

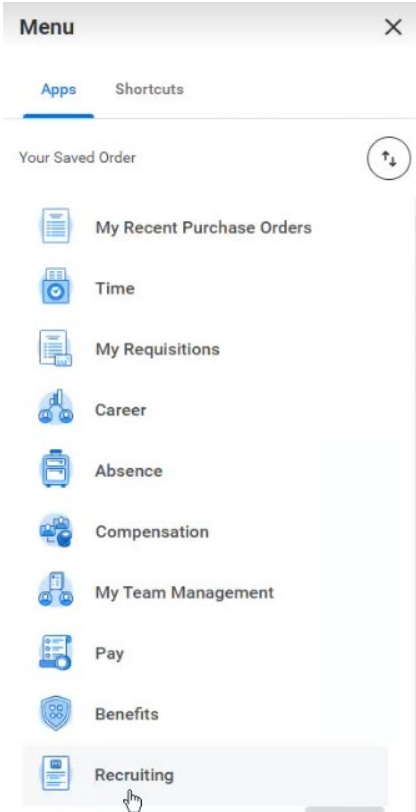
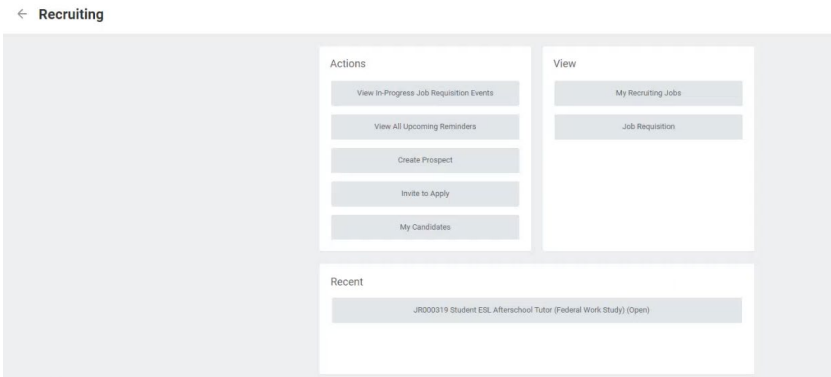


Manager Student Hiring Process

Purpose	This quick reference guide (QRG) will guide managers on hiring a student using Workday.
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Overview	CSCC managers can easily hire students through Workday. Managers can review candidates through the Home Page, “Awaiting Your Action” or “Recruiting”. For this example, we will use the Recruiting Process. Note: Before the application is available to managers, the application has been reviewed and approved by Student Employment.
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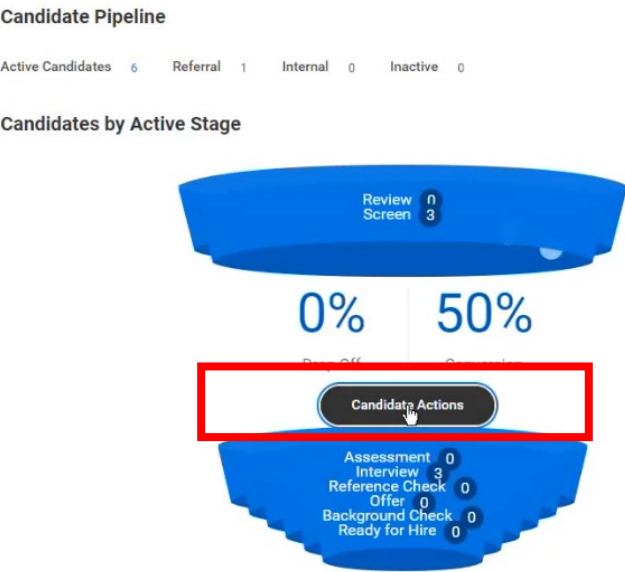
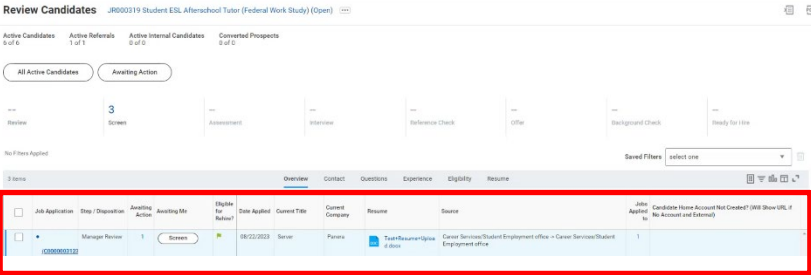
**Student
Hiring
Process**

