Hiring for an Advertised Position
Full-Time Advertised Position with No Search Committee

PURPOSE

The purpose of this job aid is to assist managers in hiring/rehiring a person who does not currently have an active position at Broward College into an advertised position for which a search committee was **not** formed. For assistance during the recruitment process, please contact the HR-Recruitment.

BEFORE YOU BEGIN

A position and a job requisition are required in order to hire someone into an open position. Therefore, a job requisition must be submitted and allowed for the approval process to go entirely through prior to hiring/rehiring a worker in Workday.

WORKDAY ACCOUNT

Once the hire is fully approved in Workday, an automated service request to create worker's Workday account will be generated. This automated service is scheduled to run twice a day (am & pm). As the manager, you will receive an automated email with the user name and password for the new hire once the account is active in the system. If you do not receive the email with the login information within 48 hours after all hire processes are completed, submit a helpdesk ticket.

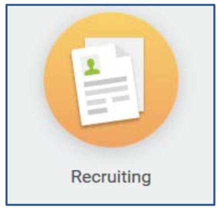
AFTER WORKER IS HIRED

As a new employee at Broward College, new hires are required to complete Onboarding in Workday. Onboarding consist of required forms that must be electronically signed and attached as instructed. Employees rehired within one year of their termination will not have to perform the Onboarding task again.

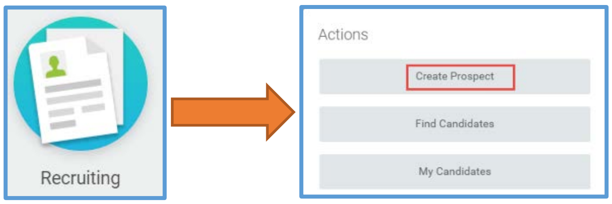
Additionally, new hires are required to visit the Records Management, HR to verify employment eligibility (I9). Please inform new hire to contact Records Management, HR to schedule his/her appointment once the hire is fully approved in Workday.

THINGS TO KNOW

Recruiting Dashboard- Access from your Workday homepage to view all job requisitions (open & closed) for your supervisory organization, candidates that applied and advertising sources the candidates are using.



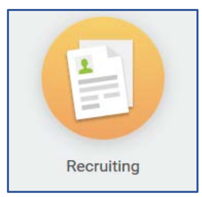
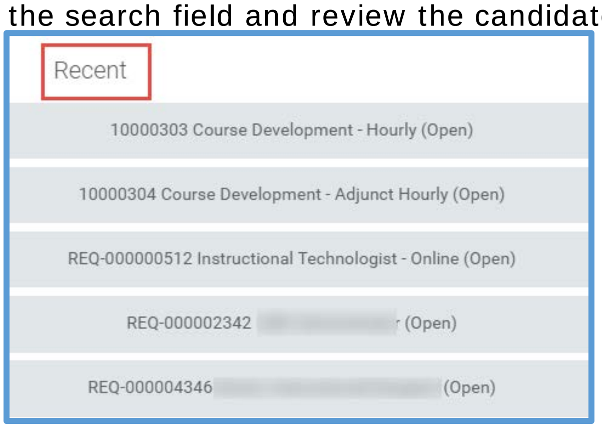
Recruiting Worklet – Access from your Workday homepage to create a prospect, view job requisitions, invite someone to apply for a job, etc.



TASKS IN THIS JOB AID

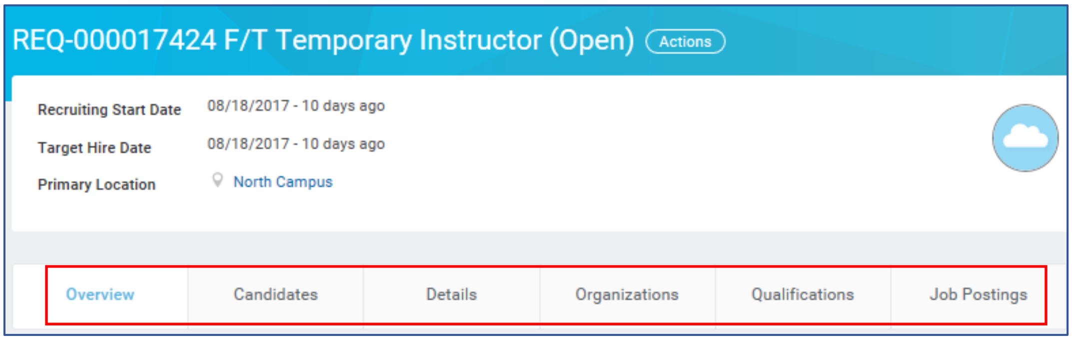
Procedures for Full-Time Advertised Position with No Search Committee
Screen Candidates
Schedule Interview Team Task
Rate Interview Task
Make Interview Decision
Tentative offer for Candidate of Choice/Propose Compensation Offer
Review Final Candidate Recommended
Complete Questionnaire
Tentative Offer for Candidate of Choice
Make Offer Decision
Complete Reference Check Form
Reference Check Decision
Propose Compensation
Change Organization Assignment
Change Job (For Internal Candidates only)
Review Proposed Compensation
View Status of Hire/Change Job in Progress
Workday Account

