Navigating Workday Recruiting

Workday Recruiting is used to manage the entire recruiting process, from job requisitions to candidate selection. This guide provides a high-level overview of the system.

Please see the **Create Job Requisition**, **Create Evergreen Requisition**, and **Recruiter Screen Move Candidates Guides** for detailed instructions for navigating Workday Recruiting requisitions and candidates.

Workday Recruiting Guides can be accessed here: https://das.nebraska.gov/personnel/user-guides.html#state-personnel-workday-user-guides-recruit

Contents

The Recruiter Hub 1

Recruiting 1

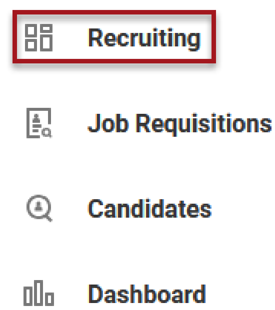
Job Requisition 2

Candidates 4

Recruiting Dashboard 6

Workday Inbox (My Tasks) 6

  Create Inbox (My Tasks) Filters 6



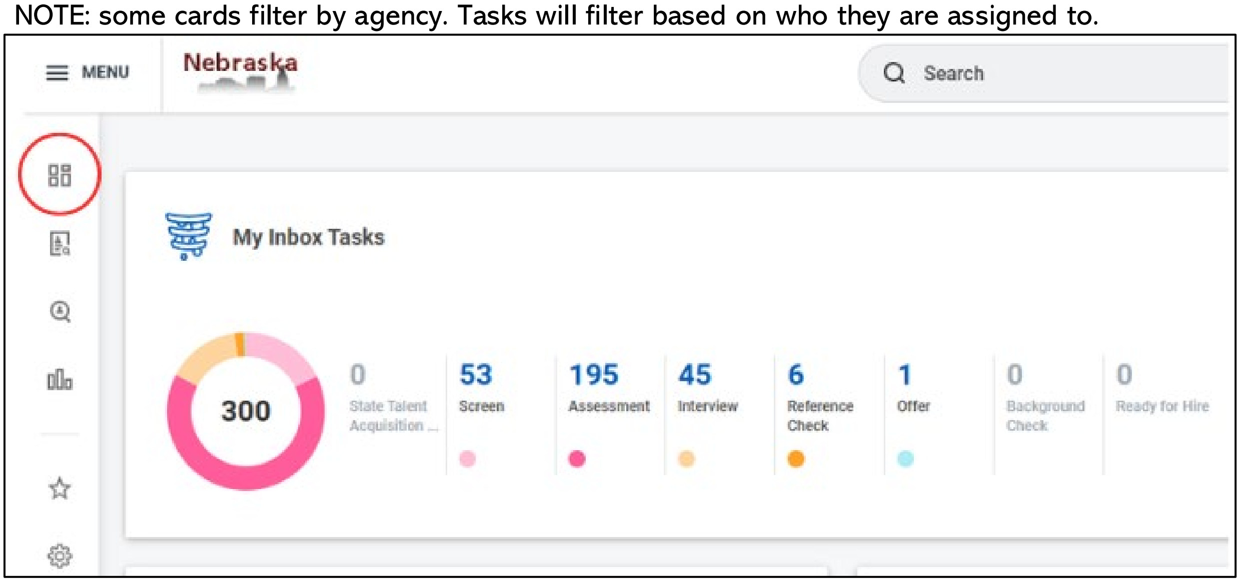
The Recruiter Hub

The Recruiter Hub is shown on the left side of every page for individuals with the Recruiter Role in Workday.

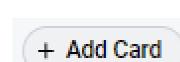
Recruiting

The Recruiting icon provides easy access to a variety of tasks and recruiting tools, such as candidates, screen tasks, interview tasks, and background check tasks.

- NOTE: some cards filter by agency. Tasks will filter based on who they are assigned to.

