

# Workday Job Aid for Managers

## Recruiting Process

Use this to fill an open position.

### Job requisition:

- Create job requisition (page 3)
- View job requisition change history (page 13)
- View job posting details (page 15)

### Candidate review:

- Candidate screening (page 17)
- Candidate interview (page 20)
- Compare candidates (page 25)

To learn more about Workday, find job aids and videos at the Workday Help website at [workday.trinity-health.org](http://workday.trinity-health.org).

For additional assistance, contact your Tier 1 resource, as noted on the Workday Help website at [workday.trinity-health.org](http://workday.trinity-health.org).



# Recruiting Worklet

Actions and Views available to you in the Recruiting worklet:



## ACTIONS

### My Candidates

View candidates who have applied for your open job posts; click the name to see details

### Create Job Requisition

Start the Job Requisition process

## VIEWS

### My Open Job Requisitions

View your open job requisitions; click the requisition link to see details

### Job Requisition

Choose a requisition to see details

## RECENT

### Job Requisition

Open a recent requisition to see details

# Create Job Requisition

## Business Process Steps and Roles — Create Job Requisition

Process roles are designated by “security role,” which do not reflect actual job titles. **People may have multiple roles.**

### Create Job Requisition

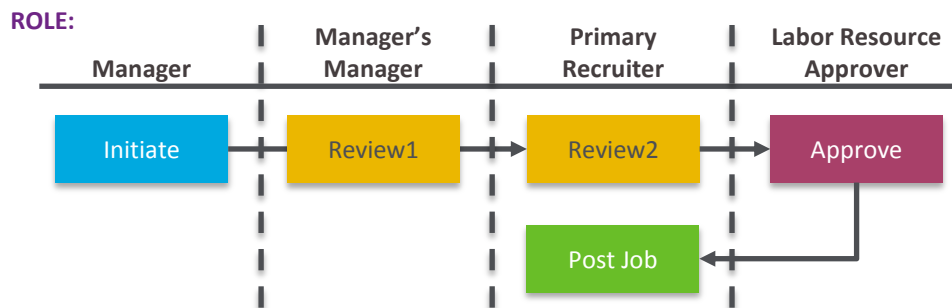
As a manager, you are responsible for initiating the creation of a job requisition. However, you should coordinate with the Recruiter to discuss the requisition, the posting(s), and ongoing candidate activities.

- ❑ **Initiate Create Job Requisition:** Manager
- ❑ **Review1:** Manager’s Manager
- ❑ **Review2:** Primary Recruiter
- ❑ **Approve:** Labor Resource Approver
- ❑ **Post Job:** Recruiter

### Additional Actions You Can Take

Find instructions on additional actions you can take to job requisitions and job postings:

- **Page 13: View Job Requisition Change History**
- **Page 15: View Job Posting Details**



#### NOTES:

- Until all security roles are assigned across the Ministry, Review2 may go to a Recruiter instead of the assigned Primary Recruiter.
- If the requisition is for a new position not yet in Workday, additional reviews/steps will be required.

# Create Job Requisition

In Workday, a position is a chair, and a requisition is the permission to put a body in that chair. Chairs can be filled for new positions, editing positions (e.g., one FT to two PT) or refilling a vacating/vacated position.

Note that creating a job requisition to refill a position does not change anything for the colleague currently in the position.

## Before You Start

Ensure local policies and procedures have been followed and appropriate approvals have been received before acting. This may include:

- ☐ Manager works with HR Partner, Manager's Manager, Primary Recruiter, and Labor Resource as necessary to confirm requisition requirements (e.g., timing, budget)
- ☐ Determine whether or not the requisition should be confidential

## Data Needed for Job Requisition

The following data will be required:

- ☐ **For Existing Position:** Position for which the job requisition is being created for (Note: If you are creating a new position, the workflow/process will include additional steps in Workday.)
- ☐ **Recruiting Start Date:** Date recruiting/job posting should start
- ☐ **Target Hire Date:** Ideal date for the candidate to start
- ☐ **Qualifications:** Required or preferred education, language, certifications, work experience, competencies, responsibilities, skills, and/or training details
- ☐ **Assign Roles:** Name of confidential assignee or primary recruiter to move job requisition/posting forward



### Notifications

*(a colleague or department should be notified outside of the Workday system)*

- None.



### Variations

- Approval process may vary by Health Ministry. There should be no variations to the Workday process across the system.



### Other Resources

- Contact your Tier 1 resource, as noted on the Workday Help website at [workday.trinity-health.org](http://workday.trinity-health.org).

#### SPECIAL NOTE:

While adding comments where indicated may be helpful for the process, please note that comments are auditable and therefore should be appropriate for the section.

# Create Job Requisition

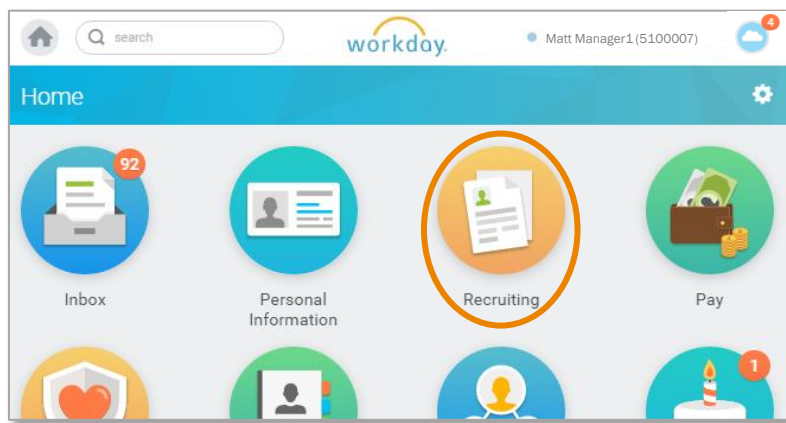
## Process Steps

Initiate Job Requisition

Which role(s) can do this step?