PROCEDURE

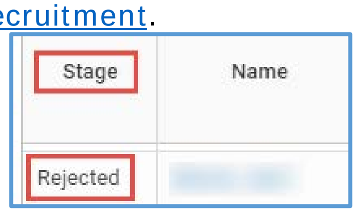
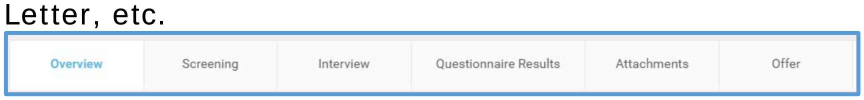
Full-Time Advertised Position with No Search Committee	
Step 1	Login to Workday
Step 2	Complete and submit a job requisition and allow for the approval process to go entirely through **Note:** Refer to Job Requisition job aid for detailed step by step guide on how to complete and submit a job requisition
Note	Once job requisition is approved, HR Recruitment team will review and post the position on Broward College Website. HR-Recruitment team will inform the hiring manager once the position is posted.
Step 3	Allow the **Start-End** date time of the job posting to pass
Step 4	In the meantime, hiring manager must: – Create the job-related criteria grid and submit to the Recruiter for approval as stated in the Recruitment, Selection and Assignment of Personnel procedures, A6Hx2-3.02. – Create the job-related interview questions and submit to the Recruiter for approval as stated in the Recruitment, Selection and Assignment of Personnel procedures, A6Hx2-3.02.
Screen Candidates	
Step 1	Navigate to *Home screen* and click on **Recruiting Worklet** (**Note:** If you do not see the Recruiting Worklet, refer to Configure Worklets job aid to configure recruiting worklet on your WD home page) 
Step 2	Go to the *Recent* section and click on the **job requisition number** to review the candidates (**Note:** Managers can also type the requisition number in the search field and review the candidates) 

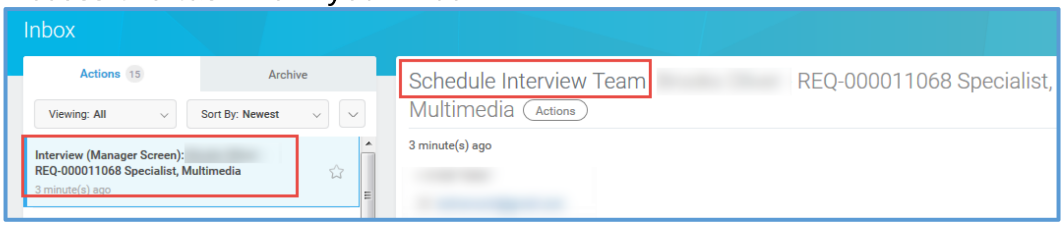
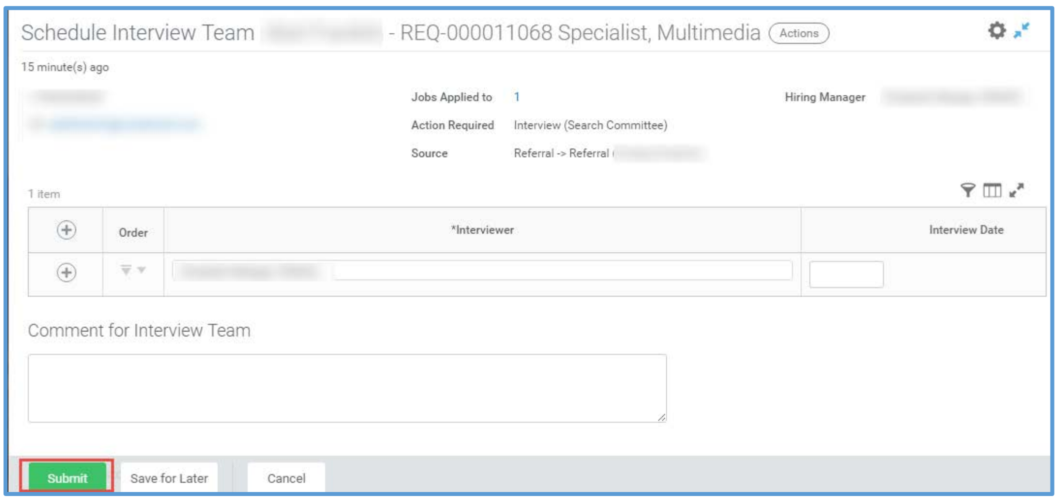
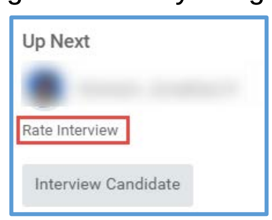
Step 3	The requisition screen appears with 6 tabs; click on each tab to review the information in each area

