THIS JOB AID IS FOR: RECRUITERS

This job aid will provide step-by-step instructions on how to complete common tasks and actions as a recruiter in Workday@OK.

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.
   c. **Worker Type**: Select the type of worker (e.g., Employee or Contingent Worker).
3. Select **OK**.
4. Next, the **Recruiting Details** page will open where the recruiter will select the edit pencil icon to input job information such as **Reason** for job requisition and **Recruiting Instruction** of where applications will be routed to for review. If the recruiter selects **Recruiting with Agency Recruiter**, job applications will be sent to the assigned agency recruiter to review their own applications. If recruiter selects **Recruiting with Central Review**, job applications will be sent to Central Applicant Services (HCM) to review candidates for minimum qualifications.
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 recruiter inputs the compensation information for the position and is recommended to be filled for applicants to view the compensation on the job posting.
8. Select **Next**.
9. Review the **Organization** and **Compensation** tabs to make sure they are correct.
10. Select **Next.**
11. Select **Add** to complete the **Assign Roles** section where the recruiter will select **Agency Primary Recruiter** or **Agency Primary Recruiter (Central Review)**. The recruiter 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. You can assign more than one recruiter if desired.
12. Next, review the **Summary** section for accuracy of the information. You can make changes if needed.
13. Select **Submit**. Tip: You may want to write down your new job requisition number (e.g., JR123) or check your inbox archive.

Workday@OK

POST A JOB
1. As recruiter, navigate to your inbox and select **Post Job** task for the desired job requisition and complete. Also, you can navigate directly to the selected job requisition**,** select the **Job Postings** tab and select **Post Job.**
2. Complete the recruiting information by selecting job posting site(s): **Internal, External (State of Oklahoma Careers) or All.** There is an option to check the **Preview Job Posting,** but it isn't required. Select **OK.**
3. Complete the **Start Date** for each job posting site. The **End Date** isn't required**.** The **Primary Posting** box can remain unchecked. It does not apply to the State of Oklahoma. Select **Submit.**

VIEW JOB POSTING SITES
External Career Site
1. Beginning on the Workday@OK homepage, select **View All Apps → Recruiting**.
2. Under **External Actions,** select **State of Oklahoma Career Site.** The site will open in another browser window where you can review the list job postings.

Internal Career Site
1. Beginning on the Workday@OK homepage, select **View All Apps → Career.**
2. Under **View**, select **Find Jobs – Internal State of Oklahoma** to review all internal job postings.

EDIT JOB POSTING
1. Type the job requisition number in the search bar.
2. When it appears in the search results, select the brick icon next to the job requisition title.
3. Scroll down and hover over **Job Change**, then select **Edit Job Requisition**.
4. Select the pencil icon to edit.
5. Select the bulleted list icon in the **Reason** field. Select **Edit Job Requisition** and select reason. It is usually **Administrative >Correction/Adjustment.**
6. Select **Next.**
7. Select the pencil icon to make edits on the job announcement.
8. Select **Next.**
9. Next, is the **Organizations** section. Do not change as this information is pulled from the position directly. Select **Next**.
10. Next, is the **Compensation** section. The compensation can't be changed. To change requisition compensation, close current job requisition and navigate to **Edit Position Restrictions** to route position for full approvals and create a new job requisition
11. Select **Next**.
12. If you need to make edits, select the pencil icon.
13. If job is posted and you want to add or change primary recruiter on the assign role section, select **Add → Assign To** field and input the recruiter information.
14. Select **Next** then select **Submit**.
15. Navigate to your inbox to unpost job. You can skip this step if not posted.
16. You will receive an action in your inbox to **Post Job**.
17. Select the **Job Postings** options. Choose the **Job Site** (external, internal, all).
18. Select **OK**, then **Submit**.
19. Select **Done.** Note: The posted changes will not be reflected until it is unposted and then posted again.

SCREEN CANDIDATES
1. Type the **Job Requisition Number** (e.g., JR123) in the search bar and select the desired job requisition.
2. Select **Candidates** to view the list of newly applied candidates and select the candidate's name to review their application.
3. Select the back arrow button on your browser to navigate back to the job requisition.
4. Select the check box next to the candidate's name that has been reviewed and meets minimum qualifications. Select **Move Forward** button to move the selected candidate to **Screen** stage. Once a candidate has been moved to the **Screen** stage, the hiring manager will then be able to review candidate applications.

DECLINE A CANDIDATE
1. Type the **Job Requisition Number** (e.g., JR123) in the search bar and select the desired job requisition.
2. Select **Candidates** to view the list of candidates and select a candidate's name to review their application.
3. Select the back arrow button on your browser to navigate back to the job requisition.
4. Select the check box next to the candidate's name that has been reviewed and does not meet minimum qualifications. Select **Decline** button and choose the **Disposition Reason**. Select **OK.** The candidate no longer appears under the job requisition. Now, they will appear on the candidate grid when you select **Inactive Candidates**. Note: When the candidate has been dispositioned to **Not Qualified,** the candidate will receive an email and their application status will show **Not Selected** on the candidate homepage.

