

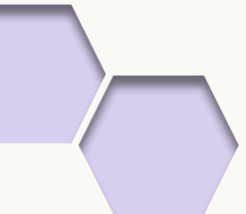
WORKDAY RECRUITING: CHANGE CHAMPIONS NETWORK

MAY 15, 2025

Agenda



- › Program Status Update
- › Managing Change: Valleys of Despair
- › Security Role Mapping
- › User Experience Testing



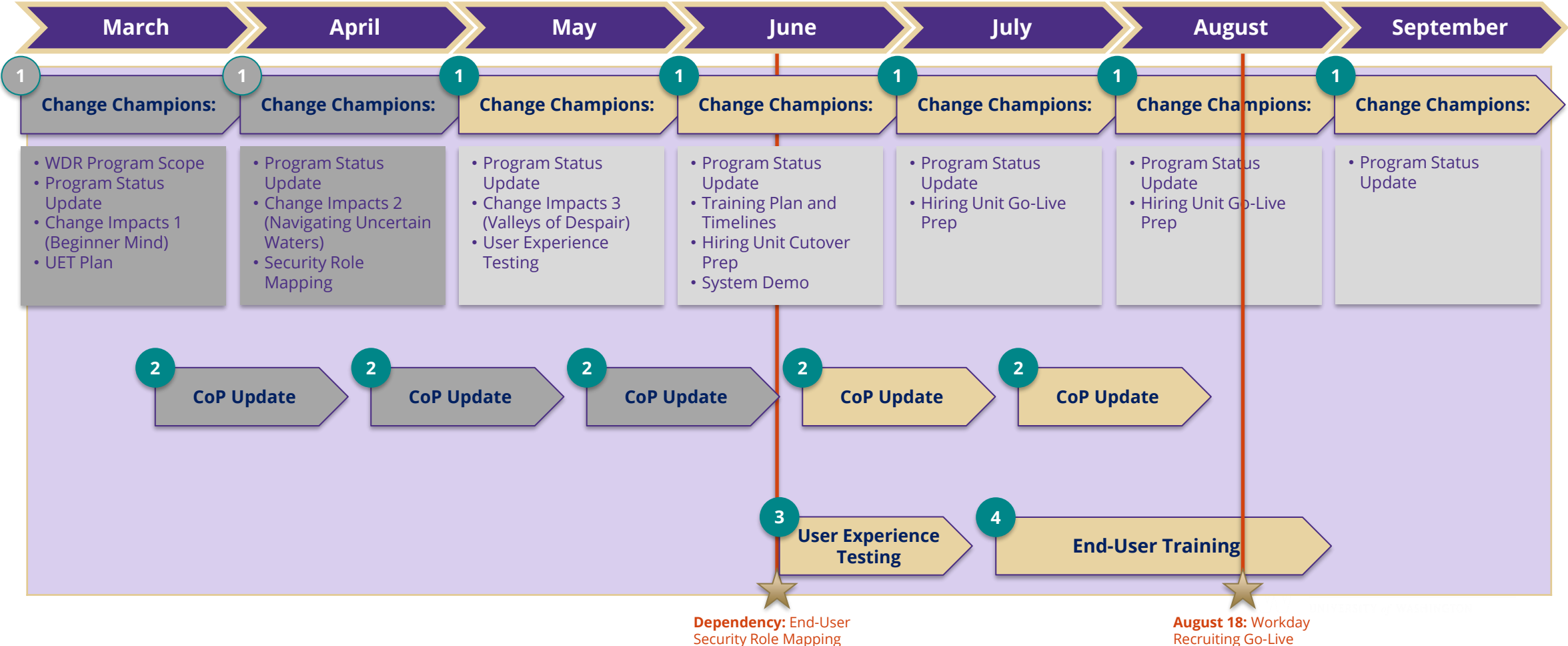


SCOPE AND TIMELINE

WHAT'S GOING ON, AND WHEN?