- Manager

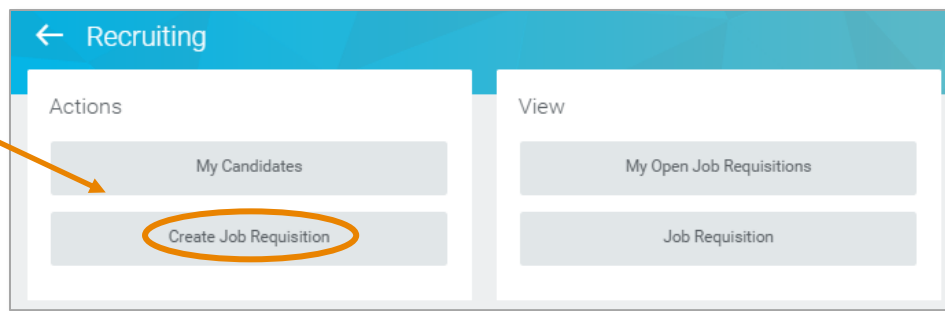
1. Log in to Workday
2. Click **Recruiting**



Alternate starting steps from the Workday home page:

1. Type **create job requisition** in the search box and press **Enter**
2. Click **Create Job Requisition** from the search results
3. Continue at step 4

3. Click **Create Job Requisition**



# Create Job Requisition

## Process Steps (continued)

Initiate Job Requisition

4. Click **For Existing Position** and click the **prompt icon**; choose the existing position for which the job requisition is being created for (\* indicates required information)

**NOTE:** If the requisition is for a new position not yet in Workday, click **Create New Position**. Additional information and reviews may be required.

WHAT IS THIS?

**Copy Details from Existing Job Requisition**  
Use this to start with details from an existing job requisition

**Supervisory Organization**  
You will default as the supervisory organization  
(see definition below)

**Worker Type**  
Choose employee or non-employee  
(formerly called POI)

5. Click **OK**

**HINT:** Hover to the right and click the **related actions icon ("brick")** then click the position link to see some details and confirm this is the position you want to choose.

### What is a Supervisory Organization? (SUPV ORG)

Supervisory Organization is the manager hierarchy within Trinity Health. Each person who has colleagues reporting to him/her represents a SUPV ORG. Colleagues or "workers" are members of their people manager's SUPV ORG.

# Create Job Requisition

## Process Steps (continued)

Initiate Job Requisition

6. Click the **edit icon** to complete the Recruiting Information screen (\* indicates required information)

Create Job Requisition

Please fill out all data.

Recruiting Information ▾

Recruiting Details

Reason \*

Replacement For

Recruiting Information ▾

Recruiting Details

Reason \*

Replacement For

Recruiting Instruction  
select one ▾

Recruiting Start Date \*  
MM / DD / YYYY

Target Hire Date \*  
MM / DD / YYYY

Target End Date  
MM / DD / YYYY

Referral Details

Referral Payment Plan

Back Next

7. Click **Next**

### WHAT IS THIS?

#### Reason

Choose from:

- New Position
- Replacement
- Replacement – FTE Change

#### Replacement For

If position is already vacated, will auto-populate; if not, use prompt icon to choose from options if applicable

#### Recruiting Instruction

Choose from:

- Post Externally Only
- Posting Not Required
- Post Internally and Externally
- Post Internally Only

#### Recruiting Start Date

Date recruiting may begin

#### Target Hire Date

Date you'd like new hire to begin work

#### Target End Date

**DO NOT USE**

#### Referral Payment Plan

Choose from payment plans

**NOTE:** You will not be able to Hire before the Target Hire Date.

**FUTURE ENHANCEMENT:** Leave blank until payment plans are added.

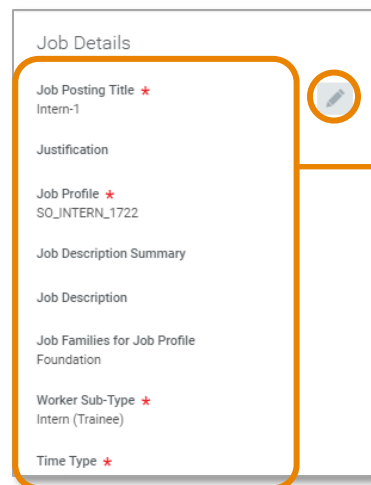
# Create Job Requisition

## Process Steps (continued)

### Initiate Job Requisition

8. Click the **edit icon** to complete/update Job screen (\* indicates required information)

**NOTE:** Most Job Details will auto-populate based on the Job Profile.



WHAT IS THIS?

#### Job Posting Title

Update job posting title to reflect what you want the job posting to say *(can be more than just title; marketing)*

#### Job Description boxes

Add or review the job descriptions to show on the job posting

#### Worker Sub-Type

Options will appear based on Worker Type chosen

#### Time Type

Choose full-time or part-time  
*(choose part-time for "casual" positions)*

#### Primary Location

Location where the position resides

#### Primary Job Posting Location

Location to list in the job posting  
*(e.g., Livonia instead of a specific Livonia facility)*

#### Additional Locations

Additional locations where the position may reside

#### Additional Job Posting Locations

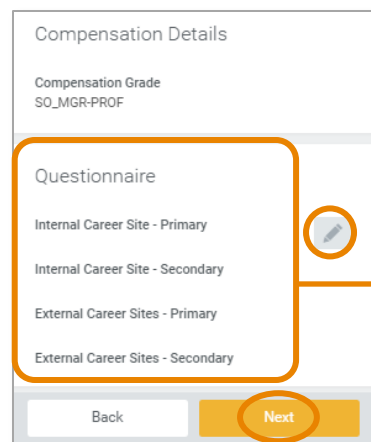
Additional locations to include in the job posting

#### Scheduled Weekly Hours

Calculates FTE

#### Work Shift

The shift to be worked by the colleague; choose from menu options  
*(NOTE: Values are new for the Workday system)*



WHAT IS THIS?