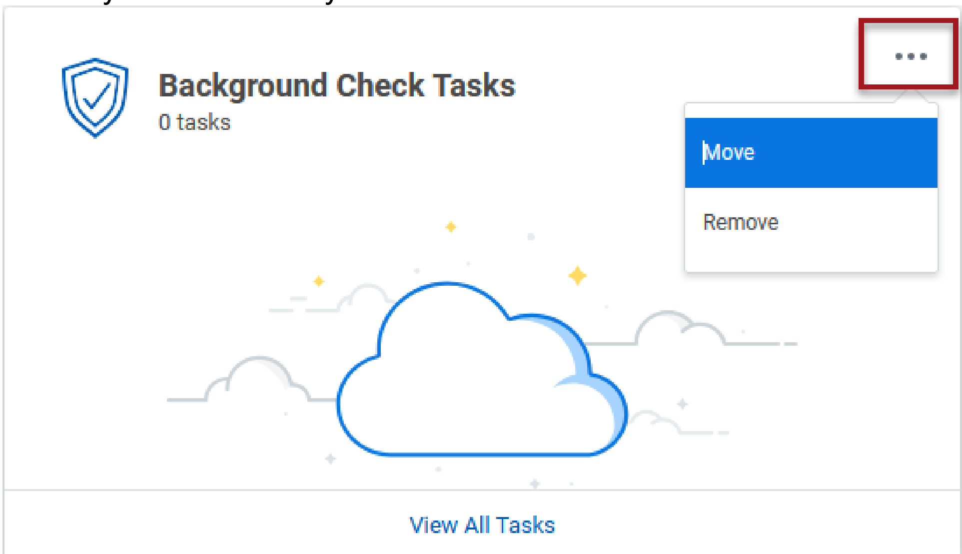


Additional cards can be added, by clicking “Add Card” in the upper righthand corner.



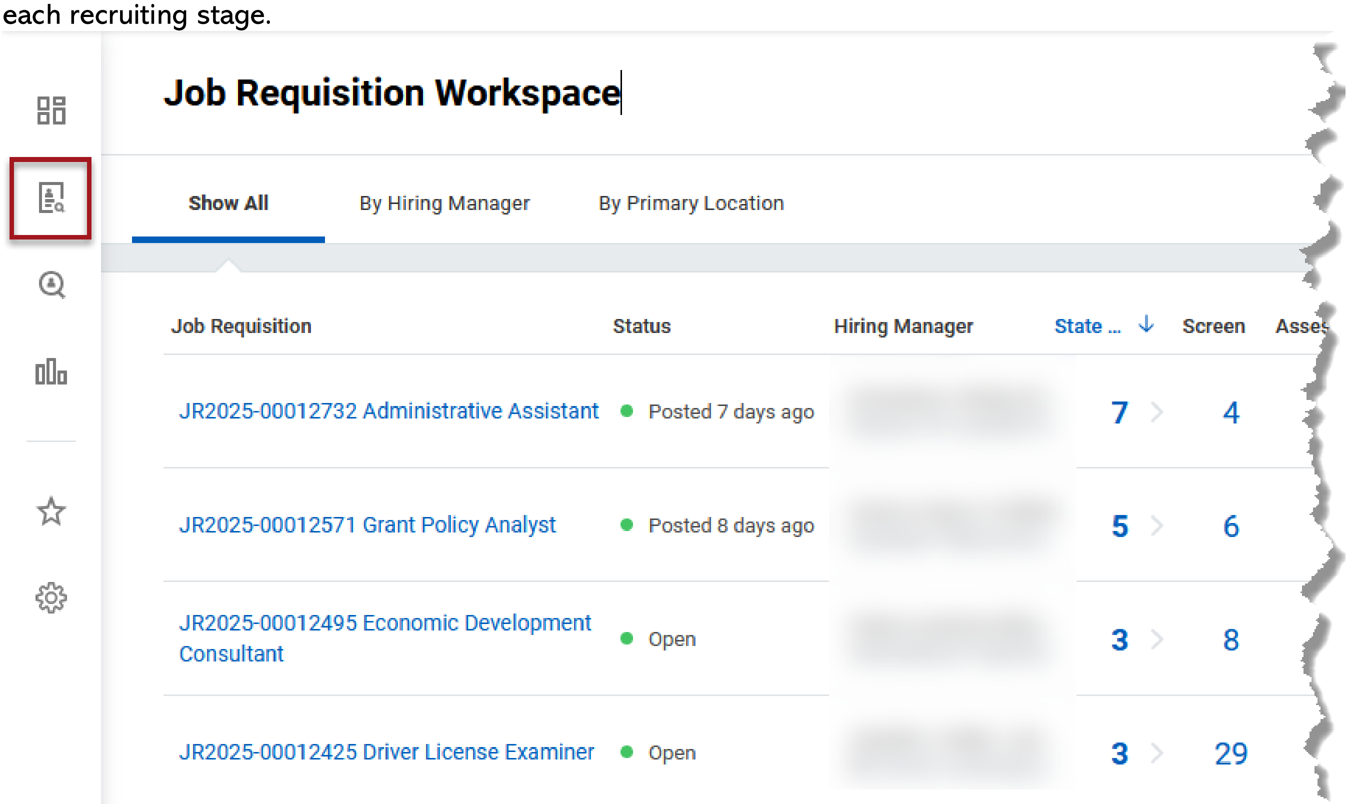
Cards can also be removed or moved by clicking the related actions (three dots) in the upper righthand corner of the card.

