• What is the candidate grid?
Candidate Grid

• Who can use the candidate grid?
  – Recruiting Coordinators completing the Initial Review
  – All other actions for candidates should be done from Workday Inbox items

• What`s the harm?
  – Pre-hire record is created when a candidate is moved to either background or offer
  – Duplicate checking step can be skipped
  – Duplicate pre-hire can be created
  – Internal candidate applied externally
Candidate Grid

• Results
  – Delays in recruiting process
  – Delete duplicate pre-hire (currently done by Workday services team)
  – Inconvenience to candidate
  – Negative recruiting experience

• Solutions
  – Don’t move candidates from the candidate grid
  – Contact HROE Recruitment before moving candidate to Offer or Background Check
  – Check Business Process History
Candidate Flow

1. Application by candidate
2. Review Candidate (Initial Review)
3. Screen
4. Interview (Initiates Duplicate Check Task)
5. Reference Check (Initiates Duplicate Check Task)
6. Offer (Creates Pre-hire Record)
7. Background Check (Creates Pre-hire Record)
8. Ready for Hire
Making An Offer

• Follow Candidate Flow through Interview
• **Before** moving to Offer, email HROE Recruitment (jobs@tamu.edu)

• Recruitment will review for:
  – Duplicates
  – Minimum Qualifications
  – Candidate applied correctly

• Recruitment will reply:
  – “All clear for lift off!”
  – “Houston, we have a problem”
Updates - now

• Actively managing online presence
  – Glassdoor
  – Higher Ed Jobs

• Increased level of consultation for creating job requisitions
Minor Employment Release

• Change in Workday Process
• If birthdate isn’t in Candidate’s record, the Minor Employment Release task will initiate to External Candidates
• To prevent this task from initiating, a Recruiting Partner must enter the candidate’s date of birth
  – If HROE Recruitment can find the date of birth, it will be entered.
  – If not, the candidate (if over 18) simply submits the task and the Ready for Hire step can proceed
  – Note: This step is currently under review and might change to eliminate the task to the candidate.
Supplemental Questions

• What are they?
  – Questions added to the job requisition to get additional information from the candidate to assist with screening
  – Generally 1-2 questions…but can be more
  – Generally Yes/No questions…but open-ended questions are okay
  – Education/Experience questions automatically added by Recruiting Partner

• What are they for?
  – To determine if the applicant meets the minimum qualifications for the position (Education/Experience questions only)
  – To determine if candidate possesses key preferred qualifications
Supplemental Questions

• What are they not for?
  – To determine minimum qualifications (only Ed/Exp questions)
  – To ask interview questions
  – To get writing samples
  – To make the applicant experience painful/negative

• Examples
  – Do you have or are you able to obtain within 30 days a valid TX driver’s license?
  – What ATS and HCM systems do you have experience using?
  – Please list the technical certifications you have attained?
Tips and Tricks

• Hire Employee Process
  – Current employees are not found when using Use Existing Pre-Hire. Always check in the Global Search Bar for an active employee record
  – Pre-hire record is created after name and contact information is entered and OK is clicked

• Criminal Background Checks
  – Separate CBC forms are not needed when using the Recruiting Process in Workday
  – Please check your email history to determine if a CBC request has already been requested for a candidate
Updates – Coming Soon

• Recruitment videos highlighting employment at Texas A&M and HSC

• Investigating digital and online resources to further reduce paper and improve HRL and candidate experience
1. Please **do not move candidates** from the Candidate Grid after doing the Initial Review.

2. Email **jobs@tamu.edu before** moving candidates to offer or background check.

3. **Always** use the Global Search Bar to check for an active employee record **before initiating a hire**.