

## 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 [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.

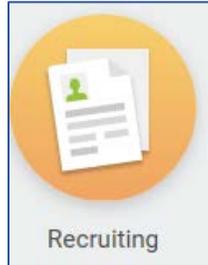
### AFTER WORKER IS HIRED

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.

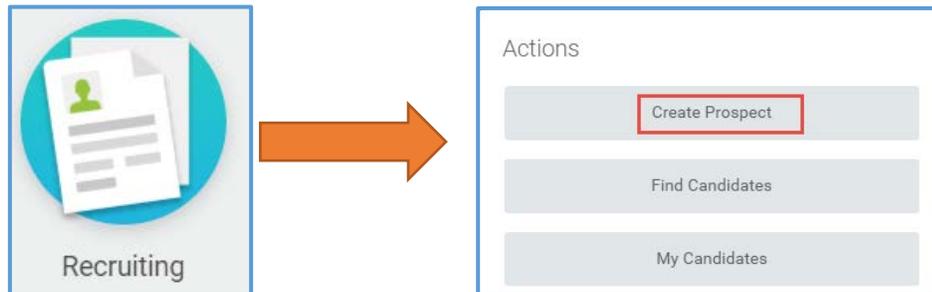
Additionally, new hires are required to visit the Records Management, HR to verify employment eligibility (I9). Please inform new hire to contact [Records Management, HR](#) to schedule his/her appointment once the hire is fully approved in Workday.

## THINGS TO KNOW

**Recruiting 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: [Schedule Interview Team/Second Interview](#)
- Section 8: [Rate Interview Task](#)
- Section 9: [Make Interview Decision](#)
- Section 10: [Tentative Offer \(Rationale/Propose Compensation Offer/Make Offer Decision\)](#)
- 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: [Propose Compensation](#)
- 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: [Rate Interview Task](#)

### Hiring Manager's Manager:

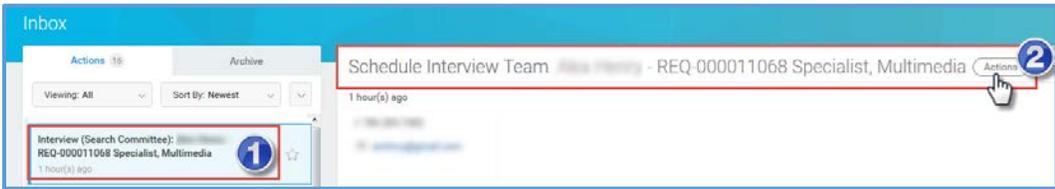
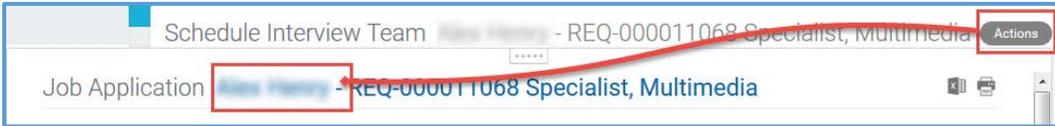
- Section 11: [Review Final Candidate Recommended](#)
- Section 20: [Review Proposed Compensation](#)

## 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 approval process to go entirely through ( <b>Note:</b> Refer to <a href="#">Job Requisition</a> job aid for detailed step by step guide on how to complete and submit a job requisition)
<b>Note</b>	Once the job requisition is approved, HR Recruitment team will review and post the position on <a href="#">Broward College Website</a> . 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 <b>Start-End</b> date time of the job posting to pass
Section 2: Your Role as a Chair and as a Search Committee Member	
The recruiter assigned to the position will review the candidate pool for minimum qualification and will notify the hiring manager and search chair via email upon completion.	
Your Role As a	Is To
Search Committee Member	<ul style="list-style-type: none"> <li>– Review the credentials of the candidates</li> <li>– Evaluate the candidate’s credentials based on the requirements for the position</li> <li>– Identify the candidates to be interviewed</li> <li>– Provide the <b>Search Chair</b> with the list of the candidates to be interviewed</li> <li>– Interview the identified candidates</li> <li>– <b>Not</b> take any action on the candidate’s record or on any tasks that appear in Workday</li> <li>– Assist Search Chair</li> </ul>
Search Chair	<ul style="list-style-type: none"> <li>– Review the credentials of the candidates</li> <li>– Evaluate the candidate’s credentials based on the requirements for the position</li> <li>– Identify the candidates to be interviewed</li> <li>– Interview the identified candidates</li> <li>– <b>Take</b> action on the candidate’s record or on any tasks that appear in Workday</li> <li>– Schedule the Phone/Skype/in-person interviews and provide the schedule to the Recruiter</li> <li>– 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, <a href="#">A6Hx-3.02</a>.</li> </ul>
<b>Continued</b>	

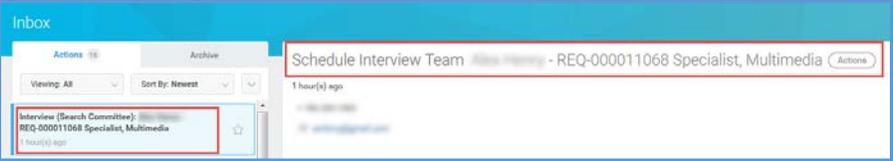
	<ul style="list-style-type: none"> <li>– Create the job-related interview questions and submit to the Recruiter for approval as stated in the Recruitment, Selection and Assignment of Personnel procedures, <a href="#">A6Hx-3.02</a>.</li> <li>– Contact the Recruiter with a date and time when the committee 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.</li> </ul>
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**Section 3: How to Review Candidates**

