

# Create Prospect

## Create Prospect

The objective of this guide is to create a prospect.


## Security Role

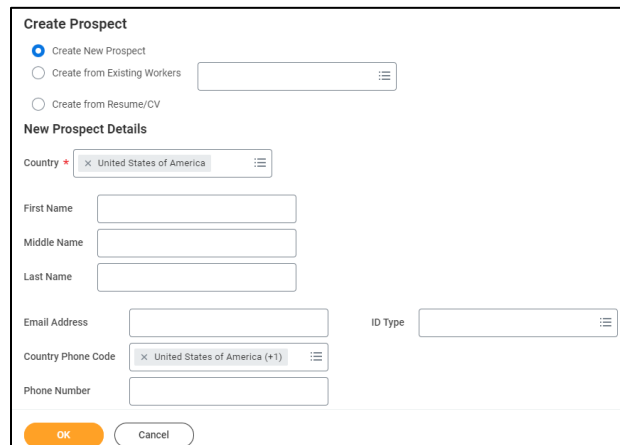
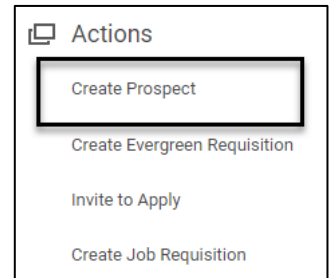
- Recruiter

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## Create Prospect

1. Initiate the task by completing a. or b.
  - a. Select Recruiting Dashboard. 
  - i. Select **Create Prospect** from the **Actions** (see screenshot at right).
  - b. 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**.

A screenshot of the 'Create Prospect' form. The form has three radio buttons at the top: 'Create New Prospect' (selected), 'Create from Existing Workers', and 'Create from Resume/CV'. Below these is the 'New Prospect Details' section. It includes a 'Country' dropdown menu with 'United States of America' selected. There are input fields for 'First Name', 'Middle Name', and 'Last Name'. There is an 'Email Address' input field and an 'ID Type' dropdown menu. There is a 'Country Phone Code' dropdown menu with 'United States of America (+1)' selected, and a 'Phone Number' input field. At the bottom of the form are two buttons: 'OK' (orange) and 'Cancel' (grey).

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

**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.**

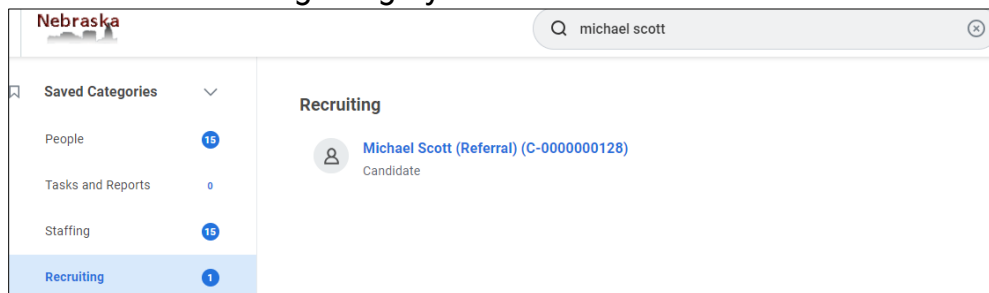
## Create Prospect

6. Monitor the prospect's Consent Status in the header card for each prospect.
7. Use **View Prospect Consent Statuses** report to monitor.
  - a. Resend consent request by using checkbox next to desired prospect and clicking **Request Consent**.

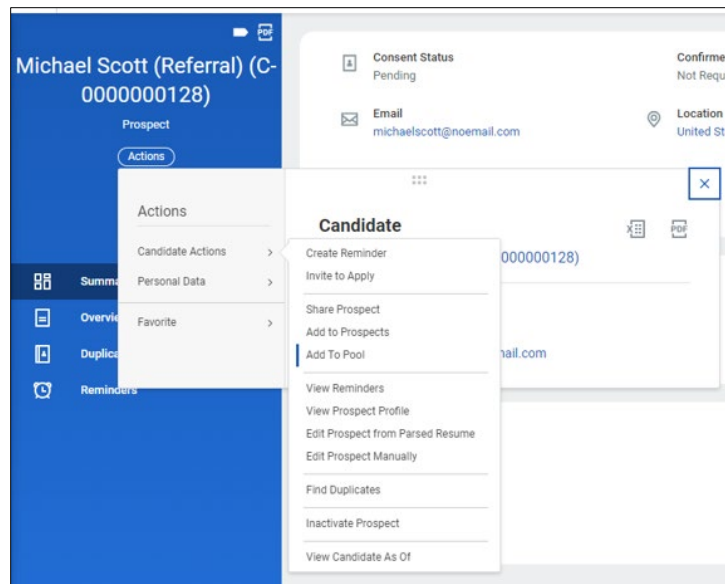
<input checked="" type="checkbox"/>	Michael Scott (Referral) (C-0000000128)	✉ michaelscott@noemail.com	Pending
<input type="checkbox"/>	Tiny Tim (C-	✉ ttim@noemail.com	Pending

## Add to Candidate Pool

8. Search for prospect by typing candidate name in search bar.
9. Candidates will be under Recruiting category.



10. Click on prospect to open prospect profile.
11. In the blue bar, click **Actions > Candidate Actions > Add to Pool**.



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

Add To Pool

Candidate Pools

Candidate Tags

OK

Cancel

13. Click **OK**.

### Introduce Yourself

“Introduce Yourself” is a feature on our External Career Site for candidates to indicate interest without submitting an application. They can share their education, experience, and anything else they think is valuable. These “prospects” then go into a candidate pool titled “Prospect Introduce Yourself”.

### Access These Candidates

1. Type **View Candidate Pool** in the search bar and press enter on your keyboard.
2. Select the report of this name.
3. In the View Candidate Pool box, choose **Candidate Pools**, and **Prospect Introduce Yourself**.
4. Click **OK**.
5. From the candidate pool, you can interact with the prospects, such as choose to share the prospect, send them a message, invite to apply to a specific requisition, or add to a different candidate pool to pursue.