Your 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:

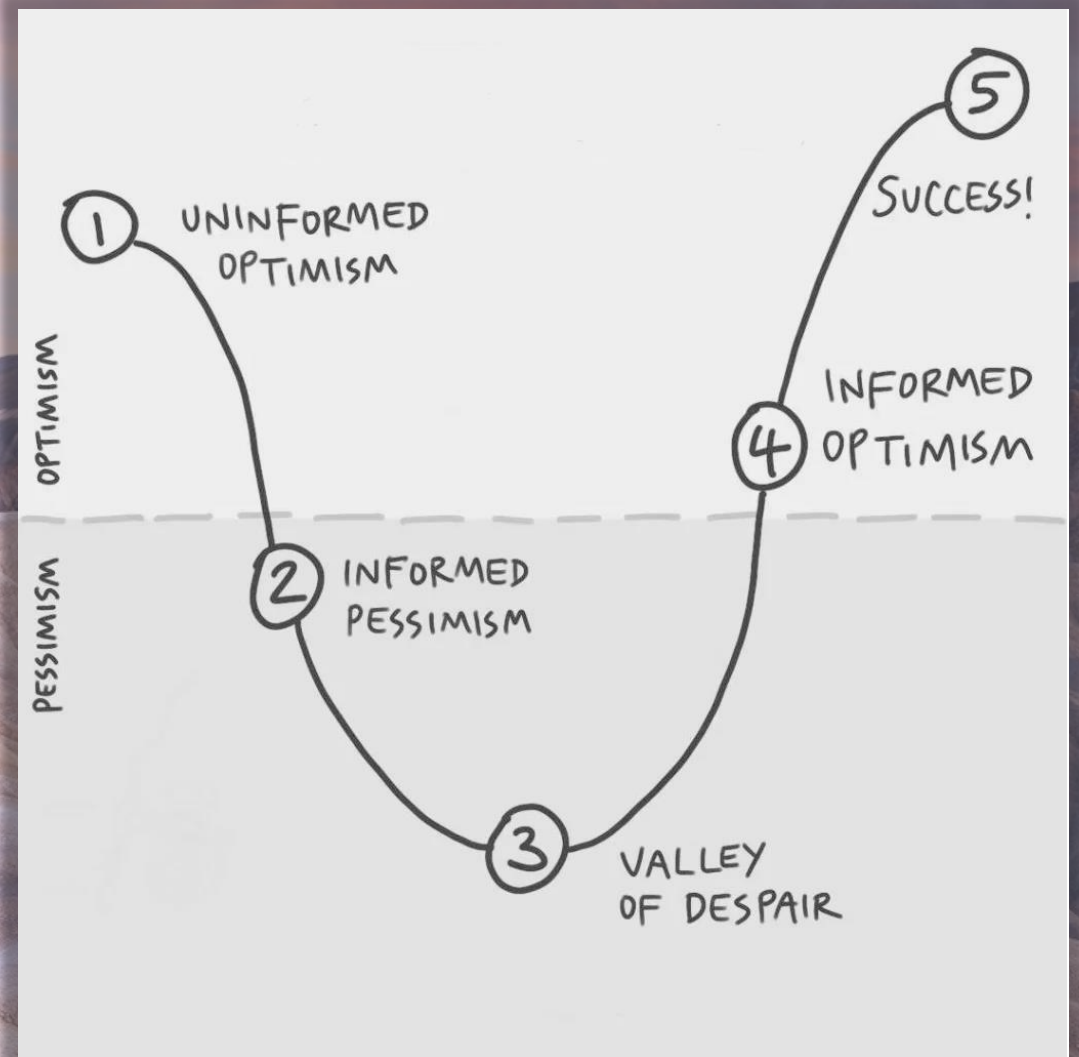




VALLEYS OF DESPAIR

LIONS AND TIGERS AND BEARS...

The Emotional Cycle of Change



Feeling Stuck in the Valley of Despair

Growth is **messy** in the middle.



How to Move Through the Valley

A step at a time.

SECURITY ROLE MAPPING

The background of the slide features a low-angle shot of several tall, grey, angular concrete pillars or sculptures against a bright sky. The tops of the pillars are partially obscured by the silhouettes of green trees. A soft, diagonal light flare or lens flare effect runs from the upper right towards the center of the image.

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. First Week in June

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

The goal is for department HR teams and managers to do in Workday what they do in UWHIRES today!

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.

Review: Existing HCM Security Roles

Four existing HCM security roles will retain access to job requisitions and gain the recruiting permissions identified below.

1. **HCM Initiates 2**
2. **Additional Approvers**
 - View requisition details as they do today.
3. **HR Partners**
 - View requisition details as they do today.
 - **Add:** View candidate details but not perform hiring activities. This is equivalent to today's UWHIRES Watcher role.
4. **Managers**
 - View requisition details as they do today.
 - **Add:** View candidate details and perform hiring activities including positioning candidates, advancing them through the hiring process, and initiating job offer approvals.

