



## **Workday Recruiting**

### **User Guide for Position Approvals for Vice Presidents and Provost**

#### **What is Workday Recruiting?**

Workday Recruiting is a software solution that works seamlessly with the rest of Workday. It enables us to manage the entire recruiting lifecycle in one system, including workforce planning, sourcing, and advanced talent analytics.

#### **What is the approval process?**

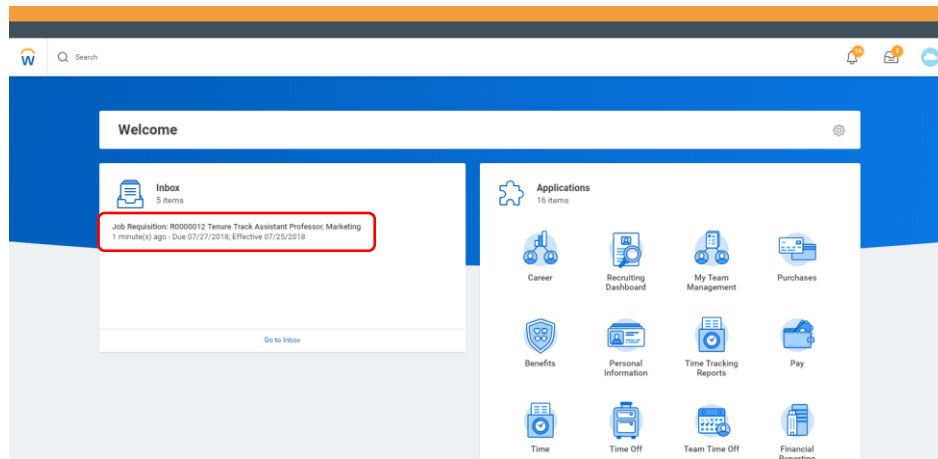
After a faculty or staff position is submitted it will go through a series of approvals. During this process, approvers will review the requisition, add specific information, and make any necessary revisions. Below is the approval process for both types of positions:

<b>Faculty</b>	<b>Staff</b>
1. Academic Partner	1. Hiring Manager
2. Compensation	2. Business Partner
3. Business Partner	3. Compensation
4. Provost	4. Budget
5. Talent Acquisition Specialist	5. Vice President
	6. Talent Acquisition Specialist

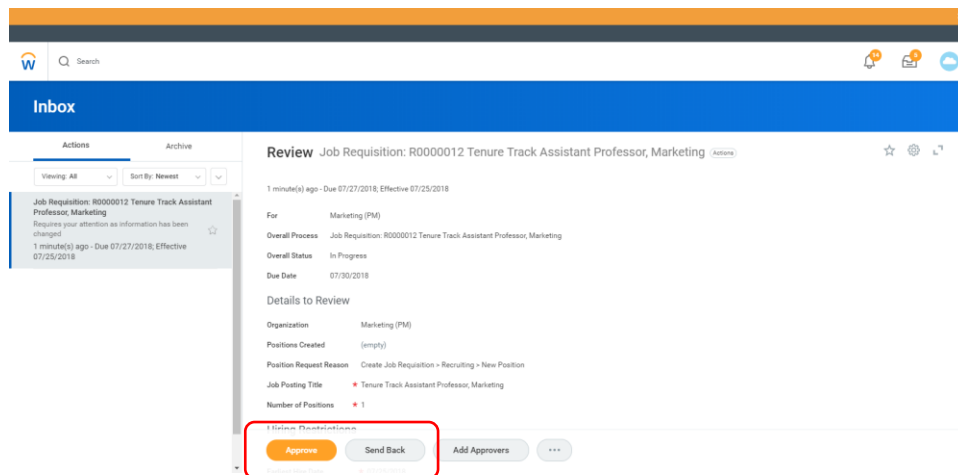
#### **How do I approve positions?**

The following instructions apply to both faculty and staff positions.


1. Log in to Workday using your standard credentials.
2. Positions requiring your approval will appear in your Workday Inbox. Click the requisition to review the position and approve.



3. The *Review* screen will appear. Review the requisition and click **Approve** to send to the next approver, or **Send Back** to send the requisition back to the beginning of the approval process.



Previous approvers will input key information into *Comments* which can be found by scrolling to the bottom of this screen. For example, Compensation will typically add the hiring range into a comment for easy access. In addition, Budget may add a comment about funding sources, variances, etc.

The basic details of the position, as well as the job description, can be found by clicking the **View Details** button. Please note, when you view position details it will switch to a different screen and there is no way to navigate back to your Workday Inbox. From the position details, you must click the Workday  at the top left of the screen to navigate back to the main menu and then back to your Workday Inbox.

The screenshot below contains the **View Details** button as well as a sample comment.

Viewing All

Sort By: Newest

Job Requisition: R0000012 Tenure Track Assistant Professor, Marketing

Requires your attention as information has been changed

1 minute(s) ago - Due 07/27/2018, Effective 07/25/2018

Cost Center

1216 Marketing

Company

Bentley University

1 item

Step Name

View Details

enter your comment

View Comments

Vince Poon

Hi Lynne and Bettina, based on my compensation analysis I recommend a recruitment range of \$100-130k.

2 minutes ago

Process History

Brinda Sood

Job Requisition - Step Completed

- Due 07/30/2018

Vince Poon

Review Create Job Requisition - Not Required

- Due 07/27/2018

Approve

Send Back

Add Approvers

...

*Please contact your Human Resources Business Partner if you have any questions or require additional assistance.*