- NOTE: this allows you to customize your view.



Job Requisition

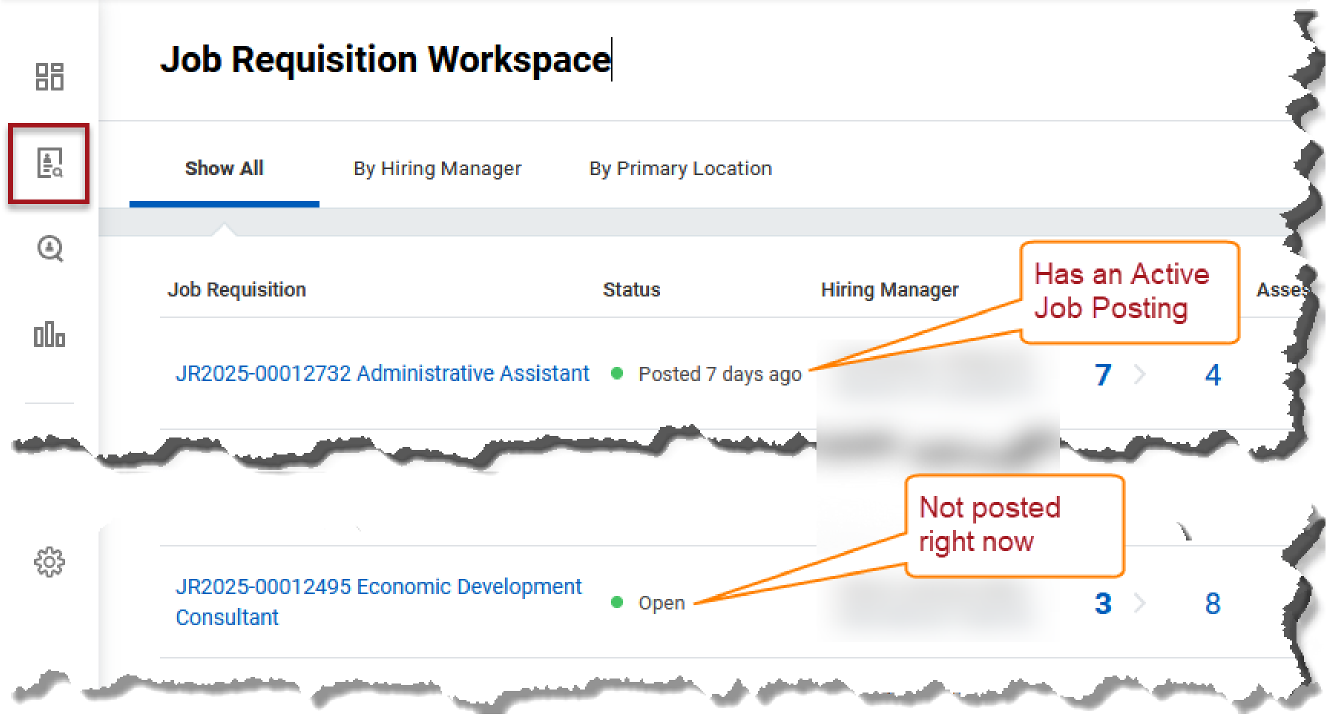
The Job Requisition Workspace provides access to all open requisitions, status, and the number of candidates in each recruiting stage.



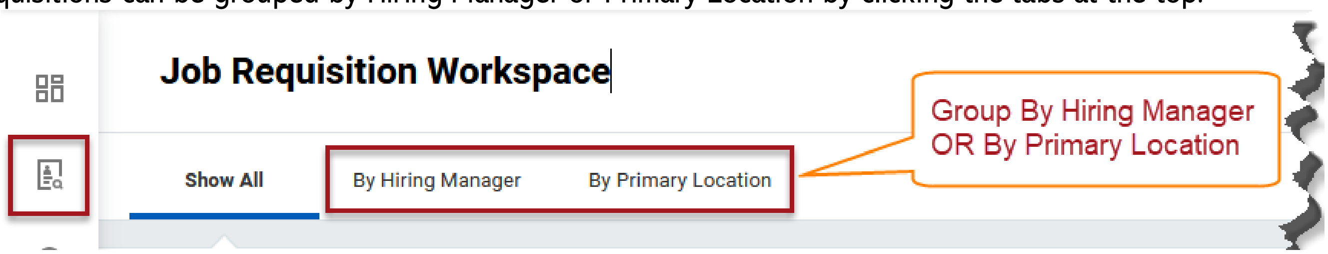
The status column in the Job Requisition Workspace provides a quick reference if the requisition has an active job posting.