MERGE DUPLICATE CANDIDATES
1. Navigate to your inbox for any duplicate candidate **To Do** tasks.
2. Open candidate profile and view the suggested duplicate.
3. Verify if the candidates are the same person.
4. **Merge** if they are the same person.
5. **Remove As Duplicate** if you have confirmed they are not the same person.
6. Navigate to your inbox and select **Submit** on the **To Do** task when merge has been completed.

CREATE CANDIDATE POOL
1. Type **Create Candidate Pool** in the search bar.
2. Name the pool and select **Dynamic Pool** or **Static Pool**.
   a. **Static Pool** – allows for you to add any candidate manually.
   b. **Dynamic Pool** – allows Workday@OK to automatically add candidates to your pool based on search facets you enter such as location, skills, years of experience, etc.
3. The **Candidate Pool Manager** will be assigned to you.
4. To manually add candidates to **Candidate Pool**, navigate to a candidate's profile and select the **Actions** button located under the candidate's name → **Candidate Actions** → **Add to Pool.** Note: To find any candidate or prospect in Workday@OK, type in the search bar **Candidate** and **Candidate Name**.
5. Type **View Candidate Pool** to view candidate pool and any candidates in the pool.

6. To add a candidate to a job requisition, select the **Actions** button located under the candidate's name → **Job Application** → **Create Job Application**.

CREATE PROSPECT
This task creates an application on behalf of a candidate. It is recommended to have the candidate create their own application via the external career site.
1. Type **Create Prospect** in the search bar.
2. Enter candidate name and select **OK**.
3. Input candidate contact information and address.
   Note: To find any candidate or prospect in Workday@OK, type in the search bar **Candidate** and **Candidate Name**.
4. To add a candidate to a job requisition, select the **Actions** button located under the candidate's name → **Job Application** → **Create Job Application**.

INVITE TO APPLY
1. From the Workday@OK homepage, select **View All Apps** → **Recruiting**.
2. Select **Invite to Apply** and type **Candidate Name.**
3. Select **OK**.
4. Complete the **Invite to Apply** form.
   a. Select the **Job Posting** you would like the candidate to apply for.
   b. Select **Invite to Apply** notification template.
   c. Select **Invite to Apply** message template.
5. Select **OK**.

SET JOB ALERTS AS A CANDIDATE
External Candidates
1. Sign in on **Candidate Home Page** (external career site).
2. Select **Job Alerts** located in upper right corner.
3. Select **Create Job Alert.**
4. Complete the **Create Job Alert** form.
   a. Select types of jobs candidate may be interested in.
   b. Select Frequency: Daily or Weekly.
5. Select **OK**.
Note: Workday@OK will send candidate an email notification when jobs within their criteria are posted.

Internal Candidates
1. From the Workday@OK homepage, select **View All Apps** → **Career**.
2. Select **Create Job Alert**.
3. Complete the **Create Job Alert** form.
   a. Select types of jobs the candidate may be interested in.
   b. Select Frequency: Daily or Weekly.
4. Select **OK**.

REQUEST QUESTIONNAIRE
1. Type **Create Request** in the search bar.
2. Select **Recruiting Supplemental Questionnaires**.
3. Complete the details of the supplemental questionnaire.
4. Select **Submit.**

5. The request will route to Central Applicant Services (HCM).

SCHEDULE INTERVIEW
1. Select **Candidates** and select the check box next to the candidate's name you want to interview.
2. Select the **Move Forward** button and choose **Interview**. Select **OK**.
3. Navigate to actions in your inbox to set up schedule interview.
4. Set the **Date of Interview** and complete the **Schedule Interview**. Select **Next**.
5. Select the time grid to schedule interview time. Select **Next** to verify or upload information.
6. Select **Submit**.
7. Interviewers will receive feedback task in their inbox.
8. As a recruiter, navigate to your inbox for **Manage Interview Feedback** task once the interviews have been completed.
9. Review feedback and overall comments. Select **Submit**.

BACKGROUND CHECK
1. Select the check box next to the candidate's name you want to move to background check.
2. Select **Move Forward** button and select **Background Check**. Select **OK**.
3. As the recruiter, navigate to your inbox. Select **Background Check** task and choose **Background Check Package**. Select **Submit.** The applicant will get a task sent to their Candidate Self-Service homepage for them to enter their birthdate.
4. As a recruiter, navigate to your inbox for **Background Check Status** and complete the form. Select **Submit**.

OFFER
1. Select **Move Forward** button if you are making an offer.
2. Select **Offer**.
3. As a recruiter, navigate to your inbox for **Offer** task.
4. Complete and move through **Offer Details**. Select **Submit** once offer has been reviewed.
5. As the recruiter, navigate to your inbox and find **Send or Print Offer**.
6. Complete questionnaire (select **YES**).
7. Select **Submit**.
8. Refresh your inbox and select **Generate Document**.
9. Select **Review**. Review and edit if needed.