- Overview
- Candidates
- Details
- Organizations
- Qualifications
- Job Postings



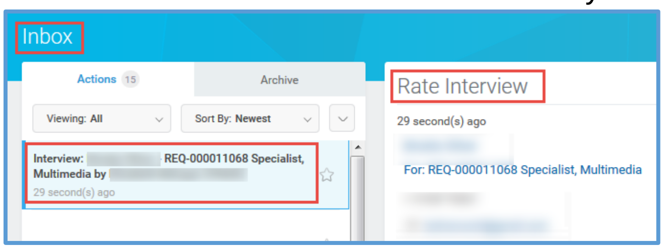
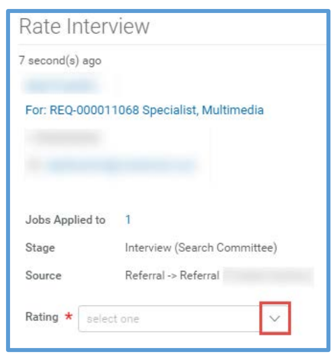
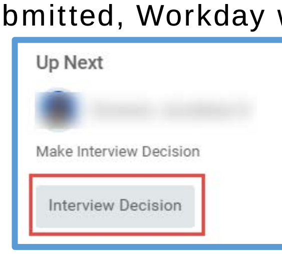
To review candidates:

Step 1	Click on the **Candidates** tab
Step 2	Click on the candidate's name (blue hyperlink) in the **Name** column 
Note	Candidates rejected by recruiter will have a **Rejected** status in the **Stage** column. For questions or concerns, contact the HR-Recruitment. 
Step 3	Next screen appears with 6 tabs; navigate thru each tab to review application and credentials. Click on the **Attachments** tab to review Resume, Transcripts, Cover Letter, etc. 

Step 4	Based on the job-related criteria grid, identify the candidates to be interviewed by Phone/Skype and provide the list to the Recruiter
Step 5	Schedule the Phone/Skype interviews and provide the schedule to the Recruiter
Step 6	Recruiter will move the candidates forward in Workday. Once recruiter moves the candidates forward the **Schedule Interview** task will appear in your inbox
Schedule Interview Team Task	
Step 1	Access the task from your inbox 
Step 2	Click **Submit** – **Do not** perform any other action on this screen 
Note	As soon you submit the *Schedule Interview Team* task, Workday will prompt you to **Rate Interview**. **Do not** do anything until everything listed in the steps 3 & 4 listed below are completed 

<table>
<tr><td>Step 3</td><td>Complete the following:

Conduct all Phone/Skype interviews
Identify those candidates to be interviewed On-Campus
Schedule the on-campus interviews and submit the schedule to the Recruiter
Ensure that the job-related interview questions have been submitted to the recruiter for approval