- The requisition has an active job posting (meaning it is open for applications) if the status includes the word Posted.

- The requisition does NOT have an active job posting if the status is listed as open. This means the requisition is open, but not actively collecting applications.

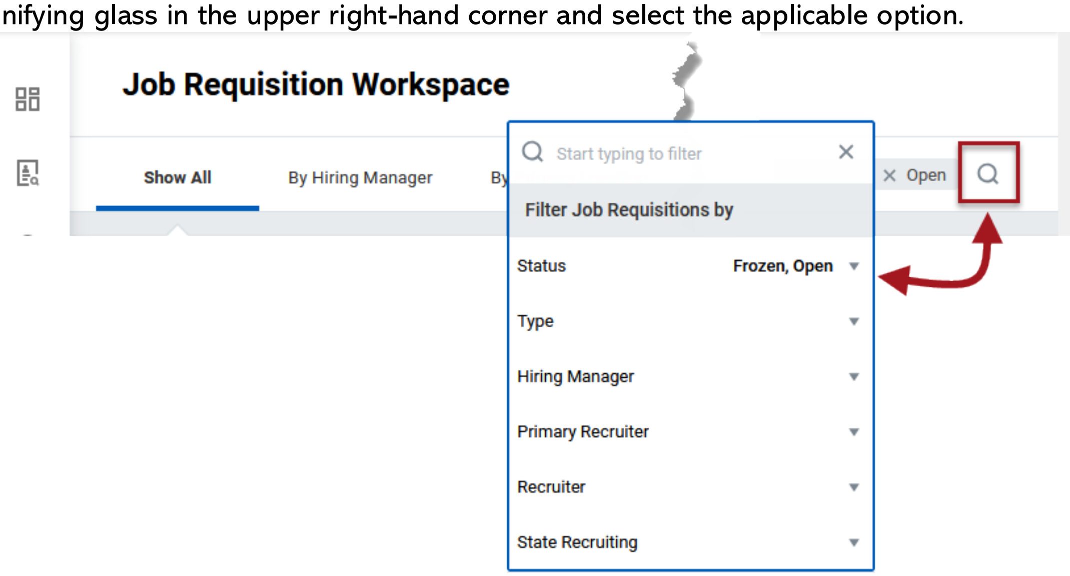


Requisitions can be grouped by Hiring Manager or Primary Location by clicking the tabs at the top.

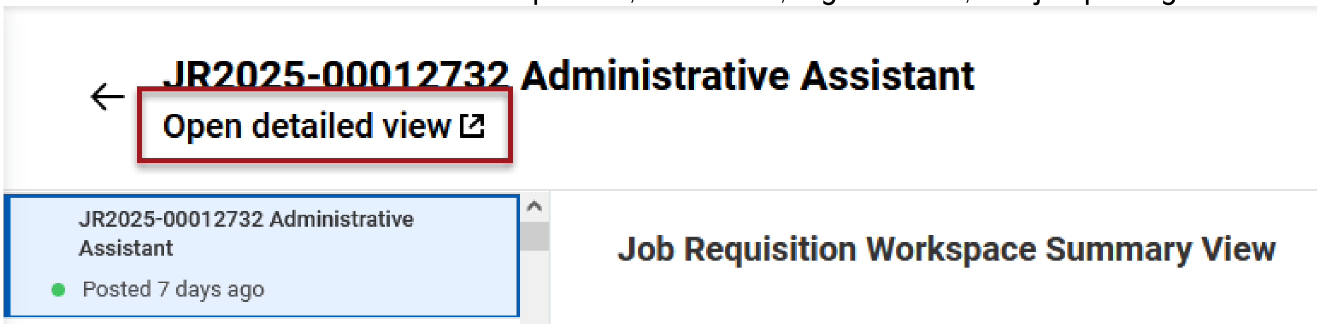


Requisitions can be filtered by status, requisition type, Hiring Manager, and/or Primary Recruiter.