Step	Action
1.	From the Home Page left menu, click Recruiting.  Note: Managers will receive an email notification to review the candidate.
2.	Select the Recruiting Requisition for review. 

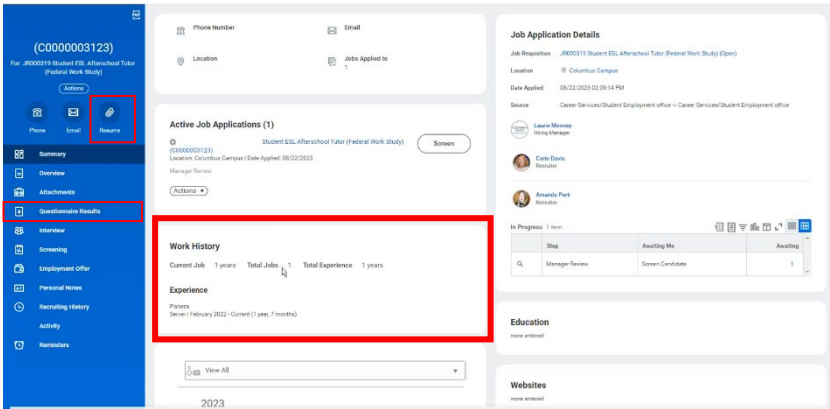
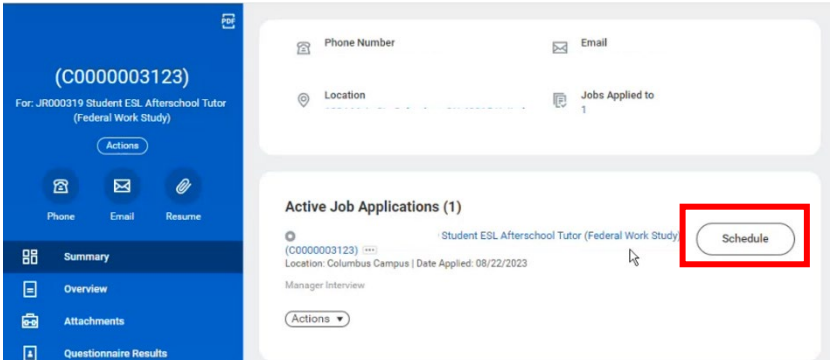
**Student
Hiring
Process,
continued**

Step	Action
2. cont.	Result: The Recruiting Dashboard appears.  The screenshot shows the 'Review Candidate' page. On the left, the 'Candidate Pipeline' is displayed as a funnel with stages: Review (0), Screen (3), Assessment (0), Interview (3), Reference Check (0), Offer (0), Background Check (0), and Ready for Hire (0). On the right, 'Candidates by Source' is shown as a donut chart with four categories: Other Social Media (1), Other (1), Career Services/Student Employment office (2), and Employee Referral (2). A legend at the bottom identifies these categories by color.
3.	From Candidates by Active Stage, click Review.  This image is a close-up of the 'Candidates by Active Stage' funnel. The 'Review' stage at the top is highlighted with a red rectangular box. The funnel shows the following stages from top to bottom: Review (0), Screen (3), Assessment (0), Interview (3), Reference Check (0), Offer (0), Background Check (0), and Ready for Hire (0). A mouse cursor is visible over the 'Interview' stage.