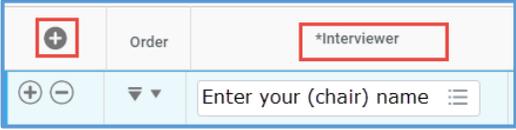
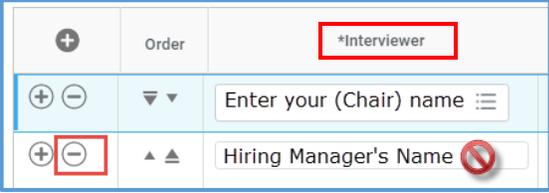
Step 1	Login to Workday
Step 2	A <b>Schedule Interview Team</b> task will appear in your Workday inbox for all candidates who have met the minimum qualifications for the position. Use the job-related criteria grid to review candidates' qualification. <b>Do Not</b> take any action on the candidate's record.
Step 3	Access the <b>Schedule Interview Team</b> task from your Workday inbox and click on the <b>Actions</b> button 
Step 4	Click on the candidate's name (blue hyperlink) to review application and credentials 
Step 5	The application screen appears; navigate thru the tabs to review application and credentials. Click on the <b>Attachments</b> tab to review Resume, Transcripts, Cover Letter, etc.
Step 6	After reviewing candidate's information, return to your Workday inbox by clicking on <b>My Account</b> (circle located on the top right corner) and selecting <b>Inbox</b> to review next candidate  <b>IMPORTANT: Do Not</b> take any action on candidate's record.
Step 7	Follows steps 1 thru 6 and continue the process to review all other candidates



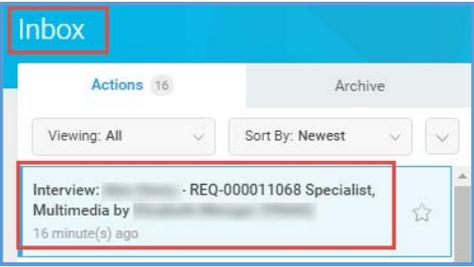
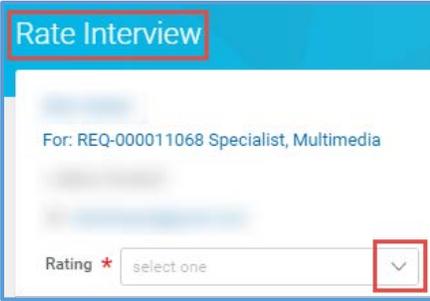
**Section 4: Schedule Interview Team  
(To be Completed by the Search Chair)**

Step 1	<p>Complete the steps listed below prior to moving to step 2:</p> <ol style="list-style-type: none"> <li>1. Based on feedback from the committee members, identify the candidates to be interviewed</li> <li>2. Schedule the Phone/Skype interviews and provide the schedule to the Recruiter</li> <li>3. 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.</li> <li>4. Along with the search committee members, conduct and complete all Phone/Skype interviews;</li> </ol>
Step 2	<p>Complete the steps listed below prior to moving to step 3:</p> <ol style="list-style-type: none"> <li>1. Based on feedback from the committee members, identify those candidates to the interviewed on-campus;</li> <li>2. Schedule the on-campus interviews and submit the schedule to the Recruiter;</li> <li>3. With the help of search committee members , create the job-related interview questions for on campus interviews and submit to the Recruiter for approval;</li> </ol> <p><b>Note:</b> Out-of-town candidates are responsible for their own airfare and hotel accommodation. The Chair is to collect any receipt(s) for <a href="#">travel reimbursement</a> and submit for reimbursement in Workday</p>
Step 3	Conduct and complete the on-campus interviews along with the search committee members
<b>Note</b>	Steps 4 thru 7 are to be completed by the <b>Search Chair</b> only. Rest of the committee members <b>do not</b> complete any action in Workday.
Step 4	<p>Upon completion of on-campus interviews, access the <b>Schedule Interview Team</b> task for candidates interviewed <b>ON-CAMPUS</b> from your Workday inbox</p> 

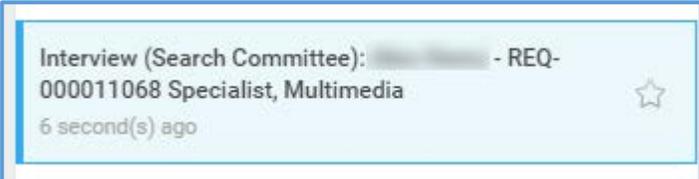
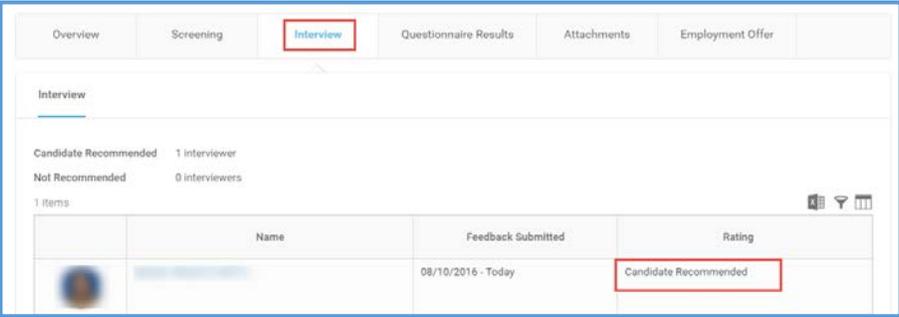


Step 5	<p>Click the plus <b>+</b> icon and type your (search chair) name in the <b>Interviewer</b> column.</p> 
Step 6	<p>Click the minus <b>-</b> icon and remove hiring manager's name in the <b>Interviewer</b> column and add Search Chair's name and interview date.</p> 
Step 7	Click <b>Submit</b>
Step 8	<p>Repeat steps 4 thru 7 for all candidates interviewed <b>ON-CAMPUS</b></p> <p><b>Note: Do not</b> take any action on the <b>remaining</b> candidates and advise the search committee to also <b>not take</b> any action.</p>
Up Next	As soon you submit the <i>Schedule Interview</i> task, Workday will prompt you to <b>Rate Interview</b> .

