WORKDAY RECRUITING: CHANGE CHAMPIONS NETWORK

APRIL 17, 2025

Agenda

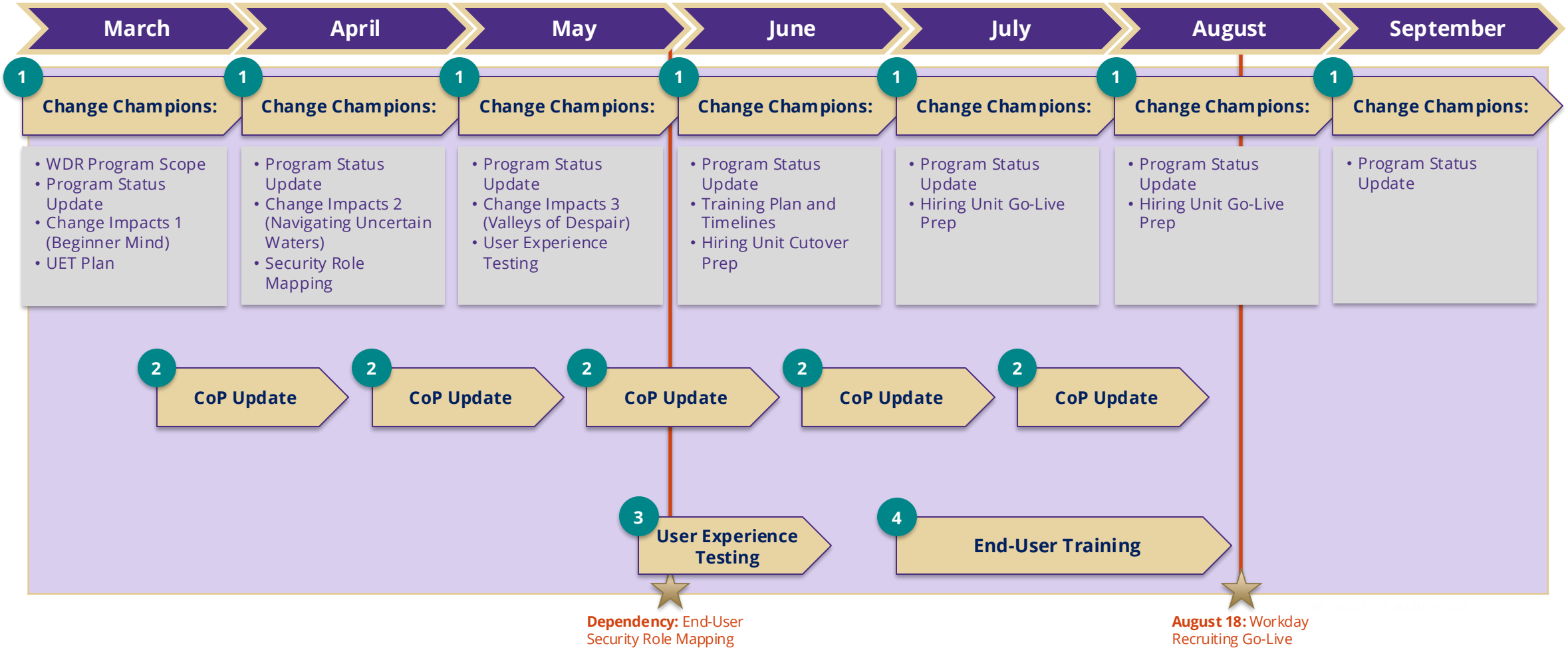
- Update: Revised Program Timeline
- Managing Change: Navigating Uncertain Waters
- Change Impacts: Round 2
  - Confidential Requisitions
  - Evergreen Requisitions
  - Background Check Billing
- Security Roles

CHANGE TIMELINE

WHAT'S GOING ON, AND WHEN?