#### Questionnaire

Choose from:

- Trinity Standard Internal Questionnaire
- Trinity Standard External Questionnaire

**NOTE:** Questionnaires will be required before it can be approved by Reviewers.

**FUTURE ENHANCEMENT:** Additional questionnaires for specific positions will be added at a later time.

9. Click **Next**



# Create Job Requisition

## Process Steps (continued)

Initiate Job Requisition

10. Click the **edit icon** or **Add** to complete/update each section of the Qualifications screen (\* indicates required information)

Qualifications ▾

Education

Add

Language

Add

Certifications

Add

Work Experience

Add

Competencies

Add

Responsibilities

Add

Skills

Add

Training Details

Add

Back Next

Click the **checkmark icon** to accept changes

Click the **prompt icon** for options

**FUTURE ENHANCEMENT:** Some Qualifications will be built in based on the Job Profile attached to the position.

### NOTES:

- You may add more than one qualification for each. Complete one, then click **Add** to add another.
- Qualifications can drive analytics, which will allow for greater talent management in the future.

### WHAT IS THIS?

#### Education

Degree(s) preferred or required

#### Language

Language(s) preferred or required

#### Certifications

Certification(s) preferred or required

#### Work Experience

Not currently in use

#### Competencies

Will be used for performance management; options are not job specific

#### Responsibilities

Open text box to describe responsibilities

#### Skills

Skill(s) preferred or required  
(choose from menu options)

#### Training Details

Training(s) completed that are preferred or required

SCREEN CONTINUES  
IN NEXT COLUMN

11. Click **Next**

# Create Job Requisition

Initiate Job Requisition

## Process Steps (continued)

12. Click the **edit icon** to complete/update each section of the Organizations screen (\* indicates required information)

The screenshot shows the 'Organizations' screen with a list of fields: Company, Cost Center, Other, Religious Order, HR Company, Financial Organization, Absence Group Exceptions, and Pay Rule. Each field has an edit icon (pencil) to its right. An orange box highlights the 'Company' field. A callout bubble points to the edit icon for 'Company' with the text 'Click the prompt icon for options'. Another callout bubble points to the 'Cost Center' field with the text 'Click the checkmark icon to accept changes'. A vertical grey bar with the text 'WHAT IS THIS?' is positioned to the right of the list. An orange arrow points from the 'Next' button at the bottom right to the text '13. Click Next'.

**Click the prompt icon for options**

**Click the checkmark icon to accept changes**

**WHAT IS THIS?**

- Company**  
Name of Health Ministry
- Cost Center**  
Department or business unit used to track expenses and is responsible for the cost
- Religious Order**  
Employment agreement used to capture affiliation with the religious order *(for specific set of colleagues)*
- HR Company**  
Code assigned to HR department; ties to Health Ministry

**FUTURE ENHANCEMENT:** All positions will eventually have this information added. Please complete as noted below if not auto-populated.

### Financial Organization

Business Unit or Process Level; ties to Health Ministry

### Absence Group Exceptions

Sick/Illness, PTO, and other leave groups; choose from options if applicable

### Pay Rule

Important for timekeeping system; code that determine this colleague's timekeeping rules

13. Click **Next**

# Create Job Requisition

## Process Steps (continued)

Initiate Job Requisition

14. Click **Add** to add any attachments (\* indicates required information)

**HINT:** Attachments could include things such as an overview of why requesting position, the job requisition form, etc.

Click the **checkmark icon** to accept changes

15. Click **Next**

16. Click the **edit icon** or **Add** to complete/update the Hourly section of the Compensation screen

### FUTURE ENHANCEMENT:

An on-screen icon will be added to help make compensation decisions within pay range.

17. Click **Next**

**NOTE:** This is a target amount for the job requisition. The final amount will not be finalized until the Hire process. If you go outside of the guidelines, the Compensation Partner will review.

SCREEN CONTINUES  
IN NEXT COLUMN

# Create Job Requisition

## Process Steps (continued)

### Initiate Job Requisition

18. Click **Add** to assign the Primary Recruiter

Assign Roles ▾

Role

Assigned To ★

Back Next

Click the **checkmark icon** to accept changes

**NOTE:** The Primary Recruiter is responsible for the job requisition and job posting once you've completed the Initiate step. Additionally, you will work with the Primary Recruiter for the remainder of the recruiting process.

19. Click **Next**

20. Review the summary screen; to return to a section, click **Guide Me** next to that section

21. Click **Submit**

22. Process moves forward; click **Done**

Start

Details

Supervisory Org  
SUPVY ORG (Matt Manager2 (5100016))

Position  
074 Intern-1 (Unfilled)

Worker Type  
Employee

Recruiting Information

Recruiting Details

Reason ★  
New Position > New Position

Replacement For

Submit Save for Later Cancel

Guide Me

You have submitted Job Requisition:  
9100-SO4261-SR BUYER

#### Up Next

Your Manager  
Review Create Job Requisition  
Due Date 11/06/2016

#### Do Another

Create Job Requisition

Done

#### NEXT STEPS:

- Your manager will review.
- Primary Recruiter will review.
- Labor Resource Approver will approve.
- Primary Recruiter will post the job and do the initial resume screening.
- You and Primary Recruiter work together on the rest of the recruiting process.

