



Workday Recruiting User Guide for Faculty Positions

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.

Who is this document for?

The purpose of this document is to instruct academic leadership, faculty, and members of search committees on a variety of topics including:

- Reviewing online applications
- Advancing candidates through the steps of the selection process
- Removing candidates from consideration

Logging in to Workday Recruiting

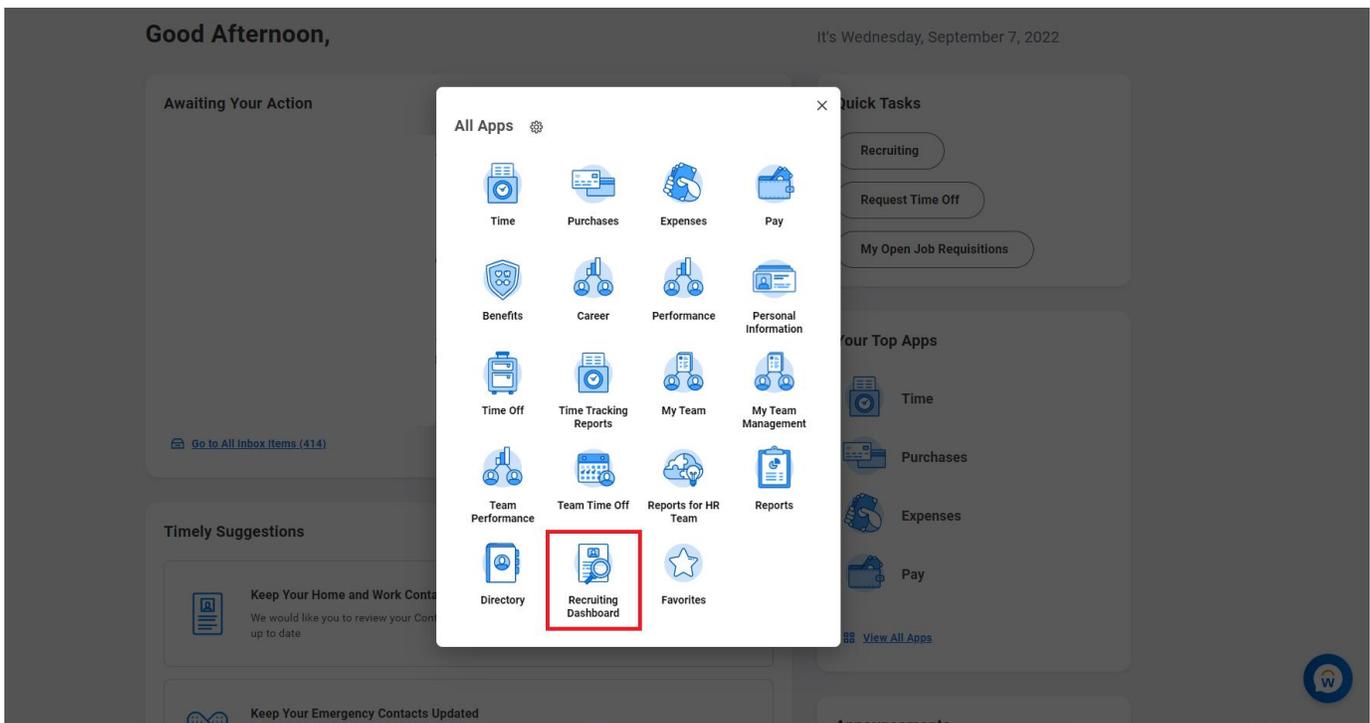
1. Log in to Workday using your standard credentials.
2. Click on “View All Apps” under the *Your Top Apps* box.

The screenshot displays the Workday user interface. At the top left, it says "Good Afternoon," and at the top right, "It's Wednesday, September 7, 2022". The main dashboard is divided into several sections:

- Awaiting Your Action:** A large white box with a blue link "Go to All Inbox Items (414)" at the bottom.
- Quick Tasks:** A white box containing three buttons: "Recruiting", "Request Time Off", and "My Open Job Requisitions".
- Your Top Apps:** A white box with a grid of app icons: "Time", "Purchases", "Expenses", and "Pay". A red box highlights the "View All Apps" link at the bottom of this section.
- Timely Suggestions:** A white box with two suggestions: "Keep Your Home and Work Contact Information Updated" (with an "Update Contact Info" link) and "Keep Your Emergency Contacts Updated".

