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Hiring for an Advertised Position Full-Time Advertised Position using a 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** formed. For assistance during the recruitment process, please contact the <u>HR-Recruitment.</u>

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 <u>Onboarding</u> 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 (19). Please inform new hire to contact <u>Records</u> <u>Management, HR</u> to schedule his/her appointment once the hire is fully approved in Workday.



THINGS TO KNOW

Recruiting Worklet- 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

Hiring Manager:

- Section 1: Process for Full-Time Advertised Position using a Search Committee
- Section 6: Interview (Search Committee) Task
- Section 7: <u>Schedule Interview Team/Second Interview</u>
- Section 8: <u>Rate Interview Task</u>
- Section 9: <u>Make Interview Decision</u>
- Section 10: <u>Tentative Offer (Rationale/Propose Compensation Offer/Make Offer</u> <u>Decision)</u>
- Section 12: Complete Questionnaire
- Section 13: Tentative Offer for Candidate of Choice
- Section 14: Make Offer Decision
- Section 15: Complete Reference Check Form
- Section 16: Reference Check Decision
- Section 17: <u>Propose Compensation</u>
- Section 18: Change Organization Assignment
- Section 19: Change Job (For Internal Candidates only)
- Section 21: View Status of Hire/Job Change In Progress
- Section 22: Workday Account

Chair & Search Committee Members:

- Section 2: Your Role as a Chair and as a Search Committee Member
- Section 3: How to Review Candidates

Chair:

- Section 4: Schedule Interview Team
- Section 5: <u>Rate Interview Task</u>

Hiring Manager's Manager:

- Section 11: <u>Review Final Candidate Recommended</u>
- Section 20: <u>Review Proposed Compensation</u>



PROCEDURE

Section 1:	Full-Time Advertised Position using a Search Committee		
	(To be Completed by the Hiring Manager)		
Step 1	Login to Workday		
Step 2	Complete and submit a job requisition and allow for the approverse process to go entirely through (Note: Refer to <u>Job Requisition</u> job aid for detailed step by step guide on how to complete and submit a job requisition).		
			
Note	Once the job requisition is approved, HR Recruitment team will review and post the position on <u>Broward College Website</u> . HR- Recruitment team will inform the hiring manager once the position is posted		
Step 3	In the meantime, decide on Search Committee membership and forward those names to the recruiter		
Step 4	Allow the Start-End date time of the job posting to pass		
Section 2:	Your Role as a Chair and as a Search Committee Member		
The recruiter as qualification an completion.	ssigned to the position will review the candidate pool for minimum d will notify the hiring manager and search chair via email upon		
Your Role As a	Is To		
Search Committee Member	 Review the credentials of the candidates Evaluate the candidate's credentials based on the requirements for the position Identify the candidates to be interviewed Provide the Search Chair with the list of the candidates to be interviewed Interview the identified candidates <u>Not</u> take any action on the candidate's record or on any tasks that appear in Workday Assist Search Chair 		
Search Chair	 Review the credentials of the candidates Evaluate the candidate's credentials based on the requirements for the position Identify the candidates to be interviewed Interview the identified candidates Take action on the candidate's record or on any tasks that appear in Workday Schedule the Phone/Skype/in-person interviews and provide the schedule to the Recruiter Create the job-related criteria grid based the desired qualifications for this position and submit to the Recruiter for approval as stated in the Recruitment, Selection and Assignment of Personnel procedures, <u>A6Hx-3.02</u>. 		



	 Create the job-related interview questions and submit to the Recruiter for approval as stated in the Recruitment, Selection and Assignment of Personnel procedures, <u>A6Hx-3.02</u>. Contact the Recruiter with a date and time when the committee is available to schedule the HR Charging process. This is to go over the College Policies, Federal and State Laws as it relates to search process. This must be done before any interviews are scheduled.
	Section 3: How to Review Candidates
Step 1	Login to Workday
Step 2	A Schedule Interview Team task will appear in your Workday inbox for all candidates who have met the minimum qualifications for the position. Use the job-related criteria grid to review candidates' qualification. Do Not take any action on the candidate's record.
Step 3	Access the Schedule Interview Team task from your Workday inbox and click on the Actions button
Step 4	Click on the candidate's name (blue hyperlink) to review application and credentials Schedule Interview Team Job Application
Step 5	The application screen appears; navigate thru the tabs to review application and credentials. Click on the Attachments tab to review Resume, Transcripts, Cover Letter, etc.
Step 6	After reviewing candidate's information, return to your Workday inbox by clicking on My Account (circle located on the top right corner) and selecting Inbox to review next candidate IMPORTANT: Do Not take any action on candidate's record.
Step 7	Follows steps 1 thru 6 and continue the process to review all other candidates