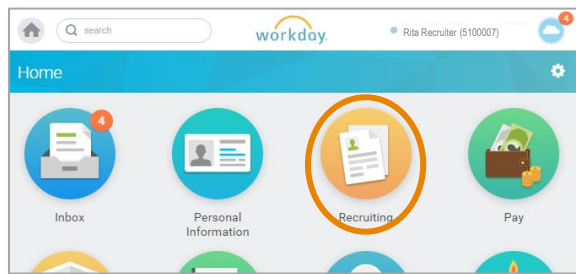
**NOTE:** If creating a new position not yet in Workday, these additional steps will occur:

- Review — HR Partner
- Change Organization Assignments — HR Partner
- Default Compensation — HR Representative or Recruiter

# Job Requisition — Additional Actions

## VIEW JOB REQUISITION CHANGE HISTORY

1. Log in to Workday
2. Click **Recruiting**



Additional Actions –  
Job Requisition

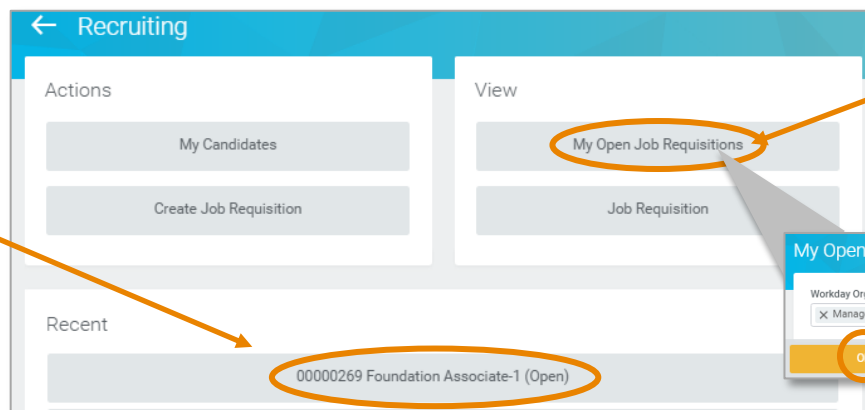
View Job Requisition  
Change History

**NOTE:** You can only view change history if a change has been made to the job requisition.

3. There are two ways to access a job requisition to take additional actions:

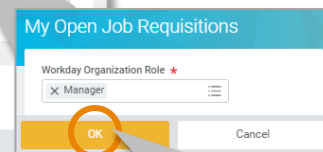
### A. RECENT

If your job requisition is recent, it may show up under Recent. Click the **job requisition** to move forward.



### B. VIEW

- Click **My Open Job Requisitions**
- Click **OK**
- Click the link to the **job requisition** you want to open



Job Requisition	Primary Location
00000269 Foundation Associate-1 (Open)	SPNY - 425 New Scotland Ave Albany, NY
00000270 Intern (Open)	SO - System Of Newtown Square, PA

# Job Requisition — Additional Actions

## VIEW JOB REQUISITION CHANGE HISTORY (*continued*)

4. Click the **related actions icon** (“brick”) next to your existing job requisition

00000008 Assistant Buyer (Open)

Recruiting Start Date 10/24/2016 - 10 days ago  
Target Hire Date 11/28/2016 - 25 days to go  
Primary Location SO - Trinity Health System Office

Overview Candidates Details Qualifications

Actions

- Additional Data >
- Compensation >
- Employment Agreement >
- Favorite >
- Hire >
- Job Change >**
- Reporting >
- Roles >

Copy Job Requisition  
**View Job Requisition Change History**

Additional Actions –  
Job Requisition

View Job Requisition  
Change History

5. Go to Job Change and click  
**View Job Requisition Change History**

**NOTE:** This only appears as a menu item if a change has been made to the job requisition.

6. Click the **Job Requisition Event** to see the history and any open or skip items

Job Requisition Change History 00000008 Assistant Buyer (Open)

1 item

Job Requisition Event	Label	Current Value	Prior Value
<b>Job Requisition Change: Assistant Buyer</b>	Qualifications	Bachelors Masters	Bachelors

Details Process

Job Requisition 00000008 Assistant Buyer (Open)

1 item

**View Details**

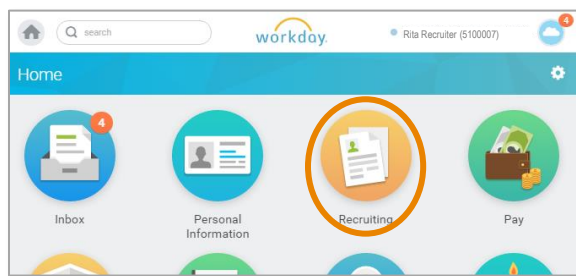
Shows current and prior values

Click to view the details of the job requisition

# Job Requisition — Additional Actions

## VIEW JOB POSTING DETAILS

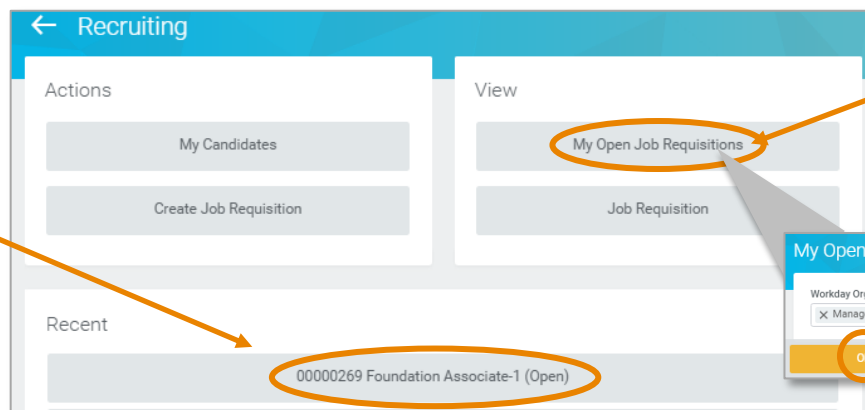
1. Log in to Workday
2. Click **Recruiting**



3. There are two ways to access a job requisition to take additional actions:

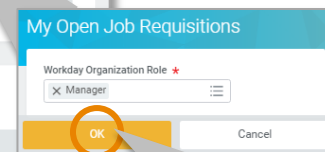
### A. RECENT

If your job requisition is recent, it may show up under Recent. Click the **job requisition** to move forward.



### B. VIEW

- Click **My Open Job Requisitions**
- Click **OK**
- Click the link to the **job requisition** you want to open



Job Requisition	Primary Location
00000269 Foundation Associate-1 (Open)	SPNY - 425 New Scotland Ave Albany, NY
00000270 Intern (Open)	SO - System Of Newtown Square, PA

Additional Actions –  
Job Requisition

View Job  
Posting Details

# Job Requisition — Additional Actions

## VIEW JOB POSTING DETAILS *(continued)*

4. Click **Job Postings** in your existing job requisition

← 00000003 Intern-1 (Open) ...