**Section 5: Rate Interview Task**

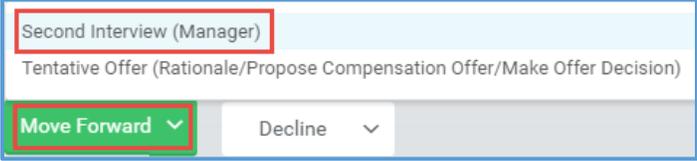
Step 1	<p>Access the <b>Rate Interview</b> task from your inbox for candidates interviewed on campus</p> 
Step 2	<p>Click on the drop down menu <b>∨</b> and select the appropriate rating (Candidate Recommended or Not Recommended) for each person based on the feedback from the committee members</p> 
Step 3	Click <b>Submit</b>



Step 4	Complete step 1 thru 3 listed above for each candidate interviewed on campus
<b>Note</b>	<p>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.</p> <p>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.</p>
Step 5	<p>Once the step of <i>Rate Interview</i> has been submitted, hiring manager will receive an <b>Interview</b> task in his/her inbox for all rated candidates (Recommended or Not Recommended).</p> <p><b>Note:</b> 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.</p>
<b>Section 6: Interview (Search Committee) Task (To be completed by the Hiring Manager)</b>	
<b>Note</b>	Candidates who were recommended and not recommended by search committee will appear in your Workday inbox
Step 1	<p>Access the <b>Interview (Search Committee)</b> task from your Workday inbox</p>  <p>The screenshot shows a notification card with the text: "Interview (Search Committee): [redacted] - REQ-000011068 Specialist, Multimedia" and "6 second(s) ago". A star icon is visible on the right side of the card.</p>
Step 2	<p>Click on the <b>Interview</b> tab to review committee's recommendation, located under <b>Rating</b> column</p>  <p>The screenshot shows the "Interview" task interface. At the top, there are tabs: Overview, Screening, Interview (highlighted with a red box), Questionnaire Results, Attachments, and Employment Offer. Below the tabs, it shows "Candidate Recommended: 1 interviewer" and "Not Recommended: 0 interviewers". A table below lists 1 item with columns for Name, Feedback Submitted, and Rating. The "Rating" column for the item shows "Candidate Recommended" (highlighted with a red box).</p> <p>Note: You may navigate thru the tabs to review candidate's application and credentials. Click on the <b>Attachments</b> tab to review Resume, Transcripts, Cover Letter, etc.</p>

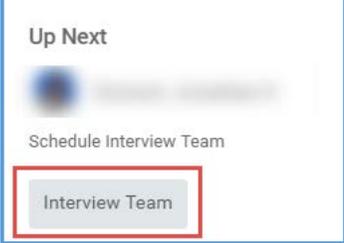


Step 3      Once you have identified the candidates to be interviewed, click the **Move Forward > Second Interview (Manager)**



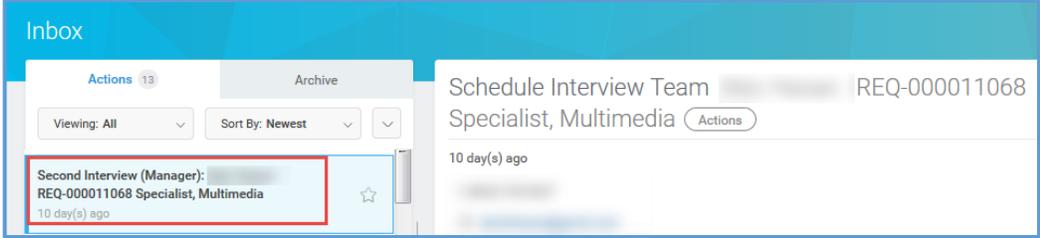
**Note:** Do not **Decline** any candidate

Step 4      Once the step of *Interview* has been submitted, Workday will prompt you to make **Schedule Interview Team**



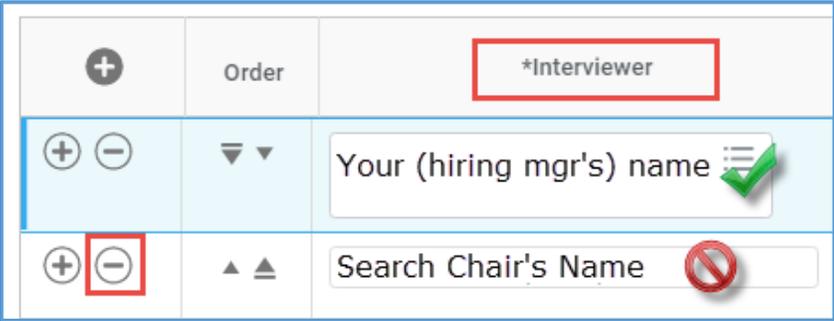
**Section 7: Schedule Interview Team/Second Interview  
(To be completed by the Hiring Manager)**

