

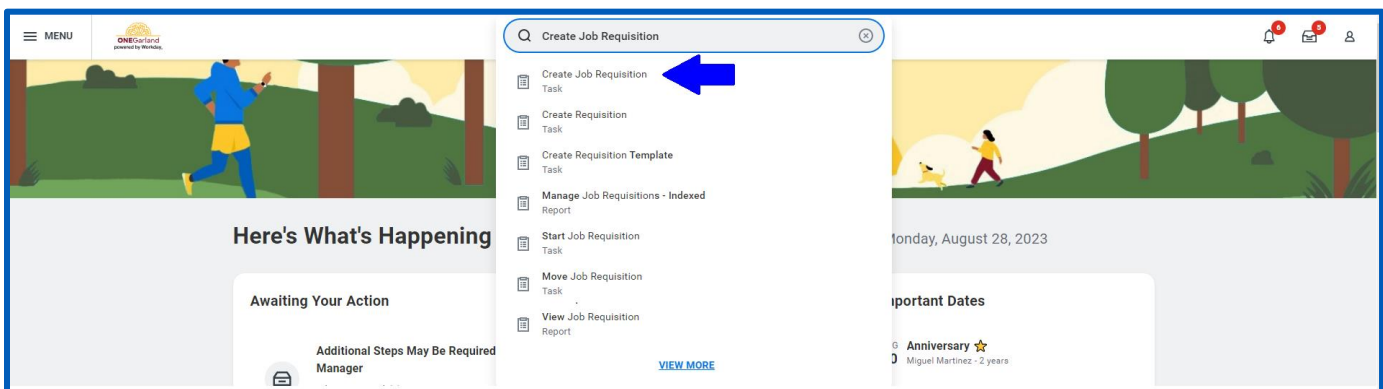
This job aid provides step-by-step instructions on how to use Workday for common recruiting tasks, such as creating job requisitions and reviewing candidates.

CREATING JOB REQUISITIONS

Initiate job requisitions subject to approval by signing into Workday:

From the Home page:

1. Search then select **Create Job Requisition Task**.

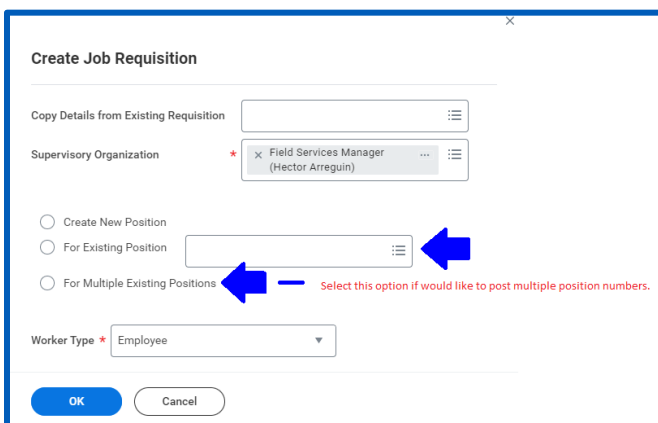


2. The **Supervisory Organization** field will be pre-populated with **your name** designated as the Hiring Manager.




Note: If you're submitting a requisition on behalf of a hiring manager, simply click the **✕** to remove your name and proceed by entering the correct hiring manager's name in the search field.

3. Select **For Existing Position** or **For Multiple Existing Positions**, followed by the desired position(s) from the provided menu.

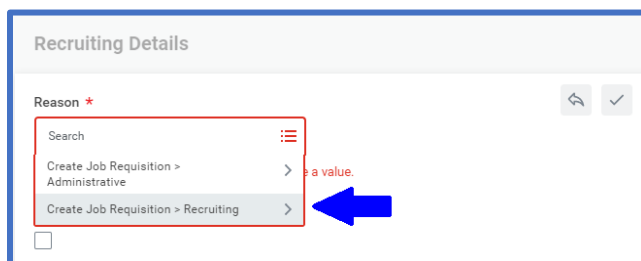


The screenshot shows the 'Create Job Requisition' form. The 'Supervisory Organization' field is pre-populated with 'Field Services Manager (Hector Arreguin)'. Below this, there are three radio button options: 'Create New Position', 'For Existing Position', and 'For Multiple Existing Positions'. A blue arrow points to the 'For Existing Position' option. Below the radio buttons, there is a dropdown menu for 'Worker Type' set to 'Employee'. At the bottom, there are 'OK' and 'Cancel' buttons.

