

Search and Hire Process for Search Committee Members

The Search and Hire Process is managed in Workday through the Recruiting functionality. This is a set of screens that provide summary information of job requisitions and the corresponding candidates. The candidates within each job requisition are associated to stages within the Candidate Pipeline.

The Search and Hire Process

As the process of reviewing and choosing candidates is dynamic, candidates may not hit every stage of the process.

- 1) **Review** – When a candidate applies for a position, they are initially assigned the status Review Candidate. The Primary Recruiter moves those candidates who meet the minimum job criteria forward to the Search Chair Screen step.
- 2) **Screen** – The candidate details are viewed to determine the next steps by the Search Committee Chair.
- 3) **Assessment** – Denotes short listed candidates.
- 4) **Interview** – After the candidate is screened, the Search Committee Chair or Search Committee Assistant can move them forward to the Interview Stage. Interviews can be scheduled as on campus, video, or phone.
- 5) **Background Check** – Background checks are done through Human Resources once requested by the Search Committee Chair/Assistant.
- 6) **Reference Check** – Reference checks are performed outside of Workday and then uploaded to Workday by the Search Committee Chair/Assistant.
- 7) **Offer** – This step is done through Human Resources.
- 8) **Ready for Hire** – This step is done through Human Resources.

Search Committee Members

Search Committee Members take part in reviewing candidate resumes, interviewing potential candidates, providing feedback and recommending the most qualified candidates for employment by the University to the Search Committee Chair and Assistants. They can view the Candidate Pipeline, and view and print PDF versions of resumes, plus view the job requisition data.

View Candidate Pipeline for a Specific Job Requisition

- 1) To view a list of the job requisitions, type **My Recruiting Jobs** into the **Search** bar in Workday.
- 2) From the Search Results, select the **My Recruiting Jobs (Montclair)** option.



Search Results

Categories

Search Results 1 items

Common

Organizations

Payroll

Tasks and Reports

My Recruiting Jobs (Montclair)

View a list of job requisitions, the number of active candidates and detailed information about the job requisition. Required Prompts: Job Requisition Status, defaulted with Open and Filled. Optional Prompts: Hiring Mana...

A grid displays the requisition name, number of current applicants, Hiring Manager, Search Committee Chair/Assistant/Members, and Primary Recruiter.

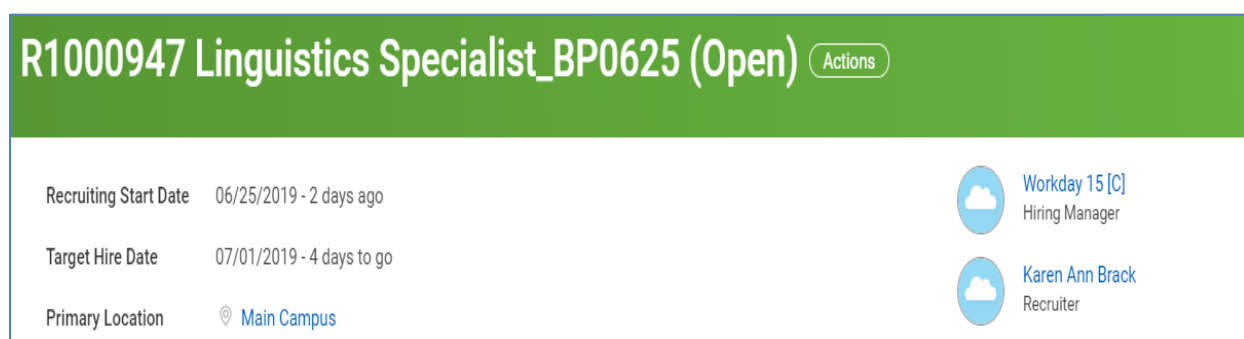
- 3) Click the name of a **requisition** in the list to view the candidate pipeline.



Job Requisition	Candidates in Review Stage	Active Candidates	Recruiting Start Date	Hiring Manager	Supervisory Organization	Search Chair	Search Assistant(s)	Recruiter(s)
R1000947 Linguistics Specialist_BP0625 (Open)	2	2	06/25/2019 - Today	Workday 15 [C]	TEST Recruiting (Workday 15 [C])	Hilal Tabakci	Erskine Shoulars	Karen Ann Brack

The Candidate Pipeline

Header: This area displays the Recruiting Start Date, Target Hire Date and Primary Location. In addition, the assigned primary recruiter and hiring manager are displayed.



R1000947 Linguistics Specialist_BP0625 (Open)

