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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 <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

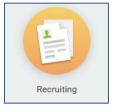
As a new employee at Broward College, new hires are required to complete <u>Onboarding</u> in Workday. Onboarding consist of required forms that must be electronically signed and attached as instructed. Employees rehired within one year of their termination will not have to perform the Onboarding task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

Page 2 | 14 Hiring for Advertised Position with No Search Committee Created on 08/03/2016 Revised on 08/28/2017



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 <u>Job Requisition</u> 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 <u>Broward College Website</u> . 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, <u>A6Hx2-3.02</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>A6Hx2-3.02</u> . Screen Candidates	
Step 1	Navigate to <i>Home screen</i> and click on Recruiting Worklet (Note: If	
Step 1	you do not see the Recruiting Worklet, refer to <u>Configure Worklets</u> job aid to configure recruiting worklet on your WD home page)	
	Recruiting	
Step 2	Go to the <i>Recent</i> 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)	
	10000303 Course Development - Hourly (Open)	
	10000304 Course Development - Adjunct Hourly (Open)	
	REQ-000000512 Instructional Technologist - Online (Open)	
	REQ-000002342 r (Open)	
	REQ-000004346 (Open)	

Page 3 | 14 Hiring for Advertised Position with No Search Committee Created on 08/03/2016 Revised on 08/28/2017



Step 3		isition screen appears with 6 tabs; click on each tab to review nation in each area
	– Cal – De – Org – Qu	erview ndidates tails ganizations alifications o Postings
	REQ-0000	17424 F/T Temporary Instructor (Open) (Actions)
	Recruiting Star Target Hire Da Primary Locati	te 08/18/2017 - 10 days ago
	Overview	Candidates Details Organizations Qualifications Job Postings
	To revie	w candidates:
	Step 1	Click on the Candidates tab
	Step 2	Click on the candidate's name (blue hyperlink) in the Name
		Column Stage Name Action Awaiting Action
		Offer No 2
	Note	Candidates rejected by recruiter will have a Rejected
		status in the Stage column. For questions or concerns, contact the <u>HR-Recruitment</u> .
		Stage Name
		Rejected
	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.
		Overview Screening Interview Questionnaire Results Attachments Offer



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	
	Actions Sort By: Newest Sort By: Newest Viewing: All Sort By: Newest Multimedia Interview (Manager Screen): Interview (Manager Screen): Interview (Manager Screen): 3 minute(s) ago go	REQ-000011068 Specialist,
Step 2	Click Submit – Do not perform any other action or Schedule Interview Team - REQ-000011068 Specialist, Multimedia 15 minute(s) ago Jobs Applied to 1 Action Required Interview (Search Committee) Source Referral -> Referral	2000-000 XXXX-000
	1 item	₹ III **
		Interview Date
	Comment for Interview Team	
	Submit Save for Later Cancel	
Note	As soon you submit the <i>Schedule Interview Team</i> to prompt you to Rate Interview . Do not do anythin listed in the steps 3 & 4 listed below are completed	



Step 3 Step 4	 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 Conduct and complete the On-Campus interviews and move to the next 	
	task of Rate Interviews	
	Rate Interview Task	
Step 1	Access the Rate Interview task from your inbox	
Step 2	Click on the drop down menu ~ and select the appropriate rating (Candidate Recommended or Not Recommended) Rate Interview 7 econd(s) ago For: REQ-000011068 Specialist, Multimedia Jobs Applied to 1 Stage Interview (Search Committee) Source Referral -> Referral	
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		
Note	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.	
Step 1	Access the Interview (Manager Screen) task from your Workday inbox for the candidate of choice (finalist) for the position	
Step 2	Scroll down and click on Move Forward Second Interview (Manager) Recommend Candidate to Manager's Manager Move Forward Decline	
Step 3	Sent to Manager's manager for approval (Wait for response)	
	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		
	(blue hyperlink)	
	Complete To Do Review Final Candidate Recommended Actions	
	57 second(s) ago	
	For REQ-000011068 Specialist, Multimedia	
	Overall Process Job Tration: - REQ-000011068 Specialist, Multimedia on 11/30/2016	
	Overall Status In Pr 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	
	Complete To Do Review Final Candidate Recommended Actions	
	For REQ-000011066 Specialist, Multimedia Overall Process Job Application: - REQ-000011068 Specialist, Multimedia on 11/30/2016	
	Overall Status In Progress Instructions Prease interview the candidate(s) recommended to make a final decision	
	enter your controllent	
	Submit Save for Later Close	
	Once the stop of Deview Final Candidate Decomposed ad here here:	
Up Next	Once the step of Review Final Candidate Recommended has been submitted, hiring manager will receive a Complete Questionnaire task	
	to complete	



