Workday@OK

RECRUITMENT PROCESS FOR MANAGERS

THIS GUIDE IS FOR: MANAGERS

Hiring managers may initiate the recruiting process by creating a job requisition. Hiring managers can also view candidate profiles, schedule interviews and give and review interview feedback.

RECRUITING APPLICATION

The recruiting application and dashboard will serve as a catch-all for reviewing candidates and open job requisitions.

1. Beginning on the Workday@OK homepage, select **View All Apps → Recruiting.**
2. The dashboard is divided into four sections:
    a. **Actions** represent tasks to review or act upon.
    b. **View** lists available reports related to recruiting activities.
    c. **External Links** provides a link to the State of Oklahoma career site.
    d. **Recent** lists all recently selected tasks, reports or links.

To view a list of job requisitions:

1. Select **My Recruiting Jobs**, choose the appropriate **Job Requisition Status** (e.g., frozen, open, filled, closed).
2. Select **OK**. Workday@OK will display a list of job requisitions.
3. You can select a job requisition directly to view details or review which stage candidates are at in the recruiting process. Hiring managers can only view candidates who have been reviewed by the assigned agency recruiter or Central Review.

CREATE JOB REQUISITION

1. Beginning on the Workday@OK homepage, select **View All Apps → Recruiting.**
2. Select **Create Job Requisition.** Workday@OK will display a pop-up menu with fields to complete. Consider the below options when populating the menu.
    a. **Supervisory Organization**: The hiring manager's agency and name.
    b. **For Existing Position**: Enter the position number or choose from the list of jobs given. Note: 'Unfilled' should be in the position name.
    c. **Worker Type**: Select the type of worker (e.g., Employee, Contingent Worker).
3. Select **OK**.
4. Next, the **Recruiting Details** page will open where the hiring manager will input information about **Reason** for job requisition and **Recruiting Instruction** of where applications will be routed to for review. If hiring manager selects **Recruiting with Agency Recruiter**, job applications will be sent to the assigned agency recruiter. If hiring manager selects **Recruiting with Central Review** (HCM), job applications will be sent to Central Applicant Services (HCM) for review.
5. The **Recruiting Start Date** will automatically populate to the current date since you are creating the job requisition and choose the **Target Hire Date** the same as the **Recruiting Start Date**. The **Target Hire Date** cannot be changed once the requisition is approved and will not allow hiring a candidate before that selected date.
6. Select **Next**.
7. Review and complete the **Job Details** section. Most fields in this section will automatically populate, with exception of the **Justification** field. The **Justification** field is where the hiring manager inputs the compensation information for the position and is required to be filled for applicants to view the compensation on the job posting.

8. Select **Next**.
9. Follow the prompts to complete the **Assign Roles** section where the hiring manager will select **Agency Primary Recruiter** or **Agency Primary Recruiter (Central Review-HCM)**. The hiring manager must choose the same selection they chose in the **Recruiting Instruction** field. Next, complete the **Assigned To** field by entering the name of the assigned recruiter at the hiring manager's agency. The hiring manager can assign more than one recruiter if desired.
10. Next, review the **Summary** section for accuracy of the information.
11. Select **Submit**.

REVIEW JOB REQUISITIONS

1. Beginning within the **Recruiting Application**, under **View**, select **Job Requisition**.
2. Select the requisition you wish to view. Note: Open requisitions will display (open) following the name.
3. Select **OK**.
4. On the **Job Requisition** dashboard, consider the following options:
    a. **Overview**: View an overview of the candidate pipeline and candidates by active stage.
    b. **Candidates**: View a list of candidates and their current status related to the requisition.
    c. **Details**: Review **Requisition Compensation** and the selected **Interview Team**.

PROVIDE INTERVIEW FEEDBACK AND RATING

For those involved in the interview process, you will receive a notification to provide feedback.

1. Beginning in the Workday@OK inbox, locate and select the **task** with the candidate's name.
2. Scroll to the **Interview Feedback** section to:
    a. Answer any provided questions (if applicable).
    b. Provide an **Overall Rating**, using the scale 3-Highly Recommend, 2- Recommend with Reservations, 1-Do Not Recommend.
    c. Provide justification within the **Overall Comment**.
3. Select **Submit.**

VIEW CANDIDATE PROFILE

1. Beginning on the Workday@OK homepage, select **View All Apps → Recruiting.**
2. Scroll to **Recent** and select the desired job requisition to review. On this page, the hiring manager will see all **Candidates by Active Stage** in the application process and **Candidates by Source.**
3. Select **Review Candidates** to view all applicants for an open position. To view a candidate's profile, select their name. Workday@OK will display the candidate in a similar manner to a **Worker Profile**.

VIEW INTERVIEW FEEDBACK

1. Beginning on the **Candidate Profile**, locate the **Interview** tab.

2. Select **Interview Feedback**. The hiring manager will be able to view all provided feedback and ratings.

WELCOME NEW TEAM MEMBERS

New employees will receive tasks to complete within Workday@OK; however, managers should feel encouraged to reach out to their employees outside of Workday@OK as well.