READY FOR HIRE
1. As the recruiter, navigate to your inbox for **Candidate Application** task.
2. Select **Move Forward** button and select **Ready to Hire**. The recruiting process is complete.

CREATE EVERGREEN REQUISITION (MULTI-LEVEL REQUISITIONS)
1. Type **Create Evergreen Requisition** in the search bar.
2. Enter the **Supervisory Organization.** Typing the hiring manager's name will help search for their organization.
3. Select the **Worker Type** (e.g., Employee or Contingent Worker). Select **OK.**

4. Next, complete the **Recruiting Information** by selecting the edit pencil button. All fields with a red asterisk must be completed. Complete the **Recruiting Instruction** of where applications will be routed to for review. If the recruiter selects **Recruiting with Agency Recruiter**, job applications will be sent to the assigned agency recruiter to review their own applications. If recruiter selects **Recruiting with Central Review** (HCM), job applications will be sent to Central Applicant Services (HCM) to review candidates for minimum qualifications.
5. Select the **Recruiting Start Date**. Select **Next**.
6. Complete the **Job Details** section by selecting the edit pencil button. All fields with a red asterisk must be completed.
   a. **Job Posting Title**: (ex: Administrative Assistant II).
   b. **Justification**: This is optional. The compensation or compensation range should be input in the **Justification** box. If left blank, compensation will not appear on the career site.
   c. Select the **Job Profile** and any **Additional Job Profiles** you may desire**.** For example, you may select Civil Rights Administrator Job Profile C10. As the recruiter, you would input C10A into the **Job Profile** field. If you would like to consider this role at all levels, you would input C10B and C10C in the **Additional Job Profiles** field.
   d. Next, select **Worker Sub-Type → Worker Types** and choose between the four worker types.
   e. Select **Time Type → Full Time** or **Part Time**.
   f. Next, complete the **Primary Job Posting Location**. Input the county where the job will take place. If this is a statewide position, input "Statewide." If there is more than one county, input the main county under **Primary Job Posting Location** and any additional counties under **Additional Job Posting Locations** (e.g., Primary Job Posting Location: Oklahoma County; Additional Job Posting Locations: Canadian County and Jackson County).
7. Select **Next**.
8. Review **Organizations**. No changes are required. This information will default from the supervisory organization.
9. Select **Next**.
10. Review **Compensation**. No changes are required. Compensation will be directly on the job requisition.
11. Select **Next.**
12. Select **Add** to complete the **Assign Roles** section where the recruiter will select **Agency Primary Recruiter** or **Agency Primary Recruiter (Central Review)**. The recruiter 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. You can assign more than one recruiter if desired. You can assign more than one if there will be more than one recruiter reviewing candidates on the evergreen. Please note, if you are the **Agency Primary Recruiter**, please type in your own name.
13. Select **Next**.
14. Review the **Summary** of the evergreen requisition. If any changes are needed, simply select the pencil icon to edit.
15. Select **Submit**.
16. The next task will appear as: **To Do: Add Candidate Reminder to Job Requisition**.
   a. Select the **Manage Interview Scheduling Settings** button in the **To Do** task.

     b. Toggle over to **Candidate Reminder Settings.** Select **Enable Candidate Reminder** check box.

     c. In the **Notification Template** field, input **Interview Reminder/Candidate Communication**.

     d. In the **Message Template** field, input **Interview Reminder**.

     e. Select **OK**.

17. Navigate to your inbox and select **Submit** on the **To Do** task.
18. The **Agency Primary Recruiter** will receive an inbox task to post job. If you are the **Agency Primary Recruiter**, you will receive this task in your inbox.
19. Under **Post Job** task → **Job Posting Site** → **All,** select job sites you would like to post.
20. Select **OK**.
21. Review **Start Date** (the date the job will post on the career site) and **End Date** (the date the job will unpost from the career site). Please note, the **End Date** is optional.
22. Select **Submit**.
23. The job is now active for candidates to apply. You may review candidates, screen, interview, complete background and reference check tasks all on the evergreen requisition. Candidates may be moved through all steps within an evergreen requisition except **Offer** and **Ready for Hire** stages.

HIRE CANDIDATE FROM EVERGREEN

1. Once you have identified a candidate on the evergreen you would like to hire, create a job requisition.

     a. When creating the job requisition, add the evergreen number directly to the job requisition in the **Link to Evergreen Requisition** field. OR

     b. Navigate to the evergreen and select the **Related Actions** icon (…) located to the right of the evergreen name → **Job Change** → **Edit Evergreen Requisition** and add the requisition number in the **Link to Job Requisitions** field.

2. DO NOT POST the job requisition. Select the **Skip** button when asked to post. You may also select the gear icon in your inbox and select **Skip**.
3. Select the checkbox next to the candidate you want to hire. Scroll down to the **More Actions** button (…) at the bottom of the screen and select **Move to Linked Job Requisition.** Enter the Job requisition number.