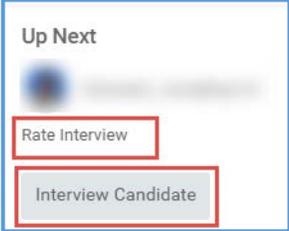
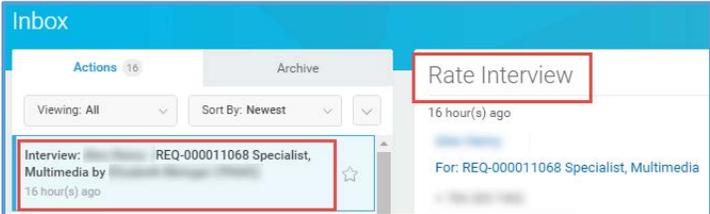
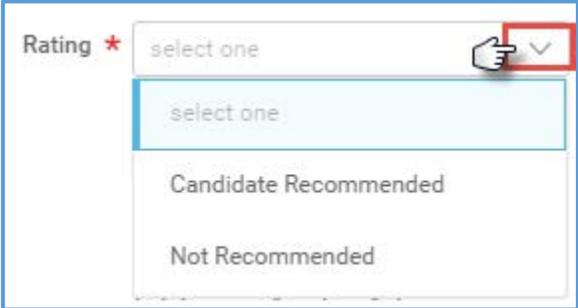
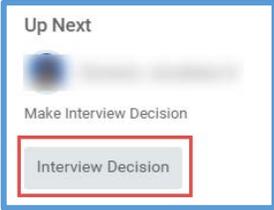
Step 1      Access the **Interview (Search Committee)** task from your Workday inbox



Step 2      The next screen should appear with both yours and search chair's names already filled in

- Enter date of interview
- Click the minus ⊖ icon and remove search chair's name in the **Interviewer** column
- If your name does not appear, click the plus ⊕ icon and type your (hiring manager's) name in the **Interviewer** column



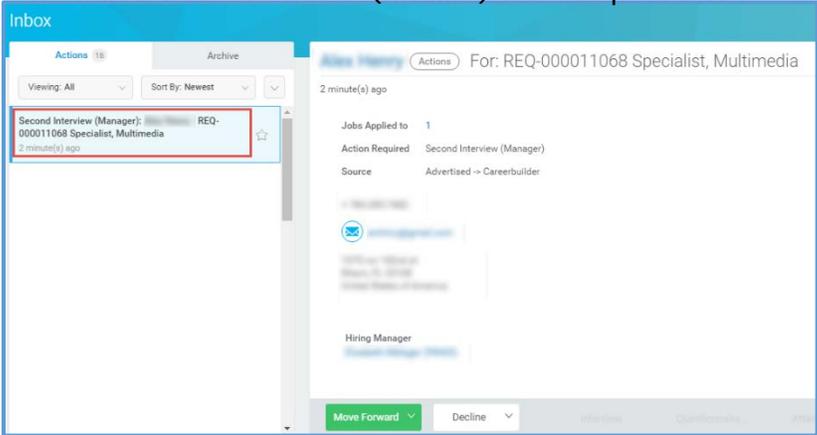

Step 3	Click <b>Submit</b>
Step 4	<p>Once the step of <i>Schedule Interview Team/Second Interview</i> has been submitted, Workday will prompt you to <b>Rate Interview</b></p> 
Step 5	Conduct and complete the on-campus interviews and move to the next task of <b>Rate Interviews</b>
<b>Section 8: Rate Interview Task (To be Completed by the Hiring Manager)</b>	
Step 1	<p>Access the <b>Rate Interview</b> task from your inbox</p> 
Step 2	<p>Scroll down to <b>Rating</b> fields and click on the drop down menu  and select the appropriate rating (Candidate Recommended or Not Recommended)</p> 
Step 3	Click <b>Submit</b>
Step 4	Complete step 1 thru 3 listed above for each candidate interviewed
Step 5	<p>Once the step of <i>Rate Interview</i> has been submitted, Workday will prompt you to make <b>Interview Decision</b></p> 



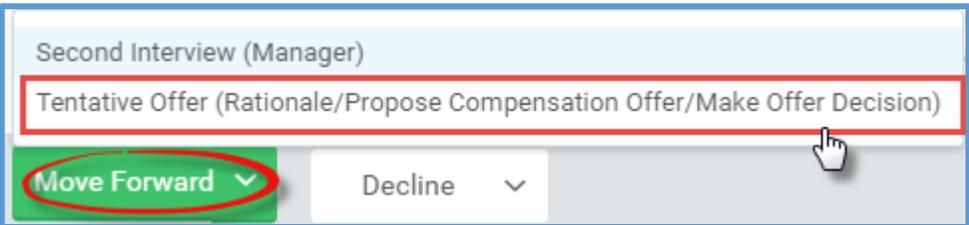
**Section 9: Make Interview Decision  
(To be Completed by the Hiring Manager)**

**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.

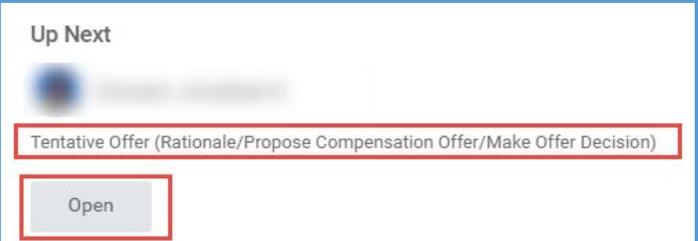
**Step 1** Access the **Second Interview (Manager)** task from your Workday inbox for the candidate of choice (finalist) for the position



**Step 2** Scroll down and click on **Move Forward** and select **Move Forward Tentative Offer (Rationale/Propose Compensation Offer/Make Offer Decision)**



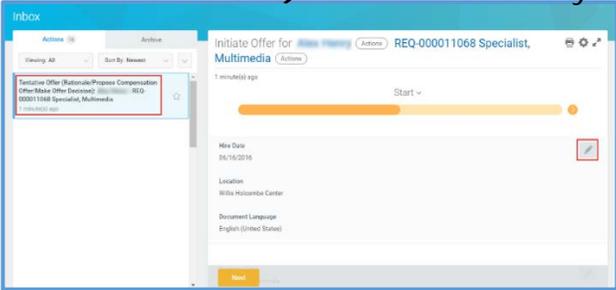
**Step 3** Once the step of *Make Interview Decision* has been submitted, Workday will prompt you to complete **Tentative offer for Candidate of Choice/Propose Compensation Offer** task




