

# Search and Hire Process for Search Committee Chair/Assistants

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, and are available to specific roles within Workday.

## Search and Hire Roles

The following roles within the system are related to the Search and Hire process.

### Search Committee Chair and Assistant(s)

Each search committee will consist of one Chair and one or two Assistants, in addition to Committee Members. These roles are assigned in the system during the job requisition approval flow.

The Search Committee Chair will be the central point of contact for the search and will act as a representative for the Search Committee. This individual will be responsible for directing the search process and the efforts of the Search Committee members, which include: coordinating and moving the candidate pool through the various stages of the process, contacting potential candidates, conducting reference checks and/or gathering letters of recommendation and uploading them into the system. They must also work with Human Resources on search related actions such as requesting a background check for the identified finalist.

**Note:** As support to the Search Committee Chair, the Search Committee Assistant can perform all of the same tasks within the system.

The Search Committee Chair and Assistants can view the overview data regarding a specific job requisition, and move candidates from one stage to another within the process. They can also manage interview feedback by selecting an interview rating and upload reference checks.

**Note:** The Search Committee Chair and/or Assistant should regularly review the job requisition for new applicants.

## Stages in the Job Application 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.
- 2) **Screen** – The Search Committee reviews the candidates to identify candidates who meet the minimum job criteria and determine the next step. The Search Committee Chair and/or Assistant moves those candidates to the Search Chair Screen stage. *Candidates moved forward in the search process will appear in the Search Committee Chair/Assistant's Workday inbox.*
- 3) **Assessment** – Denotes short listed candidates which represent the favorites list of all applicants for this requisition.
- 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.

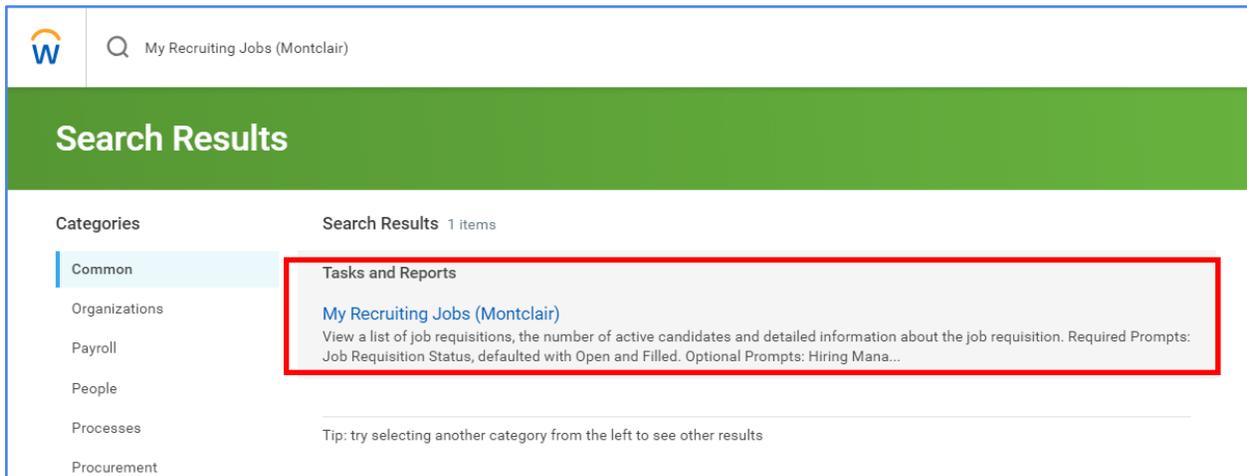
**NOTE:** Once the finalist has been identified and prior to informing the finalist they are being recommended for the position, the hiring manager must email Compensation (class-comp@montclair.edu), Compliance (hrcompliance@montclair.edu) and the Primary Recruiter requesting a salary recommendation and compliance approval.

After the verbal recommendation has been extended and the finalist has verbally accepted, the hiring manager will inform the Primary Recruiter of the final agreed-upon salary and start date. The Search Chair will then move the finalist to the Background Check stage in Workday.

- 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 in Workday by the Search Committee Chair or Search Committee 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 or Check Status of a Job Requisition

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



A grid displays the requisition name, number of current candidates, 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.