4. Select **Employee** as the Worker Type.
5. Select **OK**.
6. Select the  icon to complete the required (*) fields.

Recruiting Information

- a. **Reason:** Select the **Create Job Requisition>Recruiting** category, then select the appropriate reason for initiating the requisition.



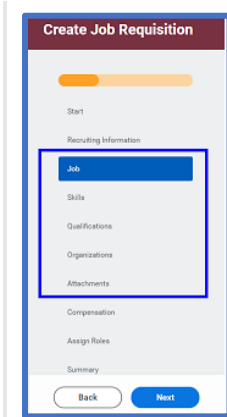
The screenshot shows a 'Recruiting Details' form. The 'Reason *' field is highlighted with a red box. A dropdown menu is open, showing two options: 'Create Job Requisition > Administrative' and 'Create Job Requisition > Recruiting'. A blue arrow points to the 'Create Job Requisition > Recruiting' option. A red error message 'Please select a value.' is visible next to the dropdown. There are also back and checkmark icons to the right of the field.


- b. **Recruiting Instruction:** Choose whether to post the requisition internally, externally, or both.
- c. **Recruiting Start Date:** Will be pre-populated with today's date, requiring no further modifications.
- d. **Target Hiring Date:** Identify the date on which the department plans to have the new employee start their role.
- e. Select **Next**.

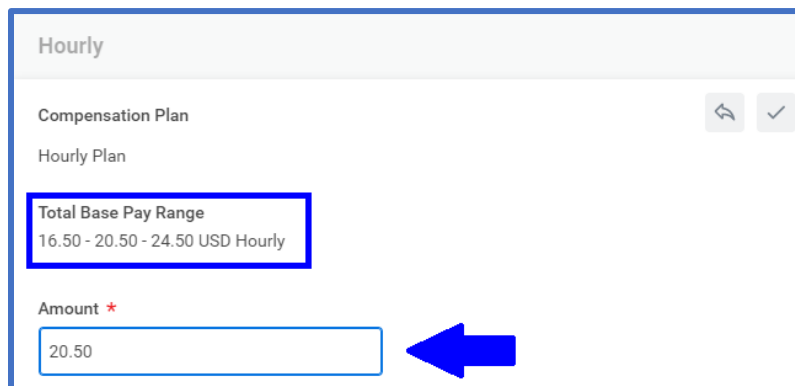
Job, Skills, Qualifications, Organizations



Note: The information on the following pages Job, Skills, Qualifications, and Organizations will be conveniently pre-populated, however you may need to complete the required (*) fields that did not populate correctly. **Please review and communicate any necessary modifications to the Talent team.** If all information is correct, please proceed to the **Compensation** page by selecting the **Next** icon.



- a. Scroll down to the **Hourly or Salary** box and select the  icon to enter the hourly or salary wage based on the provided range.



- b. Select the  icon to complete.