A small Workday logo is visible in the bottom right corner of the interface.

3. The Workday landing page displays icons known as “worklets.” Click the **Recruiting Dashboard** worklet in the *All Apps* box.



Creating a new job requisition

Kelly Kelleher, Senior Human Resources Business Partner, Academic Affairs, will create new requisitions in Workday and will work with the Department Chair to discuss the recruitment and diversity strategy.

What happens after a requisition is submitted?

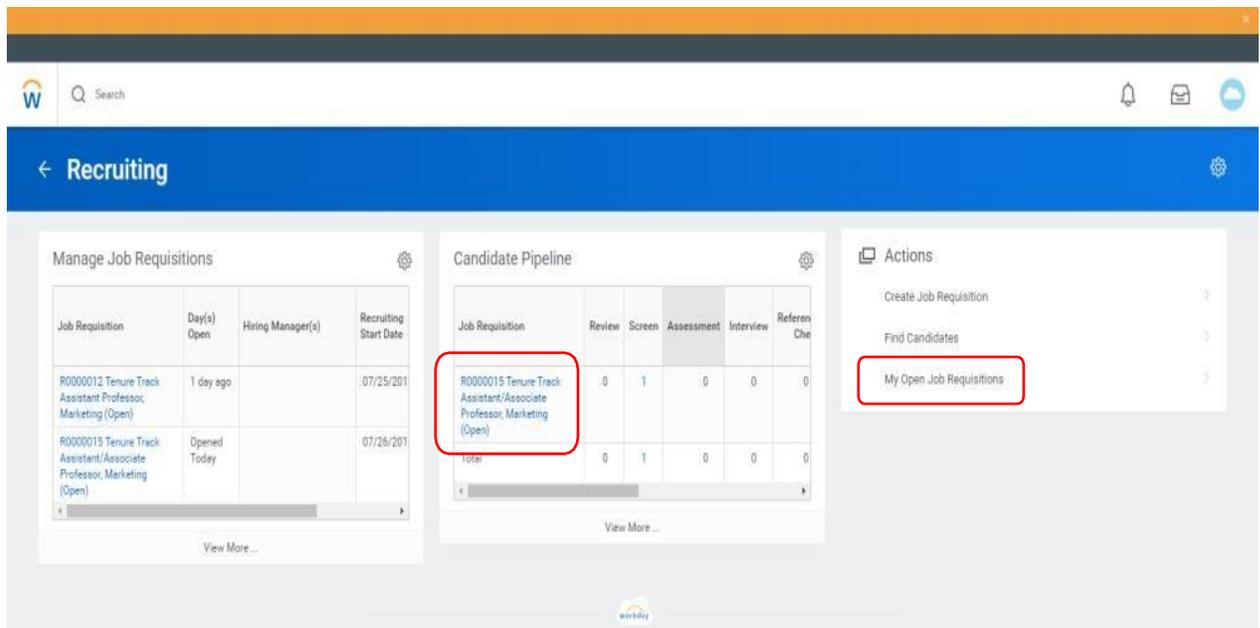
After a requisition is submitted it goes through a series of approvals. Below is a summary of the requisition workflow:

1. **Academic Partner:** Creates the requisition
2. **Compensation:** Enters in relevant compensation information
3. **Business Partner:** Reviews the position and approves
4. **Provost:** Reviews the position and approves
5. **Talent Acquisition Specialist:** Adds search committee members, questionnaires for candidates, and posts the requisition.