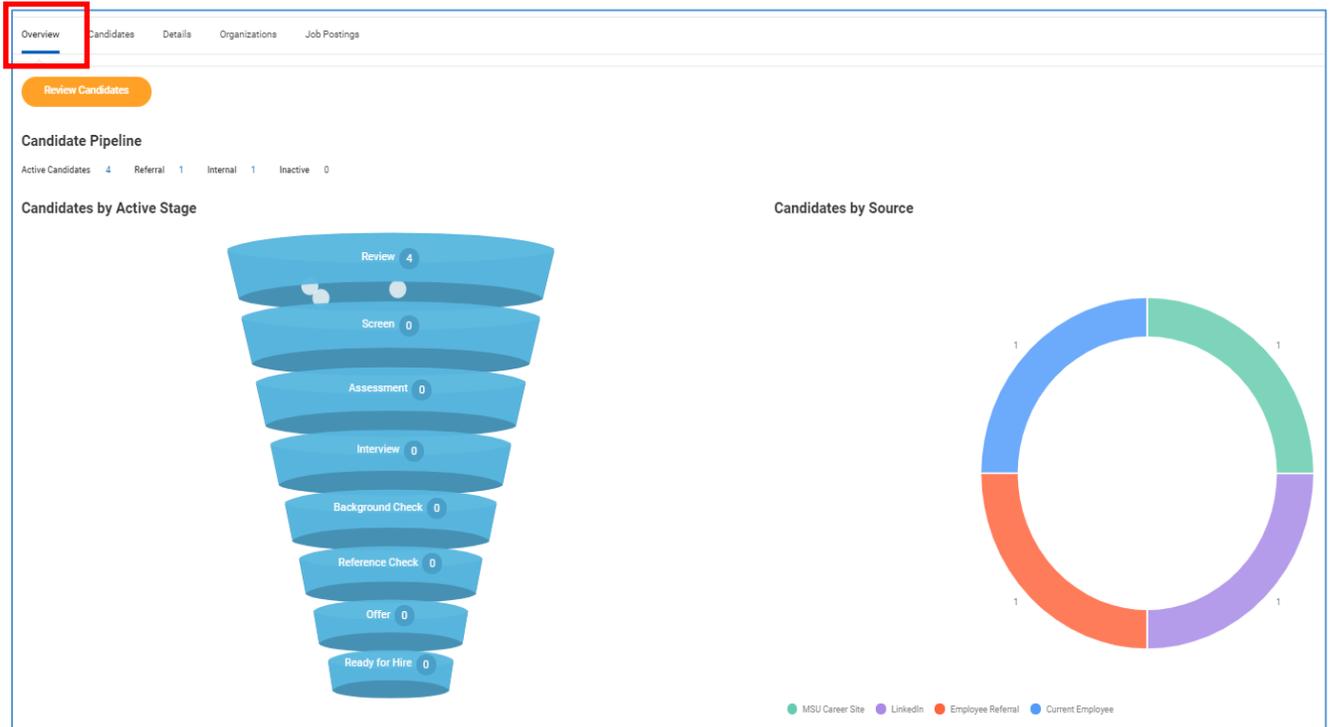
The screenshot shows a grid titled 'My Recruiting Jobs (Montclair)'. The grid has the following columns: Job Requisition, Candidates in Review Stage, Active Candidates, Recruiting Start Date, Hiring Manager, Supervisory Organization, Search Chair, Search Assistant(s), and Recruiter(s). There is one row of data:

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 Shoulars	Karen Ann Brack

## Manage Candidate Tracking

**Overview** – this section provides the following:

- Candidate funnel tracks the status of candidates throughout each stage of the hiring process. As candidates move from one stage to another, the corresponding levels of the funnel are updated to reflect the current population in each. Not all candidates are required to go through each stage in all instances.
- A graph displays the breakdown of job posting sources where candidates applied.