Your Revised Program Timeline

UWHR is doing everything we can to provide you with the support you need to both navigate the change to Workday Recruiting yourselves and support your teams in navigating that change. Below is a start:



User Experience Testing: Giving Feedback

NAVIGATING UNCERTAIN WATERS

A FRESH PERSPECTIVE ON CHANGE

Anchor to What IS Certain

Identify what **isn't** changing; seeing what will stay the same can keep you tethered.

Shorten Your Horizon

A big change can feel so far away that we're just looking for the solid ground at the end.

That's overwhelming.

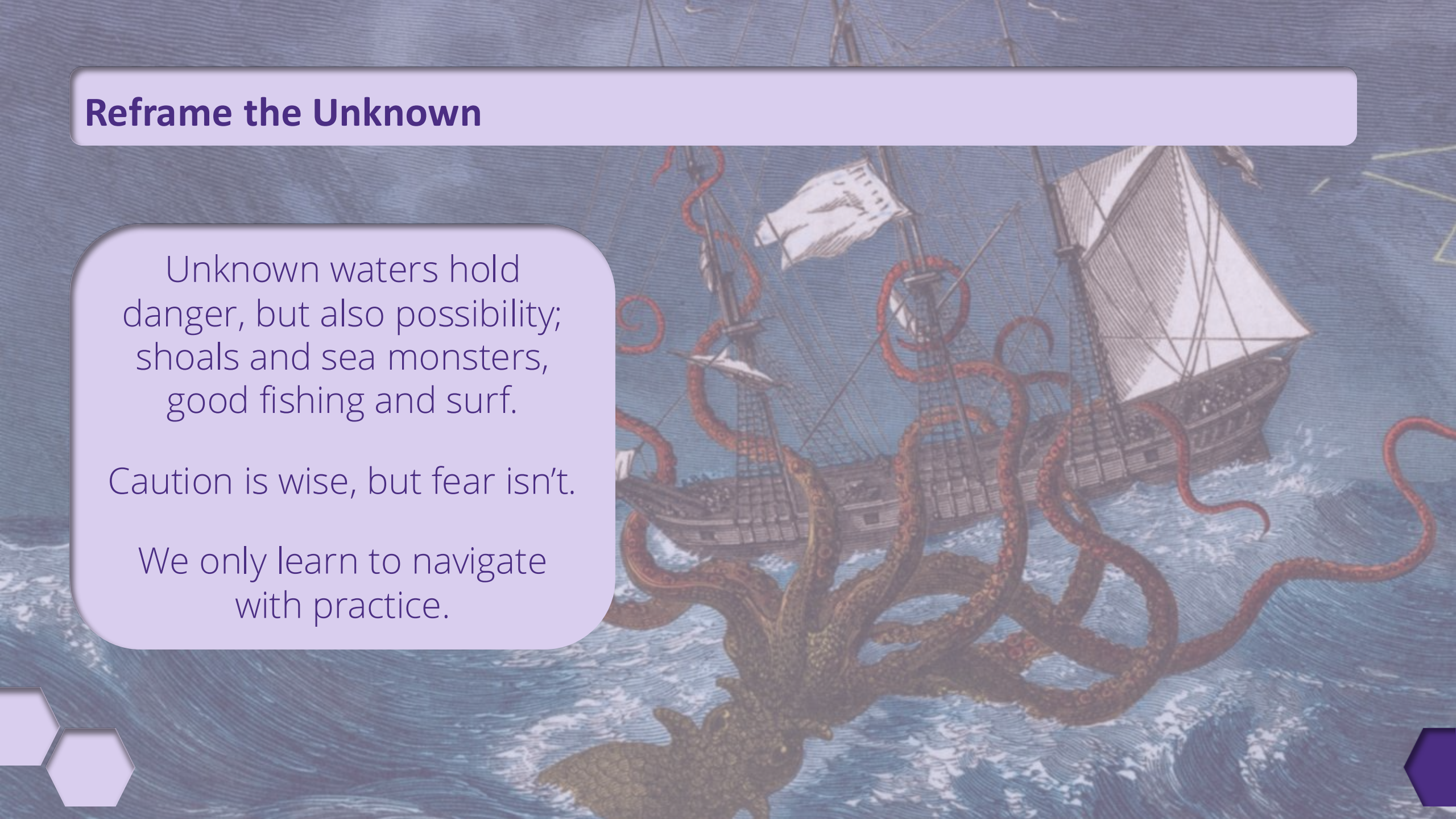
Navigating through change is in the small turns that manage the currents right in front of us.