Note: Out-of-town candidates are responsible for their own airfare and hotel accommodation. The hiring manager is to collect any receipt(s) for travel reimbursement and submit for reimbursement in Workday</td></tr>
<tr><td>Step 4</td><td>Conduct and complete the On-Campus interviews and move to the next task of Rate Interviews</td></tr>
<tr><td colspan="2">Rate Interview Task</td></tr>
<tr><td>Step 1</td><td>Access the Rate Interview task from your inbox

</td></tr>
<tr><td>Step 2</td><td>Click on the drop down menu and select the appropriate rating (Candidate Recommended or Not Recommended)

</td></tr>
<tr><td>Step 3</td><td>Click Submit</td></tr>
<tr><td>Step 4</td><td>Complete step 1 thru 3 listed above for each candidate interviewed</td></tr>
<tr><td>Step 5</td><td>Once the step of Rate Interview has been submitted, Workday will prompt you to make Interview Decision.

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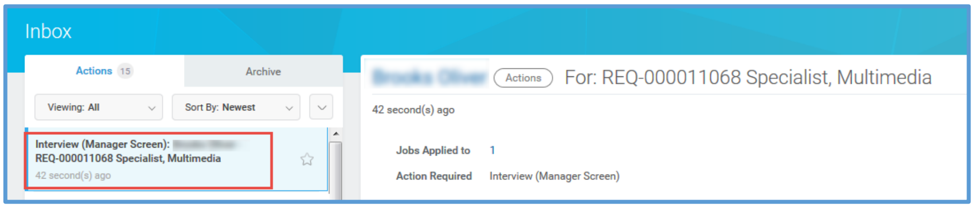
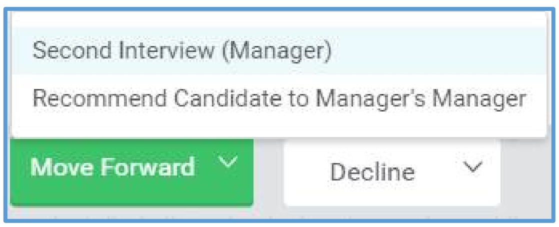
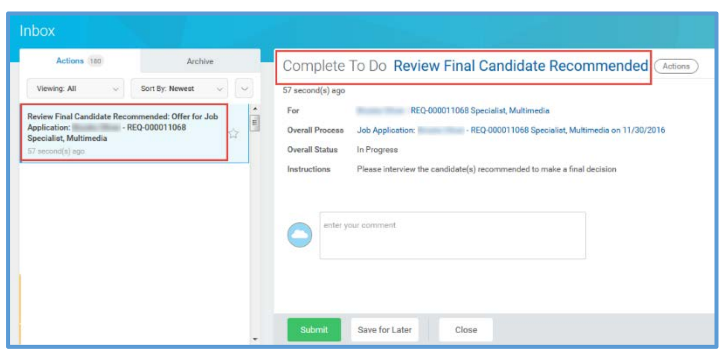
<table>
<tr><th colspan="2">Make Interview Decision</th></tr>
<tr><td>Note</td><td>From here on, manager will be completing actions for the candidate of choice (finalist). The remaining candidates will remain in your Workday inbox until the process for the finalist is completed. Once the process for the finalist is completed, recruiter will dispense the candidate pool which will remove the other candidates from your Workday inbox.</td></tr>
<tr><td>Step 1</td><td>Access the Interview (Manager Screen) task from your Workday inbox for the candidate of choice (finalist) for the position

</td></tr>
<tr><td>Step 2</td><td>Scroll down and click on Move Forward

</td></tr>
<tr><td>Step 3</td><td>Sent to Manager's manager for approval (Wait for response)</td></tr>
<tr><th colspan="2">Review Final Candidate Recommended
(To be completed by Hiring Manager's Manager)</th></tr>
<tr><td>Step 1</td><td>Access the To Do to Review Final Candidate Recommended from your Workday inbox