Recruiting Start Date: 10/19/2016 - Today  
Target Hire Date: 11/07/2016 - 19 days to go  
Primary Location: SO - Trinity Health System Office

Hiring Manager: Matt Manager2 (5100016)  
Recruiter: Rita Recruiter (5100256)

Overview Candidates Details Qualifications **Job Postings**

5. Click **Actions** next to the job posting you want to view  
*(job posting shows in window)*

Overview

Candidates

Details

Qualifications

Job Postings

5 items

Job Posting Site Name

Posting Start Date

Posting End Date

Primary Posting

Posting Cost

Posting URL

Action

Monster

10/19/2016

0

/job/SO--Trinity-Health-System-Office/Intern-1\_00000003-4

Actions

LinkedIn

10/19/2016

0

/job/SO--Trinity-Health-System-Office/Intern-1\_00000003-3

Actions

Indeed

10/19/2016

0

/job/SO--Trinity-Health-System-Office/Intern-1\_00000003-2

Actions

View Job Posting Details 9100-SO4261-SR BUYER ...

Job Description

Department:

Expected Weekly Hours:  
40

Shift:  
Day Shift (United States of America)

Position Purpose:  
Job Description Details:

Diversity and Inclusion

Trinity Health employs more than 120,000 colleagues at dozens of hospitals and hundreds of health centers in 21 states. Because we serve diverse populations, our colleagues are trained to recognize the cultural beliefs, values, traditions, language preferences, and health practices of the communities that we serve and to apply that knowledge to produce positive health outcomes. We also recognize that each of us has a different way of

Additional Actions –  
Job Posting

View Job  
Posting Details



# Candidate Screening

The process of reviewing and choosing candidates (Job Application) is a dynamic process. This means the steps below DO NOT have to be followed in order. Steps can be skipped or followed in a different order based on the individual circumstances.

**This section of the job aid describes how — as a Manager — you would perform the candidate screening within the Workday system.**

Step	Process Roles
<input type="checkbox"/> Review	Primary Recruiter
<input type="checkbox"/> <b>Screening</b>	<b>Manager</b> ; Primary Recruiter
<input type="checkbox"/> Assessment	Primary Recruiter
<input type="checkbox"/> <b>Interview</b>	<b>Manager</b> ; Primary Recruiter
<input type="checkbox"/> Reference Check	Primary Recruiter
<input type="checkbox"/> Offer	Primary Recruiter
<input type="checkbox"/> Employment Agreement	
<input type="checkbox"/> Background Check	Primary Recruiter; Recruiting Coordinator



## Notifications

*(a colleague or department should be notified outside of the Workday system)*

- None.



## Variations

- There should be no variations to the Workday process across the system.



## Other Resources

- Contact your Tier 1 resource, as noted on the Workday Help website at [workday.trinity-health.org](http://workday.trinity-health.org).

### SPECIAL NOTE:

While adding comments where indicated may be helpful for the process, please note that comments are auditable and therefore should be appropriate for the section.

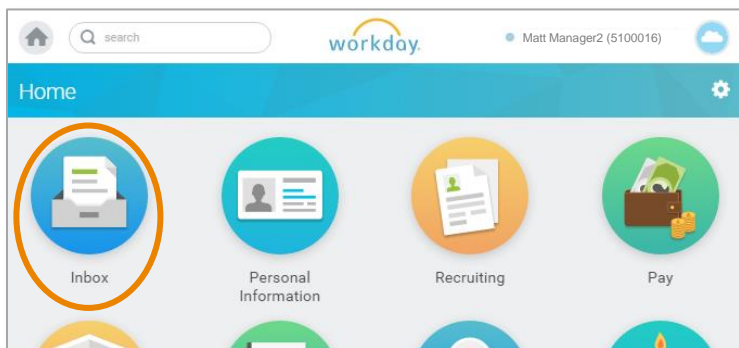
# Candidate Screening

## MANAGER PHONE SCREENING

### Manager Phone Screening

The Recruiter will move a candidate forward to you for phone screening.

1. Log in to Workday
2. Click **Inbox**



To find candidate's contact and other information:

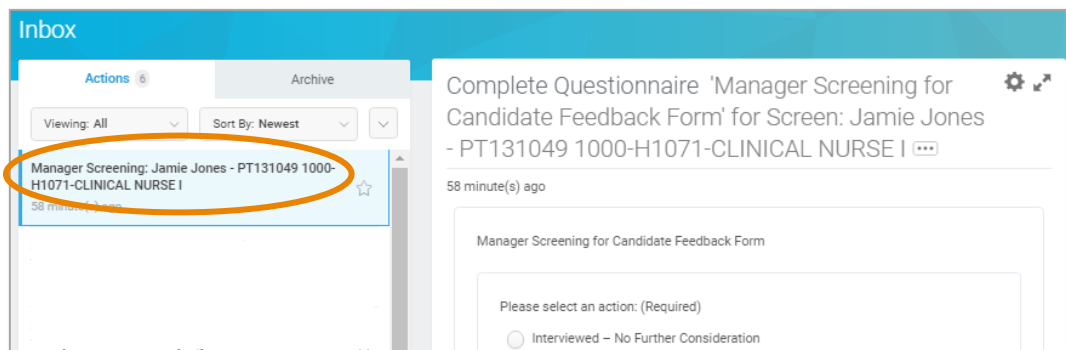
1. Click **Recruiting**
2. Click **My Candidates**
3. Click the **related actions icon** ("brick") next to the candidate's name

Job Application **Jamie Jones - PT131049 1000-H1071 NURSE I**

1 item

Contact	Attachments	Latest Experience	Stage
Email jonesjamieb@yahoo.com	Resume Attachments J.Jones Resume.doc	Communication Sr. Analyst Hospital	Screen

3. Find the email and click to open  
(opens in the right pane of the screen)



4. Contact the candidate to schedule and conduct a phone screening  
(see instructions in yellow box)

# Candidate Screening

## MANAGER PHONE SCREENING (*continued*)

Manager Phone  
Screening

5. When screening is complete, click your feedback/direction choice

Complete Questionnaire 'Manager Screening for Candidate Feedback Form' for Screen: Jamie Jones - PT131049 1000-H1071-CLINICAL NURSE I ...

