Search and Hire Process for Hiring Managers

The applicants associated with the open position can be viewed within the Candidate Pipeline of the Job Requisition.

The Search and Hire Process

As the process of reviewing and choosing candidates is dynamic, candidates may not hit every stage of the process.

- Review When a candidate applies for a position, they are initially assigned the status Review Candidate. The Primary Recruiter moves those candidates who meet the minimum job criteria forward to the Search Chair Screen step.
- Screen The candidate details are viewed to determine the next steps by the Search Committee Chair.
- 3) Assessment Denotes short listed candidates.
- 4) **Interview** After the candidate is screened, the Search Committee Chair or Search Committee Assistant can move them forward to the Interview Stage. Interviews can be scheduled as on campus, video, or phone.
- 5) **Background Check** Background checks are done through Human Resources once requested by the Search Committee Chair/Assistant.
- 6) **Reference Check** Reference checks are performed outside of Workday and then uploaded to Workday by the Search Committee Chair/Assistant.
- 7) **Offer** This step is done through Human Resources.
- 8) **Ready for Hire** This step is done through Human Resources.

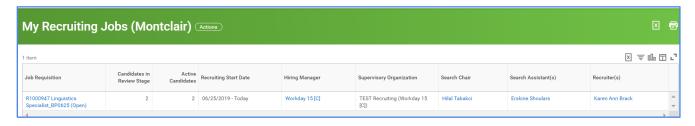
View Candidate Pipeline for a Specific Job Requisition

- 1) To view a list of the job requisitions, type **My Recruiting Jobs** into the *Search* bar in Workday.
- 2) From the Search Results, select the **My Recruiting Jobs (Montclair)** option.



A grid displays the requisition name, number of current applicants, Hiring Manager, Search Committee Chair/Assistant/Members, and Primary Recruiter.

3) Click the name of a **requisition** in the list to view the candidate pipeline.

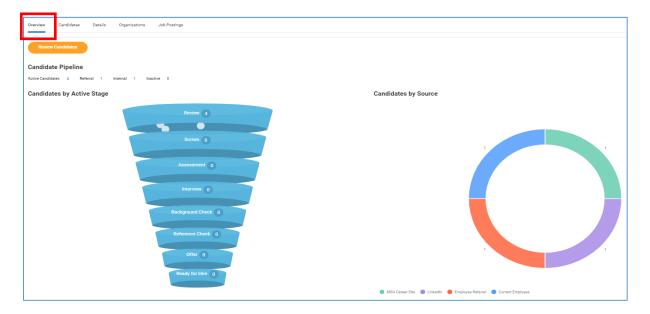


The Candidate Pipeline

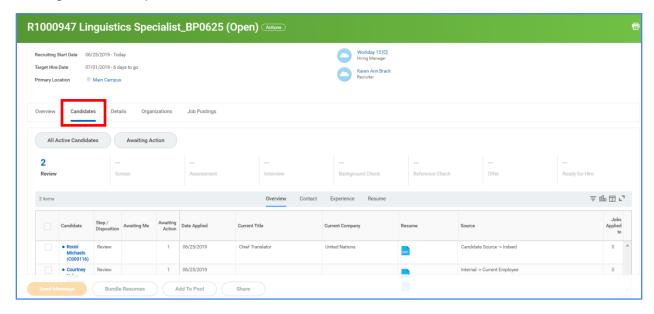
Header: This section displays the following: Recruiting Start Date, Target Hire Date, Primary Location, Primary Recruiter and Hiring Manager.

Overview: this section provides the following:

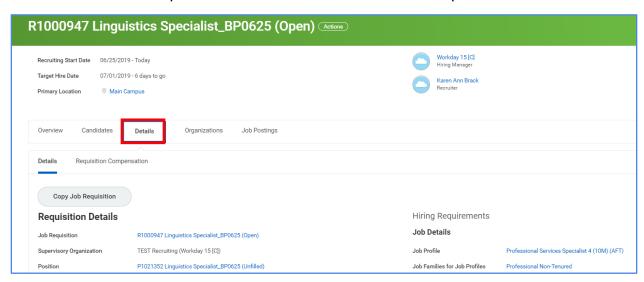
- Candidate funnel tracks the status of candidates in each stage of the process. As candidates move from one stage to another, the levels of the funnel are updated to reflect the current population. This is a dynamic process so not all applicants will move through every single stage of the process in each instance.
- A graph displays the Candidates by Source, which represents the candidate's response to "How did you hear about us?" question in their job application.



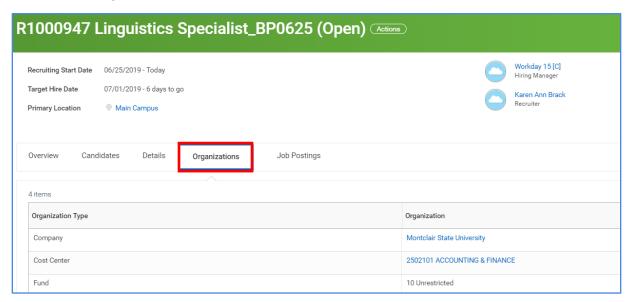
Candidates – Displays candidate information in a grid format, and allows the Hiring Managers to view/print PDF versions of the candidate resumes.



Details – This section provides all of the details of the Job Requisition.



Organizations – This section provides the Cost Center, Fund and PS Account related to the Job Requisition.



Job Postings – This section indicates if the position was posted externally and/or internally and displays a link to the University's External Career Site, which contains the job posting.