	Section 4: Schedule Interview Team
	(To be Completed by the Search Chair)
Step 1	Complete the steps listed below prior to moving to step 2:
	 Based on feedback from the committee members, identify the candidates to be interviewed
	 Schedule the Phone/Skype interviews and provide the schedule to the Recruiter
	 With the help of search committee members, create the job- related interview questions for Phone/Skype interviews and submit to the Recruiter for approval as stated in the Recruitment, Selection and Assignment of Personnel procedures, A6Hx-3.02.
	 Along with the search committee members, conduct and complete all Phone/Skype interviews;
Step 2	Complete the steps listed below prior to moving to step 3:
	 Based on feedback from the committee members, identify those candidates to the interviewed on-campus;
	 Schedule the on-campus interviews and submit the schedule to the Recruiter;
	 With the help of search committee members, create the job- related interview questions for on campus interviews and submit to the Recruiter for approval;
	Note: Out-of-town candidates are responsible for their own airfare and hotel accommodation. The Chair is to collect any receipt(s) for <u>travel reimbursement</u> and submit for reimbursement in Workday
Step 3	Conduct and complete the on-campus interviews along with the search committee members
Note	Steps 4 thru 7 are to be completed by the Search Chair only. Rest of the committee members do not complete any action in Workday.
Step 4	Upon completion of on-campus interviews, access the Schedule
	Interview Team task for candidates interviewed ON-CAMPUS from
	Actions 18 Audum Schedule Interview Team - REO-000011068 Specialist Multimedia (Actions)
	Weining All v Son By: Newett v v handle hand ago
	Interview (Search Convertility): If Converting (Search Convertility): It hourid() reprint If Converting (Search Convertility):



Step 5	Click the plus ticon and type your (search chair) name in the			
	Order *Interviewer			
	⊕ ⊖ ▼ Enter your (chair) name ≡			
Step 6	Click the minus icon and remove hiring manager's name in the			
	Interviewer column and add Search Chair's name and interview date.			
	Order *Interviewer			
	(+)			
	⊕ 🔄 🔺 🔺 Hiring Manager's Name 🚫			
Step 7	Click Submit			
Step 8	Repeat steps 4 thru 7 for all candidates interviewed ON-CAMPUS			
	Note: Do not take any action on the remaining candidates and			
	advise the search committee to also not take any action.			
Up Next	As soon you submit the Schedule Interview task, Workday will prompt			
	you to Rate Interview.			
Stop 1	Section 5: Rate Interview Task			
Step 1	interviewed on campus			
	Actions 15 Archive			
	Viewing: All Sort By: Newest			
	Interview: - REQ-000011068 Specialist, Multimedia by			
	To minute(s) ago			
Step 2	Click on the drop down menu ~ and select the appropriate rating			
	(Candidate Recommended or Not Recommended) for each person based on the feedback from the committee members			
	Pate Interview			
	For: REQ-000011068 Specialist, Multimedia			
	Rating * selections			
Step 3	Click Submit			