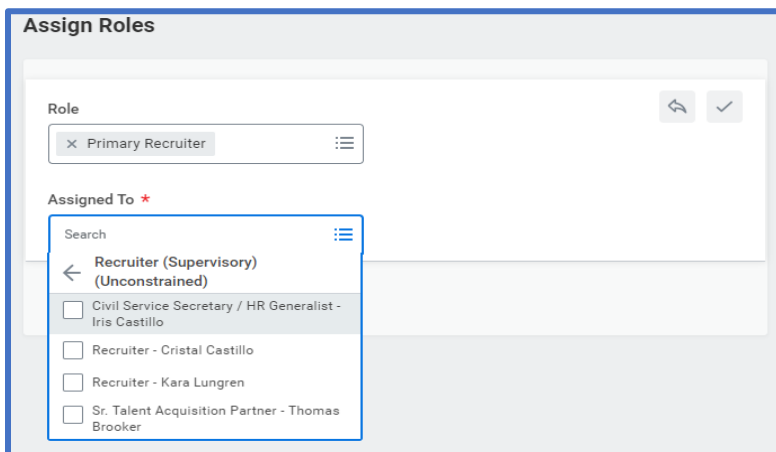
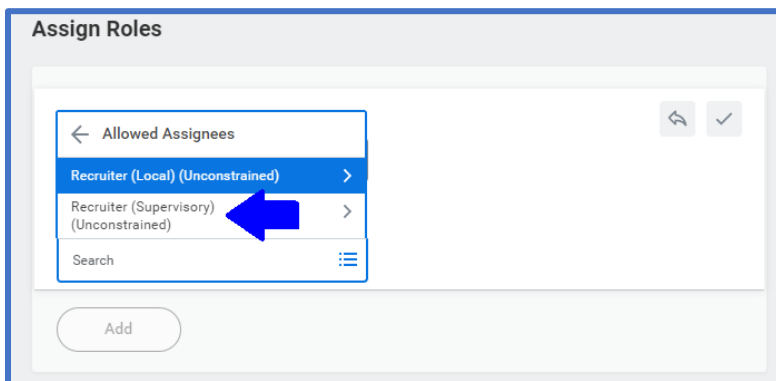
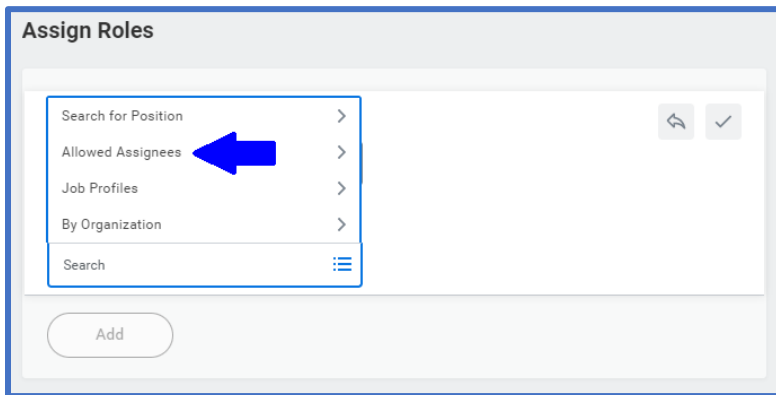


Note: Total Base Pay, Primary Compensation Basis, Guidelines, and Merit boxes will be pre-populated. No further modifications should be required.

- c. Select **Next**.

Assign Roles

- a. **Roles:** Select **Primary Recruiter**.
- b. **Assigned To:** Select **Allowed Assignees**, then select **Recruiter (Supervisory)(Unconstrained)**. Identify your department's **Talent Partner** by checking the box next to their name.




- c. Select the icon to complete.
- d. Select **Next**.

Summary

- a. Review, then select **Submit**.



Note: To revise a specific section, click on the  icon located within the section you intend to edit. Alternatively, you can opt for a guided view by selecting the **Guide Me** button adjacent to each section title.



Important: Upon the requisition's approval, your designated Talent Partner will promptly receive a Task Notification, prompting them to post the position.



LOCATING REQUISITIONS AND REVIEWING CANDIDATES

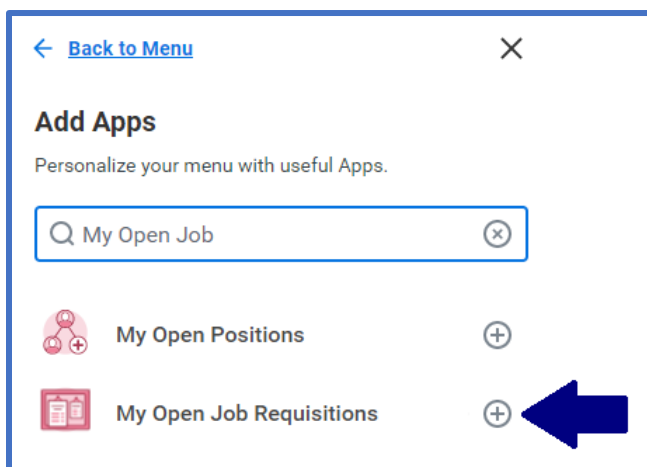
After your approved requisition has been published on the career site, you'll gain the ability to efficiently review and manage candidates throughout the hiring process.

LOCATING REQUISITIONS

Let's enhance your user experience by incorporating open requisitions onto your home page, ensuring convenient and swift access at your fingertips.

From the Home page:

1. Select the  **MENU** button at the top left of the page.
2. Select **Add Apps** located at the bottom of the menu.
3. Search **My Open Job Requisitions** and select the  icon to add the app to your Menu.



Important: Directors/Managers of the Hiring Managers will need to search **My Recruiting Jobs – Indexed** to view open requisitions within your organization.