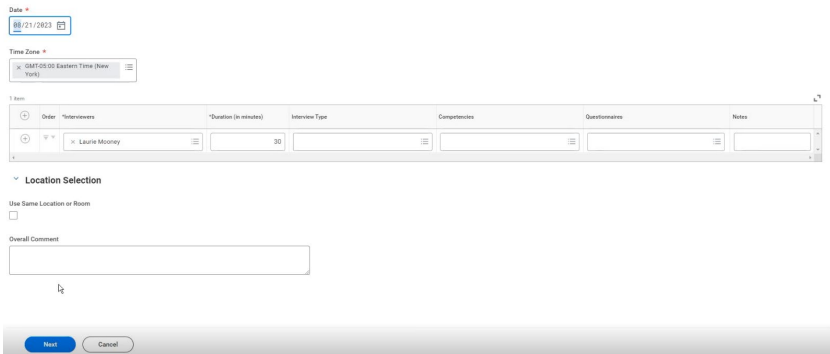
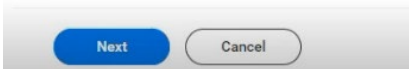
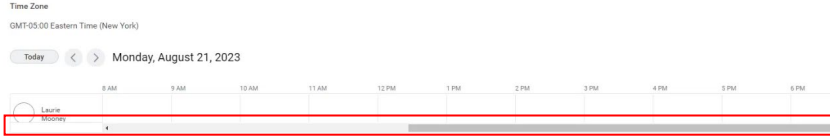
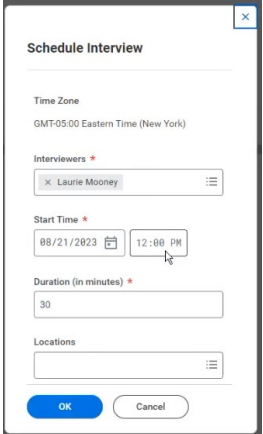
**Student
Hiring
Process,
continued**

Step	Action
4.	Click Candidate Actions.  Result: Review Candidates page appears.
5.	Click the candidate under Job Application.  Result: The candidate's page appears.

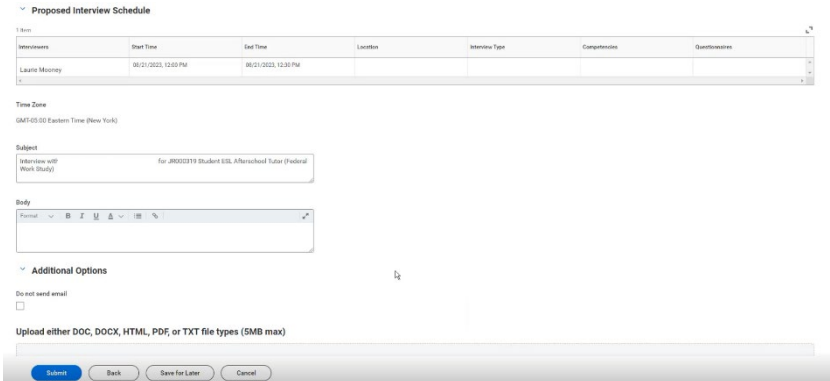
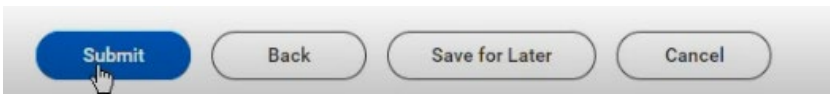
Student Hiring Process, continued

Step	Action
6.	Review the candidate's information: resume (if attached open using Attachments or the Resume icon), Work History, and Questionnaire Results. 
7.	After reviewing all the candidate's relevant information, the manager can click Manager Interview to begin the interview scheduling process or Decline to not move forward with the candidate.  Result: The task to schedule the interview will appear if the Manager Interview is clicked.
8.	Click Schedule to begin the interview scheduling process. 

