

## Search and Hire Process for Search Committee Members

The Search and Hire Process is managed in Workday through the Recruiting functionality. This is a set of screens that provide summary information of job requisitions and the corresponding candidates. The candidates within each job requisition are associated to stages within the Candidate Pipeline.

### The Search and Hire Process

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

- 1) **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.
- 2) **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.

### Search Committee Members

Search Committee Members take part in reviewing candidate resumes, interviewing potential candidates, providing feedback and recommending the most qualified candidates for employment by the University to the Search Committee Chair and Assistants. They can view the Candidate Pipeline, and view and print PDF versions of resumes, plus view the job requisition data.

## 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.

The screenshot shows the Workday search interface. At the top, there is a search bar with the text 'My Recruiting Jobs (Montclair)'. Below the search bar is a green header with the text 'Search Results'. Underneath, there are two tabs: 'Common' and 'Tasks and Reports'. The 'Tasks and Reports' tab is selected and highlighted with a red box. Below the tabs, there is a list of search results. The first result is 'My Recruiting Jobs (Montclair)', which is also highlighted with a red box. Below the result name, there is a description: 'View a list of job requisitions, the number of active candidates and detailed information about the job requisition. Required Prompts: Job Requisition Status, defaulted with Open and Filled. Optional Prompts: Hiring Mana...'

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 screenshot shows the 'My Recruiting Jobs (Montclair)' page. At the top, there is a green header with the text 'My Recruiting Jobs (Montclair)' and an 'Actions' button. Below the header, there is a table with 10 columns: Job Requisition, Candidates in Review Stage, Active Candidates, Recruiting Start Date, Hiring Manager, Supervisory Organization, Search Chair, Search Assistant(s), and Recruiter(s). The table contains one row of data for the requisition 'R1000947 Linguistics Specialist\_BP0625 (Open)'. The data in the row is: 2 Candidates in Review Stage, 2 Active Candidates, Recruiting Start Date 06/25/2019 - Today, Hiring Manager Workday 15 [C], Supervisory Organization TEST Recruiting (Workday 15 [C]), Search Chair Hilal Tabakci, Search Assistant(s) Erskine Shoulers, and Recruiter(s) Karen Ann Brack [C].

Job Requisition	Candidates in Review Stage	Active Candidates	Recruiting Start Date	Hiring Manager	Supervisory Organization	Search Chair	Search Assistant(s)	Recruiter(s)
R1000947 Linguistics Specialist_BP0625 (Open)	2	2	06/25/2019 - Today	Workday 15 [C]	TEST Recruiting (Workday 15 [C])	Hilal Tabakci	Erskine Shoulers	Karen Ann Brack [C]

### The Candidate Pipeline

**Header:** This area displays the Recruiting Start Date, Target Hire Date and Primary Location. In addition, the assigned primary recruiter and hiring manager are displayed.

The screenshot shows the candidate pipeline for the requisition 'R1000947 Linguistics Specialist\_BP0625 (Open)'. At the top, there is a green header with the text 'R1000947 Linguistics Specialist\_BP0625 (Open)' and an 'Actions' button. Below the header, there is a table with 3 rows and 2 columns. The first row is 'Recruiting Start Date' with the value '06/25/2019 - 2 days ago'. The second row is 'Target Hire Date' with the value '07/01/2019 - 4 days to go'. The third row is 'Primary Location' with the value 'Main Campus'. To the right of the table, there are two icons representing the hiring manager and recruiter. The hiring manager is 'Workday 15 [C]' and the recruiter is 'Karen Ann Brack'.

Recruiting Start Date	06/25/2019 - 2 days ago	Workday 15 [C] Hiring Manager
Target Hire Date	07/01/2019 - 4 days to go	Karen Ann Brack Recruiter
Primary Location	Main Campus	

**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. Not all applicants are required to go through each stage in all instances.
- A graph displays job posting sources from where candidates applied.