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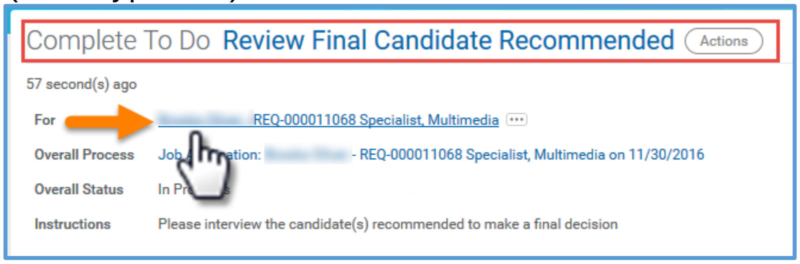
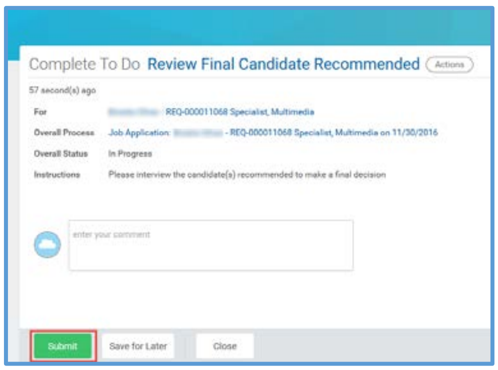
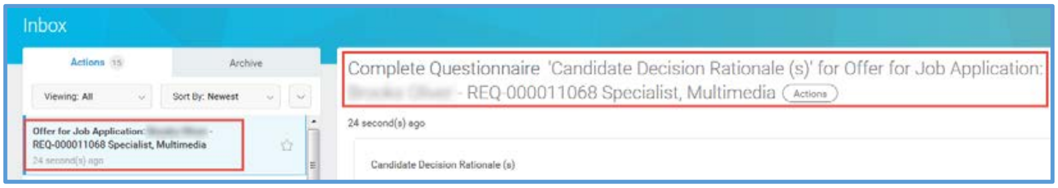
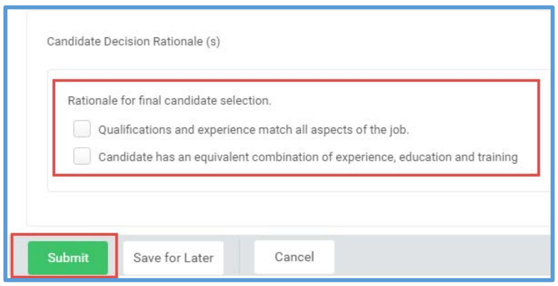
workday

Step 2	To view applicant's application and credentials, click on applicant's name (blue hyperlink) 
Step 3	As the manager's manager, interview the candidate(s) recommended to make a final decision
Note	If you are not in agreement with the hiring manager's recommendation, please have a discussion outside of Workday with the hiring manager and the recruiter
Step 4	If you are in agreement with the hiring manager's recommendation, click **Submit** 
Up Next	Once the step of **Review Final Candidate Recommended** has been submitted, hiring manager will receive a **Complete Questionnaire** task to complete

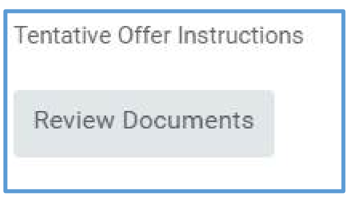
<table>
<tr><th colspan="2">Complete Questionnaire</th></tr>
<tr><td>Note</td><td>Once hiring manager’s manager submits the step of Review Final Candidate Recommended, hiring manager will receive a Complete Questionnaire task to complete</td></tr>
<tr><td>Step 1</td><td>Access the Complete Questionnaire task from your Workday inbox



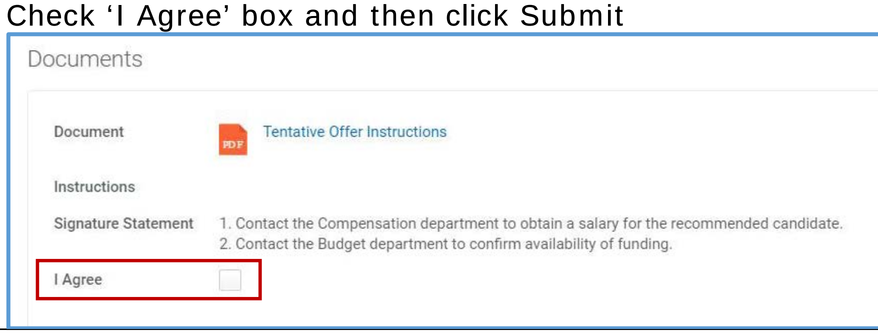
</td></tr>
<tr><td>Step 2</td><td>Select an appropriate decision rationale