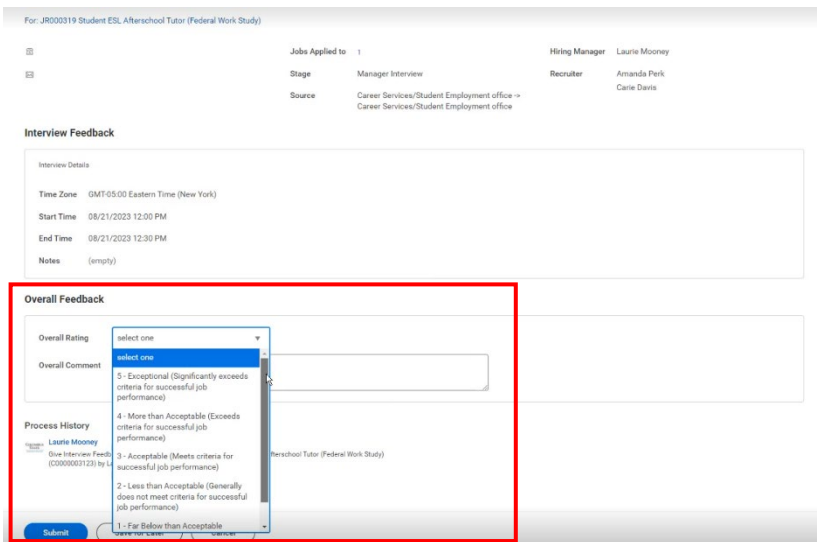
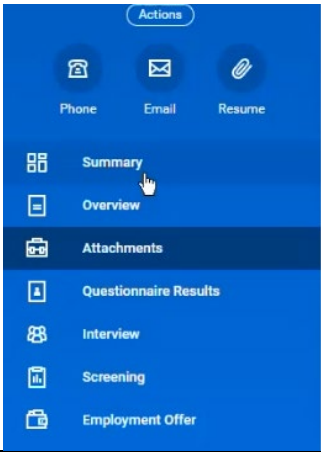
**Student
Hiring
Process,
continued**

Step	Action
9.	To begin the interview scheduling process, contact the candidate via telephone or email to select a date and time.
10.	Complete Schedule Interview. Note: All areas with an asterisk * are required. 
11.	Click Next. 
12.	Click the schedule bar, and the Schedule Interview window pops up. 
13.	Complete Schedule Interview. 

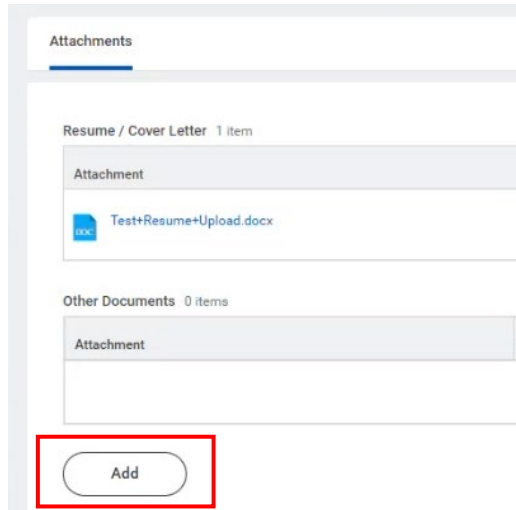
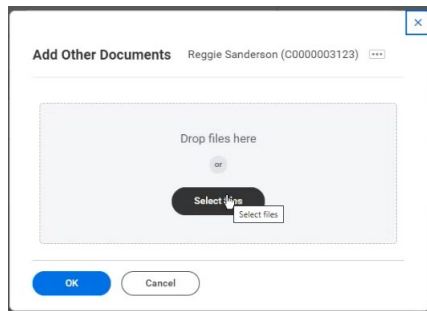
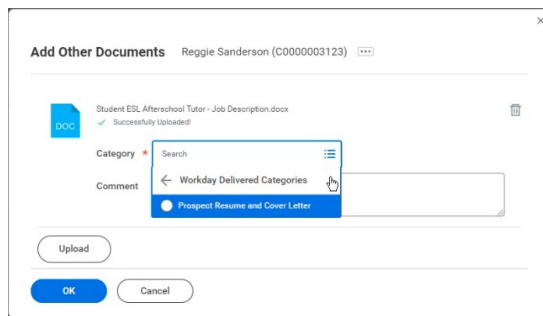
**Student
Hiring
Process,
continued**