1 hour(s) ago

Manager Screening for Candidate Feedback Form

Please select an action: (Required)

- ☐ Interviewed – No Further Consideration
- ☐ Interviewed – Not Selected – Consider for Future
- ☐ Interviewed – Proceed to Next Level Interview
- ☐ Reviewed – Consider for Another Position
- ☐ Reviewed – For Further Consideration
- ☐ Reviewed – Further Information Needed
- ☐ Reviewed – Manager Scheduling Interview
- ☐ Reviewed – Not Selected for Interview
- ☐ Reviewed – Recruiter to Schedule Interview
- ☒ None of the above

**Submit** Save for Later Cancel

**NOTE:** If you select one of the following options, it will forward to the Primary Recruiter, and he/she will need to return it to you to complete any feedback:

- Reviewed – Further Information Needed
- Reviewed – Manager Scheduling Interview
- Reviewed – Recruiter to Schedule Interview
- None of the Above

6. Click **Submit**
7. Process moves on; click **Done**

You have submitted Complete Questionnaire 'Manager Screening for Candidate Feedback Form' for Screen: Jamie Jones - PT131049 1000-H1071-CLINICAL NURSE I ...

20 second(s) ago

Up Next

Anne Hoekstra (4199688)[C]

Screen Candidate

**Done** and Process

# Candidate Interview

The process of reviewing and choosing candidates (Job Application) is a dynamic process. This means the steps below DO NOT have to be followed in order. Steps can be skipped or followed in a different order based on the individual circumstances.

**This section of the job aid describes how — as a Manager — you would perform the candidate interview within the Workday system.**

Step	Process Roles
<input type="checkbox"/> Review	Primary Recruiter
<input type="checkbox"/> <b>Screening</b>	<b>Manager</b> ; Primary Recruiter
<input type="checkbox"/> Assessment	Primary Recruiter
<input type="checkbox"/> <b>Interview</b>	<b>Manager</b> ; Primary Recruiter
<input type="checkbox"/> Reference Check	Primary Recruiter
<input type="checkbox"/> Offer	Primary Recruiter
<input type="checkbox"/> Employment Agreement	
<input type="checkbox"/> Background Check	Primary Recruiter; Recruiting Coordinator

## Actions You Can Take

- **Page 21:** Schedule Interview Team
- **Page 23:** Rate Interview



### Notifications

*(a colleague or department should be notified outside of the Workday system)*

- None.



### Variations

- Interview practices vary by Ministry. There should be no variations to the Workday process across the system.



### Other Resources

- Contact your Tier 1 resource, as noted on the Workday Help website at [workday.trinity-health.org](https://workday.trinity-health.org).

#### SPECIAL NOTE:

While adding comments where indicated may be helpful for the process, please note that comments are auditable and therefore should be appropriate for the section.

# Candidate Screening

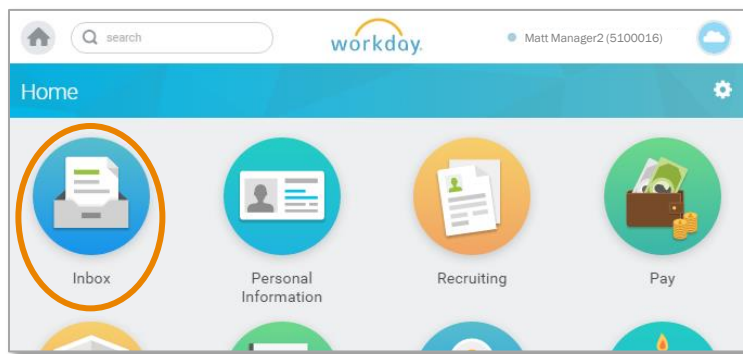
## SCHEDULE INTERVIEW TEAM

The Recruiter will move a candidate forward to you to schedule the interview team.  
The Recruiter may schedule interviews on your behalf.

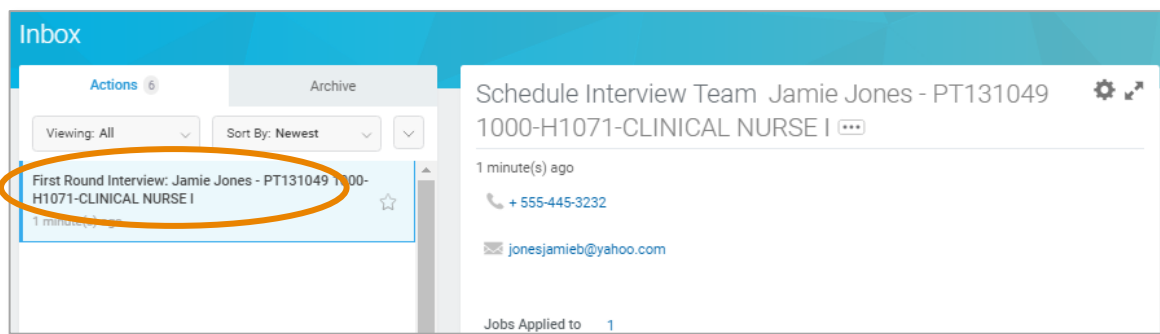
Candidate Screening

Schedule  
Interview Team

1. Log in to Workday
2. Click **Inbox**



3. Find the email and click to open  
*(opens in the right pane of the screen)*



# Candidate Screening

## SCHEDULE INTERVIEW TEAM (continued)

Candidate Screening

Schedule  
Interview Team

4. Add the interviewers and interview dates; click the **add icon** to add additional interviewers

Schedule Interview Team Jamie Jones - PT131049 1000-H1071-CLINICAL NURSE I ...