</td></tr>
<tr><td>Step 3</td><td>Click Submit</td></tr>
<tr><td>Step 4</td><td>As soon as the Complete Questionnaire task is completed, Workday will prompt you to complete the Tentative Offer (click review documents)



</td></tr>
<tr><th colspan="2">Tentative Offer Instructions</th></tr>
<tr><td>Step 1</td><td>Click on Open to access the task (Note: you may also access the task from your Workday inbox)</td></tr>
<tr><td>Step 2</td><td>Check ‘I Agree’ box and then click Submit



</td></tr>
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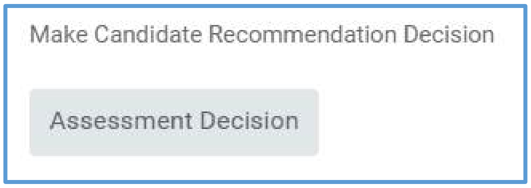
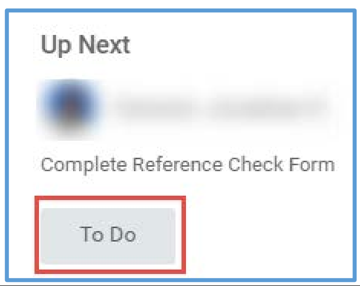
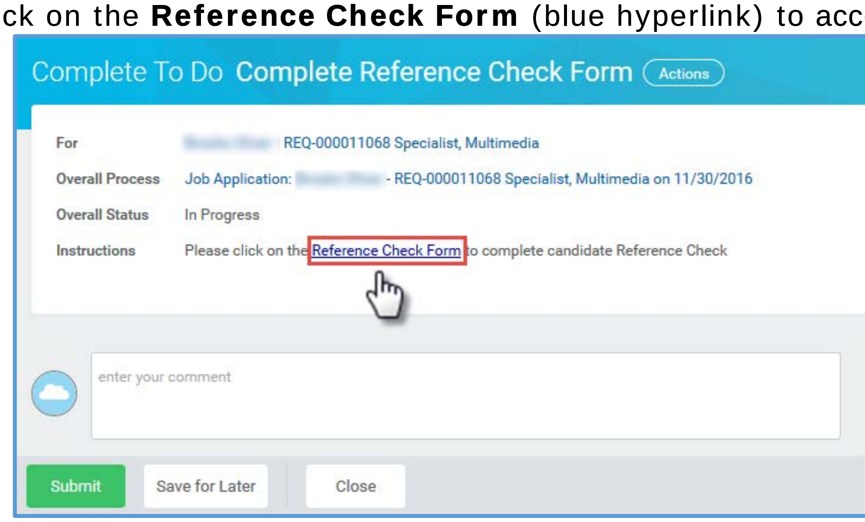
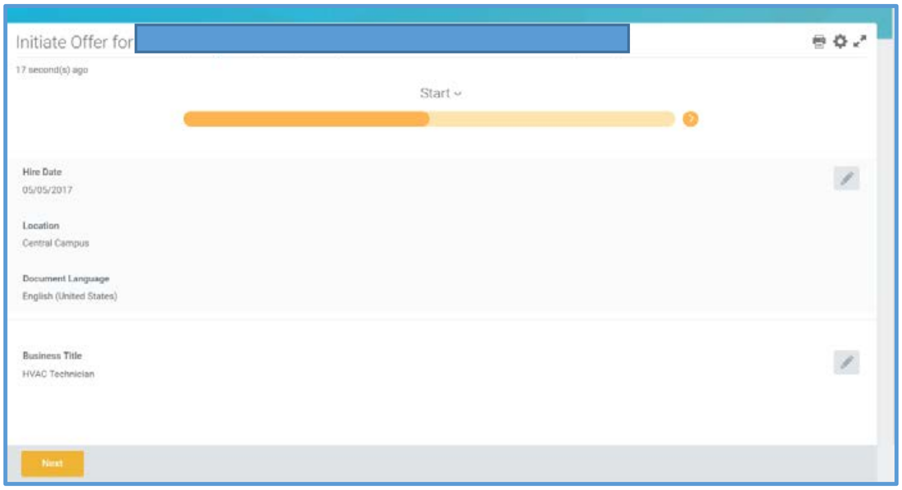
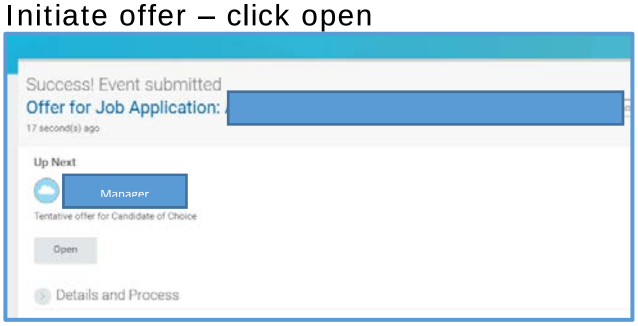
<table>
<tr><th colspan="2">Make Candidate Recommendation</th></tr>
<tr><td>Step 1</td><td>Click Assessment Decision


