# Recruiting: Moving a Candidate through a Requisition

After you create an employee requisition, your recruiter will post for candidates to apply. As applications are received, the recruiter will do an initial screen of the candidate and if minimum qualifications are met, the candidate's application will be sent to you for review.

JOB REQUISITION NOTES

Communicating with your recruiter about your requisition can be done using **Job Requisition Notes**. These are found on the right side of each requisition. You can **add notes** quickly and easily:

1. Choose the **message icon**

2. Click the **plus sign.**
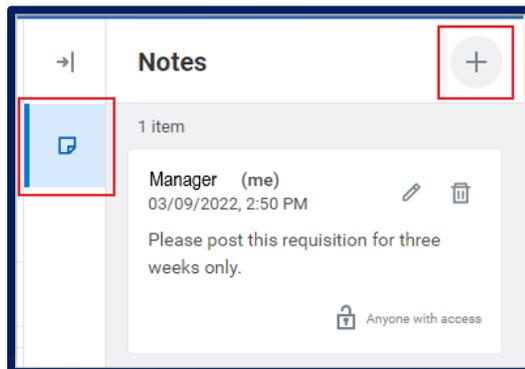
3. A **notification** will indicate you have an unread note.

HIRING MANAGER GRID

Managers can view candidates in Screen and Interview, move candidates forward to interview and disposition candidates from Hiring Manager Review and Interview from the hiring manager grid.


HIRING MANAGER REVIEW

1. Each candidate sent for **Hiring Manager Review** will trigger an Inbox task in your Workday inbox, notifying you that you have a candidate to review. Click on the inbox task to open the Candidate profile to review.

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Hiring Manager Review: Harry Potter - R-12546
Inpatient RN - Medical Surgical
5 minute(s) ago - Due 04/24/2021
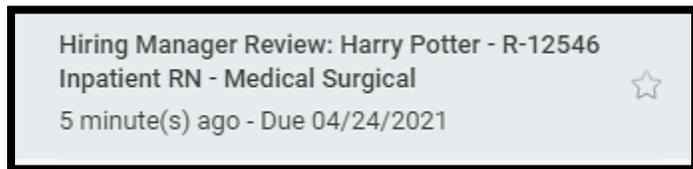
2. After reviewing the Candidate Profile, you can decide to **Interview** or **Decline** the candidate by using the buttons at the bottom of the candidate profile.
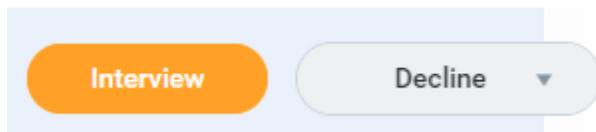
Decline - If you select Decline, you must select a disposition. At that point, the candidate will become inactive in the requisition, and their application will update to **Not Pursuing** in the candidate's portal.

Interview – If you're interested in speaking to the candidate, select **Interview**.
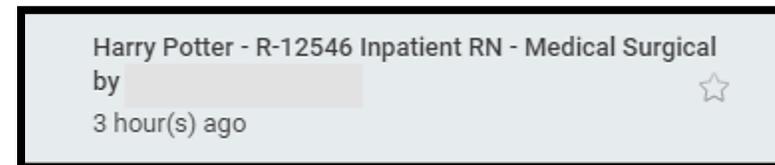
INTERVIEW

1. Click the **Interview** button. A **To Do** will be sent to the recruiter to identify the interview panel. Your recruiter will work with you to identify who should be involved in the interview of this candidate.

2. **Important Note**: Not all departments have recruiters schedule interviews – so one of the following two paths is taken. You and your recruiter will communicate as to which path is best for your individual department.

   a. The recruitment team schedules the **Interview**. This includes the date, time and interview panel. **All interview panel members will receive an Outlook calendar reminder.**

- OR -

   b. The recruitment team schedules the **Interview**, but it is just a place holder. Your department will schedule the true interview. Having the recruitment team send through this place holder allows you to receive the **Manage Interview Feedback** task.

3. Once scheduled, you will receive an Inbox task in Workday to **Manage Interview Feedback** for this interview. This task will allow you to reschedule the interview, cancel the interview and add/remove members from the interview panel up until the time of the interview.

Interview: Harry Potter - R-12546 Inpatient RN -
Medical Surgical
3 hour(s) ago
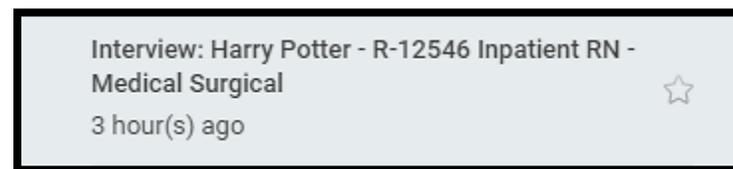
   a. The **Manage Interview Feedback** task also allows you to view and send back **Interview Feedback** from the interview panel once it is submitted.

   b. You should **NOT** submit the **Manage Interview Feedback** task until all **Interview Feedback** has been submitted from the interview panel. Once you submit the **Manager Interview Feedback** task, all incomplete **Give Interview Feedback** tasks will disappear and will not be able to be submitted.

4. **Give Interview Feedback** inbox tasks are sent to all interview panel members **on the day of the scheduled interview**.

Harry Potter - R-12546 Inpatient RN - Medical Surgical
by
3 hour(s) ago

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5. When all interview panel members have submitted their **Give Interview Feedback** tasks, you should then submit the **Manage Interview Feedback** task.

Note: At any time, you can decline a candidate in the Interview stage. Please keep in mind if you decline a candidate in Interview, any uncompleted interview tasks will be removed from Workday inboxes.

MAKE INTERVIEW DECISION

1. The recruiter will receive an inbox task to alert them to the completion of the **Manager Interview Feedback** task. Be sure to communicate with your recruiter on your decision to either **Move Forward** or **Decline** the candidate.

Decline - If you're not interested in moving forward with the candidate, you can disposition the candidate from the candidate grid. The candidate will become inactive in the requisition, and their application will update to **Not Pursuing** in the candidate's portal.

Move Forward – If you're interested in moving forward with the candidate, your recruiter can choose one of the following steps:

a. If **Additional Interview** is chosen, the Interview process described above will repeat.

b. If **Offer** is chosen, the recruiter will work with you and other areas of Human Resources to **Initiate Offer**.

OFFER

1. After the recruiter submits the **Initiate Offer** for the candidate, you will receive an inbox task in Workday to Review and Approve the **Offer Details**.

Offer for Job Application: Harry Potter - R-12546 Inpatient RN - Medical Surgical
31 second(s) ago
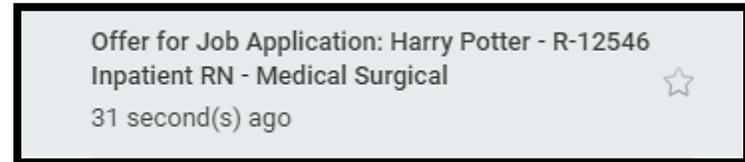
2. Once you approve, the recruiter can generate the required Offer Documents and send them to the candidate for eSign.