Review: New Role-Based Workday Recruiting Security Roles

You will be asked to review/assign three role-based security roles.

- 1. Hiring Manager Override***
- 2. Hiring Manager Delegate – Supervisory Org**
 - Can view all requisition and candidate details
 - Can perform all hiring activities on behalf of the hiring manager
 - * This exists in Workday today as the UWHIRES Hiring Manager role. You will be asked to review and edit your current assignees.
- 3. Job Offer Approver**
 - Multiple unit employees may hold this role, but there is only one offer approval step in the business process. In other words, there cannot be multiple levels of department approval as there are in UWHIRES today.

Review: New Ad Hoc Workday Recruiting Security Roles

Hiring departments can assign ad hoc access to two requisition-specific security roles.

1. Hiring Manager Delegate – Requisition

- View all requisition and candidate details.
- Perform all hiring activities on behalf of the hiring manager.
- Added to the requisition by your Recruiting Office Partner.

2. Hiring Committee (Interviewer)

- View candidate's application materials.
- Added to the requisition by the manager, a delegate role, or your Recruiting Office Partner.

Review & Update: Unit Recruiter role will not be available

- In April's Change Champions meeting we introduced a new Unit Recruiter security role.
- This role was designed to support departments who would like their HR recruiting teams to execute screening activities before the position manager receives candidates on their workbench.
- This role failed unit testing and Workday is unable to resolve the error. It is not possible to "hide" candidates who meet minimum requirements from the position manager.

Security Role Mapping: Next Steps

By **June 3** you will receive a Security Role packet that includes:

- Instructions for completing your security role assignments.
- Reminders of what existing HCM and new Workday Recruiting security roles can see and do in the recruiting module.
- Names of unit employees who hold the UWHIRES Hiring Manager role in Workday. These will be assigned the Hiring Manager Override role in Workday unless you ask that the role be removed.
- A list of proposed **HM Delegate – Sup Org** and/or **Job Offer Approver** role assignments for your unit. You can accept, reject, or add to these suggestions, which will be based upon your typical UWHIRES delegate and salary offer approver assignments.

Security Role Mapping: Process

- On June 5, the project team will host a Workday Recruiting demonstration for Change Champions.
- By June 18, Change Champions will submit their unit's Workday Recruiting security role assignments.
- Throughout the process you can email questions to wdrecruiting@uw.edu

USER EXPERIENCE TESTING (UPDATES)



Workday Recruiting Testing: Overview

The goal of the Implement Phase is to ensure Workday Recruiting can execute the hiring processes facilitated by UWHIRES today.

- In March and April, the project team conducted **Unit Testing** to ensure each hiring stage was configured correctly (e.g. the jobs sites, job application, disposition codes, security roles, etc.)
- In May and June, we will do 6 weeks of **End-to-End (E2E)** testing to validated the hiring process from “tip to tail” – running more than 300 scenarios to make sure every security role can perform its responsibilities and that the hiring process functions as expected.
- **User Experience Testing (UET)** invites end users to experience the future state of the system and provide feedback prior to production.

User Experience Testing: **What to expect**

- **We do not expect to discover significant errors or gaps during UET.**
- **We do expect feedback may help to refine:**
 - help text and communications.
 - security role assignments.
 - our training approach.

User Experience Testing: Invitation to test

- To meet UET goals, testers will represent the three campuses and academic and administrative units with unique or high-volume recruiting needs.
- UET is a significant commitment of time between June 23 – July 12, including:
 - 4-hours of training the week of June 23.
 - 8-12 additional hours between June 24 – July 12 to run scripts and provide feedback.
 - You must be willing to be onsite for UET activities, if required.
- Next week you will receive an invitation to opt in for consideration as a UET tester. Before expressing interest, please look closely at your schedule: UET will coincide with summer vacations, July 4th holiday, and year-end close.

An abstract sculpture composed of several large, light-colored, angular blocks stacked and tilted in various directions. A solid yellow horizontal bar is positioned below the text. The background is a soft-focus image of green trees under a bright sky.

WHAT'S NEXT?

Next Steps and Follow-Up

- › **Next Week:** Express interest in being a UET tester
- › **June 5:** Workday Recruiting Demo
- › **June 17:** Next Change Champions Meeting
 - › Program Status Update
 - › Change Impacts
 - › User Experience Testing
 - › Training Scope and Timeline
- › **June 18:** Security Role Mapping Due!



THANK YOU!

ANY QUESTIONS?