**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**.

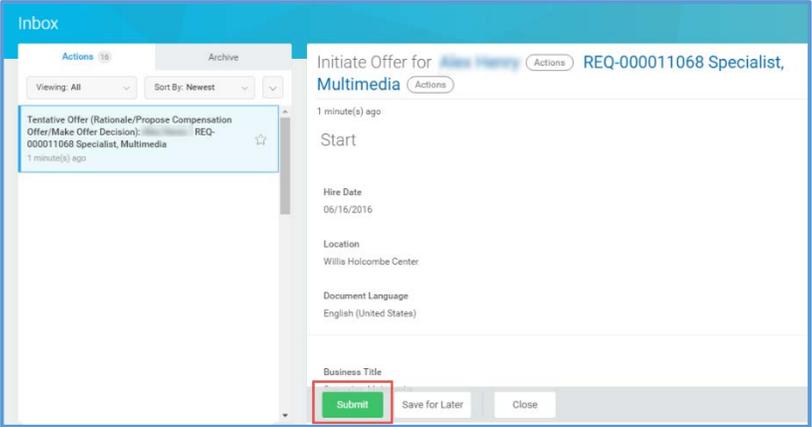
**Step 1** Access the **Tentative Offer (Rationale/Propose Compensation Offer/Make Offer Decision)** task from Workday inbox



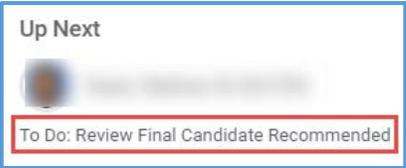
**Step 2** Click the pencil icon and enter a future **Hire Date**. **Note:** The proposed hire date should be at-least 5-7 business days from the date of the request to allow for all approvals to be processed



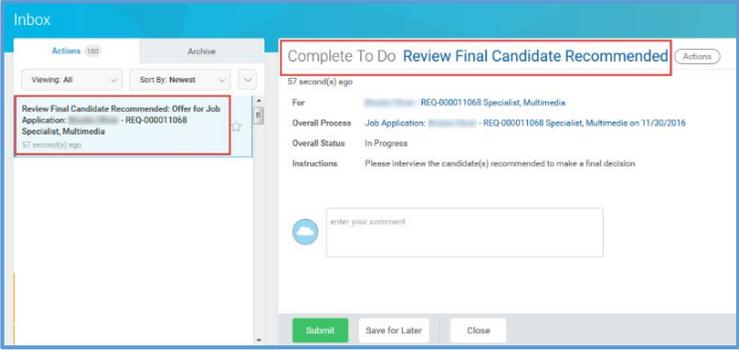
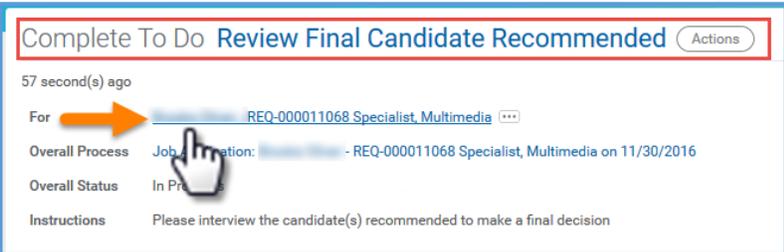
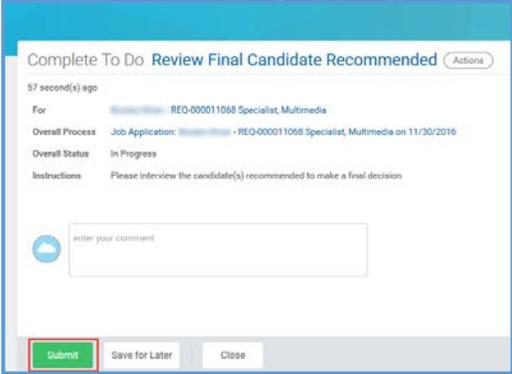
**Step 3** Click **Next > Submit**



**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**



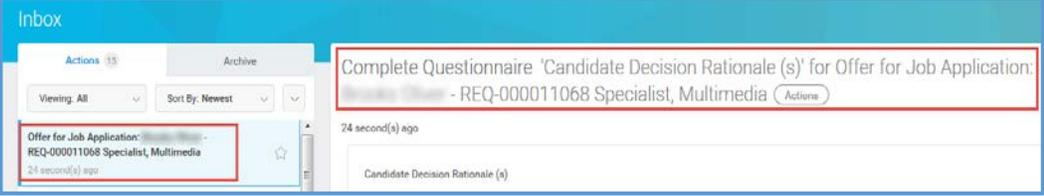

**Section 11: Review Final Candidate Recommended**  
**(To be completed by Hiring Manager's Manager)**

<p>Step 1</p>	<p>Access the <b>To Do</b> to <b>Review Final Candidate Recommended</b> from your Workday inbox</p> 
<p>Step 2</p>	<p>To view applicant's application and credentials, click on applicant's name (blue hyperlink)</p> 
<p>Step 3</p>	<p>As the manager's manager, interview the candidate(s) recommended to make a final decision</p>
<p><b>Note</b></p>	<p>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</p>
<p>Step 4</p>	<p>If you are in agreement with the hiring manager's recommendation, click <b>Submit</b></p> 
<p>Up Next</p>	<p>Once the step of <b>Review Final Candidate Recommended</b> has been submitted, hiring manager will receive a <b>Complete Questionnaire</b> task to complete</p>

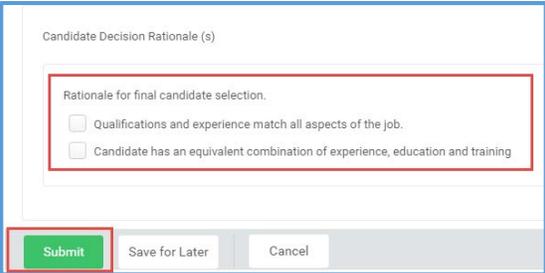
**Section 12: Complete Questionnaire  
(To be Completed by the Hiring Manager)**