4. Select **Back to Menu** to return to the main menu.



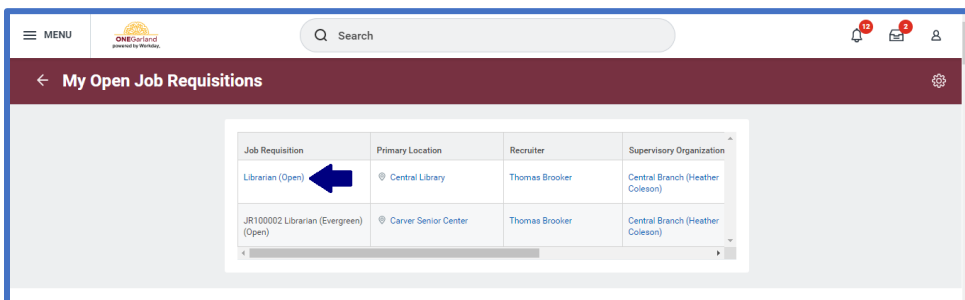
Note: You'll notice that the app has been seamlessly added to your home page, conveniently located within the Apps section for effortless access.

REVIEWING CANDIDATES

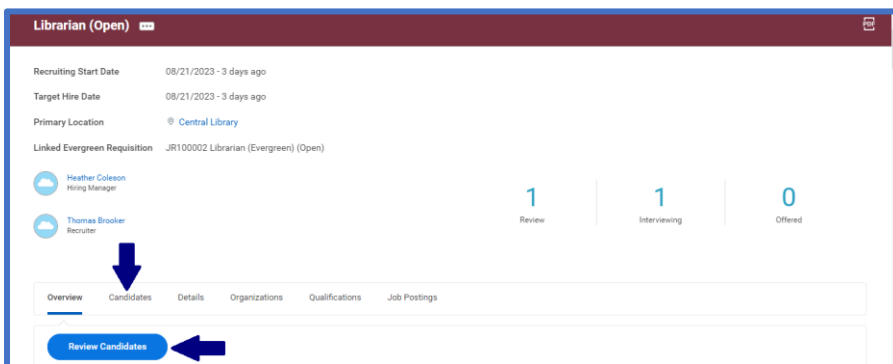
Efficiently navigate candidate review and dispositioning with Workday's intuitive tools. Seamlessly assess applicant profiles, make informed decisions, and streamline the hiring process.

From the Home Page:

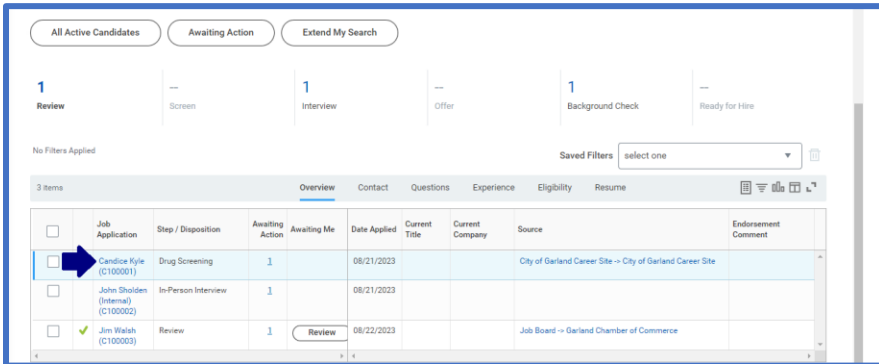
1. Access your requisition by selecting the **My Open Job Requisitions** application either through the **Your Top Apps** tile on the homepage, or through the **Menu**.
2. Select the hyperlink of the **Job Requisition** you would like to review.



3. Access your candidates by selecting the **Candidates** tab, OR by selecting the **Review Candidates** button.

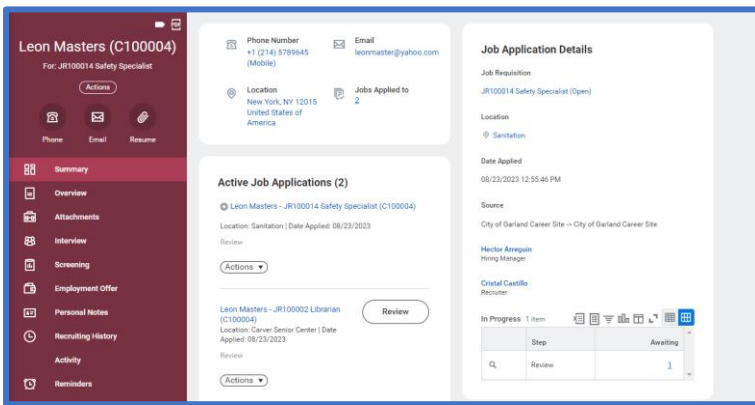


4. The **Review Candidate** screen shows the candidates who have applied and what stage of the process they are in. Scroll down and select the hyperlink of the **candidate's name** you would like to review.



