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## Interview Candidate Process Staff and Temp/Casual Job Requisitions

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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. [Interview Questions Guide and a guide with Sample Interview Questions are found online.](#) 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.

**NOTE:** *Review Candidate for Duplicates* is generated to Recruiting Partner inbox to process for **external candidates** as the first task when a candidate status is changed to Interview. Recruiting Partner will review for duplicates, internal/external application, verify minimum qualifications and review NEFR list, document and submit task.

- a. Inbox task shows: **Schedule Interview: Jonathan Doe (Prior Worker) – R-001234 Business Coordinator I (C-10000122)**. Click to open task.
  - b. Review instructions to set up and schedule **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.
    - ii. **DATE** is a required field. **Duration** (in minutes) is a required field. Submit the task. **NOTE:** Once the Date and Duration has been indicated for one candidate for a job requisition, any additional candidates will pre-populate.
    - iii. On next screen, click on **Schedule**. In Pop-up, click on action bars and choose the name provided (hiring manager). Press **Okay**. Press **Next**.
    - iv. **Proposed Interview Schedule** task appears, click on **Next**.
  - 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.
  3. Each **Interview Team** member (Hiring Manager) receives the task: Interview: **Jonathan Doe (Prior Worker) – R-001234 Business Coordinator I (C-10000122)** 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. This task does not need to be completed and will disappear from Inbox when **Manage Interview Feedback** is submitted.
4. **Hiring Manager** receives **Manage Interview Feedback: Jonathan Doe (Prior Worker) – R-001234 Business Coordinator I (C-100000122)**. Hiring Manager submits this task
5. **Hiring Manager** clicks to open task: Interview: **Jonathan Doe (Prior Worker) – R-001234 Business Coordinator I (C-100000122)**
6. **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.
7. **Hiring Manager** moves the candidate forward to Offer or declines (reason will usually be Less Effective Interview)

### **Recruitment & Workforce Planning Contact Information**

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