Reviewing candidates

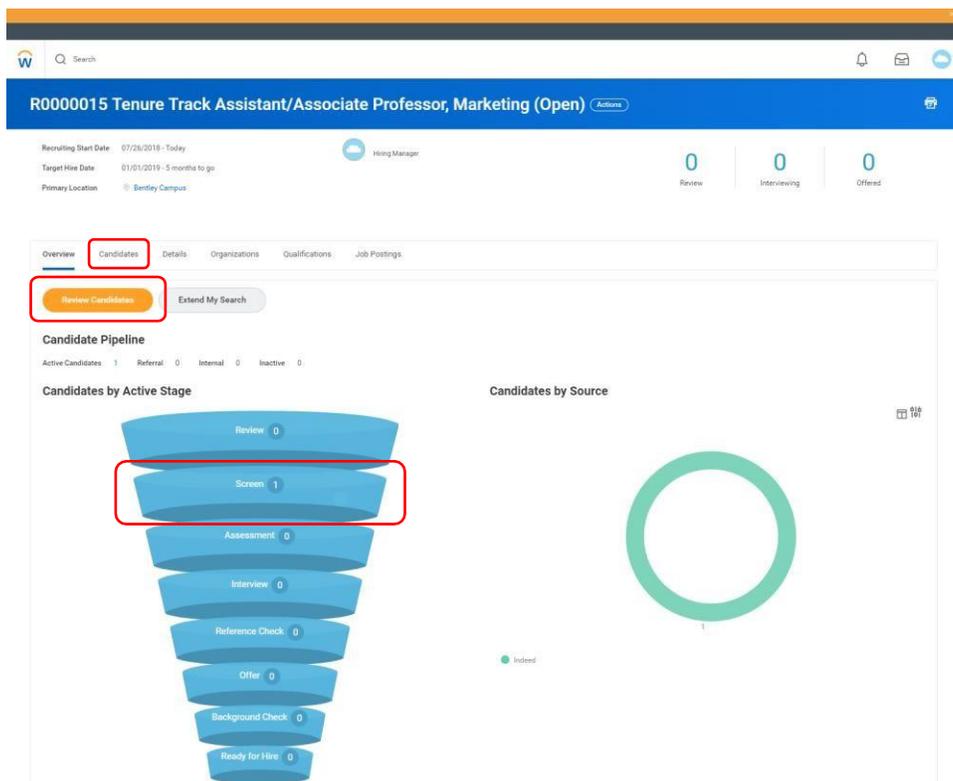
1. Log in to Workday.
2. Click the **Recruiting Dashboard** worklet in the *Applications* box.
3. Click a Job Requisition or **My Open Job Requisitions** to review candidates. Please note, the default worklets on this screen display the number of candidates at each step of the

recruitment workflow.



4. The requisition details screen will appear. Click the **Review Candidates** button or *Candidates* to review online applications.

The *applicant funnel* on this screen provides a graphical representation of the recruitment process and the number of candidates at each step. The table below contains a brief description of each step.

