Workday@OK

WORKDAY@OK RECRUITMENT
THIS GUIDE IS FOR: AGENCY HR STAFF/OMES CENTRAL HR STAFF/SHARED SERVICES

KEY REPORTS
A list of key reports that may be useful in performing recruitment activities is listed below:

REPORT NAME	DESCRIPTION
My Recruiting Jobs – Primary Recruiter	Select **All Apps** on Workday@OK homepage and select **Recruiting** application to get to the **Recruitment** dashboard. In the **Recruitment** dashboard, view a list of job requisitions, the number of active candidates and detailed information about the job requisition.
Source to Pipeline	Available on the **Recruitment** dashboard, view recruiting sources and the number of active candidates associated with the steps within the recruiting process.

CANDIDATE ACTIONS (SELF SERVICE)
Candidates may access career sites, apply to internal and external job postings, update their personal information and view notifications via their **Candidate** homepage.

Access Candidate homepage
The **Candidate** homepage is where external candidates can view and manage submitted applications, monitor the status of their applications and complete any pending tasks throughout the recruiting process.

Update Talent Profile
Candidates should keep their Workday@OK Career Information up to date in Workday@OK to assist in facilitating future career conversations. For more information, please refer to the Updating your Talent Profile user guide.

Applying to Internal Career Opportunities and Entering Referrals
Workday@OK is used for both internal and external applicants to apply for career opportunities. For more information on how employees can explore and apply for jobs, and how you can refer someone outside of the organization to a specific role, please refer to the Applying to Internal Career Opportunities and Entering Referrals user guide.

HIRING MANAGER ACTIONS
Hiring managers may initiate the recruiting process by creating a job requisition, view candidate profiles, schedule interviews, and give and review interview feedback. Hiring managers will not be able to view candidates until after they have been screened by the recruiter and moved to the review stage. For more information, please refer to the Recruitment Process for Managers user guide.

AGENCY RECRUITER ACTIONS
Recruiters can initiate and manage the recruiting process through various tasks and processes, including creating job requisitions, posting jobs, creating and managing candidate and prospect pools, questionnaires and assessments (if applicable), and merging candidate duplicates. For

additional guidance, please reference the [Getting Started in Workday@OK for Recruiters](#) user guide.

Create Job Requisition
Within Workday@OK, recruiters, managers and Shared Services can create a requisition. The process to create a job requisition can be viewed within the [Recruitment Process for Managers user guide](#).

Post Job
1. Navigate to **actions** in your inbox and select the **Post Job** action. Also, you can navigate directly to the selected job requisition, select **Post Job** under the **Job Postings** tab.
2. Complete the recruiting information by selecting job posting site(s): **Internal** and/or **State of Oklahoma Careers**, etc. There is an option to check the **Preview Job Posting**, but it isn't required. The primary posting box can remain unchecked. It does not apply to the State of Oklahoma. Select **OK**.
3. Complete the start date for each job posting site. The end date isn't required.
4. Select **Submit.**

Create and Manage Candidate and Prospect Pools
1. Use the search bar to locate the task, **Create Candidate Pool**.
2. Enter the name of the pool, add an optional description and select if the pool is dynamic (Workday@OK will find candidates) or static (candidates provided).
3. Select **OK**.
4. Select the criteria by which you want to filter your candidates (e.g., skills, types, total years of experience, prospects, etc.). Select **OK** → **Done.**

View Candidate Pools
1. Use the **Search** bar to locate the report **View All Candidate Pools**.
2. View list of candidate pools. You can select a candidate pool to view the candidates and information (location, job title, current company, skills, resume, etc.).
3. Select a candidate. You have options to: Share, Send Message, Invite to Apply and Add to Pool.

Create Prospect
1. Use the **Search** bar to locate the task **Create Prospect**.
2. Select the type of **Prospect** (Create New Prospect, Create from Existing Workers or Create from Resume/CV). Select **OK.**
3. Enter available information related to experience, skills, education and language. You can upload resume and cover letter and any other documents. Select **OK**.

Add or Remove Questionnaire (if applicable)
Hiring managers, HR specialists and recruiters can complete this task.
1. Use the **Search** bar to locate the task **Create Request**.
2. Select **Recruiting Supplemental Questionnaires** → **OK.**
3. Enter the requisition number, question(s) and question type (e.g., multiple choice-multiselect, multiple choice-single select, text). Also include if the proposed questionnaire is a standard questionnaire for a specific job profile or job family.
4. Upload any supporting documentation (optional).
5. Select **Submit**.

Merging Candidate Duplicates
1. Navigate to the candidate's profile, select **Potential Duplicates** → **View More**.
2. After careful review, if the duplicates are a match, select **Merge** → **OK.**
3. Within your Workday@OK inbox, locate the task, **Check for Duplicate Candidate** and select **Submit.** Please note, you will continue to receive this message until the task is submitted.

Make Offer
1. Locate the specific job requisition.
2. Identify the candidate for whom you would like to make an offer and select **Open** under the **Awaiting Me** column.
3. Complete start details by selecting the **pencil icon** for each section at the top right and select check mark when complete. Select **Next**.
4. The compensation details will automatically populate from the job requisition. Select **Next.**
5. Complete one-time payment information (e.g., moving expense, moving expense reimbursement) if applicable. Select **Next.**
6. Review summary of the offer and make edits if necessary. Select **Submit.**
7. Next, select questionnaire option for offer letter acceptance: **Yes – Send offer to Candidate Home** for e-signature, or **No – Print offer letter for in-person signature**. Select **Submit**.
8. Navigate to **Actions** inbox. Select **Generation Document for Offer**. Select **Review**.
9. The offer letter template will open and automatically populate some information from the job requisition that is highlighted in green. Complete the information highlighted in yellow to customize for your agency. The template can be edited with exception of the information highlighted in green. Select **Submit**.

Copying Job Requisition
1. Use the search bar to locate the task, **Create Job Requisition**.
2. Enter JR that you'd like to copy from the **Copy Details from Existing Requisition** box.

   Note: The copied job requisition MUST match the position restrictions of the position used on the new job requisition. If these items do not match, you will receive errors.

3. Update the Supervisor Organization, if applicable.
4. Select if you'd like to **Create New Position** or use **For Existing Position**.
   a. If you select **For Existing Position**, you will enter in the position number.
5. Enter in the appropriate **Worker Type**. Then select **OK**.
6. Enter in the **Reason**, **Recruiting Start Date** and **Target Hire Date**.
7. Review the remaining tabs of the copied Job Requisition and make any necessary changes/updates. Once on the summary page, hit **Submit.**