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.
4. 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.

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

OR

jr: vice president enrollment
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.