Job Application	Step / Disposition	Awaiting Action	Awaiting Me	Date Applied	Current Title	Current Company	Source	Endorsement Comment
Candice Kyle (C100001)	Drug Screening	1		08/21/2023			City of Garland Career Site → City of Garland Career Site	
John Sholden (Internal) (C100002)	In-Person Interview	1		08/21/2023				
Jim Walsh (C100003)	Review	1	Review	08/22/2023			Job Board → Garland Chamber of Commerce	

5. You will be directed to their profile where you can view contact information, application, and resume.



Leon Masters (C100004)
For: JR100014 Safety Specialist

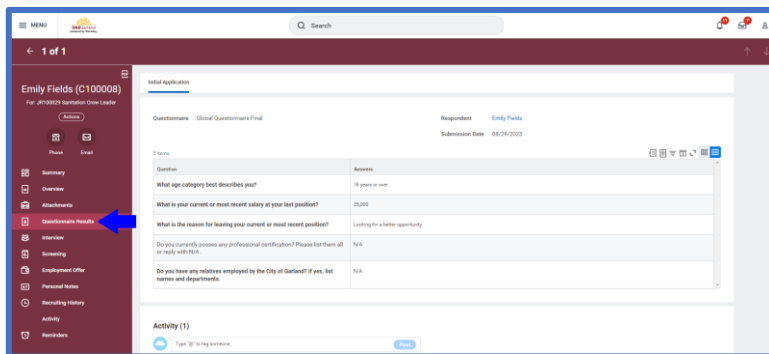
Phone Number: +1 (214) 3795445 (Mobile)
Email: leonmaster@yahoo.com
Location: Near York, NY 12015 United States of America

Job Application Details
Job Requisition: JR100014 Safety Specialist (Open)
Location: Sanitation
Date Applied: 08/23/2023 12:55:46 PM
Source: City of Garland Career Site → City of Garland Career Site

Active Job Applications (2)
Leon Masters - JR100014 Safety Specialist (C100004)
Location: Sanitation | Date Applied: 08/23/2023



Note: If your role involves using screening questions, you'll see a new tab called **Questionnaire**. In this section, you can go over the candidates' answers. It's important to remember that Workday **will not automatically** reject candidates based on their answers. The decision to proceed or reject lies with the hiring manager.



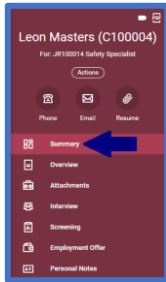
Emily Fields (C100008)
For: JR100009 Sanitation Crew Leader

Questionnaire: Global Questionnaire Final
Respondent: Emily Fields
Submission Date: 08/29/2023

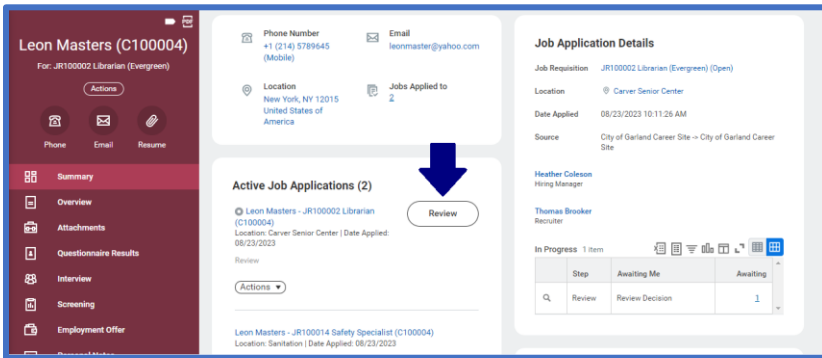
Question	Answer
What age category best describes you?	18 years or over
What is your current or most recent salary at your last position?	23,000
What is the reason for leaving your current or most recent position?	Looking for a better opportunity
Do you currently possess any professional certification? Please list them all or indicate N/A.	N/A
Do you have any relatives employed by the City of Garland? If yes, list names and departments.	N/A