**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

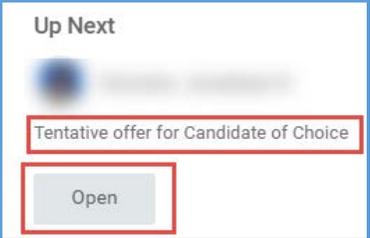


**Step 2** Select an appropriate decision rationale



**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



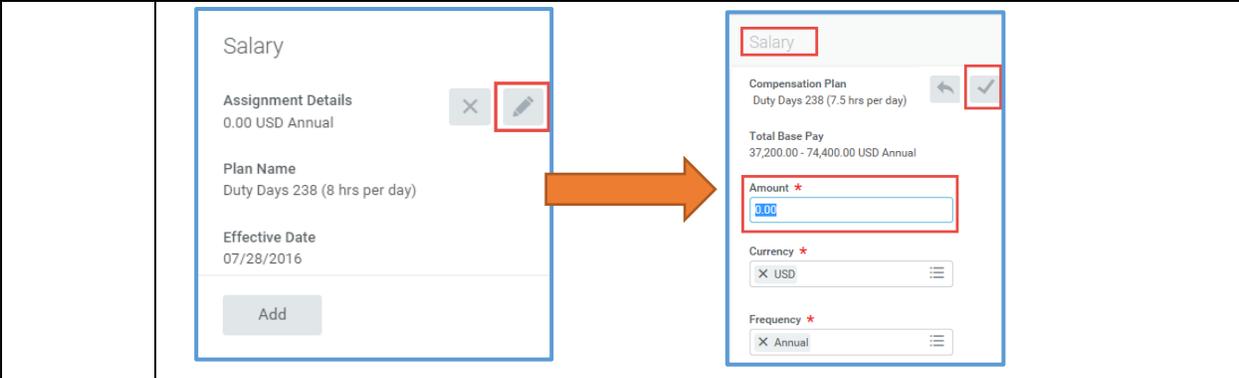
**Section 13: Tentative Offer for Candidate of Choice  
(To be Completed by the Hiring Manager)**

**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

**Note:** If the proposed salary request is above the minimum of the pay range, contact the Budget department to verify funding availability. Additionally, contact HR-Compensation to obtain the recommended salary before completing this section





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:**

1. Click on **Add**
2. Click the prompt icon  in the **Compensation Plan** field to view allowances eligible for the selected job profile
3. Click the save  icon to save



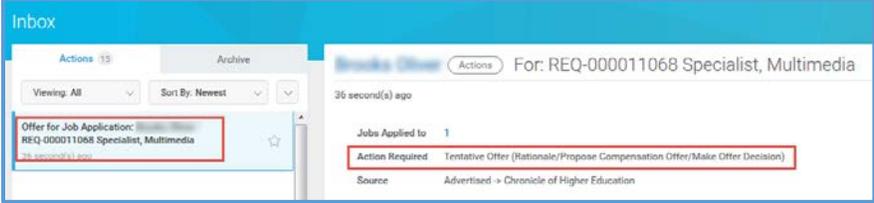
Step 4 Click **Submit**

Up Next Approval with Compensation partner

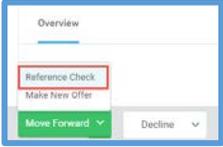
Step 5 Once approved by compensation partner, Workday will prompt hiring manager **Make Offer Decision**

**Section 14: Make Offer Decision  
(To be Completed by the Hiring Manager)**

Step 1 Access the **Tentative Offer** task from your Workday inbox



Step 2 Scroll down and click on **Move Forward** and select **Reference Check**



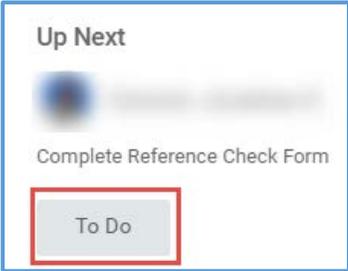
Step 3 As soon as you move forward, a **To Do** will appear for you to **Complete Reference Check Form**



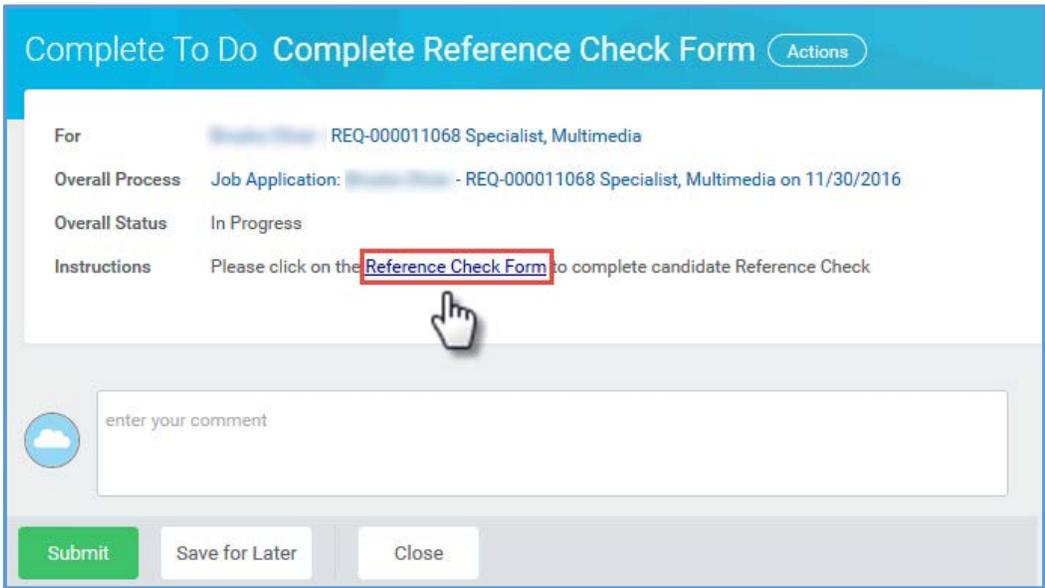
**Section 15: Complete Reference Check Form  
(To be Completed by the Hiring Manager)**

