

Set Up Self-Schedule Calendars

Set Up Self-Schedule Calendar

The objective of this guide is to set up a recruiting self-schedule calendar.

Security Role

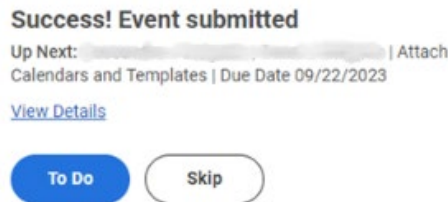
- Recruiter

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Add Calendar to Requisition

1. There are multiple ways to add a calendar to the requisition.
 - NOTE: calendars must be added to a requisition before candidates apply to the job posting.
 - a. Click the To Do that populates after a job is posted.



- b. Find the appropriate requisition, click the related actions button. Under Job Change, select Assign Recruiting Self-Schedule Calendars.
2. Select an existing calendar or create a recruiting self-schedule calendar.
3. Click OK.

Create Recruiting Self-Schedule Calendar

4. Complete relevant and/or required details.
 - a. Calendar should be named with agency name/acronym, recruiter name, and type of calendar (e.g., DAS Jane Doe Interview Calendar).

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- b. Select calendar type, which will determine which recruiting stage is associated with the calendar.

Create Recruiting Self-Schedule Calendar

<p>Name * <input type="text" value="Calendar"/></p> <p>External Name <input type="text"/></p> <p>Calendar Type * <input type="text" value="Initial Phone Screen"/></p> <p>Time Slot Duration (Minutes) <input type="text" value="30"/></p> <p>Inactive <input type="checkbox"/></p>	<p>Candidate Visibility Range</p> <p>Earliest Visibility (Days) <input type="text" value="0"/></p> <p>Latest Visibility (Days) <input type="text" value="0"/></p> <p>Reschedule Lock (Hours) <input type="text" value="0"/></p>
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! Schedule Excluded Days

+ Add

! 09/21/2023 - 09/28/2023 **Schedule of Time Blocks**

Start Date	*	<input type="text" value="09/21/2023"/>
End Date		<input type="text" value="09/28/2023"/>
Weekly Recurrence	*	<input type="text" value="1"/>
Maximum Number of Participants per Time Slot	*	<input type="text" value="1"/>
Location	*	<input type="text" value="phone"/>
Time Zone	*	<input type="text" value="GMT-06:00 Central Time (Chicago)"/>
Candidate Confirmation Message	*	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <div style="font-size: 0.8em; margin-bottom: 5px;">Normal B I U A : </div> Thank you for scheduling your phone screen! </div>

- c. Set the Candidate Visibility Range

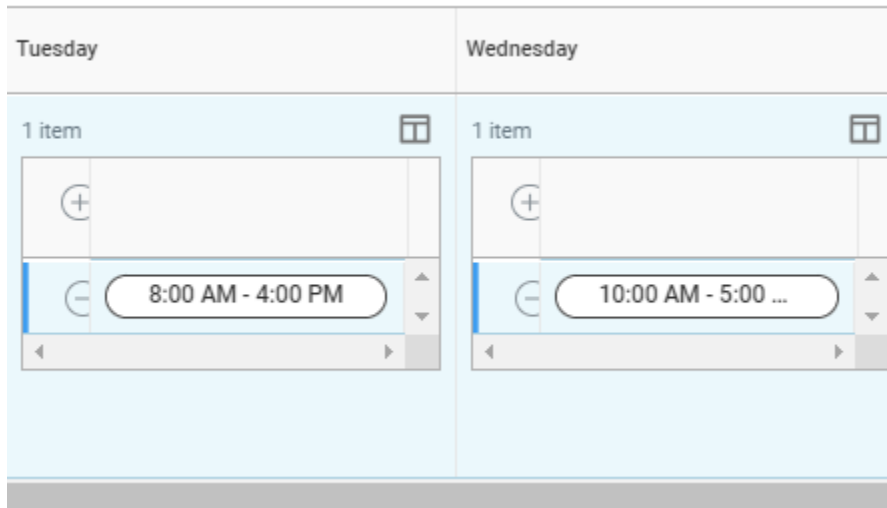
- i. **Earliest Visibility (Days)** – Workday adds this number of days to the current date to find the earliest date for available time slots (for example, if you add a 1, it will keep candidates from scheduling on the current day).
- ii. **Latest Visibility (Days)** – Workday adds this number of days to the current date to find the latest date available for time slots (for example, if you add 7, the furthest day out that a candidate can schedule is 7 days from the current date).
- iii. **Minimum Number of Dates to Display** – Limits visible dates, until earlier timeslots are filled.
- iv. **Reschedule Lock (Hours)** – The number of hours prior to the event that a candidate can reschedule (For example, this can be used to keep candidates from rescheduling on the current day).