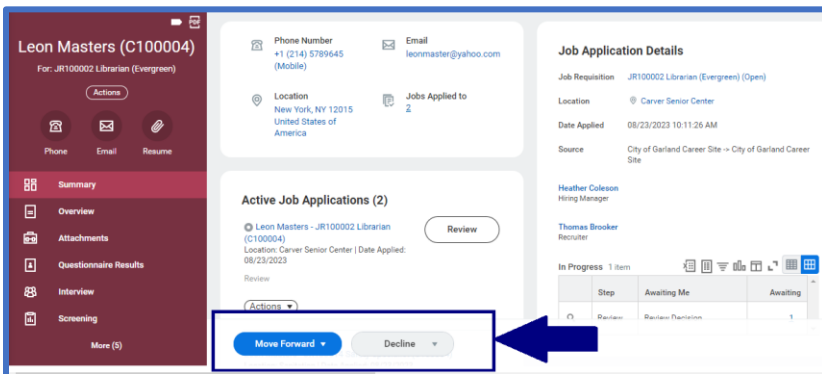
Tip: While multiple avenues lead to the same information, for a user-friendly experience, we recommend utilizing the **Summary** tab ensuring effortless access to essential details on one screen.



6. When you are ready to disposition your candidate, select the Review option.



7. You'll notice an activated popup bar that enables you to either advance your candidate or choose to decline them.



Important: When a candidate is marked as declined, **they will receive a courteous notification** stating their application for the position is no longer being considered.

8. **Move Forward** allows you to move candidates to the following stages and steps.

Stage: Screen

Step: Tier A (strongly recommended candidates)

Step: Tier B (recommended candidates)

Stage: Interview

Step: Phone Interview

Step: Video Interview

Step: In-Person Interview

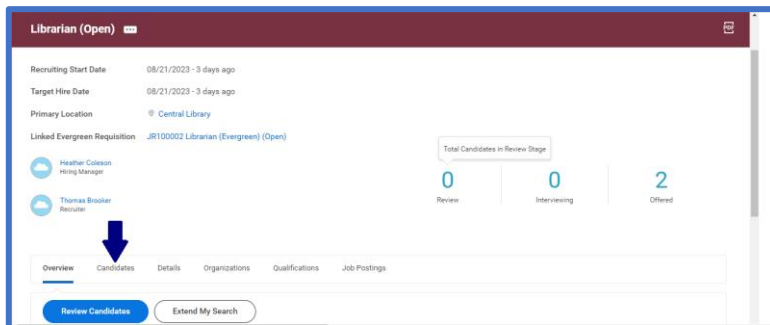
Stage: Offer



Important: You must actively advance your candidate through each stage to unlock the subsequent stage for their progression.



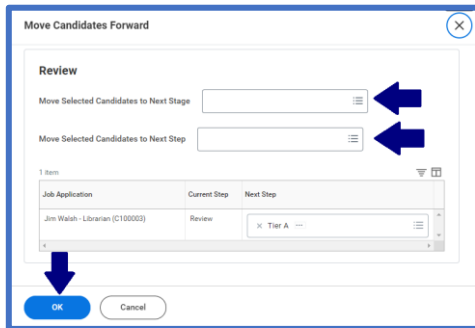
Tip: Another way to disposition candidates is from the **Candidates** tab on the requisition.



Check the box by the candidate's name or check the box at the top of the grid for bulk dispositioning, to activate the Move Forward or Decline options.

<input type="checkbox"/>	Step / Disposition	Awaiting Action	Awaiting Me	Date Applied	Current Title	Current Company	Source	Endorsement Comment
<input checked="" type="checkbox"/>	Candice Kyle (C100001)	Drug Screening	1	08/21/2023			City of Garland Career Site -> City of Garland Career Site	
<input checked="" type="checkbox"/>	John Sholden (Internal) (C100002)	In-Person Interview	1	08/21/2023				
<input checked="" type="checkbox"/>	Jim Walsh (C100003)	Review	1	08/22/2023			Job Board -> Garland Chamber of Commerce	

A new pop-up box will show where you will choose the next Stage and Step for the selected candidate(s).



QUESTIONS?

If you have questions about Workday Recruitment, please email Talent@GarlandTX.gov. We're here to help!