1 minute(s) ago

+ 555-445-3232

jonesjamieb@yahoo.com

Jobs Applied to 1 Hiring Manager Matt Manager2 (5100016)

Action Required First Round Interview Recruiter Rita Recruiter (5100316)

Source Job Sites -> Career Builder

2 items

	Order	*Interviewer	Interview Date
+ -	▼		MM / DD / YYYY
+ -	▲	Matt Manager2 (5100016)	

Comment for Interview Team

enter your comment

Submit Save for Later Cancel

5. Type **comments** for the interview team

**NOTE:** Use the arrows to change the order of the interviews.

**NOTE:** Currently Workday does not integrate with your calendar. You will need to add interview appointments to your calendar separately.

6. Click **Submit**

7. Click **Done**

Success! Event submitted Interview: Jamie Jones - PT131049 1000-H1071-CLINICAL NURSE I ...

1 minute(s) ago

Up Next

Luisa Cantelli Gutman

Rate Interview

Interview Candidate

Done and Process

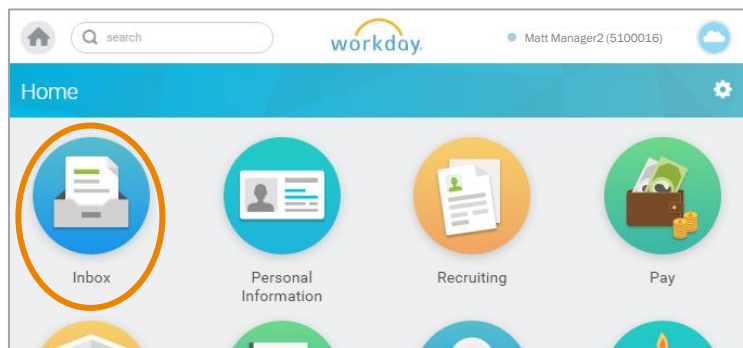
Go to next page to see the steps to Rate Interview once the interview is complete.

# Candidate Screening

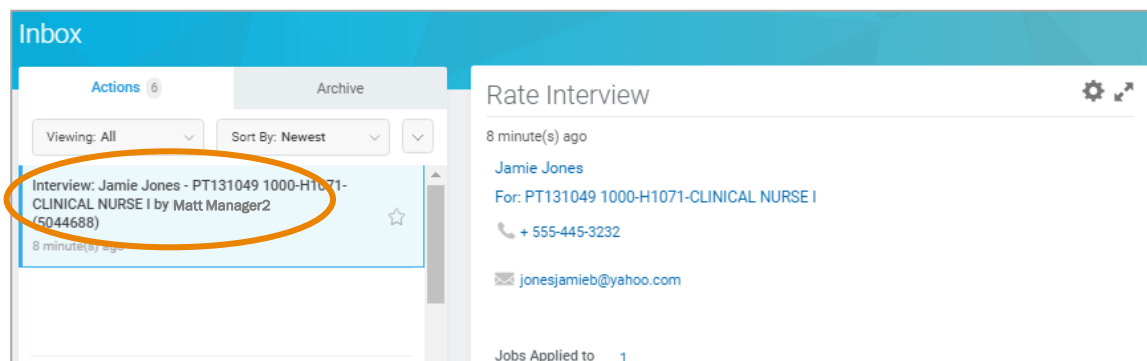
## RATE INTERVIEW

After you complete the interview, provide feedback and direction for the Recruiter.

1. Log in to Workday
2. Click **Inbox**



3. Find the email and click to open  
*(opens in the right pane of the screen)*



Candidate Screening

Rate Interview

# Candidate Screening

## RATE INTERVIEW (continued)

Candidate Screening

Rate Interview

4. Choose a rating

The screenshot shows the 'Rate Interview' form. At the top, it says '8 minute(s) ago' and lists the candidate 'Jamie Jones' for position 'PT131049 1000-H1071-CLINICAL NURSE I' with phone number '+ 555-445-3232' and email 'jonesjamieb@yahoo.com'. Below this, it shows 'Jobs Applied to: 1', 'Stage: First Round Interview', and 'Source: Job Sites -> Career Builder'. The 'Hiring Manager' is 'Matt Manager2 (5100016)' and the 'Recruiter' is 'Rita Recruiter (5100316)'. The 'Rating' field is a dropdown menu with a red asterisk, currently showing 'select one'. An orange arrow points from step 4 to this dropdown. A dropdown menu is open, showing options: '5 - Highly Recommended', '4 - Recommended', '3 - Recommended with Reservations', '2 - Requires additional Evaluation', and '1 - Do Not Recommend'. The 'Comment' field is a text area with a red asterisk. At the bottom, there are three buttons: 'Submit' (highlighted with a green circle and an orange arrow from step 6), 'Save for Later', and 'Cancel'.

5. Type **comments** with direction for the Recruiter

6. Click **Submit**

7. Click **Done**

The screenshot shows a confirmation message: 'You have submitted Interview: Jamie Jones - PT131049 1000-H1071-CLINICAL NURSE I by 25 minute(s) ago'. Below the message is a green checkmark icon and the text 'Process Successfully Completed'. At the bottom, there is a yellow button labeled 'Done' with an orange circle around it and an orange arrow pointing to it from step 7.

Recruiter will continue the process, working with you as needed and keeping you informed of the progress.