**Candidates** – This section displays candidate information in a grid format, and allows the Search Committee Chair or Assistant to move candidates to other stages. Additionally, Search Committee Members and Hiring Managers can 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

Workday 15 [C] Hiring Manager  
 Karen Ann Brack Recruiter

Overview **Candidates** Details Organizations Job Postings

All Active Candidates Awaiting Action

2 Items

Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Current Title	Current Company	Resume	Source	Jobs Applied to
Ronni Michaels (C000116)	Review		1	06/25/2019	Chief Translator	United Nations		Candidate Source -> Indeed	0
Courtney	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)  
 Referral Payment Plan: (empty)

**Hiring Requirements**

**Job Details**

Job Profile: Professional Services Specialist 4 (10M) (AFT)  
 Job Families for Job Profiles: Professional Non-Tenured  
 Worker Sub-Type: Regular

**Organizations** – This section provides the cost center, program, fund and division 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

**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**

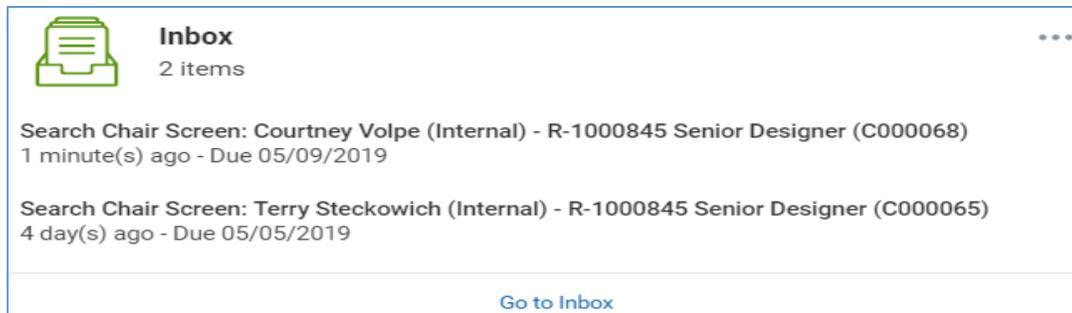
2 Items

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

## Moving Candidates through the Search Process

When the candidate enters the Search Chair Screen stage, the Search Committee Chair receives a notification in their Workday inbox.

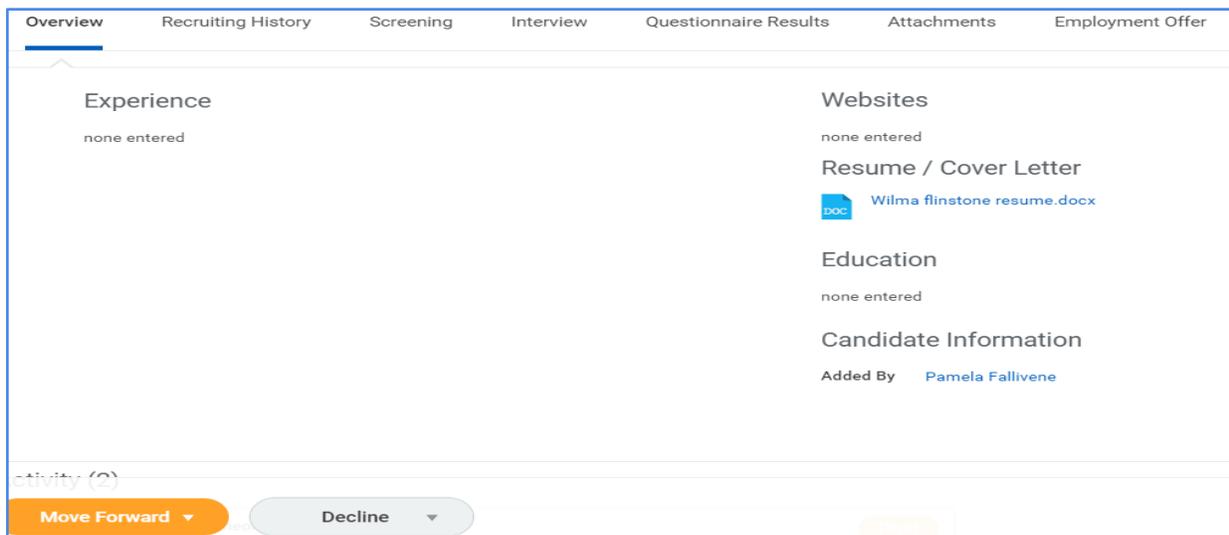
- 1) From the **Inbox** click the link to **Review** the candidate details.



Here you can view the resume/cover letter, questionnaire results, etc. After review, either move the candidate forward to the next stage (e.g. Search Chair Short List, Interview, etc.) or decline them if they do not meet the position qualifications. If you are not ready to make a final decision on the candidate to move them forward or decline them, the candidate may remain in the Screen stage.

