



Initial Review/Minimum Qualifications Review Process Staff and Temp/Casual Job Requisitions (Non-Evergreen)

1. Click the **Recruiting Dashboard Worklet** from your [Workday](#) home screen.
2. Find the **Candidate Pipeline Report** usually in the upper left of the screen.
 - Click [*View More...*] under the Candidate Pipeline report window.
 - Select Texas A&M University from the *Company* dropdown box and you will see all open, active job requisitions available to you as a Recruiting Coordinator. This report can be sorted by the column headings.
 - Look at the *Initial Review* column, click the first job requisition that has candidates in the *Initial Review* column.
 - **TIP:** Hover your mouse over the job requisition and right click the orange related actions twinkie (found to the right of the job requisition name). Click *See in New Tab* to open the job requisition in a new tab. This preserves your Candidate Pipeline list on the tab next to it.
3. Click **Details** Tab. Scroll down to the **Job Description** section to find the *Required Education and Experience*. These are the minimum qualifications for the position.
 - **TIP:** Open a new Word document to cut and paste the minimum qualifications to reference while doing the Initial Review. Check for any required certifications and cut and paste into the Word document as well.
4. Click on **Candidates** Tab.
 - **NOTE:** This view is known as the Grid because you will see all candidates in a spreadsheet-like format. **WARNING:** The Grid is accessible to Recruiting Coordinators and Hiring Managers, however, **you are not authorized to use the Grid for any other purpose than to perform the Initial Reviews on applicants.** All other work on candidates must be performed from the Workday Inbox Task only. Please contact HROE Recruitment at 979-845-5154 or email jobs@tamu.edu if assistance is needed with any candidates or job requisitions.
 - a) Click the **Awaiting Action** button
 - b) Look at *Step/Disposition* column and scroll to the first candidate with a status of Initial Review.
 - c) Click on the **Candidate Name**
 - d) Review *Experience, Education* and *Skills* in the **Overview** Tab to confirm minimum qualifications. Open the resume (if attached) for more information.
 - e) Click on the **Questionnaire Results** tab to review the candidate's answers to the application questionnaires.
5. Candidates meeting the minimum Education/Experience requirements or equivalencies can be moved forward by clicking the **Screen** button.
6. Candidates not meeting the minimum Education/Experience requirements or equivalencies should be declined by clicking the **Decline** button and choosing *Does not meet required minimum job qualifications*
7. Click the **Down Arrow** at the top right corner of the blue band to advance to next candidate.
8. Return to step 4d above and repeat process until all candidates have been reviewed.

Additional Information

Determining Equivalent Experience	
Hours of Higher Education	Equivalent Years of Experience
30	1
60	2
90	3
120 or Bachelor's Degree	4

1. Fulltime experience (30+ hours per week) will receive full credit.
2. Part-time experience (<30 hours per week) will receive one half credit.
 - a. Example: Two years of part-time experience will equal one year of fulltime experience.
3. When experience is required for a position, education alone cannot fulfill the requirement. The candidate must have some relevant experience as well.
4. Qualifying questions for education and experience are included on the secondary questionnaire to assist with determining a candidate's minimum qualifications.
5. The Initial Review is not to screen the candidates for preferred status or for interview. This review is to determine the pool that will be screened for the job requisition.

Education/Experience Required	Candidate's Education	Required Candidate Experience
Bachelor's Degree + 5 years relevant experience	High School or GED	4 years fulltime work experience plus 5 years relevant fulltime experience
Bachelor's Degree + 5 years relevant experience	Master's Degree	3 years relevant fulltime experience
High School + 2 years relevant experience	Bachelor's Degree	Some relevant experience

Recruitment & Workforce Planning Contact Information

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