Interview Candidate Process
Staff and Temp/Casual Job Requisitions

The Interview status/step includes steps for Hiring Manager or Recruiting Coordinator and Hiring Manager only.

Interview Questions and Answers must be documented outside of Workday and rated. You can go here: https://employees.tamu.edu/managers/interview/ for access to the Interview Questions Guide and a guide with Sample Interview Questions. Members of the Interview Team should complete the Interview Questions Guide and rate each candidate separately. Using the Interview Questions Guide ensures each Interviewee will be asked the same questions.

**WARNING:** Hiring Managers and Recruiting Coordinators DO NOT have authorization to move Candidates using the Workday Grid after the candidate’s Initial Review has been completed. Interview tasks will only be done via tasks sent to the Hiring Manager’s and/or Recruiting Coordinator’s Workday Inbox.

1. **Recruiting Coordinator** and Hiring Manager will receive an Inbox Task for each candidate moved from Screen for each Job Requisition in their organization.
   a. Inbox task shows: Interview: Jonathan Doe (Prior Worker) – R-001234 Business Coordinator I (C-100000122). Click to open task.
   b. Review instructions to set up an Interview Team.
      i. The Hiring Manager will be pre-populated as a member of the Interview Team. **NOTE:** This task must be submitted with at least the Hiring Manager’s name. Interview date is optional.
   c. Submit the task to create an Interview Team for each candidate. This task must be submitted to initiate the required review for duplicates by Recruitment. **NOTE:** The Interview team members and interview dates cannot be updated or amended once submitted.

2. Candidate remains in Interview status in the process. The candidate must not be moved from the grid at any point in the process. **NOTE:** Review Candidate for Duplicates is generated to Recruiting Partner inbox to process. Recruiting Partner will review for duplicates, internal/external application, verify minimum qualifications and review NEFR list, document and submit task.

3. Each Interview Team member receives the task: Interview: Jonathan Doe (Prior Worker) – R-001234 Business Coordinator I (C-100000122) by Jane Smith.
   a. Inbox task shows: Rate Interview. Interview Team Member(s) follow directions to Rate the Interview after the Interview has been completed. **NOTE:** This task does not take the place of Interview Questions and Answers being documented and rated for document retention and compliance.

4. **Hiring Manager** clicks to open task: Interview: Jonathan Doe (Prior Worker) – R-001234 Business Coordinator I (C-100000122)

5. **Hiring Manager** chooses Move Forward or Decline.
   a. **Move Forward** reasons:
      i. Another Interview – this reason would be used if another interview will be scheduled. No clearance from Recruitment is needed to move a candidate forward to an additional interview. **NOTE:** You can just leave the candidate(s)
in the Interview status while additional Interviews are conducted without moving them into Another Interview

ii. Reference Check – this reason would be used if you are want to document where the candidate is in the recruitment process. **NOTE:** references are required to be collected outside of Workday, but this status is not required

iii. Offer/Background Check – **STOP:** Clearance MUST be obtained from Recruitment prior to moving a candidate into either Offer or Background Check. Offer should always be completed before Background Check is chosen. Once approval is obtained to proceed, then Move Forward to Offer. **NOTE:** Once clearance is obtained to move a candidate to Offer, clearance is not needed to move them from Offer to Background Check.

6. Hiring Manager moves the candidate forward to Offer or declines (reason will usually be Less Effective Interview)