	Complete Questionnaire	
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 15 Archive Viewing: All Sort Dy: Newest Offer for. Job Application: REQ-000011068 Specialist, Multimedia 24 second(s) ago Candidate Decision Rationale (s) Candidate Decision Rationale (s) Complete Questionnaire	
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 Cancel	
Step 3	Click Submit	
Step 4	As soon as the <i>Complete Questionnaire</i> task is completed, Workday will prompt you to complete the Tentative Offer (click review documents)	
	Tentative Offer Instructions	
	Deview Decumente	
	Review Documents	
	Tentative Offer Instructions	
Step 1	Click on Open to access the task (Note: you may also access the task from	
Step 2	your Workday inbox) Check 'I Agree' box and then click Submit	
	Documents	
	Document Tentative Offer Instructions	
	Instructions	
	Signature Statement 1. Contact the Compensation department to obtain a salary for the recommended candidate. 2. Contact the Budget department to confirm availability of funding.	
	I Agree	

Page 9 | 14 Hiring for Advertised Position with No Search Committee Created on 08/03/2016 Revised on 08/28/2017



Make Candidate Recommendation		
Step 1	Click Assessment Decision	
	Make Candidate Recommendation Decision	
	Assessment Decision	
Step 2	Reference Check	
	Reference Check Decline ~	
Step 3	As soon as you move forward, a To Do task will appear for you in your inbox	
	Complete Reference Check Form	
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	
	لاس	
	enter your comment	
	Submit Save for Later Close	

Page 10 | 14 Hiring for Advertised Position with No Search Committee Created on 08/03/2016 Revised on 08/28/2017



Step 3	Once submitted the form is routed to the Recruiter	
	Initiate Offer	
Step 1	Access the task from your Workday inbox – click on pencil and enter required fields (hire date, location) and then click Next	
	Initiate Offer for Start ~	
	Hire Date 05/05/2017 Location Central Compus Document Language English (Inited States)	
	Business Title HVAC Technician	
Step 2	Initiate offer – click open	
	Open Details and Process	
Step 3	Click Done	
	Propose Compensation	
Step 1	Access the task from your Workday inbox	
Note Step 2	Salary and Allowances (if applicable) will appear automatically as you proposed them during the <u>Tentative Offer for Candidate of Choice</u> task Click Submit: Pending approval with hiring manager's manager	



Change Organization Assignment		
Step 1	Access the task from you	r Workday inbox
	Inbox Actions Its Active Change Organic Veelog All V Sorthy Nevent V V	zation Assignments Assign Organizations: Hire: - P0005850 Specialist,
Step 2	Click the pencil icon	nd then add salary dollar amount
Step 3	•	compensation partner for review and approval)
	Change Job	(For Internal Candidates only)
Step 1	Access the task from you	r Workday inbox
	-	to enter or modify information as listed below (Note:
	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 <u>HR-Compensation</u> 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 a	pproval with Finance partner
		v Proposed Compensation
		eted by Hiring Manager's Manger)
	as Propose Compensati a task to Review Propos	on task is submitted, hiring manager's manager will
Step 1	Access the task from you	r Workday inbox
	Inbox Actions 3 / Viewing, All · · Sort By: New Propose Compensation Hire: Inconsist. Ind. Transmission 39 minute(a) mga- Due 08/11/2016, Effective 07	For Hire: Castrenze, Anthony - P0005643 Overall Process Propos
	Note: If you would like to compensation, click on M	to see additional details about the worker's Iore Details button
Step 2	Review all information an	
Page 12	2 14	\sim
Hiring for A	Advertised Position with No Sear	ch Committee

Hiring for Advertised Position with No Search Committee Created on 08/03/2016 Revised on 08/28/2017



	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	
	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	
	n Progress Staffing Actions 2 items	
	Business Process	
	Hire: P0005643 Lead Tradesworker	
	i adesworker	
	Transfer.	
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)	
	In Progress Staffing Actions 1 Items Business Process Applies To Outbound Organization Indound Organization Evaluation Ev	
	Determining Determining <thdetermining< th=""> <thdetermining< th=""></thdetermining<></thdetermining<>	
	• More (3)	
	View Event Hire: Training, Workday - P0005850	
	For P0005850	
	Overall Process Hire: Training, Workday - P0005850 Overall Status In Progress	
	Due Date 00/17/2016	
	Details Process Related Links	



	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		
automate	d service request to create worker's Workday account will be generated. This	
automate	d service is scheduled to run twice a day (am & pm). To check the status,	
follow ste	ps 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 Manager History Management Chain Organizations Worker History Personal Notes	
Step 3	Click on Hire (blue hyperlink) under Business Process column	
	Business Process	
	Hire: Training, Workday (99976)	
	Hire: Training, Workday (99970)	
Step 4	Click on the Process tab	
	View Event Hire: - P0005850 Specialist, Multimedia Actions	
	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 Reported 06/17/2016 Workday Service	
	Hore Integration ID: Hire to 00, DIII Out Not Required 08/17/2016 Hire Integration: ID: Orate User Account EIB OUT In Progress 08/17/2016 BC Create User Account EIB OUT	