Reframe the Unknown

Unknown waters hold danger, but also possibility; shoals and sea monsters, good fishing and surf.

Caution is wise, but fear isn't.

We only learn to navigate with practice.



EXPLORING CHANGE IMPACT

ROUND 2: *FIGHT*

Change Impacts: Requisition Types

Topic	Use Cases	Characteristics
Standard	• All competitively recruited positions except campus-wide candidate banks	• **Function as they do today.** • Recruiting Questionnaire will be retired. • Additional data fields (objects) have been added to all Requisitions to collect recruiting information. These data fields remain viewable in the requisition details and may be updated through the Edit Requisition process.
Confidential	• Noncompetitive direct hires for temporary positions • Noncompetitive search waiver hires • Department requisitions for positions filled by campus-wide candidate banks	• Confidential Requisitions cannot be initiated from a PN. Instead, the initiator will enter the PN number for the position when creating the Confidential Req. • The process is otherwise identical to the Standard Requisition. • When the candidate is ready for hire, Workday links the Confidential Req to the PN entered at the time the Req was created.
Evergreen	• Campus-wide candidate banks • Departmental candidate banks / parent requisitions	• **The same concept as a Sourcing Req, today.** • Only Recruiting Office Partners can create Evergreen Requisitions.

MAKING MEANING

Three Types of Requisitions. Today, Workday only supports Standard Requisitions. After go-live, Workday Recruiting will support Standard, Evergreen, and Confidential Requisitions.

1. Candidates will be able to customize their resume to the position.
2. Reduce administrative delays / back-and-forth when matching candidate profiles to direct-hire requisitions.

Change Impacts: Confidential Requisitions, Pt 1

Topic	Current State	Future State

Non-Competitive Direct and Search-Waiver Hires	• Departments create a Standard Workday requisition, entering the intended hire's info in the Workday Recruiting Questionnaire.
	• The position is not posted to UW Jobs, candidates do not apply to the requisition and may not see minimum requirements before applying.
	• The ROP adds the intended hire's UWHIRES applicant profile to the requisition and manages the hiring process.
	  ◦ If the identified candidate does not have an existing UWHIRES profile, the candidate must create one before the ROP can initiate the direct hire.
	  ◦ If the candidate's UWHIRES profile uses a name or email unknown to the department, the hiring process is delayed.
	• Because UWHIRES supports only one resume, applications may not be tailored to the specific opportunity and candidates may not initially demonstrate minimum requirements.
		• Departments create a Confidential Workday requisition, entering information about the intended hire in additional data fields.
		• The job posting is not posted to the UW job site but the Recruiting Office Partner (ROP) emails it directly to the candidate, confirming they see the minimum requirements and can tailor their resume to the opportunity.
		• From within Workday, the ROP invites the intended finalist to submit their application. The invitation is an email notification, sent from Workday, that includes a link to the unpublished job posting, from which the candidate can submit their application materials.
		• The hiring process is otherwise unchanged.

MAKING MEANING

Non-Competitive Hires. Positions may be filled noncompetitively for direct hires into temporary positions (i.e. nonpermanent, fee-based, intermittent, professional staff temporary) or for search waiver hires approved by EOAA Office.

Administrative changes still possible. Current employee moves into a new PN for administrative reasons without changing their job responsibilities. E.g. a competitively-hired nonpermanent employee moved to a regular position or transferring position with an incumbent from one major HR org to another

1. Departments will create a Confidential Requisition instead of a Standard Requisition for Non-Competitive Direct and Search Waiver Hires.

