



# HR LIAISON NETWORK NEWS

July 11, 2018 | **SPECIAL NETWORK NEWS MESSAGE**

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## **CHANGE: Applicant Initial Review Process - Effective July 16**

As you may have read in Monday's HR Liaison Network News (July 9), the **Initial Review** of applicants within the Workday Recruiting Process is changing in an effort to expedite the recruiting process. Effective Monday, July 16, 2018, HROE Recruitment **will no longer** be performing the **Initial Review** step on individuals applying to Staff/Temp Casual job requisitions posted through Workday.

*What does this mean for HR Liaisons who have the Recruiting Coordinator Role?*

Recruiting Coordinators will no longer have to wait on HROE Recruitment to review applicants. Instead, **Initial Reviews** will be done by HR Liaisons assigned the Recruiting Coordinator role for all posted job requisitions within their area of responsibility. This process will apply to any applicant in the **Initial Review** stage for any open job requisition within their area of responsibility regardless of when the job requisition was posted.

**IMPORTANT:** The **Initial Review** of applicants is the first step to determine the applicant pool for a job requisition. Individuals in this stage will need to be reviewed to ensure the Minimum Qualifications of the position are met as required by [SAP 33.99.01.M0.01](#). Individuals meeting the Minimum Qualifications of the position will then be moved forward to **Screen**, and become a Candidate in the applicant pool. The **Screen** stage is where candidates are evaluated using the Screening Matrix (hiring matrix) to determine if an interview is appropriate.

For an overview of the Recruiting Business Process with links to detailed instructions for performing the **Initial Review**, click [here](#).

In addition, departments/units **will now be required** to email HROE Recruitment at [jobs@tamu.edu](mailto:jobs@tamu.edu) to obtain clearance for candidates prior to a candidate's move to the **Offer or Background Check** stage in Workday. Failure to do so could result in delays in the hire process.

Questions about this process change should be sent via email to [jobs@tamu.edu](mailto:jobs@tamu.edu).

## **REMINDER: Workday Deep Dive (7/12/208) – Payroll and Retro Pay for HR**

All HR Liaisons, especially HR Contacts, are invited to join the Deep Dive hosted by the Workday Services team on **Thursday, July 12 from 1:30-2:30pm** via WebEx. HR Contacts and HR Partners initiate any number of staffing and compensation events that flow through the payroll process, sometimes hitting the Payroll Partner's inbox a little differently than the regular biweekly or monthly payroll processing. Learn how HR and payroll work together through gaining a general understanding of the payroll process.

1. Go to [WebEx](#)
2. Enter the event number (see below) and select **Join**
3. Enter your **first name, last name, and email address** (This will allow us to record your attendance)
4. Enter the event password (see below)

5. Select **Join Now** to access the online session

**Event number: 921 192 679**

**Password: KpzRmPFu**

**Join by Phone: 1.415.655.0003 US TOLL**



Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | **979.862.3854** | **979.845.4141**

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: [employees.tamu.edu/liaisons](http://employees.tamu.edu/liaisons)

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