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Step 4	Complete step 1 thru 3 listed above for each candidate interviewed on campus		
Note	The remaining candidates who were either not recommended or not interviewed will remain in your and rest of the committee members' 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. Kindly inform the search committee members of the same.		
Step 5	Once the step of <i>Rate Interview</i> has been submitted, hiring manager will receive an Interview task in his/her inbox for all rated candidates (Recommended or Not Recommended).		
	Note: If the hiring manager is not in agreement with the committee's recommendation, he/she may ask the search committee to go back to the candidate pool in interview additional qualified candidates.		
	Section 6: Interview (Search Committee) Task (To be completed by the Hiring Manager)		
Note	Candidates who were recommended and not recommended by search committee will appear in your Workday inbox		
Step 1	Access the Interview (Search Committee) task from your Workday inbox Interview (Search Committee): - REQ- 000011068 Specialist, Multimedia 6 second(s) ago		
Step 2	Click on the Interview tab to review committee's recommendation, located under Rating column		
	Overview Screening Interview Interview Questionnaire Results Attachments Employment Offer Interview Candidate Recommended 1 interviewer Not Recommended 0 interviewers 1 items Image: Candidate Recommended		
	Name Feedback Submitted Rating 08/10/2016 - Today Candidate Recommended		
	Note: You may navigate thru the tabs to review candidate's application and credentials. Click on the Attachments tab to review Resume, Transcripts, Cover Letter, etc.		



Step 3	Once you have identified the candidates to be interviewed, click the Move Forward > Second Interview (Manager)					
	Second Interview (Manager)					
	Tentative Offer (Rationale/Propose Compensation Offer/Make Offer Decision)					
		Move Forwa	ard 🗸	Decline 🗸		
	Note: Do	not Declir	ne anv ca	ndidate		
Step 4	Once the	step of Inte	erview has	s been subm	nitted, Workday will	l prompt
-	you to ma	ke Schedu	le Inter	view Team		
			Up Ne	ext		
			Schedu	le Interview Team		
			Inter	view Team		
			Inters			
	Section 7	: Schedul	e Interv	iew Team/3	Second Interview	v
Step 1	Access the	e Interviev	v (Searc	h Committe	ee) task from vour	Workday
eteb :	inbox				 , taon non you	
	Inbox					
	Actions 1	3 Arc	hive	Schedule Intervie	ew Team REO)-000011068
	Viewing: All	Sort By: Newest	~ ~	Specialist, Multim	nedia Actions	
	Second Interview (I	Manager):		10 day(s) ago		
	REQ-000011068 Sp 10 day(s) ago	oecialist, Multimedia				
Sten 2	The next s	screen shou	ild annea	r with both y	yours and search ch	nair's
	names alr	eady filled i	in in	, with both y		
Enter date of interview						
	Clic	k the minus	s 🕞 icon a column	and remove s	search chair's name	e in the
	 If your name does not appear, click the plus gicon and type 			d type		
	you	ır (hiring m	anager's)	name in the	e Interviewer colu	umn
		Ð	Order	L	*Interviewer	
		$\square \bigcirc$				
		••	* *	Your (hirin	g mgr's) name 🤿	
		$\oplus \bigcirc$	▲ ▲	Search Cha	air's Name 🚫	



Step 3	Click Submit		
Step 4	Once the step of Schedule Interview Team/Second Interview has been		
	submitted, Workday will prompt you to Rate Interview		
	Up Next Rate Interview Interview Candidate		
Step 5	Conduct and complete the on-campus interviews and move to the next		
	task of Rate Interviews		
	Section 8: Rate Interview Task		
	(To be Completed by the Hiring Manager)		
Step 1	Access the Rate Interview task from your inbox		
Step 2	Inbox Actions 10 Archive Reconstruction Reconduction Sort By: Newest 16 hour(s) ago For: REQ-000011068 Specialist, Multimedia Scroll down to Rating fields and click on the drop down menu and select the appropriate rating (Candidate Recommended or Not Recommended) Recommended)		
	select one		
	Candidate Recommended		
	Not Recommended		
Step 3	Click Submit		
Step 4	Complete step 1 thru 3 listed above for each candidate interviewed		
Step 5	Once the step of <i>Rate Interview</i> has been submitted, Workday will prompt you to make Interview Decision		
	Make Interview Decision		



