Create Prospect

The objective of this guide is to create a prospect.

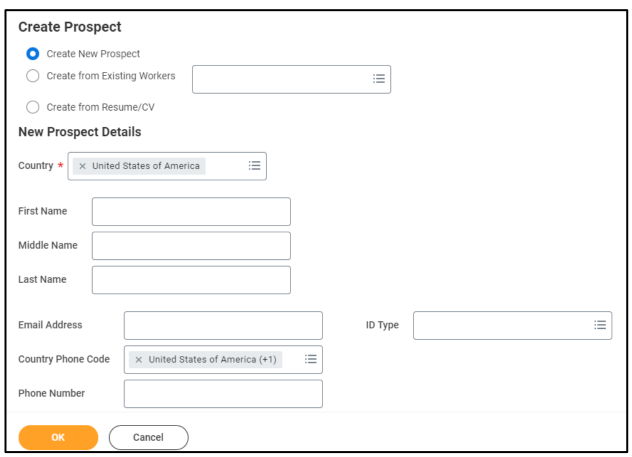
Security Role

- Recruiter

Contents

Create Prospect

1. Initiate the task by complete a. or b.
   a. Select Recruiting Dashboard.
   b. Select **Create Prospect** from the **Actions** (see screenshot at right).
   c. Type **Create Prospect** into the search bar and select the associated task.
2. Select **Create New Prospect**. NOTE: From the Create Prospect page, you can choose to Create New Prospect, Create from Existing Workers, or Create from Resume/CV.
3. Enter **New Prospect Details**.



4. Complete the available details for the prospect, such as contact information, experience, etc. (NOTE: Email address is required). You may also attach a Resume/CV by selecting the Resume tab.
5. Click **OK**.

Prospect Consent

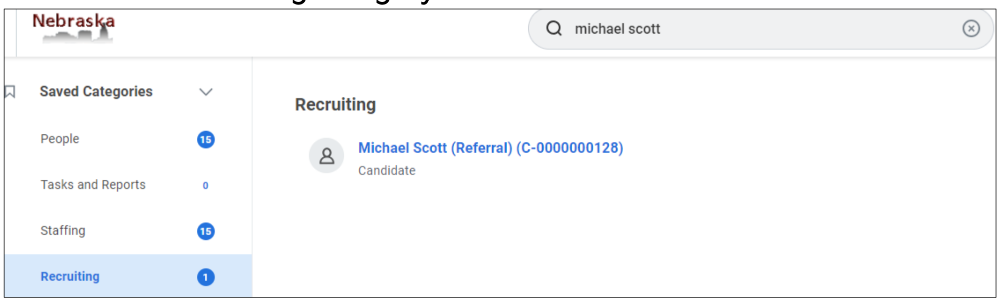
6. IMPORTANT NOTE: Creating a prospect will generate an automatic email notification to the prospect asking them to agree to receive communication from the State of Nebraska. **The prospect must accept these terms and conditions before any additional communication generate via Workday will be sent.**
7. Monitor the prospect's Consent Status in the header card for each prospect.
8. Use **View Prospect Consent Statuses** report to monitor.

a. Resend consent request by using checkbox next to desired prospect and clicking **Request Consent**.

Add to Candidate Pool

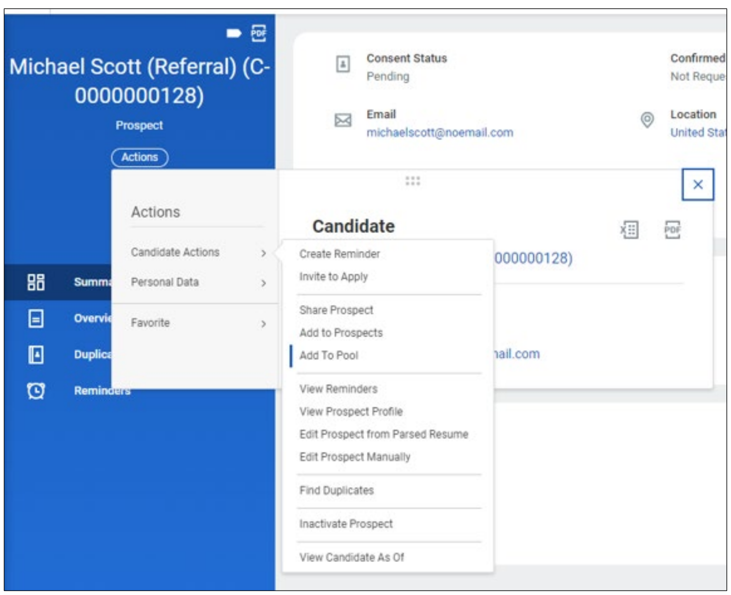
9. Search for prospect by typing candidate name in search bar.

10. Candidates will be under Recruiting category.

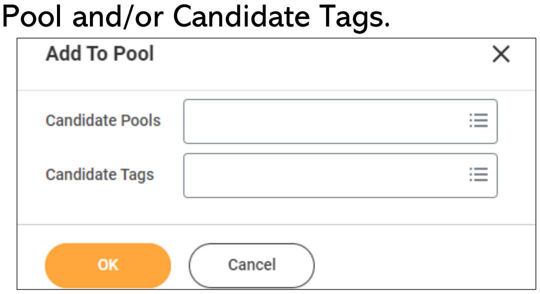


11. Click on prospect to open prospect profile.

12. In the blue bar, click Actions > Candidate Actions > Add to Pool.



13. Select appropriate Candidate Pool and/or Candidate Tags.



14. Click **OK**.