**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)



**Step 2** Click on the **Reference Check Form** (blue hyperlink) to access the form



**Step 3** The reference check form will appear in a separate window. Conduct the reference checks outside of Workday

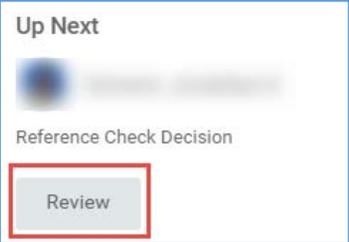
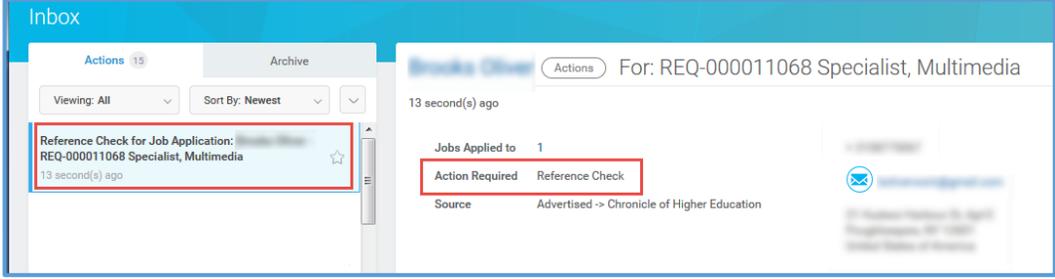
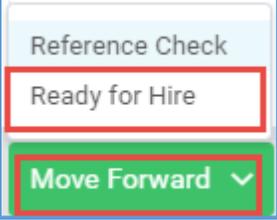
**Step 4** Complete the form and forward to the recruiter

**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)**

<p>Step 1</p>	<p>Click <b>Review</b> to access the task (<b>Note:</b> you may also access the task from your Workday inbox)</p>  
<p>Step 2</p>	<p>Scroll down and click on <b>Move Forward</b> and select <b>Ready for Hire</b> to confirm that the candidate of choice (finalist) has tentatively accepted the position</p> 
<p>Step 3</p>	<p>Once you click on <b>Ready for Hire</b>, the hire goes to recruiter's workday queue. Recruiter will initiate the hire process. This is the <b>End of Recruitment</b> process</p>
<p><b>Note</b></p>	<p>As soon as recruiter initiates the hire process, hiring manager will receive the following tasks:</p> <ol style="list-style-type: none"> <li><b>1. Propose Compensation</b></li> <li><b>2. Assign Organization</b></li> </ol> <p>See below how to completes these tasks in Workday</p> <p>If an internal candidate was selected, a <a href="#">Change Job</a> task will appear in the hiring manager's inbox to initiate</p> <p>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 inboxes.</p>

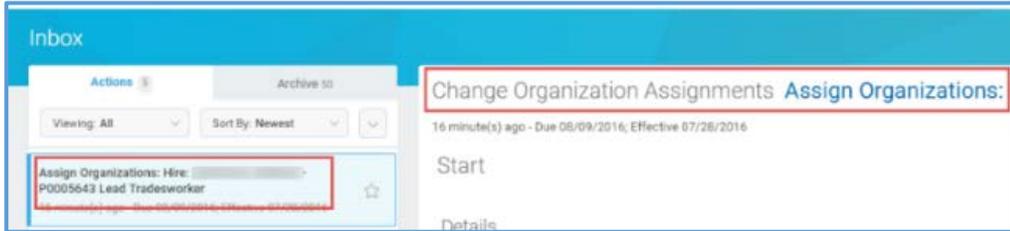
**Section 17: Propose Compensation  
(To be Completed by the Hiring Manager)**

Step 1	<p>Access the task from your Workday inbox</p> 
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**Note** Salary and Allowances (if applicable) will appear automatically as you proposed them during the [Tentative Offer for Candidate of Choice](#) task

Step 2	Click <b>Submit</b> ; Pending approval with hiring manager’s manager
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**Section 18: Change Organization Assignment  
(To be Completed by the Hiring Manager)**

Step 1	<p>Access the task from your Workday inbox</p> 
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Step 2	<p>Click the pencil  icon and enter the following information:</p> <ul style="list-style-type: none"> <li>– Cost Center</li> <li>– Business Unit</li> <li>– Program</li> <li>– Fund</li> <li>– Grant (For Grants position only) - Enter the grant ID in the Grant field</li> </ul> <p>Click the save  icon to save each section listed above</p>
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Step 3	Click <b>Submit</b>
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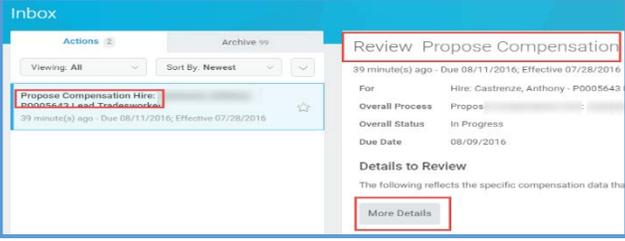


