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.

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.

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.
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.
**Details** – This section provides all requisition details.

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

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