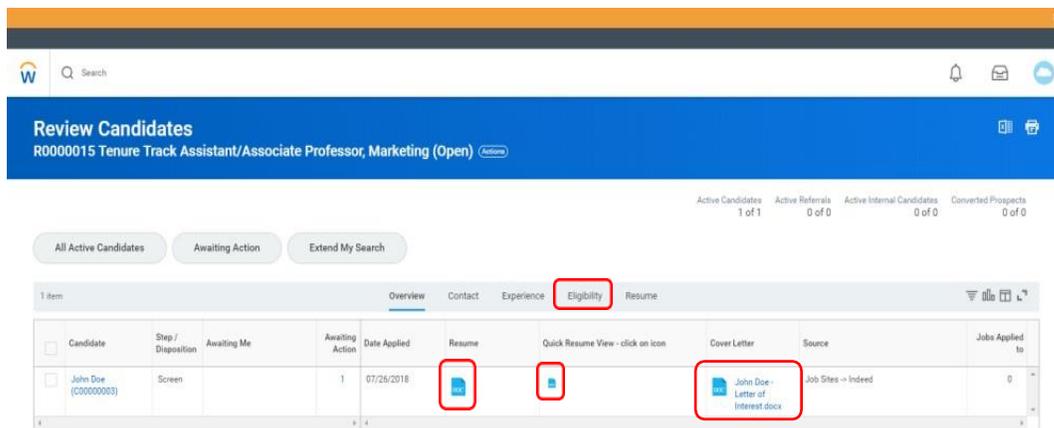


Recruitment Workflow		
Step	Completed By	Description
Review	Recruiter	<p style="text-align: center;"><u>PLEASE READ</u></p> <p>Candidates are automatically placed in the <i>Review</i> step upon completing their online applications. Candidates are visible to faculty at the <i>Review</i> Step. However, faculty cannot advance candidates in the selection process, or remove them from consideration, until the Recruiter has moved the candidates to the <i>Screen</i> step below. Recruiters move new candidates to the <i>Screen</i> step at the beginning of each day and again in the afternoon.</p>
Screen	Faculty / Recruiter	Faculty review online applications and advance candidates to an interview, keep them under review, or remove them from consideration.
Assessment	N/A	Not used for faculty recruitment.
Interview	Faculty	The <i>Interview</i> step is used to record in-person interviews. Workday records first-round interviews and any additional in-person interviews. Please ensure that all first-round interviews, second-round interviews, etc. are recorded.
Reference Check	Recruiter	References are collected during the application process. Please contact Kelly Kelleher for additional information.
Offer	Department Chair	Offers of employment are extended by the Department Chair. Upon acceptance, the chair of the department should provide Brinda Sood and Kelly Kelleher with details of the offer.

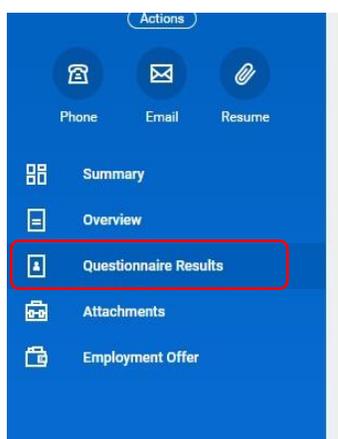
Background Check	N/A	Not used for faculty recruitment.
Ready for Hire	Academic Partner	Academic Partner will enter new hire information into Workday and complete new full-time faculty contracts.

- The Review Candidates screen will appear. Applicants are presented in a table format, and any internal candidates are highlighted with (internal) after their names. To review application materials, click the CV and Cover Letter icons to load the original Microsoft Word or PDF attachments. Alternatively, click the Quick Resume View icon and a preview of the CV will appear in a pop-up window.

You can also click the **Eligibility** tab on this screen to see how candidates responded to application questions regarding eligibility to work in the United States and visa sponsorship.



Faculty positions may require candidates to submit additional attachments when applying, e.g. sample publications, teaching evaluations, contact information for confidential references, etc. To access these attachments, click the candidate's name and the candidate details screen will appear. On the candidate details screen, click the **Questionnaire Results** tab and scroll down access the attachments.



9 items

Question	Answers
Are you a current employee of Bentley University? If the answer to this question is yes, please log out of this application and log into the internal career site through Workday and apply under the Career worklet. Link to Workday: https://buadfs01.gold.ad.bentley.edu/adfs/ls/	No
Are you at least 18 years of age? (Or, if under age 18, can you provide work permits?)	Yes
Can you provide proof, if hired, that you are eligible to work in the United States?	Yes
Do you now or will you in the future require sponsorship to work in the United States?	No
Have you ever been employed at this institution?	No
Do you have relatives employed at this institution?	No
Are you a Bentley alum?	No
Please upload a copy of your cover letter or letter of interest.	