**Section 19: Change Job (For Internal Candidates only)  
(To be Completed by the Hiring Manager)**

Step 1	Access the task from your Workday inbox										
	Click on the pencil icon  to enter or modify information as listed below ( <b>Note:</b> A red asterisk (*) denotes a required field).										
	<table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>When do you want this change to take effect</td> <td>Click on the pencil icon  and enter the date</td> </tr> <tr> <td>Why are you making this change</td> <td>Click on the prompt  icon and select Transfer (<b>Note:</b> Contact <a href="#">HR-Compensation</a> if you are not sure which option to select)</td> </tr> <tr> <td>Which team will this person be on after this change</td> <td>If there is no change, verify that the information is correct; If there is a change, use the pencil icon  to edit</td> </tr> <tr> <td>Where will this person be located after this change</td> <td>If there is no change, verify that the information is correct; If there is a change, use the pencil icon  to edit</td> </tr> </tbody> </table>	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 ( <b>Note:</b> Contact <a href="#">HR-Compensation</a> 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
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 ( <b>Note:</b> Contact <a href="#">HR-Compensation</a> 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 <b>Submit</b> ; Pending approval with Finance partner										

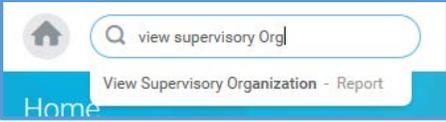
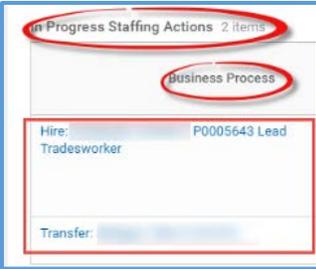
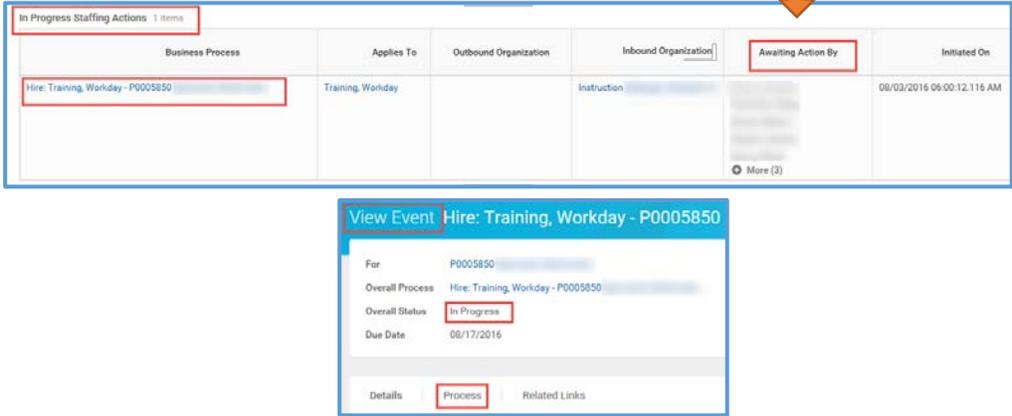
**Section 20: Review Proposed Compensation  
(To be completed by Hiring Manger's Manger)**

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

Step 1	<p>Access the task from your Workday inbox</p>  <p><b>Note:</b> If you would like to see additional details about the worker's compensation, click on <b>More Details</b> button</p>
Step 2	<p>Review all information and click <b>Submit</b></p> <p><b>Note:</b> Do not select <b>Deny</b>. 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.</p>
Up Next	Approval with Compensation Partner



**Section 21: View Status of Hire/Job Change In Progress**

Step 1	<p>Type <b>Supervisory Organization</b> in the search field and select <b>View Supervisory Organization – Report</b></p> 
Step 2	<p>The Supervisory Organization appears automatically. If you wish to view headcount for another Supervisory Organization, click on the prompt icon and select appropriate value</p> <p><b>Note</b> You may only see Supervisory Organization that you are responsible for</p>
Step 3	Click <b>OK</b>
Step 4	<p>Select the <b>Staffing</b> tab</p> 
Step 5	<p>Scroll all the way down to <b>In Progress Staffing Actions</b></p> 
Step 6	<p>Click on <b>Hire or Job change</b> (blue hyperlink) under <i>Business Process</i> to view <b>Details</b> or <b>Process Status</b> (you may also see the persons the task is pending with under <b>Awaiting Action By</b> column)</p> 

## 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

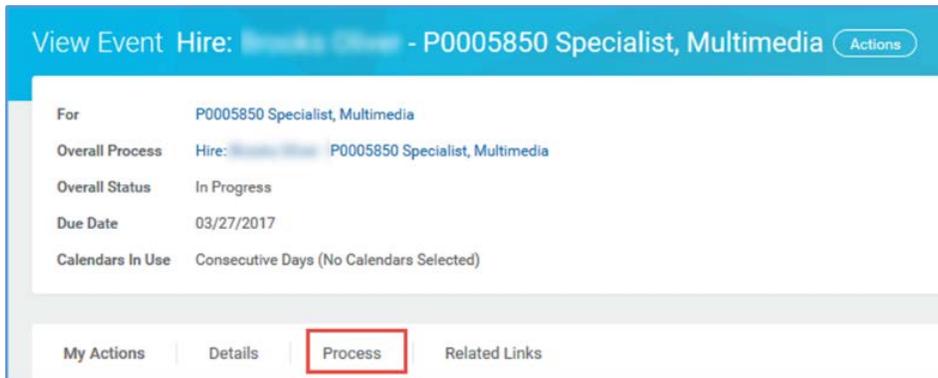
**Step 2** | Worker's profile will appear, click on **Worker History** tab



**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**

Hire	Service: Reset Workday Account	Not Required	08/17/2016	Workday Service
Hire	Integration: BC Hire to SQL EIB Out	Not Required	08/17/2016	
Hire	Integration: BC Create User Account EIB OUT	In Progress	08/17/2016	BC Create User Account EIB OUT