2. Candidates will see a job posting and can customize their application for departmental opportunities when submitting their application.

Change Impacts: Confidential Requisitions, Pt 2

Topic	Current State	Future State

Campus-Wide and Medical Center-Wide Candidate Banks	• Campus Recruiting creates a candidate bank requisition.
	• Applicants apply to the candidate bank requisition.
	• Recruiting Office Partners (ROPs) review and disposition candidates on the candidate bank requisition.
	• *Hiring departments create a Standard requisition to fill their vacancy*. The requisition is not posted to the UW Jobs site.
	• Eligible candidates invited to opt-in to departmental recruitment.
	  ◦ If they opt-in, ROPs move them to the department's requisition.
	  ◦ Because UWHIRES supports only one resume, candidates cannot tailor their resume to specific opportunities.
	• HMs screen and advance candidates on their specific req.
		• Campus Recruiting creates an Evergreen candidate bank requisition.
		• Applicants apply to the candidate bank requisition.
		• Recruiting Office Partners (ROPs) review and disposition candidates on the candidate bank requisition.
		• *Hiring departments create a Confidential requisition to fill their vacancy*. The requisition is not posted to UWHIRES.
		• Eligible candidates can be invited to apply to specific departmental recruitments
		  ◦ Candidates may tailor their resume to specific opportunities or choose to use their last application in Workday.
		• Hiring managers screen candidates on their specific requisition.
		• Hiring managers screen and advance candidates on their specific requisition.
		• The hiring process is otherwise unchanged.

MAKING MEANING

A "Blended" Requisition. Although Campus-Wide Candidate banks use an Evergreen Requisition, departments will use the Confidential Requisition type to fill vacancies from that bank.

1. Departments will create a Confidential Requisition instead of a Standard Requisition for Non-Competitive Direct and Search Waiver Hires.
2. Candidates can customize their application for departmental opportunities when submitting their application.

Change Impacts: Evergreen Requisitions

Topic	Current State	Future State

Departmental Candidate Banks
 	
Parent/Child Requisitions
	• The hiring department creates multiple Standard requisitions – one for each position to be filled.
	• The Recruiting Office Partner (ROP) posts one of the requisitions to the UW Jobs site for candidates to apply (i.e. they post a candidate bank or parent).
	• ROPs and hiring managers review and screen candidates on the candidate bank/parent requisition.
	• ROPs move finalists to "child" requisitions at the time of offer and the hire is submitted on the child requisition.
	  • Typically, last hire is submitted on the parent requisition.
		• The hiring department creates multiple Standard requisitions – one for each position to be filled.
		  • Each Standard requisition is tied to a specific position number (PN).
		• The ROP creates an Evergreen requisition to post the opportunities to the UW Jobs site (i.e. they post a candidate bank or parent).
		  • This requisition serves as the sourcing requisition.
		• ROPs and hiring managers review and screen candidates on the candidate bank/parent req.
		• ROPs move finalists to "child" requisitions at the time of offer and the hire is submitted on the child requisition.

1. Offers cannot be initiated on an Evergreen Requisition.

2. Hires cannot be submitted on an Evergreen (i.e. parent or candidate bank) Requisition.

Change Impacts: Background Check Billing

Topic	Current State	Future State

New Vendor	• UW uses **Sterling** As our background check vendor.	• UW will transition to a new vendor, **HireRight**.
		  • *As of* Workday Recruiting Go-Live for *staff* hires.
		  • *After* Workday Recruiting Go-Live for *academic personnel*, *students*, *volunteers*, and *contractors*.
		  • We will give 30 days' notice before this change.