Recruiting Start Date 06/25/2019 - 2 days ago

Target Hire Date 07/01/2019 - 4 days to go

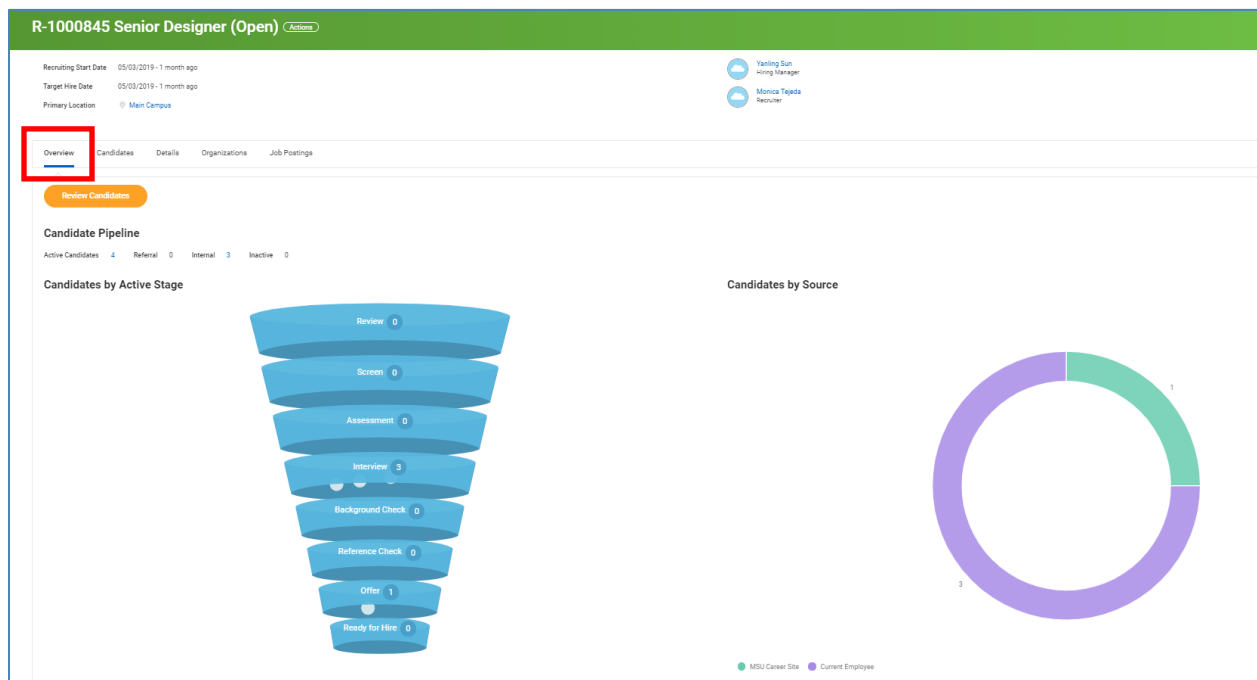
Primary Location Main Campus

Workday 15 [C]
Hiring Manager

Karen Ann Brack
Recruiter

Overview: this section provides the following:

- Candidate funnel tracks the status of candidates in each stage of the process. As candidates move from one stage to another, the levels of the funnel are updated to reflect the current population. Not all applicants are required to go through each stage in all instances.
- A graph displays job posting sources from where candidates applied.



Candidates – Displays candidate information in a grid format, and allows Search Committee Members to view/print PDF versions of the candidate resumes.

R1000947 Linguistics Specialist_BP0625 (Open) [Actions](#)

Recruiting Start Date: 06/25/2019 - Today
 Target Hire Date: 07/01/2019 - 6 days to go
 Primary Location: [Main Campus](#)

[Overview](#) [Candidates](#) [Details](#) [Organizations](#) [Job Postings](#)

[All Active Candidates](#) [Awaiting Action](#)

2 [Review](#) [Screen](#) [Assessment](#) [Interview](#) [Background Check](#) [Reference Check](#) [Offer](#) [Ready for Hire](#)

2 Items [Overview](#) [Contact](#) [Experience](#) [Resume](#)

<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Current Title	Current Company	Resume	Source	Jobs Applied to
<input type="checkbox"/>	Ronni Michaels (C000116)	Review		1	06/25/2019	Chief Translator	United Nations	View	Candidate Source -> Indeed	0
<input type="checkbox"/>	Courtney	Review		1	06/25/2019			View	Internal -> Current Employee	0

[Send Message](#) [Bundle Resumes](#) [Add To Pool](#) [Share](#)

Details – This section provides all requisition details.

R1000947 Linguistics Specialist_BP0625 (Open)
Actions

Recruiting Start Date06/25/2019 - Today
Target Hire Date07/01/2019 - 6 days to go
Primary LocationMain Campus

Workday 15 [C]
Hiring Manager
Karen Ann Brack
Recruiter

OverviewCandidatesDetailsOrganizationsJob Postings

Details
Requisition Compensation

Copy Job Requisition

Requisition Details

Hiring Requirements

Job RequisitionR1000947 Linguistics Specialist_BP0625 (Open)
Supervisory OrganizationTEST Recruiting (Workday 15 [C])
PositionP1021352 Linguistics Specialist_BP0625 (Unfilled)

Job Details
Job ProfileProfessional Services Specialist 4 (10M) (AFT)
Job Families for Job ProfilesProfessional Non-Tenured

Organizations – This section provides the cost center, fund and PS account related to the requisition.

R1000947 Linguistics Specialist_BP0625 (Open)
Actions

Recruiting Start Date06/25/2019 - Today
Target Hire Date07/01/2019 - 6 days to go
Primary LocationMain Campus

Workday 15 [C]
Hiring Manager
Karen Ann Brack
Recruiter

OverviewCandidatesDetailsOrganizationsJob Postings

4 Items

Organization Type	Organization
Company	Montclair State University

Job Postings – This section displays the job posting sites used and the posting start and end dates for the specific requisition.

R1000947 Linguistics Specialist_BP0625 (Open)
Actions

Recruiting Start Date06/25/2019 - Today
Target Hire Date07/01/2019 - 6 days to go
Primary LocationMain Campus

Workday 15 [C]
Hiring Manager
Karen Ann Brack
Recruiter

OverviewCandidatesDetailsOrganizationsJob Postings

2 Items

Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/> Montclair External Career Site	External	06/25/2019			MSU Standard Job Application Template effective 06/03/2019 11:15	0	https://montclair4.wd2.myworkdayjobs.com/JobOpportunities/job/Montclair-NJ/Linguistics-Specialist-BP0625_R1000947	Actions
<input type="checkbox"/> Internal	Internal	06/25/2019			MSU Standard Job Application Template effective 06/03/2019 11:15	0		Actions