	Section 9: Make Interview Decision		
Nete	(To be completed by the Hiring Manager)		
Note	From here on, manager will be completing actions for the candidate of		
	choice (finalist). The remaining candidates who were not		
	recommended 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.		
Step 1	Access the Second Interview (Manager) task from your Workday		
	inbox for the candidate of choice (finalist) for the position		
	Inbox		
	Actions 1a Archive (Actions) For: REQ-000011068 Specialist, Multimedia		
	2 minute(s) ago		
	2 minute(s) ago Applied to 1 2 minute(s) ago Applied to 1 2 minute(s) ago Applied to 1		
	Source Advertised -> Careerbuilder		
	Nacro 1. 2018 Inter Value - Province		
	Hintig Manager		
	Move Forward Decline Interfane Counting and		
Step 2	Scroll down and click on Move Forward and select Move Forward		
	Tentative Offer (Rationale/Propose Compensation Offer/Make		
	Offer Decision)		
	Second Interview (Manager)		
	Tentative Offer (Rationale/Propose Compensation Offer/Make Offer Decision)		
	- chŋ		
	Move Forward V Decline V		
Stop 2	Once the step of Make Interview Desision has been submitted		
Step 3	Unce the step of <i>Make Interview Decision</i> has been submitted,		
	of Chains (Dranges Companyation Offer task		
	of choice/ Propose compensation Offer task		
	Up Next		
	Tentative Offer (Rationale/Propose Compensation Offer/Make Offer Decision)		
	Open		

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Section 10: Tentative Offer (Rationale/Propose Compensation Offer/Make Offer Decision)		
	(To be Completed by the Hiring Manager)	
Note	Completing this section does not mean that the hire for the candidate recommended is approved. This section is merely requesting a future Hire Date .	
Step 1	Access the Tentative Offer (Rationale/Propose Compensation Offer/Make Offer Decision) task from Workday inbox	
Step 2	Click the pencil right icon and enter a future Hire Date . Note : The proposed hire date should be at-least 5-7 business days from the date of the request to allow for all approvals to be processed $\boxed{\frac{\text{Hire Date}}{07/28/2016}}$	
Step 3	Click Next > Submit	
	Actions & Archive Verving, Al ort By: Neverst verving, Al ort By: Neverst verving, Al ort By: Neverst verving, Al ort By: Neverst verving, Al ort By: Neverst verving, Al ort By: Neverst verving, Al ve	
Up Next	Once the step of Tentative Offer (Rationale/Propose Compensation Offer/Make Offer Decision) has been submitted, hiring manager's manager will receive a To Do to Review Final Candidate Recommended Up Next To Do: Review Final Candidate Recommended	



Section 11: Review Final Candidate Recommended (To be completed by Hiring Manager's Manager)		
Step 1	Access the To Do to Review Final Candidate Recommended from	
	your Workday inbox	
Step 2	To view applicant's application and credentials, click on applicant's name (blue hyperlink) Complete To Do Review Final Candidate Recommended Actions 57 second(s) ago	
	REQ-000011068 Specialist, Multimedia Overall Process Job - REQ-000011068 Specialist, Multimedia on 11/30/2016 Overall Status In P Instructions Please interview the candidate(s) recommended to make a final decision	
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	



	Section 12: Complete Questionnaire (To be Completed by the Hiring Manager)		
Note	Once hiring manager's manager submits the step of Review Final Candidate Recommended, hiring manager will receive a Complete Questionnaire task to complete		
Step 1	Access the Complete Questionnaire task from your Workday inbox		
	Actions is Archive Viewing: All Sort By: Newest Complete Questionnaire 'Candidate Decision Rationale (s)' for Offer for Job Application: REQ-000011068 Specialist, Multimedia Actions Offer for Job Application: REQ-000011068 Specialist, Multimedia Actions Candidate Decision Rationale (s) 24 second(s) app Candidate Decision Rationale (s) Candidate Decision Rationale (s) 		
Step 2	Select an appropriate decision rationale		
	Candidate Decision Rationale (s) Rationale for final candidate selection. Qualifications and experience match all aspects of the job. Candidate has an equivalent combination of experience, education and training Submit Save for Later		
Step 3	Click Submit		
Step 4	As soon as the Complete Questionnaire task is completed, Workday will prompt you to complete the Tentative Offer for Candidate of Choice task Up Next Tentative offer for Candidate of Choice Open		
	Section 13: Tentative Offer for Candidate of Choice (To be Completed by the Hiring Manager)		
Step 1	Click on Open to access the task (Note: you may also access the task from your Workday inbox)		
Step 2	Scroll down to Salary (paid based on an annual amount) section of the compensation screen and click the pencil icon to enter the Amount and click the save icon to save		
	range, contact the Budget department to verify funding availability. Additionally, contact HR-Compensation to obtain the recommended salary before completing this section		