</td></tr>
<tr><td>Step 2</td><td>Reference Check


</td></tr>
<tr><td>Step 3</td><td>As soon as you move forward, a To Do task will appear for you in your inbox</td></tr>
<tr><th colspan="2">Complete Reference Check Form</th></tr>
<tr><td>Note</td><td>Manager can make a verbal tentative offer based on the salary recommended by compensation; however manager must make sure that funding is available as well.</td></tr>
<tr><td>Step 1</td><td>Click To Do to access the reference check form (Note: you may also access the task from your Workday inbox


</td></tr>
<tr><td>Step 2</td><td>Click on the Reference Check Form (blue hyperlink) to access the form


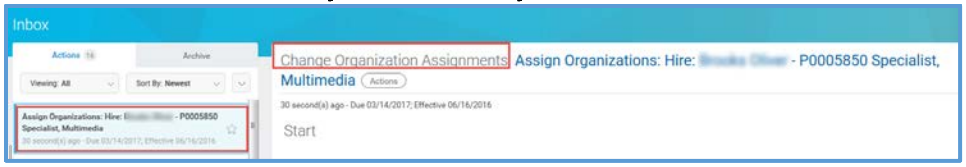
</td></tr>
</table>

<table>
<tr><td>Step 3</td><td>Once submitted the form is routed to the Recruiter</td></tr>
<tr><td colspan="2">Initiate Offer</td></tr>
<tr><td>Step 1</td><td>Access the task from your Workday inbox – click on pencil and enter required fields (hire date, location) and then click Next

</td></tr>
<tr><td>Step 2</td><td>Initiate offer – click open

</td></tr>
<tr><td>Step 3</td><td>Click Done</td></tr>
<tr><td colspan="2">Propose Compensation</td></tr>
<tr><td>Step 1</td><td>Access the task from your Workday inbox

</td></tr>
<tr><td>Note</td><td>Salary and Allowances (if applicable) will appear automatically as you proposed them during the Tentative Offer for Candidate of Choice task</td></tr>
<tr><td>Step 2</td><td>Click Submit: Pending approval with hiring manager's manager</td></tr>
</table>

Change Organization Assignment

Step 1 | Access the task from your Workday inbox



Step 2 | Click the pencil icon and then add salary dollar amount

Step 3 | Click **Submit – (Goes to compensation partner for review and approval)**

Change Job (For Internal Candidates only)

Step 1 | Access the task from your Workday inbox

Click on the pencil icon to enter or modify information as listed below (**Note:** A red asterisk (*) denotes a required field).

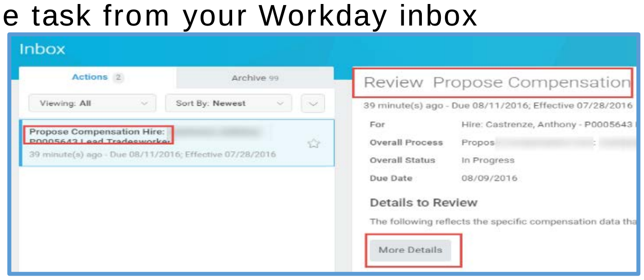
Field	Description
When do you want this change to take effect	Click on the pencil icon and enter the date
Why are you making this change	Click on the prompt icon and select Transfer (**Note**: Contact [HR-Compensation]() if you are not sure which option to select)
Which team will this person be on after this change	If there is no change, verify that the information is correct; If there is a change, use the pencil icon to edit
Where will this person be located after this change	If there is no change, verify that the information is correct; If there is a change, use the pencil icon to edit