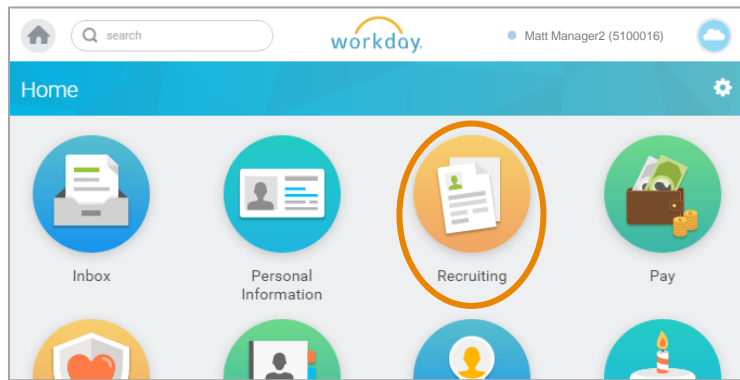
# Compare Candidates

## COMPARE ASSESSMENTS/INTERVIEW FEEDBACK

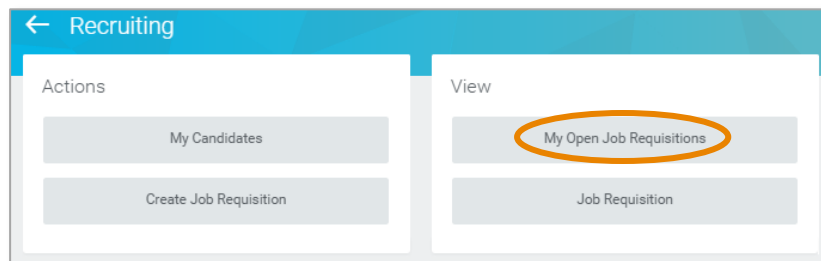
Compare Assessments/  
Interview Feedback

Compare assessments and interview feedback across candidates.

1. Log in to Workday
2. Click **Recruiting**



3. Click **My Open Job Requisitions**

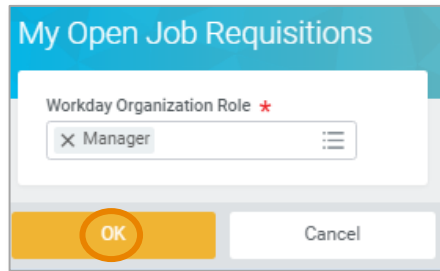


# Compare Candidates

## COMPARE ASSESSMENTS/INTERVIEW FEEDBACK (continued)

Compare Assessments/  
Interview Feedback

4. Screen defaults to Manager; change or click **OK**



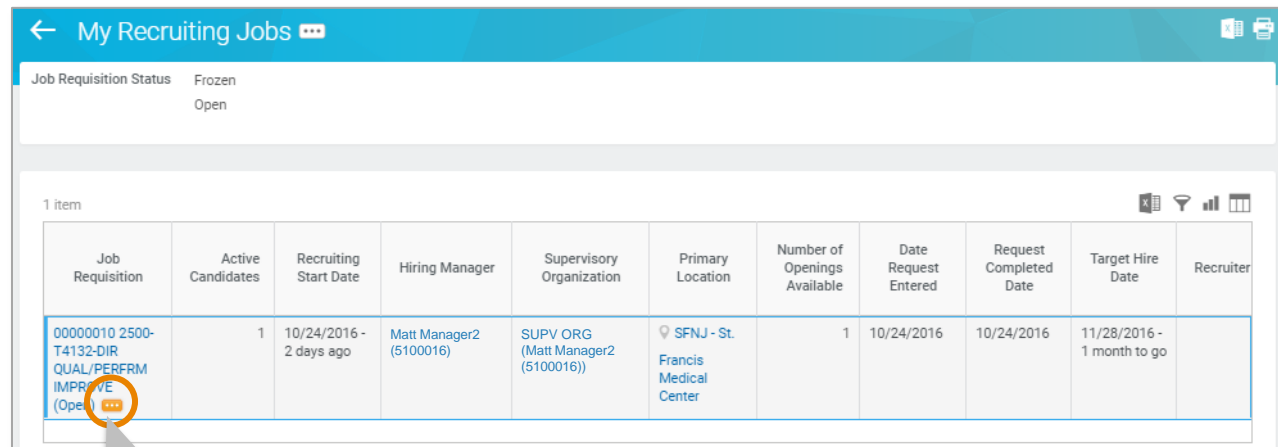
My Open Job Requisitions

Workday Organization Role \*

X Manager

OK Cancel

5. Click the **related actions icon** (“brick”) next to the requisition



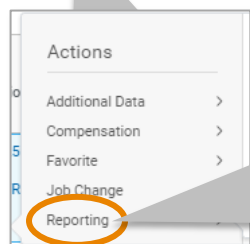
My Recruiting Jobs

Job Requisition Status: Frozen, Open

1 item

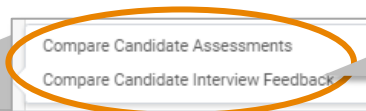
Job Requisition	Active Candidates	Recruiting Start Date	Hiring Manager	Supervisory Organization	Primary Location	Number of Openings Available	Date Request Entered	Request Completed Date	Target Hire Date	Recruiter
00000010 2500-T4132-DIR QUAL/PERFORM IMPROVE (Open)	1	10/24/2016 - 2 days ago	Matt Manager2 (5100016)	SUPV ORG (Matt Manager2 (5100016))	SFJN - St. Francis Medical Center	1	10/24/2016	10/24/2016	11/28/2016 - 1 month to go	

6. From the Reporting menu, choose the item you want to compare



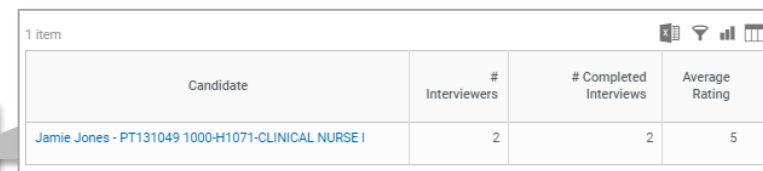
Actions

- Additional Data >
- Compensation >
- Favorite >
- Job Change
- Reporting



Compare Candidate Assessments

Compare Candidate Interview Feedback



1 item

Candidate	# Interviewers	# Completed Interviews	Average Rating
Jamie Jones - PT131049 1000-H1071-CLINICAL NURSE I	2	2	5