	Salary Assignment Details O.00 USD Annual Plan Name Duty Days 238 (8 hrs per day)			
	Effective Date 07/28/2016			
	Add Frequency *			
	× Annual 🗮			
Step 3	Allowances such as cell phone plan, parking plan and/or shift differential are not part of the base salary, but they are annualized and are entered under Allowances			
	Illustration for Allowances:			
	 Click on Add Click the prompt icon ≡ in the Compensation Plan field to view allowances eligible for the selected job profile Click the save ✓ icon to save 			
Step 4	Click Submit			
Up Next	Approval with Compensation partner			
Step 5	Once approved by compensation partner, Workday will prompt hiring manager Make Offer Decision			
	Section 14: Make Offer Decision			
Sten 1	Access the Tentative Offer task from your Workday inbox			
	Inbox Actions 13 Archive Vreving: All Sort By: Neveest Job Application: Actions Specialist, Multimedia Job Application: Action Required Tentative Offer (Rationaler/Propose Compensation Offer/Make Offer Decision) Source Advertised + Overhice of Higher Education			
Step 2	Scroll down and click on Move Forward and select Reference Check			
Step 3	As soon as you move forward, a To Do will appear for you to Complete Reference Check Form			
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Section 15: Complete Reference Check Form (To be Completed by the Hiring Manager)			
Note	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.		
Step 1	Click To Do to access the reference check form (Note : you may also access the task from your Workday inbox		
	Up Next		
	Complete Reference Check Form		
	To Do		
Step 2	Click on the Reference Check Form (blue hyperlink) to access the form		
	Complete To Do Complete Reference Check Form Actions For REQ-000011068 Specialist, Multimedia Overall Process Job Application: - REQ-000011068 Specialist, Multimedia on 11/30/2016 Overall Status In Progress Instructions Please click on the Reference Check Form to complete candidate Reference Check		
	Submit Save for Later Close		
Step 3	The reference check form will appear in a separate window. Conduct the reference checks outside of Workday.		
Step 4	Complete the form and forward to the recruiter		
Step 5	Click Submit		
Step 6	As soon as you submit, Workday will prompt you to review Reference Check Decision		



Section 16: Reference Check Decision		
(To be Completed by the Hiring Manager)		
Step 1	Click Review to access the task (Note : you may also access the task	
	Trom your workday indox Up Next	
	Reference Check Decision	
	Reference check becision	
	Review	
	Inbox	
	Actions 15 Archive Actions For: REQ-000011068 Specialist, Multimedia	
	Reference Check for Job Application:	
	REQ-000011068 Specialist, Multimedia	
	Source Advertised -> Chronicle of Higher Education	
	teals faile of leasts	
Step 2	Scroll down and click on Move Forward and select Ready for Hire to	
	the position	
	Reference Check	
	Ready for Hire	
	Ready for file	
	Move Forward	
Step 3	Once you click on Ready for Hire , the hire goes to recruiter's workday	
	queue. Recruiter will initate the hire pcoess. This is the End of	
	Recruitment process	
Note	As soon as recruiter initiates the hire process, hiring manager will	
	receive the following tasks:	
	2. Assign Organization	
	See below how to completes these tasks in Workday	
	If an internal candidate was selected, a Change Job task will appear in	
	the hiring manager's inbox to initiate	
	All candidates not selected will receive an email notification from the	
	system. The recruiter will dispense the pool which will then remove	
	the other candidates from search committee's and hiring manager's	
	INDOXES.	