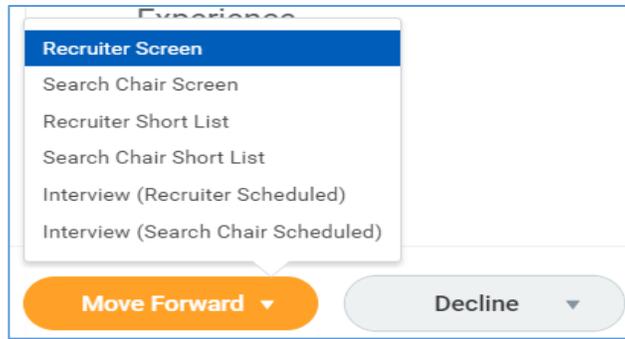
**Note:** When a candidate is declined during the Review, Screen or Assessment stage, an automatic notification is sent within two days to the candidate letting them know they are no longer under consideration.

If a candidate is declined during the Interview, Reference Check, Background or Offer stage, the Search Committee Chair/Assistant will need to send an email to the candidates directly.



- 2) To move the candidate forward to the interview stage, select **Move Forward** and **Interview (Search Chair Scheduled)**. To disposition a candidate at any stage and finish their process in this search, click the **Decline** button and select the appropriate reason.

**Note:** Candidates declined at the Interview stage will not receive an automatic notification. It is important to communicate with the candidate of their non-selection by email, phone call or **Send Message** option through Workday.



### Interview Phase (Scheduling)

Note: Workday does not currently integrate with Google Calendar. Therefore, communication and coordination between the Search Committee and candidate to schedule the interview and provide logistics information will still need to be completed OUTSIDE of Workday. The Interview process within the system is for tracking purposes only and to allow for the interview feedback to be managed by the Search Committee Chair and/or Search Committee Assistant.

- 1) Enter the date of the interview in the **Date** field.
- 2) The name of the Hiring Manager will default under the Interviewers column. Replace the Hiring Manager with the Search Committee Chair. *It is not necessary to list all of the search committee members as Interviewers.*
- 3) Complete the **Duration** and **Interview Type** (on campus, video, or phone).

Schedule Interview Terry Steckowich (Internal) - R-1000845 Senior Designer (C000065)

1 second(s) ago

Date \*  
05 / 09 / 2019

Time Zone \*  
GMT-05:00 Eastern Time (New York)

2 items

	Order	*Interviewers	*Duration (in minutes)	Interview Type	Notes
		Becky Pataki	30	On Campus	

- 4) Click the **Next** button to schedule the specific interview time.
- 5) Click within the time slot to indicate the start of the interview and drag the mouse to the end time.

Schedule Interview Terry Steckowich (Internal) - R-1000845 Senior Designer (C000065)

Time Zone  
GMT-05:00 Eastern Time (New York)

Today < > Thursday, May 9, 2019 View Day

	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM
Becky Pataki												

- 6) Review the specific details of the scheduled interview and click **OK** to confirm.

### Schedule Interview

**Time Zone**  
GMT-05:00 Eastern Time (New York)

**Interviewers \***

- X Becky Pataki

**Start Time \***

05 / 09 / 2019
📅

12 : 00
PM

**Duration (in minutes) \***

**Locations**

OK

Cancel

7) Click **Next > Submit > Done**.

## Manage Interview Feedback

1) After interviews have been scheduled, the Search Committee Chair receives a Manage Interview Feedback task in their Inbox. This initial task allows the Chair to reschedule or cancel the interview.

**NOTE: DO NOT click Submit for this task when it is received.**

If no changes need to be made to the interview, no steps are required until after the interview is complete and the Search Committee has reviewed the candidate.

2) After the interview is complete and the Search Committee has discussed the candidate, the Search Chair can **Submit** the Manage Interview Feedback task.

Actions (6)
Archive

Manage Interview Feedback
Becky Pataki (Internal) - R-1000845 Senior Designer (C000104)
☆ ⚙️

1 minute(s) ago

**Stage** Additional Interview (Search Chair Scheduled) Hiring Manager Yanling Sun

**Source** Internal → Current Employee Recruiter Monica Tejeda

Reschedule Interview

**Interview Schedule**

Interview: Becky Pataki (Internal) - R-1000845 Senior Designer (C000104) 06/25/2019 1 item

Start Time	End Time	Location	Interview Type	Notes
06/25/2019 8:00 AM	06/25/2019 8:30 AM		On Campus	

**Time Zone**  
GMT-05:00 Eastern Time (New York)

**Overall Comment**  
(empty)

Cancel Interview

Submit
Cancel

## Interview Feedback

After all interviews have been conducted, the Search Committee Chair will receive a notification in their Workday Inbox to Give Interview Feedback.