Step	Action
14.	Click OK.
15.	Click Next. <i>Even though Schedule is marked in Blue, NEXT is the button to move forward.</i> 
16.	Review the Proposed Interview Schedule. 
17.	Click Submit.  Result: You will receive confirmation of the scheduled interview. You have submitted Schedule Interview for 
18.	After the interview, you will provide feedback. From the Home Page, select the manager interview task titled Manager Interview located under Awaiting Your Action. Result: Give Interview Feedback task appears.

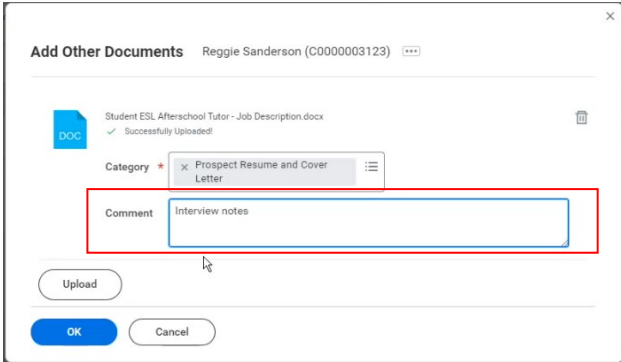
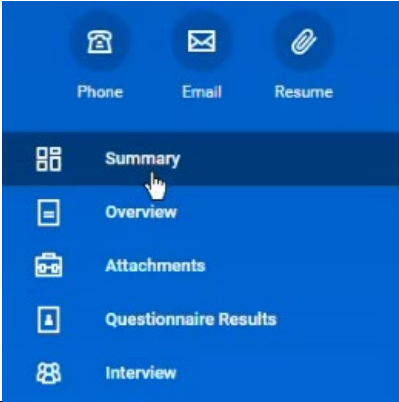
Student Hiring Process, continued

Step	Action
19.	Select the Overall Rating from the drop-down and provide any supporting statements using Overall Comment. 
20.	Click Submit.
21.	Click Done.
22.	Return to the candidate's application profile. Note: You can find the candidate's application profile from the left Menu – Recruiting. You can also find the candidate using Search by typing Cand:(candidate name).
23.	Click Attachments. 

**Student
Hiring
Process,
continued**

Step	Action
24.	Click Add. 
25.	Click Select File or drag to add your notes document from the interview. 
26.	From the Category drop-down, select Workday Delivered Categories – Prospect Resume and Cover Letter. 

**Student
Hiring
Process,
continued**

Step	Action
27.	Enter Interview Notes under Comment. 
28.	Click OK. Result: You will receive a task successfully completed message.
29.	Return to candidate's Summary. 

**Student
Hiring
Process,
continued**

Step	Action
30.	Click Offer or Decline.  Result: You will receive a message stating, "You have submitted." Decline Reasons: • Interview – Candidate Withdrawn • Interview – Does Not Meet Qualifications • Interview – Does Not Meet Schedule/Requirements/Limited Availability • Interview – Does Not Meet Student Employment or FWS Eligibility • Interview – Failed Assessment • Interview – Failed Background Check • Interview – Hired for Another Job • Interview – Job Requisition Closed or Cancelled • Interview – No Show • Interview – Other Candidate(s) Better Qualified • Interview – Unable to Contact Candidate
31.	The student candidate is referred to the Student Employment as a task to initiate the offer when applicable.

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**Publishing
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