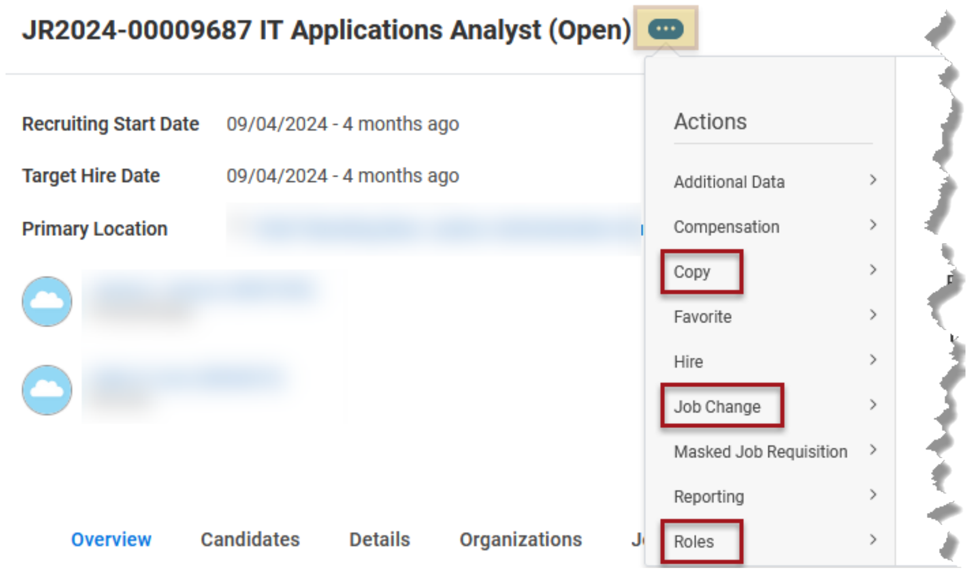
Click the magnifying glass in the upper right-hand corner and select the applicable option.



From the job requisition workspace, click on a requisition and then Open Detailed View to see complete details on the requisition. That will open THAT requisition in a new browser tab. Some of the information you can access includes the details entered on the requisition, candidates, organizations, and job postings.



In the detailed requisition view, you can access the actions menu, see the yellow highlight below.



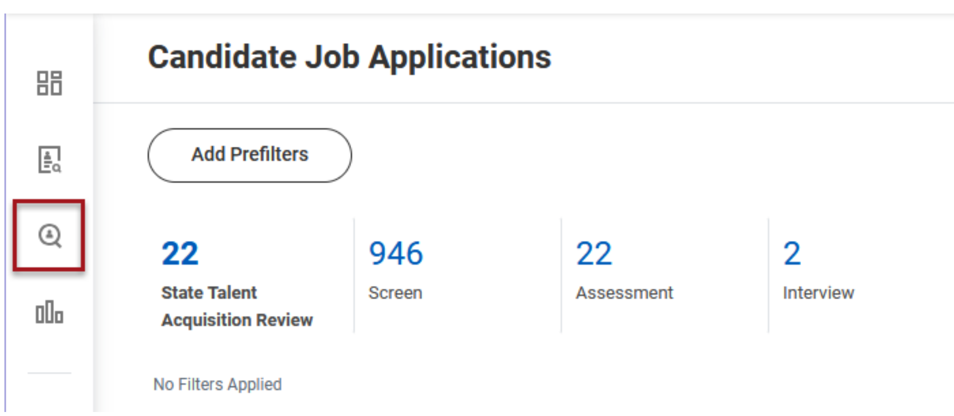
These menu options allow you to:

1. Copy → make a copy of the requisition.
2. Job Change → assign Self-Schedule Calendars (see **Set Up Self-Schedule Calendars Guide** for more information) or manage the interview team.
3. Roles → view role assignments or assign roles (primary recruiter).

The requisition will close itself and disappear from the Requisition Workspace when the position on the requisition is filled and the hire date has been reached. If there are multiple positions listed on the requisition, the requisition will remain open until the final position is filled. If a requisition has any positions that will not be filled, the recruiter will need to manually close the requisition (see **Job Posting Actions and Closing Requisitions Guide** for more information).

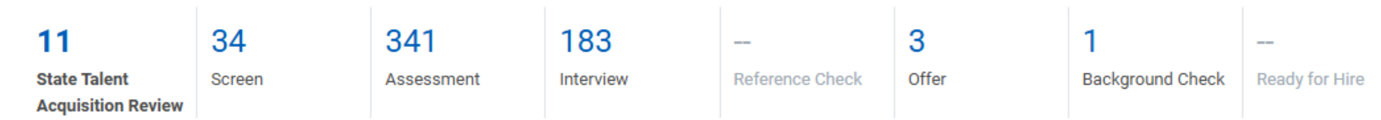
Candidates

The Candidate Job Applications page provides an overview of candidates for the requisitions assigned to your agency.

