



Workday - Recruiting Business Process

STEP OR STATUS	SECURITY ROLE	NEXT STEP OR RESULT
<p>Create Job Requisition:</p> <ul style="list-style-type: none"> To communicate information to Recruitment, such as salary information, applicant information to include in Job Requisition and Supplemental Questions – please use the Additional Job Description field directly below the Job Description Goes to Recruiting Partner for approval Goes to Department Head for approval Goes to Executive Approver for approval Goes to Recruiting Partner to post 	<p>HR Liaison – Preferred Hiring Manager</p>	<p>Job Requisition is posted by Recruiting Partner according to instructions</p>
<p>Applicants apply:</p> <ul style="list-style-type: none"> Internal applicants must use internal application process External use the external career site 	<p>Internal and External Applicants</p>	<p>Applicants feed to status Initial Review</p>
<p>Initial Review:</p> <ul style="list-style-type: none"> Check for duplicates/internal applicants Review materials for each applicant for minimum education/experience 	<p>Recruiting Partner – Preferred Recruiting Coordinator</p>	<p>Move Forward to Screen or Decline</p>
<p>Screen:</p> <ul style="list-style-type: none"> Manager can use the grid to review information for all candidates but any movement of candidate to move forward or decline must be done from task in inbox 	<p>Hiring Manager – Preferred</p>	<p>Move Forward to Interview Or Decline</p>
<p>Interview:</p> <ul style="list-style-type: none"> Set Interview Team (can be skipped) Interview team completes online evaluation of interview (this is not interview questions/documentation) Check for duplicates task for Recruiting Partner Manager makes Interview decision 	<p>Hiring Manager – Preferred Recruiting Coordinator</p>	<p>Move Forward to Offer Or Decline Moving Forward to Reference status is optional for use in Workday. References will be completed and documented outside of Workday</p>



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References: Step Optional <ul style="list-style-type: none"> Reference Questionnaire (does not replace Reference form/documentation) As long as references are completed and documented, this status can be skipped in Workday Check for duplicates completed by Recruiting Partner 	Hiring Manager – Preferred Recruiting Coordinator	Move Forward to Offer Or Decline
Offer: <ul style="list-style-type: none"> Create Offer Step for member approval – can be submitted for TAMU, no additional approval needed Recruiting Partner approval Generate Offer Letter – pdf file can be edited/reviewed at this step Submit offer to candidate Did Candidate accept Offer 	Hiring Manager – Preferred Recruiting Coordinator	If Offer is Accepted, Move Forward to Background Check Or If Offer is Declined, Decline
Background Check: <ul style="list-style-type: none"> No action required by Hiring manager or HR Liaison in Workday Background clearance email will be forwarded by Recruiting Partner 	Recruiting Partner ONLY	Ready for Hire
Tasks outside of Workday: <ul style="list-style-type: none"> Degree Verification form forwarded to candidate, completed/signed form submitted to secure server for processing Hiring process documents uploaded to secure document server. Hiring process documents include: matrix, interview documentation, reference documentation, selective service form Using Secure Document Server: Go to this website: https://apps.tamuds.tamu.edu/SecureUpload/hiring-documents <ul style="list-style-type: none"> Follow the directions on the form at the website The clearance emails for criminal background checks and degree verifications are not required in the uploaded documents 	Recruiting Coordinator – Preferred Hiring Manager	Processed, filed and reviewed by Recruiting Partner



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Ready for Hire: <ul style="list-style-type: none">Recruiting Partner reviews documentation, verifies degree on file and completes first compliance checklistCandidate receives tasks to complete: Internal will receive two to-do tasks to complete and submit in Workday inbox; External will receive two tasks to complete and submit in external career site inboxRecruiting Partner completes second checklist and submits as Ready for Hire task	Recruiting Partner ONLY	Revise Hire Or Revise Job Change Or Revise Add Additional Job
Revise Hire Revise Job Change Revise Add Additional Job	Hiring Manager - Preferred	Initiates: Hire Transfer Promotion Add Additional Job
Onboarding Process	Various tasks will generate to employee and others for the Hire Transfer/Add Additional Job may have some onboarding tasks	