Dispositioning candidates (advancing or declining candidates)

The process of advancing candidates to the next step in the selection process, or removing them from consideration, is called *dispositioning*. Dispositioning encompasses the following:

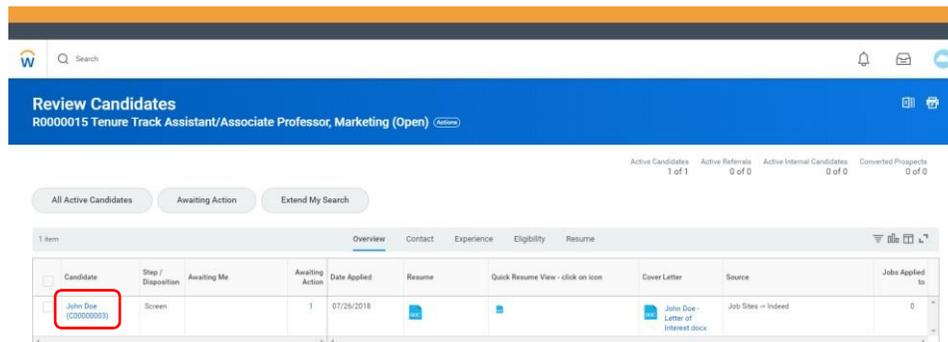
- The highest step in the recruitment process that the candidate has reached.
- The specific reason why the candidate is no longer being considered.

Dispositioning candidates should be completed in real time for reporting purposes. Faculty, in collaboration with Kelly Kelleher, are expected to disposition candidates at the following steps.

- *Screen*
- *Interview*

The process for dispositioning candidates is very similar at each step. However, the specific reasons why candidates are no longer being considered may change depending on the step. The process below outlines dispositioning candidates from the *Screen* step.

1. Navigate to the Review Candidates screen in a requisition.
2. Click a candidate's name to disposition appropriately. Please note, the candidate's current step is noted in the *Step / Disposition* column.



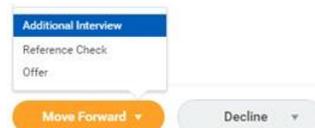
The screenshot shows the 'Review Candidates' interface for a requisition titled 'R0000015 Tenure Track Assistant/Associate Professor, Marketing (Open)'. It displays a table with one candidate, 'John Doe', who is currently in the 'Screen' step. The table columns include Candidate, Step / Disposition, Awaiting Me, Awaiting Action, Date Applied, Resume, Quick Resume View, Cover Letter, Source, and Jobs Applied To.

Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Resume	Quick Resume View - click on icon	Cover Letter	Source	Jobs Applied To
John Doe (000000001)	Screen			07/26/2018			John Doe - Letter of Interest.docx	Job Sites - Indeed	0

3. The candidate details screen will appear. Scroll to the bottom of the page and click **Move Forward** to advance the candidate to the next step, or **Decline** to remove the candidate from consideration.

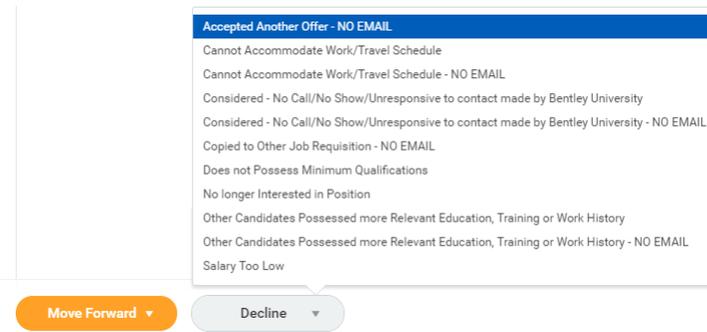


The *Interview* step is used to record in-person interviews. Please note, Workday records first-round interviews and any additional in-person interviews. Please be sure to select *Additional Interview* to record second-round interviews.



When declining candidates, the specific reasons why candidates are no longer being considered may

change depending on the current step of the workflow process. Disposition candidates appropriately as soon as you know that they are no longer being considered.



PLEASE READ

Some options in the drop-down menu are repeated twice, with the second one suffixed with “NO EMAIL.” Selecting a regular option without the suffix will trigger an automatic email to candidates indicating that they are no longer being considered. The “NO EMAIL” suffix is used:

- For candidates who have visited campus for an in-person interview
- For candidates who have been notified outside the system.

Please contact Kelly Kelleher for additional information on candidate notifications.

Please contact your [Human Resources Business Partner](#) if you have any questions or require additional assistance.