

Recruiting: Moving a Candidate through a Contingent Worker Requisition

After you create a contingent worker requisition, your recruiter will post for agencies to submit candidates. As candidates are received, both the hiring manager and the recruiter can see candidates.

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.

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New

3
Screen

3
Interview

No Filters Applied

6 items

2 selected

Overview

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Current Title
<input type="checkbox"/>	Shannon	Interview		2	09/04/2022	CSR
<input type="checkbox"/>	Danelle	Interview	Interview Evaluation	1	08/29/2022	Cna
<input type="checkbox"/>	Brian	Interview		2	08/15/2022	Patient Care Techn
<input checked="" type="checkbox"/>	Amanda	Hiring Manager Review	Screen	1	09/03/2022	Receptionist, Office Manager

HIRING MANAGER REVIEW

1. Each new candidate will trigger a **Hiring Manager Review** 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.

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 **Move Forward** or **Decline** the candidate by using the buttons at the bottom of the candidate profile.

Move Forward ▼

Decline ▼

Decline - If you select Decline, you must select a disposition. At that point, the candidate will become inactive in the requisition.

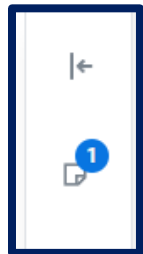
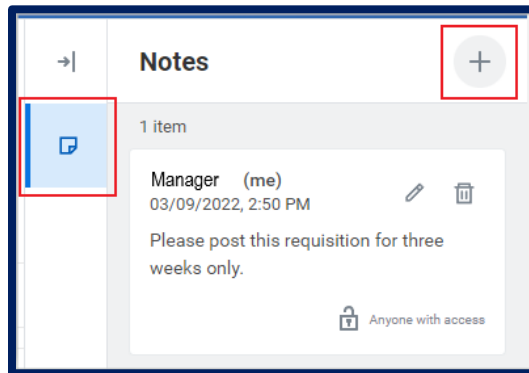
Move Forward – If you're interested in speaking to the candidate, select Move Forward and choose **Interview** or **Contract Contingent Worker**.

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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:

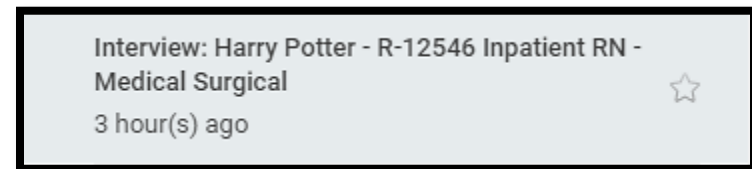
1. Choose the **message icon**
2. Click the **plus sign**.



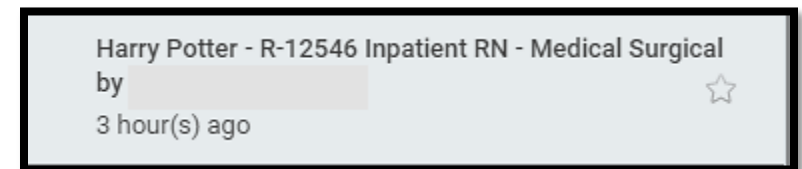
3. A **notification** will indicate you have an unread note.

INTERVIEW

1. You will schedule the **Interview**. This includes the date, time, and interview panel. **All interview panel members will receive an Outlook calendar reminder.**
2. 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.



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



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4. When all interview panel members have submitted their **Give Interview Feedback** tasks, you should then submit the **Manage Interview Feedback** task.
5. You will receive an inbox task to **Make Interview 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. The candidate will become inactive in the requisition.

Move Forward – If you're interested in moving forward with the candidate, you can choose **Contract Contingent Worker**.

CONTRACT CONTINGENT WORKER

1. Once you choose **Contract Contingent Worker**, the candidate is moved to the **Begin Hiring Process**, and **you are no longer able to move the candidate Forward or Backward**.
2. The candidate now routes to **Human Resources** to finish processing the transaction. If you have any questions, please discuss those with your Recruiter.
3. After a few days, you may receive additional inbox tasks related to onboarding for your new contingent worker. **Be sure to check your Workday inbox frequently to ensure you do not miss these important tasks.**