Billing Process	• Sterling manages almost 300 unique ProCard or invoice accounts. • Some accounts facilitate payment for an HR organization centrally, others at the department or program level.	• There's no limit to the number of background checks a department can initiate, but the number of billing accounts used to pay for them will be capped based on average annual hiring volume. • Hiring departments will be required to provide Workday worktags to bill against when creating a Workday requisition (for staff hires) or initiate a background check request for students, volunteers, contractors, and academic personnel. • HireRight invoices will include the department-provided requisition number, new hire's name, & worktags for each background check.

MAKING MEANING

Department Provided Data. In a separate message, Admin council members are being asked to identify who on their teams will work with UWHR to confirm the number of billing accounts available to the unit and support the unit's change management.

1. Maintaining and correcting account-holder data, and addressing billing errors, creates an administrative burden for account contacts and central administrative units.
2. Using worktags will allow shared services teams to reconcile centrally billed charges to budgets designated by the hiring department.
3. Together, the new recruiting and background check platforms will enable billing and payment efficiencies that are not possible today.

SECURITY ROLES: DETAILS

Current HCM Security Roles

Bold = new or expanded access

Role	Access	Responsibilities
Manager	• Keep existing access to HCM Business Processes. • View open and historical requisitions in manager's supervisory organization, **including candidates and hiring activity.** • **View candidates forwarded to the manager dashboard & disposition or advance them through the Job App BP.** • Run and extract reports.	• Identify vacancies. • Coordinate hiring processes with departmental staff and/or recruitment team. • Participate (to varying degrees) in screening, interviews, reference checks, salary offers, and onboarding activities. • Utilize data (to varying degrees) for workforce planning.
Hiring Manager Override	• Continue to view open and historical requisitions in manager's supervisory organization, **including candidates and hiring activity.** • View candidates forwarded to the manager dashboard & disposition or advance them through the Job App BP.	• Perform hiring activities as the manager's delegate.
HCM 2	• Keep existing access to HCM Business Processes.	• Initiate positions and job requisitions.
HR Partner	• View open and historical requisitions in assigned supervisory areas, **including candidates forwarded to the manager dashboard**.	• Approve positions, job requisitions and review hire details. • Support their departments by tracking recruitment processes.

