

Search and Hire Process for Hiring Managers

The applicants associated with the open position can be viewed within the Candidate Pipeline of the Job Requisition.

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.

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.

The screenshot shows the Workday search interface. At the top, there is a search bar with the text "My Recruiting Jobs (Montclair)". Below the search bar, the "Search Results" section is displayed. On the left, there are "Categories" listed: "Common", "Organizations", and "Payroll". The "Common" category is selected. On the right, under "Search Results 1 items", there is a result for "My Recruiting Jobs (Montclair)". This result is highlighted with a red box. Below the result title, there is a description: "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.

My Recruiting Jobs (Montclair) Actions									
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 section displays the following: Recruiting Start Date, Target Hire Date, Primary Location, Primary Recruiter and Hiring Manager.

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. This is a dynamic process so not all applicants will move through every single stage of the process in each instance.
- A graph displays the Candidates by Source, which represents the candidate's response to "How did you hear about us?" question in their job application.



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

R1000947 Linguistics Specialist_BP0625 (Open) Actions

Recruiting Start Date 06/25/2019 - Today Workday 15 [C] Hiring Manager
 Target Hire Date 07/01/2019 - 6 days to go Karen Ann Brack Recruiter
 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		Candidate Source -> Indeed	0
<input type="checkbox"/>	Courtney	Review		1	06/25/2019				Internal -> Current Employee	0

Send Message Bundle Resumes Add To Pool Share

Details – This section provides all of the details of the Job Requisition.

R1000947 Linguistics Specialist_BP0625 (Open) Actions

Recruiting Start Date 06/25/2019 - Today Workday 15 [C] Hiring Manager
 Target Hire Date 07/01/2019 - 6 days to go Karen Ann Brack Recruiter
 Primary Location Main Campus

Overview Candidates **Details** Organizations Job Postings

Details Requisition Compensation

Copy Job Requisition

Requisition Details

Job Requisition [R1000947 Linguistics Specialist_BP0625 \(Open\)](#)
 Supervisory Organization TEST Recruiting (Workday 15 [C])
 Position [P1021352 Linguistics Specialist_BP0625 \(Unfilled\)](#)

Hiring Requirements

Job Details

Job Profile [Professional Services Specialist 4 \(10M\) \(AFT\)](#)
 Job Families for Job Profiles [Professional Non-Tenured](#)

Organizations – This section provides the Cost Center, Fund and PS Account related to the Job Requisition.

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

Workday 15 [C]
Hiring Manager
 Karen Ann Brack
Recruiter

Overview Candidates Details **Organizations** Job Postings

4 items

Organization Type	Organization
Company	Montclair State University
Cost Center	2502101 ACCOUNTING & FINANCE
Fund	10 Unrestricted

Job Postings – This section indicates if the position was posted externally and/or internally and displays a link to the University’s External Career Site, which contains the job posting.

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

Workday 15 [C]
Hiring Manager
 Karen Ann Brack
Recruiter

Overview Candidates Details Organizations **Job 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