How to: Find a Job Requisition and Review Candidates

Search Committees can find the Job Requisition that is associated with the search they are on by following the steps below.

1. Log into your Workday Account
2. On the home page, click on the "Recruiting Dashboard" Worklet from the Your Top Apps section, which can be found on the lower right side of the home page.

3. Once you click on the "Recruiting Dashboard," you will see the Job Requisition listed under "My Recruiting Jobs."

Note: If you do not have the "Recruiting Dashboard" Worklet, please refer to "How to: Add the Recruiting Dashboard to your Workday Home" on Page 3.

4. Click on the Job Requisition and then click on the "Candidates" tab. You will then see the list of candidates, who have applied along with their resume and cover letter attachments.

Note: A couple of other ways to search for the job requisition is to type the following in the Search box on your Workday homepage:

jr:R1002782

<u>OR</u>

jr: dean of the college health

How to: Add the Recruiting Dashboard to your Workday Home

Please note: to access the Recruiting Dashboard, you must be in the Management Chain of the job requisition, or have the role of Search Committee Chair, Search Committee Assistant, or Search Committee Member.

If the above applies to you, please follow the below steps to add the Recruiting Dashboard on your Workday home:

1. Click on the View All Apps link
2. Click on the "+ Add Apps" button at the bottom of the menu
3. Type in "recruiting" in the "Find Apps" bar and hit enter in order to view selections and choose "Recruiting Dashboard" and click on the "+" button.
4. Upon clicking on the "+", click on the "x" top corner of the menu to be brought back to your Workday home screen.
5. Click on the Montclair State logo, top left corner, to refresh your page to see the added worklet to your Top Apps

MENU   MONTCLAIR STATE UNIVERSITY   🔍 Search
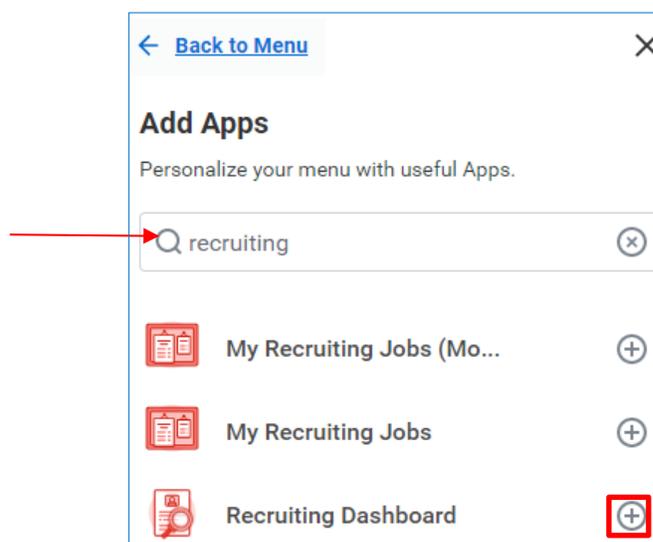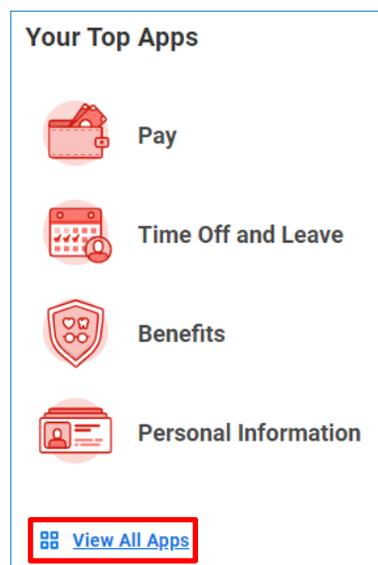
Let's Get Started

Your Top Apps

Recruiting Dashboard

Personal Information

Workday Resources

⊞ **View All Apps**