Step 3 | Click **Submit;** Pending approval with Finance partner

Review Proposed Compensation
(To be completed by Hiring Manager's Manger)

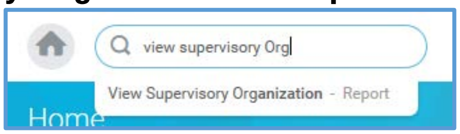
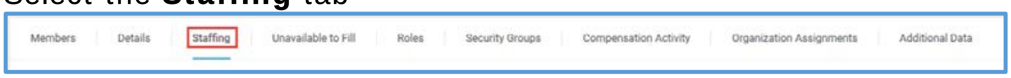
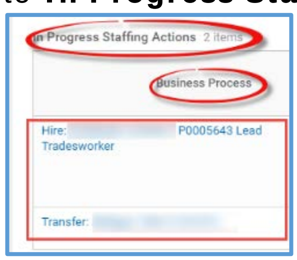
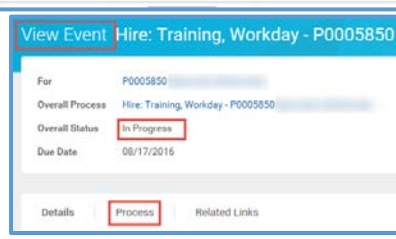
As soon as **Propose Compensation** task is submitted, hiring manager's manager will receive a task to **Review Propose Compensation**

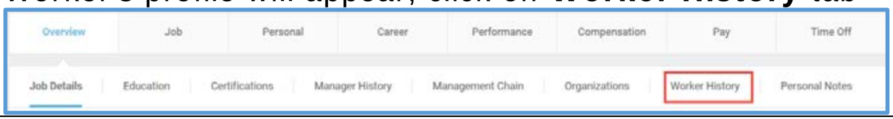
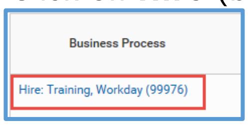
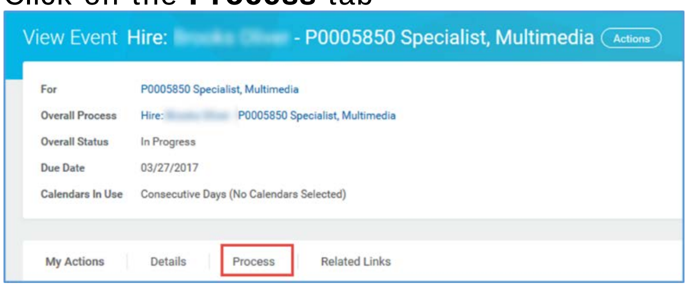
Step 1 | Access the task from your Workday inbox



Note: If you would like to see additional details about the worker's compensation, click on **More Details** button

Step 2 | Review all information and click **Submit**

	Note: Do not select **Deny**. If you are not in agreement with the hiring manager's recommendation, please have a discussion outside of Workday with the hiring manager and the recruiter.
Up Next	Approval with Compensation Partner
View Status of Hire/Job Change In Progress	
Step 1	Type **Supervisory Organization** in the search field and select **View Supervisory Organization – Report** 
Step 2 **Note**	The Supervisory Organization appears automatically. If you wish to view headcount for another Supervisory Organization, click on the prompt icon and select appropriate value You may only see Supervisory Organization that you are responsible for
Step 3	Click **OK**
Step 4	Select the **Staffing** tab 
Step 5	Scroll all the way down to **In Progress Staffing Actions** 
Step 6	Click on **Hire or Job change** (blue hyperlink) under *Business Process* to view **Details** or **Process Status** (you may also see the persons the task is pending with under **Awaiting Action By** column)  

Workday Account	
Provisioning is not required for internal employees who are transferring from one position to another. For all other candidates - once the hire is fully approved in Workday, an automated service request to create worker's Workday account will be generated. This automated service is scheduled to run twice a day (am & pm). To check the status, follow steps listed below.	
Step 1	Type worker's name or PID in the search field and select worker
Step 2	Worker's profile will appear, click on **Worker History** tab 
Step 3	Click on **Hire** (blue hyperlink) under **Business Process** column 
Step 4	Click on the **Process** tab 
Step 5	Scroll all the way down and check the status of **Integration: BC Create User Account EIB OUT**