New HCM Security Roles, Pt 1

Bold = new or expanded access

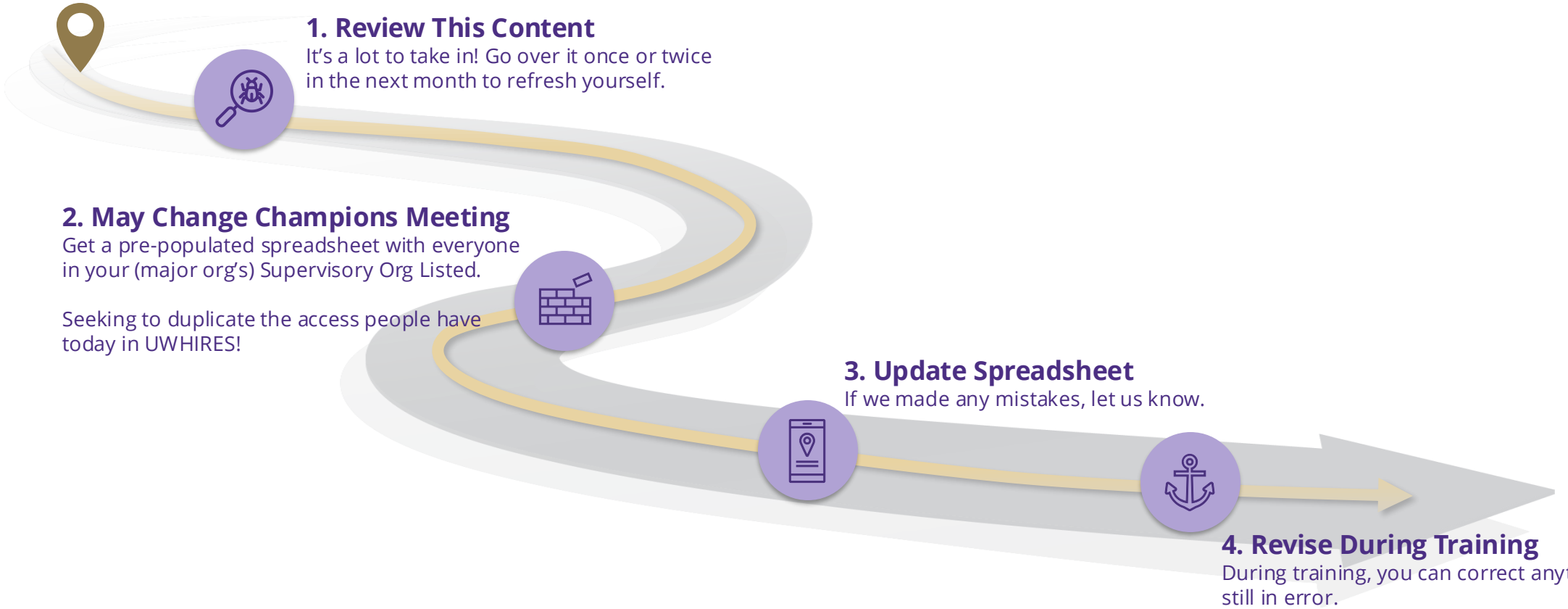
Role	Access	Responsibilities
HM Delegate Supervisory Org	• View open and historical requisitions in manager's supervisory organization, **including candidates and hiring activity.** • View candidates forwarded to the manager dashboard & disposition or advance them through the Job App BP. • This role is mapped / assigned to a position, on an enduring basis.	• Perform hiring activities as the manager's delegate.
Hiring Manager Delegate-Requisition	• View open and historical requisitions in manager's supervisory organization, **including candidates and hiring activity.** • View candidates forwarded to the manager dashboard & disposition or advance them through the Job App BP. • This role can be assigned by Recruiting Office Partners (ROPs), ad hoc, when / as needed.	• Perform hiring activities as the manager's delegate.
Unit Recruiter	• View open and historical requisitions in manager's supervisory organization, **including candidates and hiring activity.** • View candidates forwarded to the manager dashboard & disposition or advance them through the Job App BP. • A department-level / hiring unit-level security role.	• Screen and disposition candidates before they are viewable by the hiring manager before the candidates are viewable by the Manager and other delegate roles. • Perform hiring activities as the manager's delegate.

New HCM Security Roles, Pt 2

Bold = new or expanded access

Role	Access	Responsibilities
Interviewer-UW	• View applications of applicants that have advanced to the Interview stage. • View some requisition and candidate details, including the job description, candidate names ,and identifying information, but not hire offers or approvals. • This role can be assigned by Recruiting Office Partners, managers, and manager designees.	• Interview candidates. • Independently complete required hiring trainings. • Assigned via “Assign Roles” on a Requisition-by-Requisition basis.
Job Offer Approver	• View access to HCM Business Processes (Position & Requisition). • Review and approve proposed starting pay at the Offer stage.	• For units that have an internal budget person or administrator who is looking at final salary at time of offer, evaluate pay equity and budget implications of proposed salary offers. • Approve offers for their assigned supervisory organizations. ◦ There is only one approval step, although multiple positions in a unit can hold this role. • View HCM business processes.

High Level Overview: Security Role Mapping



1. Review This Content
It's a lot to take in! Go over it once or twice in the next month to refresh yourself.

2. May Change Champions Meeting
Get a pre-populated spreadsheet with everyone in your (major org's) Supervisory Org Listed.

Seeking to duplicate the access people have today in UWHIRES!

3. Update Spreadsheet
If we made any mistakes, let us know.

4. Revise During Training
During training, you can correct anything that's still in error.

WHAT'S NEXT?

Next Steps and Follow-Up

- Next Meeting: **May 15**
  - Program Status Update
  - Managing Change: The Valley of Despair
  - Change Impacts: Final (?) Round
  - More on User Experience Testing
  - Training Scope and Timeline
- Security Role Mapping