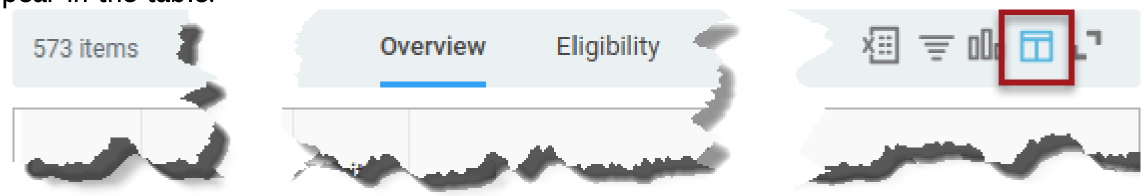


From here, you can view an assortment of information related to your candidates.

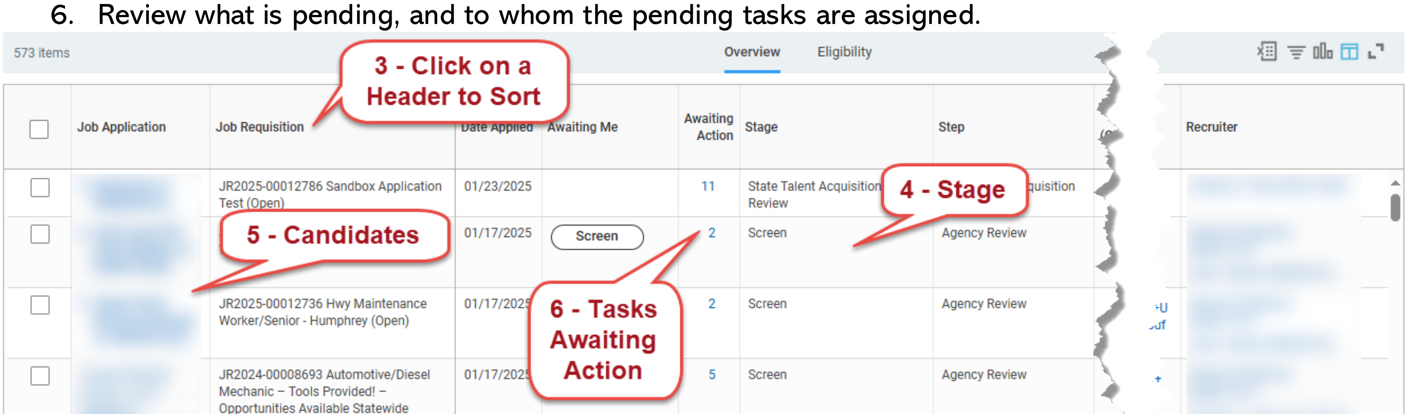
1. Filter candidates by stage (click on the stage name to filter by that stage). For example, "State Talent Acquisition Review," "Screen," or "Assessment," etc.



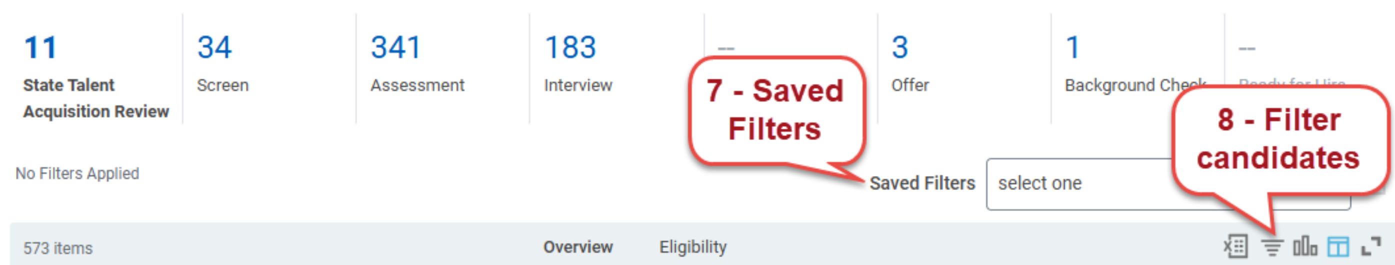
2. Click the icon shown in THIS screenshot to "view/edit grid preferences" to change the columns that appear in the table.



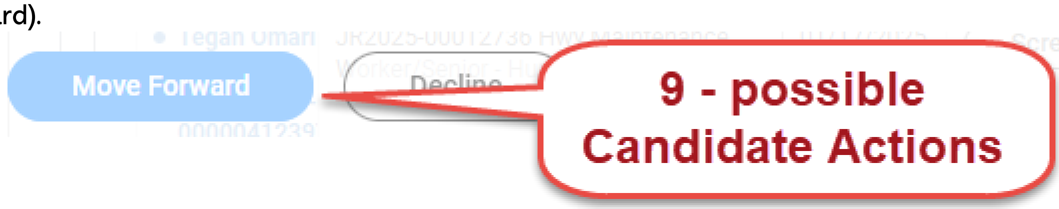
3. Click on a column heading to sort by that topic.
4. See what stage every candidates is in.
5. Click on a candidate's name to view their candidate profile, inlcuding job experience, recruiting history, etc.
6. Review what is pending, and to whom the pending tasks are assigned.



