Workday Reports for Recruiting and Onboarding

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DEPT. OF ADMINISTRATIVE SERVICES

Below is a list of some reports related to Recruiting and Onboarding. To run a report in Workday, type the report name into the search bar and press enter on your keyboard. Click on the report, follow the applicable prompts, and click OK.

To find additional custom reports, add the "Custom Report" app to Workday apps or run the report **Run Custom Report** and review options.

Note: report availability is limited by Workday role and security permissions.

Report	Prompts	Information
Applicants by Job (SoN)	Requisition number.	Demographic information for candidates on a specific requisition.
Application Status (SoN)	Agency, supervisory org, candidate name, recruiting stage, disposition stage, dates, and veterans' preference among others.	Candidate information related to specific application, such as date created (submitted), current recruiting stage, primary recruiter, veterans' preference status, etc. Also includes responses to default supplemental questionnaires (including sponsorship, veterans' preference, and nepotism).
Application Status Candidate Stage Ready for Hire (Ise)	Agency, supervisory org, job requisition, candidate name, and dates.	Candidates that were moved to the ready for hire stage.
Average Number of Applicants Per Job Posting (SoN)	Posting dates, agency, job family and job profile.	Job posting counts, application counts and average applications per posting.
Average Number of Applicants Per Job Requisition (SoN)	Posting dates, agency, job family and job profile.	Requisition count, application count and average applications per requisition count.
Candidate Hire	Hire date range.	Information on hired candidates, including demographics, hire date, requisition, location, job profile, supervisory organization, and application source.
Candidate Pipeline	No prompts.	Number of candidates in each stage on job requisitions (excludes filled and closed requisitions). Drill down details include candidate, source and candidate contact information.
Candidate Questionnaire Score (SoN)	Job requisition, candidate name, and veterans' preference.	Candidate responses to application questionnaires, including veterans' preference and related percentage if applicable.

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Candidate Time Per Stage	Open requisition, previously frozen requisitions, and multi-opening requisitions.	Average number of days candidates are in each recruiting stage.
Candidate Time Per Stage (Ise)	Agency, date range (based on recruiting start date), job requisition and/or job profile.	Average number of days candidates are in each recruiting stage.
Consolidated Interview Schedule (SoN)	Recruiter, candidate name, job requisition, calendar, and scheduled dates.	Candidate, job requisition and scheduled interviews (both inputted into Workday by Recruiter as well as self-scheduled events).
Expired Work Authorization (SoN)	Agency, worker, and expiration date.	Employees with expiring Work Authorization documents, from Form I-9s completed outside of Workday.
Extract Candidates – Last Month (SoN)	Requisition, country, candidate type and candidate.	Information on candidates, such as job applications, stage, external candidate contact information, resume, work history, demographics, etc.
Interview Schedule – Self Schedule (SoN)	Recruiter, candidate name, job requisition, calendar, and scheduled dates.	Candidate, job requisition, scheduled interview, self-schedule status, and any notes candidate added when scheduling interview.
Job Requisition Aging – Indexed	Hiring manager, supervisory organization, location, and recruiter.	Number of job requisitions that have been open for under 30 days, 30 - 59 days, 60 - 89 days, and 90+ days based on the difference between the current date and recruiting start date by recruiter.
Job Requisition Notes (SoN)	Job requisition status, agency, supervisory organization, hiring manager, recruiter, note creator, location, and employee type.	Requisitions with notes, along with recruiter, age of requisition, note content, note creator, and note date/time.
Jobs Posted by Date (SoN)	Posting create date, agency, location, requisition status, and job posting status.	Job posting information, such as associated job requisition ID, title, job profile, agency, supervisory org, job posting status, location, posting dates, etc.

Report	Prompts	Information
Manage Job Requisitions (SoN)	Requisition status, agency, supervisor organization, hiring manager, recruiter, location, employee type and in-offer.	Requisition information, such as status, associated position numbers, recruiter, location, agency, supervisory organization, job profile, days open, etc.
Onboarding Status Summary (SoN)	Agency, job profile, and worker.	Status of onboarding for new hires, including agency, job profile, candidate name, hire date, tasks not started, tasks in progress, and completed tasks.
Time to Offer and Fill (SoN)	Recruiting start date, agency, location, primary recruiter, requisition, and job profile.	Average time to offer and average to fill by agency and primary recruiter.
U.S. Employees with Form I-9 Expiring Documents (Ise)	Start date and end date.	Employees with expiring Form I-9 documents, from Form I-9s completed electronically in Workday. Note, only select statuses/documents require reverification. See USCIS Website for more information (here).