

GETTING STARTED IN WORKDAY@OK – RECRUITERS

THIS GUIDE IS FOR: Agency HR Staff/OMES Central HR Staff/Shared Services

Recruiters will have the ability to initiate and manage various processes throughout the recruitment lifecycle.

KEY TERMINOLOGY

Term	Definition
Recruiting Hub	Centralized location where you can easily view and transact upon candidates.
Job Management	Staffing model concept that provides the least control over the definition of individual positions. Hiring restrictions will apply to all jobs in the supervisory organization, not specific positions. No limits on the number of jobs that can be filled, and you do not need to create a separate, open position for each job you want to fill. There are some agencies that use this staffing model.
Position Management	Staffing model concept that provides the greatest control over hiring. It enables you to define separate hiring rules and restrictions for each position. Requires an open, approved position before you can hire, promote, transfer or demote employees. The majority of agencies use this staffing model.

To confirm the staffing model for an agency:

1. Navigate to **Search Bar** and search for **View Supervisory Organization** report.
2. Select **OK**.
3. Select the **Staffing tab** and look for **Position Management** or **Job Management** in the **Staffing Model** field.

NAVIGATION: RECRUITING HUB AND RECRUITING APPLICATION

When accessing Workday@OK via desktop, you will see a bar of grey icons on the left side of the screen. These icons will provide easy access to the **Recruiting Hub** (which includes common reports and tasks).

- **Recruiting:** End-to-end talent acquisition application to help you find, engage and select the best internal and external candidates for your organization.
- **Job Requisitions:** View the open job requisitions you are supporting and where candidates are in the process.
- **Candidates:** View the candidates that have applied to jobs and associated materials (e.g., resumes).
- **Dashboards:** View critical information about your candidate pipeline, manage job requisitions and sourcing information.



To view a consolidated list of recruiting information and tasks available to you, visit the **Recruiting application** from the homepage.

RECRUITING BUSINESS PROCESSES IN WORKDAY@OK

Create Job Requisition and associated processes (**Move, Close, Freeze**)

- Recruiters, managers, HR executives, HR partners, HR specialists, Central Applicant Services and Shared Services are examples of roles with the ability to create a job requisition in Workday@OK.

Create/Select Position

- This is required for agencies who use the **Position Management** staffing model.

Post Job

- As the recruiter, you will be responsible for posting the job to internal and external career sites (as applicable).

Job Application

- You will work with the hiring manager throughout the **Job Application** process to move candidates through the process.
- Steps in **Job Application** process include:
 - Document review.
 - Candidate screening.
 - Assessment.
 - Interview.
 - Reference check.
 - Background check.
 - Offer.

Ready for Hire

- Once a candidate is moved to **Ready for Hire**, the job will be unposted and remaining candidates will be declined.

Hire

- Human Resources will receive inbox items to complete and review the hire (e.g., **Assign Pay Group, Propose Compensation Hire**).

ADDITIONAL RESOURCES

Reference the below user guides as needed, for additional context on the recruitment process experience.

- [Recruitment Process for Managers](#)
- [Employee Lifecycle for Shared Services](#)
- [Workday@OK Recruitment](#)