7. Filter candidate information based on a variety of critieria.
8. Access saved filters.

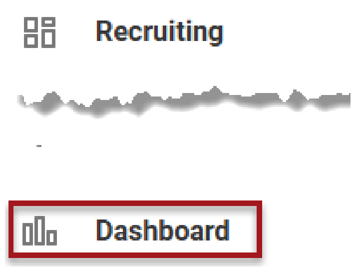


9. Move candidate to another stage (click the box nex to the candidate name(s) and then click Move Forward).

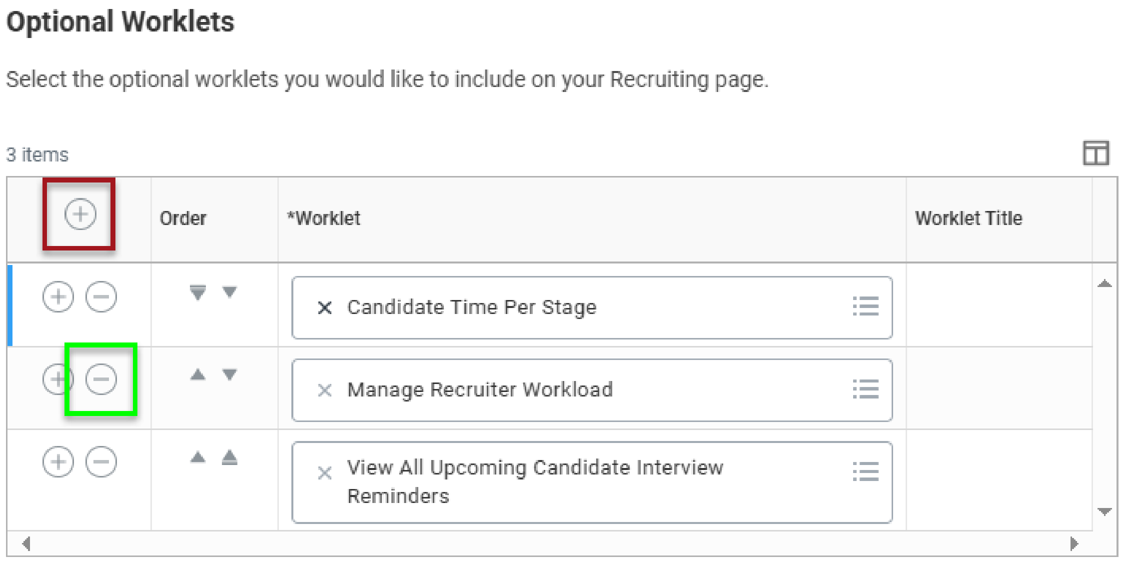


Recruiting Dashboard

The Recruiting Dashboard provides access to a snapshot of a variety of reports and tasks. You can adjust what appears on your dashboard by clicking the gear icon in the upper righthand corner.

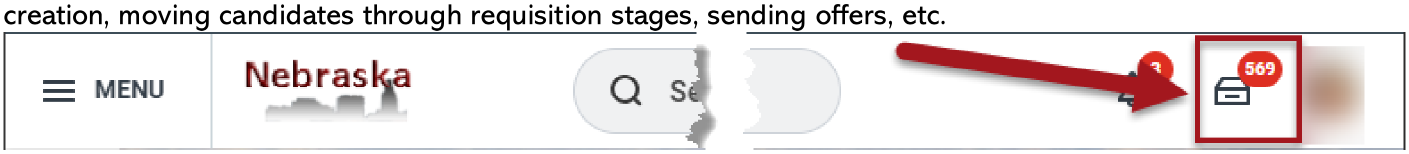


Under Optional Worklets, you can add additional reports by clicking the plus button at the top (red rectangle) or remove reports by clicking the minus sign to the left of the report name (green rectangle).



