



## 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.

### Your Top Apps

-  **Recruiting Dashboard**
-  **Personal Information**
-  **Workday Resources**

 [View All Apps](#)

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

**← Recruiting**

Recruiting

**My Recruiting Jobs (Montclair)**

Job Requisition	Candidates in Review Stage	Active Candidates	Recruiting Start Date	Hiring Manager	Supervisory Organization	Search Chair	Search Assistant(s)	Search Member(s)	Recruiter(s)
<a href="#">R1002782 Dean of the College for Community Health (Open)</a>	12	12	01/10/2023 - 17 days ago	Junius Gonzales	College for Community Health (Junius Gonzales)	Lora Billings	Mary Colon	Bradley Litchfield Brigid Harrison Christina Kadelski Christopher Hagggar [C] Joan Besing More (9)	Monica Tejada

**Job Requisitions**  
My Open Job Requisitions

**Reports**  
HCM001 Time to Fill Detailed  
HCM002 Open Job Requisitions  
My Open Job Requisitions  
More (7)

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.

- 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.

**R1002782 Dean of the College for Community Health (Open)**

Recruiting Start Date 01/10/2023 - 17 days ago  
 Target Hire Date 07/01/2023 - 5 months to go  
 Primary Location Main Campus

Junius Gonzales  
Hiring Manager  
 Monica Tejada  
Recruiter

Overview **Candidates** Details Organizations Job Postings

Candidates Compare Candidates for Job Requisition

All Active Candidates Awaiting Action Inactive Candidates

12 Review Screen Assessment Interview Background Check Reference Check Offer Ready for Hire

No Filters Applied Saved Filters select one

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Current Title	Current Company	Resume	Source
(C005710)	Review		2	01/19/2023	Professor	Cookman University	apply_04Health+Science.doc Draft+2+00+HH.p	Candidate Source -> HigherEdJobs.com
(C031426)	Review		2	01/18/2023	Director, Public Health	University	_Cover+Letter_Deans.docx _Academia_CV.doc	Candidate Source -> Chronicle of Higher Ed

**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**

MENU

Q jr:R1002782

Workday

**R1002782 Dean of the College for Community Health (Open)**  
Job Requisition

**OR**

**jr: dean of the college health**

MENU

Q jr:dean of the college health

Workday

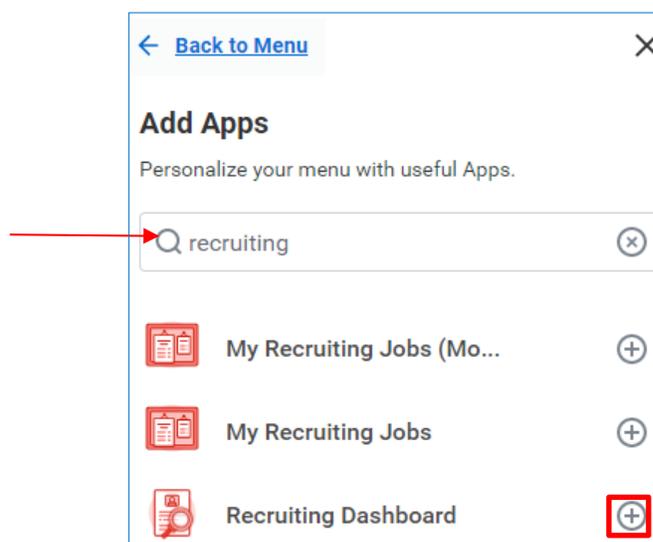
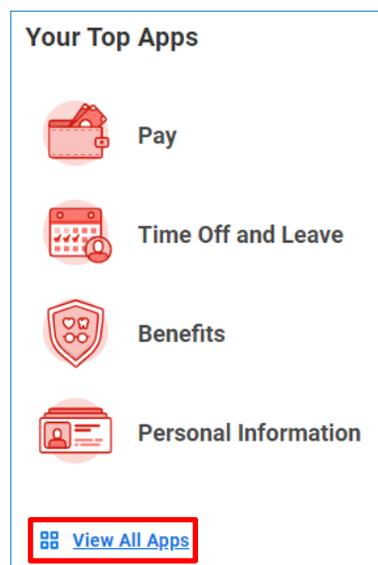
**R1002782 Dean of the College for Community Health (Open)**  
Job Requisition

## 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





## Let's Get Started

### Your Top Apps



**Recruiting Dashboard**



**Personal Information**



**Workday Resources**

[View All Apps](#)