Candidate Visibility Range

Earliest Visibility (Days)	<input type="text" value="1"/>
Latest Visibility (Days)	<input type="text" value="7"/>
Minimum Number of Dates to Display	<input type="text" value="0"/>
Reschedule Lock (Hours)	<input type="text" value="12"/>

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- d. Add time blocks that will be available in this calendar. Multiple blocks can be added to the day using the + button.



- e. Set up excluded days if you are unavailable on certain days, such as a holiday.

Schedule Excluded Days

⊕ Add

07/04/2024 07/31/2024

Excluded Days 🗑️

Start Date * 07/04/2024 📅

End Date 07/31/2024 📅

Month(s) * × July ☰

* Day(s) of the Month

× 4th ☰

× 17th ☰

Day of the Week in Month ☰

- f. Click **Done**

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Move Candidates to Self-Schedule Stage

5. Select a Candidate and move to associated recruiting stage in requisition.
 - NOTE: candidates go right into the screen step once the State Recruiting MQ review is completed. If a screen self-schedule calendar is added, a To Do will appear in inbox once a candidate passes the MQ review, which allows review of the application prior to the candidate receiving the self-schedule invitation. Once submit is clicked on the To Do, the candidate will receive the self-schedule invitation. If the candidate will not move forward, the application should be dispositioned accordingly prior to clicking submit on the To Do.

Complete To Do Evaluate Candidate Prior to Candidate Self-Schedule for Screening ...

Created: 09/21/2023 | Due: 09/21/2023

For Suzy Schedule - JR2023-00000291 Accountant I (C-0000000164)

Overall Process Job Application: Suzy Schedule - JR2023-00000291 Accountant I (C-0000000164) on 09/21/2023

Overall Status In Progress

Instructions This job requisition has a Candidate Self-Schedule calendar attached.

Review this candidate's application and determine if they should move forward. If they will not move forward, decline and enter disposition reason BEFORE you submit this To Do.

If they will move forward, click submit on this To Do and the candidate will receive the request to self-schedule a screening.

enter your comment

Submit Save for Later Close

6. Once a candidate schedules their appointment, another To Do will populate in Recruiter inbox as a reminder to send appropriate follow-up communication with event details.

Complete To Do Send Candidate Self-Schedule Follow Up Information ...

Created: 09/21/2023 | Due: 09/21/2023

For Suzy Schedule - JR2023-00000291 Accountant I (C-0000000164)

Overall Process Job Application: Suzy Schedule - JR2023-00000291 Accountant I (C-0000000164) on 09/21/2023

Overall Status In Progress

Instructions The candidate has completed a self-schedule response. Review the date & time and send appropriate follow up communication with event details.

When action is complete, come back to this To Do and click "Submit" to clear from your inbox.

enter your comment

Submit Save for Later Close

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Interview Schedule Reports

7. Once a candidate schedules, there are two reports you can run to view the occupied timeslot.
 - a. Consolidated Interview Schedule
 - i. This report shows scheduled interviews (both inputted into Workday by Recruiter as well as self-scheduled events).
 - b. Interview Schedule – Self Schedule
 - i. This report shows scheduled interviews, plus self-schedule status (which more clearly identifies rescheduled interviews), and any notes candidate added when scheduling interview.
8. To run the report, type the report title in the search bar and press enter.
9. Select the report and complete the applicable prompts (such as requisition number).
10. Click OK.

Inactivate Old Self-Schedule Calendars

11. Once a self-schedule calendar is no longer needed, it needs to be inactivated. Type self-schedule into the search bar and click the **Edit Recruiting Self-Schedule Calendar** task.
12. Select the calendar that needs to be inactivated and click OK.

Edit Recruiting Self-Schedule Calendar

Recruiting Self-Schedule Calendar * × KB TEST Screen Calendar 🔗 ☰

OK

Cancel

13. Click the box next to Inactive and click OK.

Set Up Self-Schedule Calendars

Edit Recruiting Self-Schedule Calendar KB TEST Scre

Name *

External Name

Calendar Type *

Time Slot Duration (Minutes)

Inactive

Usage

Schedule Excluded Days

+ Add

09/21/2023	09/28/2023	Schedule of Time Blocks
		Start Date
		End Date
		Weekly Recurrence
		Maximum Number of Participants per Time
		Location

14. Click OK.