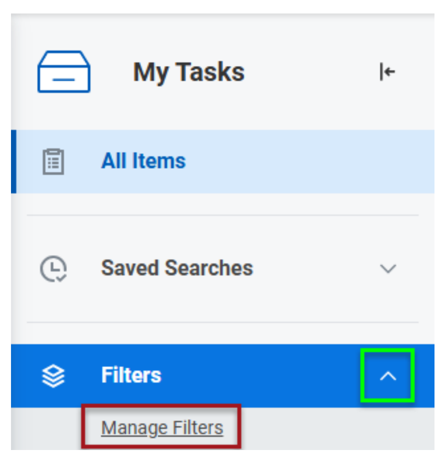
Workday Inbox (My Tasks)

Your Workday Inbox (My Tasks) is where you will find tasks assigned to you. You can access your Inbox from the upper right-hand corner of every screen. Tasks relevant to recruiting include items related to requisition creation, moving candidates through requisition stages, sending offers, etc.



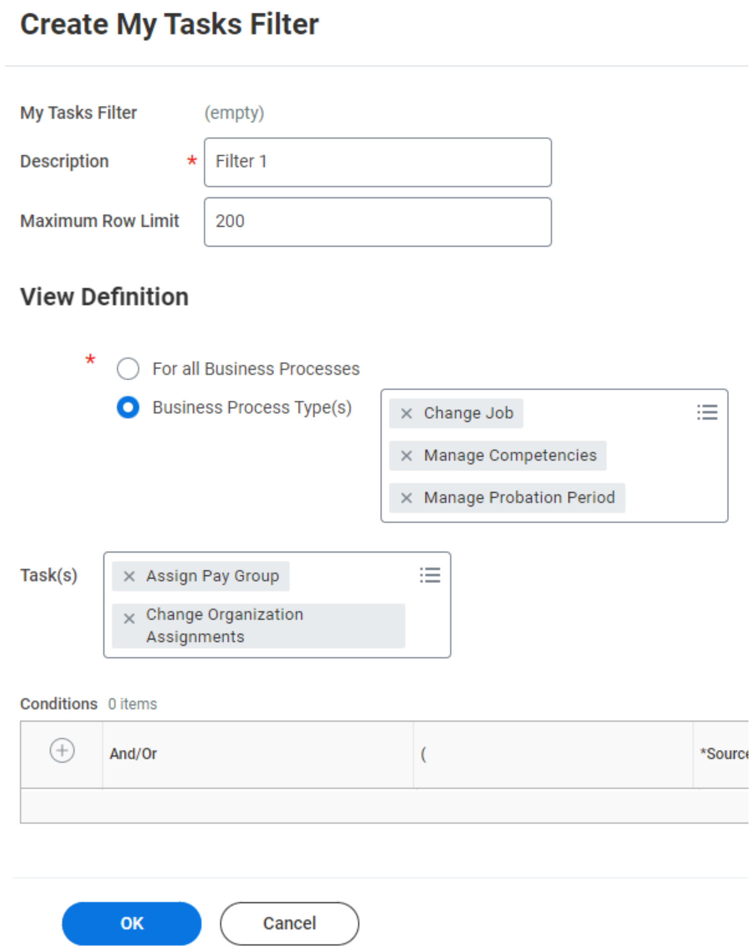
Filters can be created to categorize your tasks for easy organization, by completing the following instructions.

Create Inbox (My Tasks) Filters

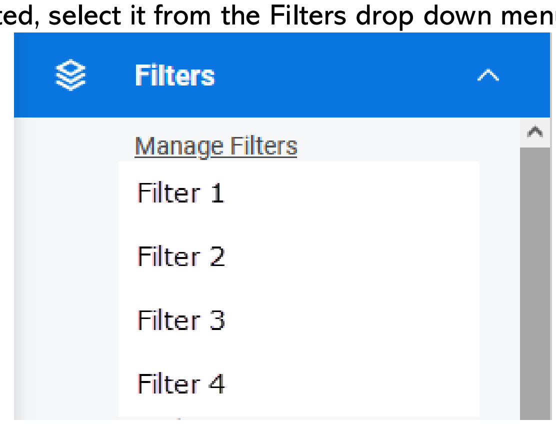


1. Select the inbox icon in the upper right-hand corner of Workday.
2. From the **My Tasks** menu on the left, select the dropdown for Filters (green rectangle).
    a. Select **Manage Filters** (red rectangle).
3. Select **Create My Tasks Filter**.
4. Enter a name of your choice for the filter.
5. Select the applicable Business Process Types bubble.
    a. Select the three-line drop down menu.
    b. Use the provided selections or search by key words to identify Business Process types that relate to your filter subject.

c. Select "Task(s)" drop down menu.
   i. Use the provided sections or search by key words to identify tasks within the Business Process Types that relate to your filter subject.



d. Once the filter is created, select it from the Filters drop down menu.



For further assistance with Workday Recruiting, contact the State Personnel Talent Acquisition Team at state.jobs@nebraska.gov or the AS Link Help Desk at as.linkhelp@nebraska.gov.