- 1) Click on **Inbox** and click on the notification link.
- 2) Click on the drop-down arrow for **Overall Rating** and select one of the options provided:
  - 3-Highly Recommend
  - 2-Recommend
  - 1-Do Not Recommend
- 3) Click **Submit** when done.

**Give Interview Feedback**

1 minute(s) ago

[Becky Pataki](#)  
For: [R-1000845 Senior Designer](#)

Stage Additional Interview (Search Chair Scheduled) Hiring Manager Yanling Sun  
Source Internal -> Current Employee Recruiter Monica Tejada

**Interview Feedback**

Interview Details

Time Zone GMT-05:00 Eastern Time (New York)  
Start Time 06/25/2019 08:00 AM  
End Time 06/25/2019 08:30 AM  
Notes (empty)

**Overall Feedback**

Overall Rating

- 4) The Search Committee Chair/Assistant should go back to the **Manage Interview Feedback** item in their Inbox to click the **Submit** button to move to the next step of this process.

**Manage Interview Feedback** Becky Pataki (Internal) - R-1000845 Senior Designer (C000104) Actions

1 minute(s) ago

Stage Additional Interview (Search Chair Scheduled) Hiring Manager Yanling Sun  
Source Internal -> Current Employee Recruiter Monica Tejada

**Interview Schedule**

Interview: Becky Pataki (Internal) - R-1000845 Senior Designer (C000104) 06/25/2019 1 item

	Start Time	End Time	Location	Interview Type	Notes
Becky Pataki	06/25/2019 8:00 AM	06/25/2019 8:30 AM		On Campus	

Time Zone GMT-05:00 Eastern Time (New York)  
Overall Comment (empty)

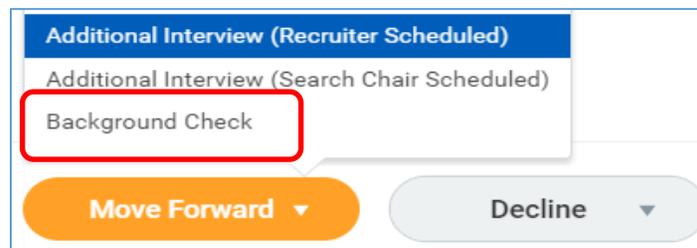
## Interview Decision

Once feedback has been provided, it is the responsibility of the Search Committee Chair/Assistant to make the interview decision. You can access this step by opening the notification in your Workday Inbox. Alternately, type the requisition number in the **Search** bar to view the Candidate Pipeline.

- 1) Type the requisition number in the *Search* bar and hit **Enter**.
- 2) Click on the **Candidates** tab.
- 3) Click **Interview Decision** under Awaiting Me.

Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Current Title	Current Company	Resume	Source	Jobs Applied to
<input type="checkbox"/>	Pamela Fallvine (Internal) (C000106)	Interview (Search Chair Scheduled)	<b>Interview Decision</b>	2	06/18/2019			Internal -> Current Employee	0

- 4) Click **Move Forward** and select **Background Check** to move the candidate to the next process. **Note:** Before a Background Check is requested by the Search Committee, the verbal offer should already have been created and accepted by the selected candidate.



## Background Check

The candidate will move forward to Human Resources to perform the background check. If the background check is satisfactory, Human Resources will move the candidate forward to the Reference Check stage.

## Reference Check

1. As the Search Committee Chair, click the notification in your Workday Inbox.
2. Complete the reference check questionnaire.
3. Click **Select files** to attach a reference letter or letters of recommendation. Note-an example of reference check questions can be found on the Human Resources website under Talent Acquisition.
4. Click **Submit**.
5. Click **Review**.
6. Click **Offer** to move the candidate forward to the Primary Recruiter who will initiate the offer.
7. Upon completion of the Offer process, the candidate will be moved to the **Ready for Hire** stage by Human Resources.

**Note** - 3 reference checks are required for external candidates; 1 reference check is required for internal candidates from their current supervisor.