

Screen Status of Candidates in Workday

Screen is a status in the Workday Recruiting Business Process that can be executed by the HR Generalist, Talent Specialist or Hiring Manager. This step should be discussed as part of the intake meeting to determine which role will be responsible.

Talent Acquisition has provided a Screening Matrix tool, [Screening Matrix](#), to facilitate this process. The requirement is not to use this specific tool, however, documentation must be developed and provided to support the selection of specific candidates for Interview.

Download the [Screening Matrix](#) and follow the directions to add the specific preferred experience/skills that will focus on the candidates to be interviewed.

The Screening Matrix only has six columns as this tool is not intended to review all of the preferred elements, just those that will focus on candidates to further move through the process.

Never add the required minimum education/experience as this review is complete and the candidate would not be in Screen if they did not meet the minimum education/experience requirements.

NOTE: Only those preferred elements that can be assessed/rated from the application and resume should be included. For example: interpersonal skills should instead be assessed as part of the interview process.

Veteran's Preference and Former Foster Child should also be noted on the Screening Matrix or materials

Additional instructions are included on the Screening Matrix.

Follow this process to use the Screening Matrix:

1. Once the Screening Matrix is established, go the Job Requisition in Workday and open the Candidate Grid.

Overview **Candidates** Details Organizations Qualifications Job Postings

Candidates Compare Candidates for Job Requestion Candidate List Hiring Matrix Candidate EEO Summary Candidate Pool EEO Summary 1 Error

All Active Candidates Awaiting Action Inactive Candidates Extend My Search

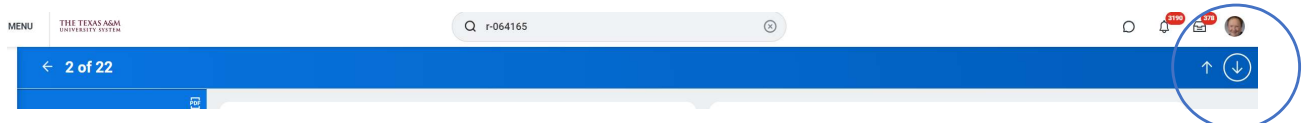
-- 22 -- -- -- -- --
Initial Review Screen Interview Reference Check Offer Background Check Ready for Hire

No Filters Applied Saved Filters select one

22 Items Eligibility Overview Contact Experience Resume

	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Awaiting Person	Awaiting Action - Step	Previous Worker	Eligible for Hire	No Show	Require Visa Sponsorship?	Veteran Employment Preference	Foster Child Preference	Related to any current TAMUS employees, official or regent?	Nepotism Question Details	State of Texas Employment	State of Texas Employment (Details)	Total (Sec Question)
<input type="checkbox"/>	✓ Antonio Martinez (C-100347764)	Screen		1	Nikki Cavender	Screen Candidate				No	Veteran. The individual is defined as an individual who has served in (and has been honorably discharged from) the following branches of service: The U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard or the U.S. Public Health Service under Title 42, United States Code, Section 201; The Texas Military Forces as defined by Texas Government Code, Section 457.001; or an auxiliary service of one of the branches of the U.S. Armed Forces.	No	No		No		
<input type="checkbox"/>	✓ Bonnie Stephens (Internal) (C-100307620)	Screen		1	Nikki Cavender	Screen Candidate				No	None of the above	No	Yes	John Stephen, TAMU; Shelby Schiller, daughter-in-law, AgriLife	Yes	with TAMU since 1999	
<input type="checkbox"/>	✓ Jamie Norgaard (Internal) (C-100383475)	Screen		1	Nikki Cavender	Screen Candidate				No	None of the above	No	Yes	John Norgaard, spouse, TEEK	Yes	Texas A&M University, 2010-present	

2. Go to the first candidate in the Screen status and click on the candidate name.
3. You are now in the candidate profile, copy the name of the candidate onto the first line of the screening matrix and then review the application and resume to assess each of the preferred elements noted on the screening matrix.
 - a. You can use your own rating system: such as 0 through 5 to assess each element.
 - b. The assessment is based on the preferred elements noted and requested additional documents, such as a cover letter, are not considered requirements of the position.
 - c. A candidate should never be rejected if a requested file is not included.
4. You can move from candidate to candidate using the arrows in the upper right-hand corner of the screen.



5. Continue assessing and completing the screening matrix for all candidates currently in the Screen status. If you have applicants in the Initial Review status on your candidate grid, they should not be included on the Screening Matrix at this time. You should wait until the Initial Review assessment is complete and they have been moved into the Screen status.
6. Once you have completed the candidates in Screen, you can use the Screening Matrix to sort the candidates by their score. The Screening Matrix can be used as an ongoing tool to sort to determine the candidates that accumulate the highest scores from the 'on paper' screening and from interview(s). You can add additional candidates to the screening matrix and re-sort throughout the process.