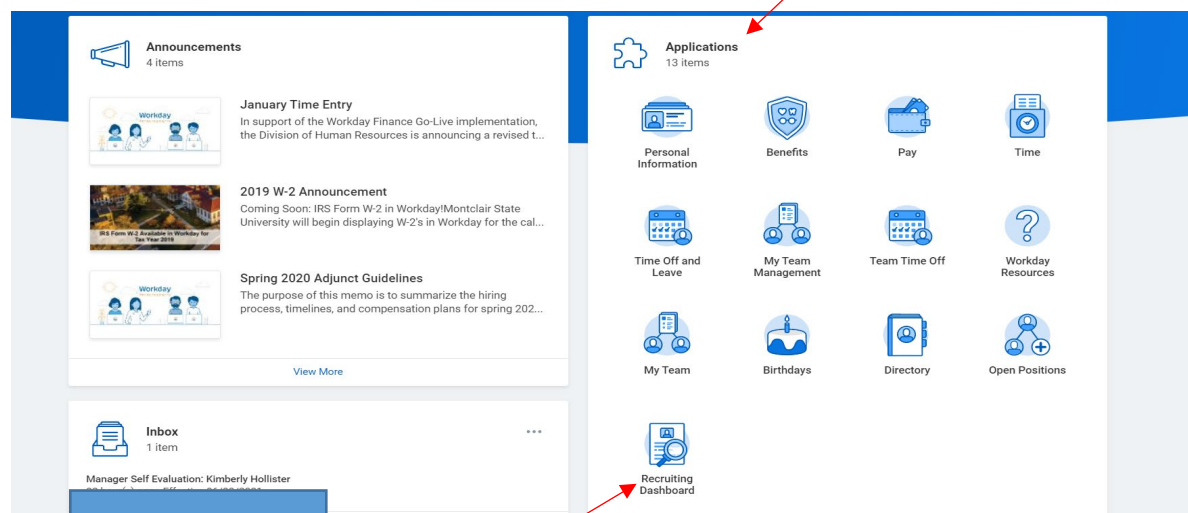


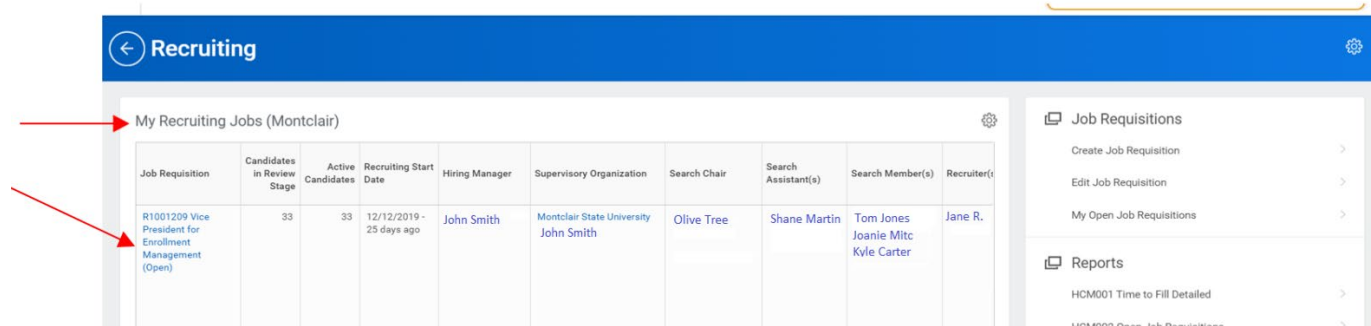
How to: Find a Job Requisition and Review Candidates

Search Committees can find the Job Requisition that is associated with the search they are on by following the steps below.

1. Log into your Workday Account
2. On the home page, click on the “Recruiting Dashboard” Worklet, which can be found on the lower right in the “Applications” section.



3. Once you click on the “Recruiting Dashboard,” you will see the Job Requisition listed under “My Recruiting Jobs.”



Note: If you do not have the “Recruiting Dashboard” Worklet, please refer to “How to: Add the Recruiting Dashboard to your Workday Home” on Page 3.

- Click on the Job Requisition and then click on the “Candidates” tab. You will then see the list of candidates, who have applied along with their resume and cover letter attachments.

R1001209 Vice President for Enrollment Management (Open)

Recruiting Start Date: 12/12/2019 - 25 days ago
 Target Hire Date: 02/01/2020 - 28 days to go
 Primary Location: Main Campus

Buttons: Search Candidates, Add Resume, Manage Tasks

Navigation: Overview | **Candidates** | Details | Organizations | Job Postings

Actions: Compare Candidates for Job Requisition

Filters: All Active Candidates | Awaiting Action

33 Review | Talent | Assessment | Interview | Background Check | Reference Check | Offer

No Filters Applied

Candidate	Step / Disposition	Awaiting Mx	Awaiting Action	Date Applied	Current Title	Current Company	Resume	Source
John	Review		2	01/09/2020	Director		Cover Letter.pdf Resume.pdf	Candidate Source - LinkedIn
Stephanie	Review		2	01/02/2020	Associate in Higher Education		Cover Letter.doc Resume.doc	Candidate Source - HigherEdJobs.com
Karen	Review		2	01/02/2020	Assistant Vice President		Resume.doc Cover Letter.doc	Candidate Source - HigherEdJobs.com

Note: A couple of other ways to search for the job requisition is to type the following in the Search box on your Workday homepage:

jr: R1001209

W Q jr: R1001209

Search Results

Categories: Common | Assets | Banking | Expenses | Financial Accounting | Grants | Organizations | Payroll

Search Results 1 items

Common

R1001209 Vice President for Enrollment Management (Open) Job Requisition

Tip: try selecting another category from the left to see other results

OR

jr: vice president enrollment

W Q jr: vice president enrollment

Search Results

Categories: Common | Assets | Banking | Expenses | Financial Accounting | Grants | Organizations | Payroll

Search Results 1 items

Common

R1001209 Vice President for Enrollment Management (Open) Job Requisition

Tip: try selecting another category from the left to see other results

How to: Add the Recruiting Dashboard to your Workday Home

Please note: to access the Recruiting Dashboard, you must be in the Management Chain of the job requisition, or have the role of Search Committee Chair, Search Committee Assistant, or Search Committee Member.

If the above applies to you, please follow the below steps to add the Recruiting Dashboard on your Workday home:

1. Click on the gear in the top-right of their Workday home.
2. Click on the “+” sign under “Optional Worklets”.
3. Type in “recruiting” in the “Worklet” bar and hit enter in order to view selections and choose “Recruiting Dashboard” and click “Done”.
4. Upon clicking “Done”, you will be brought back to your Workday home screen and will now see the Recruiting Dashboard.