Section 17: Propose Compensation (To be Completed by the Hiring Manager)		
Step 1	Access the task from your Workday inbox	
	Inbox Actions 18 Archive Viewing: All Sort By: Newest Propose Compensation Hire: Actions P0005850 Specialist, Multimedia Propose Compensation Hire: - - - - - Propose Compensation Hire: - - - - - 30 second(s) ago - Due 03/14/2017; Effective 06/16/2016 - Compensation - Compensation - - - - -	
Note	Salary and Allowances (if applicable) will appear automatically as you proposed them during the <u>Tentative Offer for Candidate of Choice</u> task	
Step 2	Click Submit; Pending approval with hiring manager's manager	
Section 18: Change Organization Assignment (To be Completed by the Hiring Manager)		
Step 1	Access the task from your Workday inbox	
	Actions Actions Active 50 Change Organization Assignments Assign Organizations: Viewing: All Sort By: Newest V V Information Assignments Assign Organizations: Assign Organization:: Here: P0005643 Lead Tradesworker Details	
Step 2	 Click the pencil ≥ icon and enter the following information: Cost Center Business Unit Program Fund Grant (For Grants position only) - Enter the grant ID in the Grant field Click the save ≥ icon to save each section listed above 	
этер з	CIICK SUDMIT	



Section 19: Change Job (For Internal Candidates only)			
(To be Completed by the Hiring Manager)			
Step 1	Access the task from your	r 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 is icon and select Transfer (Note : Contact <u>HR-Compensation</u> if you are not sure which option to select)	
	Which team will this person be on after this	If there is no change, verify that the information is correct;	
	change	If there is a change, use the pencil icon 🖉	
	Where will this person be located after this	If there is no change, verify that the information is correct;	
	change	If there is a change, use the pencil icon	
		to edit	
Step 3	Click Submit: Pending a	pproval with Finance partner	
	Section 20: Revie	ew Proposed Compensation	
	(To be completed	by Hiring Manger's Manger)	
As soon a	as Propose Compensatio	n task is submitted, hiring manager's	
manager	will receive a task to Revi	ew Propose Compensation	
Step 1	Access the task from you	r Workday inbox	
	Actions (2) A Viewing: All Sort By. Newer Proposed Compensation Hind: Deposed Compensation Hind: 29 minute(s) ego - Due Bil/11/2016; Effective 07/	Archive 99 at V V Propose Compensation 39 minute(s) ago - Due 08/11/2016, Effective 07/28/2016 For Hite: Castenze, Anthony - P00056431 V Verall Process Propos Coverall Status in Progress Due Date: 08/09/2016	
		Details to Review The following reflects the specific compensation data the More Details	
	Note: If you would like t	o see additional details about the worker's	
Step 2	Review all information an	d click Submit	
	Note: Do not select Den	y . If you are not in agreement with the hiring	
	manager's recommendati	on, please have a discussion outside of	
	Workday with the hiring r	nanager and the recruiter.	
Up Next	Approval with Compensat	ion Partner	



Se	ction 21: View Status of Hire/Job Change In Progress	
Step 1	Type Supervisory Organization in the search field and select View Supervisory Organization – Report	
	Q view supervisory Org View Supervisory Organization - Report	
Step 2	The Supervisory Organization appears automatically. If you wish to view headcount for another Supervisory Organization, click on the prompt icon and select appropriate value	
Note	You may only see Supervisory Organization that you are responsible for	
Step 3	Click OK	
Step 4	Select the Staffing tab Members Details Staffing Unavailable to Fill Roles Security Groups Compensation Activity Organization Assignments Additional Data	
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) Progress Staffing Actions 1 term Business Process Training Workday - P0005850 For Process Training, Workday - P0005850 For Process Here Training, Workday - P0005850 Business Process Business Proce	



	Section 22: 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		
	Overview Job Personal Career Performance Compensation Pay Time Off Job Details Education Certifications Management Chain Organizations Worker History Personal Notes		
Step 3	Click on Hire (blue hyperlink) under Business Process column		
	Business Process Hire: Training, Workday (99976)		
Step 4	Click on the Process tab		
	View Event Hire: - P0005850 Specialist, Multimedia For P0005850 Specialist, Multimedia Overall Process Hire: P0005850 Specialist, Multimedia Overall Status In Progress Due Date 03/27/2017 Calendars In Use Consecutive Days (No Calendars Selected) My Actions Details Process Related Links		
Step 5	Scroll all the way down and check the status of Integration: BC		
	Create User Account EIB OUT		
	Hire Service Reset Workday Account Not Required 06/17/2015 Workday Service		
	How Integration, IC Hire to DQ, UII Dut. Not Required DU17/2016		
	Inter Untegration: ISC Dreate User Account EBI OUT In Progress 06/17/2016 BIC Create User Account EBI OUT		

