others on the interview team, the Manager must wait until the entire Interview team rates the interviewed applicant/s; then **Manager** will rate the applicant/s.  
RATE the Interview task **Must** be completed **BEFORE** the “Make Interview Decision” regardless of where the task is located in the Workday Inbox. |
| **INTERVIEW – Make Interview Decision** | Hiring Manager will decide who is the selected candidate; then, Manager will **either**:  
- MOVE the selected candidate forward to **REFERENCE CHECK**, **OR**  
- Decline the applicant. |
| **REFERENCE CHECK – Reference Check Questionnaire (REQUIRED)** | Recruiting Coordinator or Hiring Manager completes the questionnaire, inputs all the contact information on the References. (Required)  
**Reference checks should be documented in writing, will be submitted outside of Workday via the Hiring Documentation form.** |
| **REFERENCE CHECK – To Do: Review Candidate for Duplicates** | Recruiting Partner (Ann-HR) will get this task **ONLY IF** an External Candidate.  
**System will auto skip this step for Internal Candidates.** |
| **REFERENCE CHECK - Reference Check Decision** | Recruiting Coordinator or Hiring Manager can:  
- Move the candidate forward to **OFFER**, **OR**  
- Decline the candidate |
| **OFFER – Initiate the Offer** | Recruiting Coordinator or Hiring Manager must enter the info for the Offer: start date, salary, etc. and submits.  
**On the One Time Payment page the Recruiting Coordinator will just click on NEXT at the bottom of the page, leave page blank.**  
**Submit HAR request form for approval **BEFORE** completing this step. Once approved put a note in the comments “HAR approved”.** |
| **OFFER – To Do:** Get Approval for Proposed Offer | Recruiting Coordinator get salary approval outside of Workday, and will then “Submit” this task. |
| **OFFER – Routes to Approval by Research Partner** | HR Partner (Chantale in HR) – handles this task - routes to her ONLY for Research positions/titles |
| **OFFER – Routes to Consolidated Approval by Recruiting Partner** | Ann in HR (For Staff positions) Reviews Start date and salary and submits. |
| Offer – Generate Offer Letter | Recruiting Coordinator or Hiring Manager reviews the offer letter to ensure all info is accurate submits. Letter is then sent electronically to the candidate. Letter is editable, if needed. If changing Start date OR salary, contact HR FIRST, for a different process. |
| Offer Letter – Sent to Candidate | Candidate reviews the letter and must type “Accept” or “Decline” in the comments and submits. A Task is then sent to Recruiting Coordinator and Hiring Supervisor. **“External applicants** will access Offer letter thru external account/website: www.tamengineeringcareers.org. They will get an email with detailed instructions on where to find the Offer letter. **“Internal applicants** will get a notification in Workday. |
| Offer – Did the Candidate Accept the Offer? | Recruiting Coordinator or Hiring Manager answers Yes or No and submits task. **If YES, Initiate the I2H, if not already done** |
| Offer – Make Offer Decision | Recruiting Coordinator or Hiring Manager can either: -Decline candidate or, -Move candidate to BACKGROUN CHECK |
| Background Check – Selects Background check overall status package | Recruiting Partner (Ann-HR) completes this task |
| Background Check – Make Background Decision | Recruiting Partner (Ann-HR) Moves candidate to Ready for Hire |
| Ready for Hire - Hiring Process Compliance Checklist | Recruiting Partner (Ann-HR) completes this task. (The Hiring documentation form must be submitted by this point. If not, then this task cannot be completed.) HR will email the dept. if not submitted. |
| Ready for Hire – To Do: Candidate Eligible for Hire? | Recruiting Partner (Ann/HR) will review application info and will then submit this task. **“Minor Release form** was removed from the Ready for Hire business process. |
| Ready for Hire – Two (2) "To Do" tasks (For Internal Candidates only) | Only Internal applicants complete these TWO (2) “To Do” tasks: 1) Change Self-Identification of Disability 2) Change My Personal Information **“External Candidates will not receive these task** |
| Ready for Hire – Ready for Hire Checklist | Recruiting Partner (Ann-HR) final checklist |
| Ready for Hire – Staffing Action **(End of Job App Process)** | HR Partner (Ann) will complete the Add Job/Change Job task for Internal applicants; and will then route to Hiring Manager. For **External** applicants, the WD system will send HIRE task directly to the Hiring Manager. **The HIRE process is kicked off by HR Partner (Ann) at this point.** |