**R-1000845 Senior Designer (Open)** Actions

Recruiting Start Date: 05/03/2019 - 1 month ago  
 Target Hire Date: 05/03/2019 - 1 month ago  
 Primary Location: Main Campus

Hiring Manager: Yvonne Gair  
 Recruiter: Monica Tejada

**Overview** | Candidates | Details | Organizations | Job Postings

Review Candidates

**Candidate Pipeline**  
 Active Candidates: 4 | Referral: 0 | Internal: 3 | Inactive: 0

**Candidates by Active Stage**

**Candidates by Source**

Legend: MSU Career Site (Purple), Current Employee (Green)

**Candidates** – Displays candidate information in a grid format, and allows Search Committee Members to view/print PDF versions of the candidate resumes.

**R1000947 Linguistics Specialist\_BP0625 (Open)** Actions

Recruiting Start Date: 06/25/2019 - Today  
 Target Hire Date: 07/01/2019 - 6 days to go  
 Primary Location: Main Campus

Hiring Manager: Workday 15 [C]  
 Recruiter: Karen Ann Brack

**Overview** | **Candidates** | Details | Organizations | Job Postings

All Active Candidates | Awaiting Action

**2** Review | Screen | Assessment | Interview | Background Check | Reference Check | Offer | Ready for Hire

2 Items | Overview | Contact | Experience | Resume

Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Current Title	Current Company	Resume	Source	Jobs Applied to
<span>Ronni Michaels (C000116)</span>	Review		1	06/25/2019	Chief Translator	United Nations		Candidate Source -> Indeed	0
<span>Courtney</span>	Review		1	06/25/2019				Internal -> Current Employee	0

Send Message | Bundle Resumes | Add To Pool | Share

**Details** – This section provides all requisition details.

**R1000947 Linguistics Specialist\_BP0625 (Open)** Actions

Recruiting Start Date 06/25/2019 - Today  
 Target Hire Date 07/01/2019 - 6 days to go  
 Primary Location Main Campus

Workday 15 [C] Hiring Manager  
 Karen Ann Brack Recruiter

Overview Candidates **Details** Organizations Job Postings

Details Requisition Compensation

Copy Job Requisition

**Requisition Details**

Job Requisition R1000947 Linguistics Specialist\_BP0625 (Open)  
 Supervisory Organization TEST Recruiting (Workday 15 [C])  
 Position P1021352 Linguistics Specialist\_BP0625 (Unfilled)

**Hiring Requirements**

**Job Details**

Job Profile Professional Services Specialist 4 (10M) (AFT)  
 Job Families for Job Profiles Professional Non-Tenured

**Organizations** – This section provides the cost center, fund and PS account related to the requisition.

**R1000947 Linguistics Specialist\_BP0625 (Open)** Actions

Recruiting Start Date 06/25/2019 - Today  
 Target Hire Date 07/01/2019 - 6 days to go  
 Primary Location Main Campus

Workday 15 [C] Hiring Manager  
 Karen Ann Brack Recruiter

Overview Candidates Details **Organizations** Job Postings

4 items

Organization Type	Organization
Company	Montclair State University

**Job Postings** – This section displays the job posting sites used and the posting start and end dates for the specific requisition.

**R1000947 Linguistics Specialist\_BP0625 (Open)** Actions

Recruiting Start Date 06/25/2019 - Today  
 Target Hire Date 07/01/2019 - 6 days to go  
 Primary Location Main Campus

Workday 15 [C] Hiring Manager  
 Karen Ann Brack Recruiter

Overview Candidates Details Organizations **Job Postings**

2 items

Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/> Montclair External Career Site	External	06/25/2019			MSU Standard Job Application Template effective 06/03/2019 11:15	0	https://montclair4.wd2.myworkdayjobs.com/JobOpportunities/job/Montclair-NJ/Linguistics-Specialist-BP0625_R1000947	Actions
<input type="checkbox"/> Internal	Internal	06/25/2019			MSU Standard Job Application Template effective 06/03/2019 11:15	0		Actions