

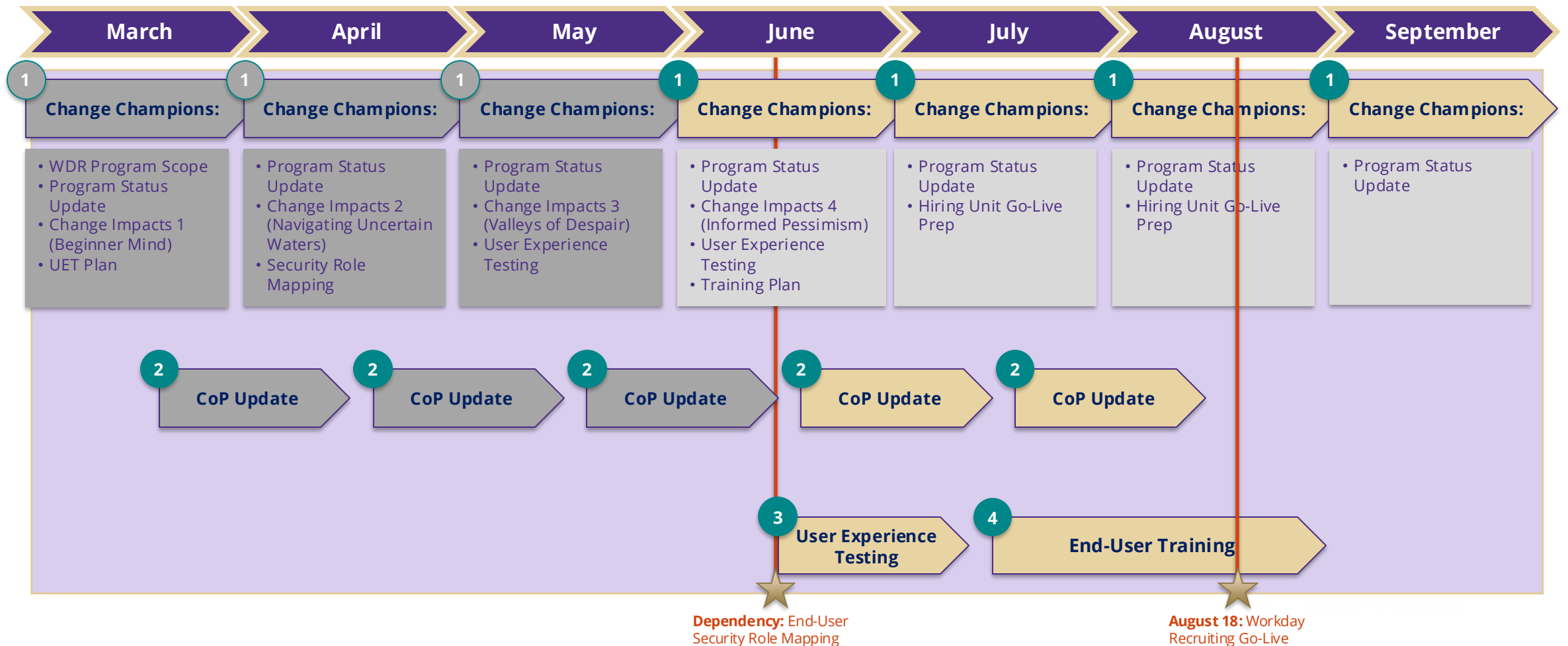
WORKDAY RECRUITING: CHANGE CHAMPIONS NETWORK

JUNE 17, 2025



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:



The background features a low-angle shot of trees with sunlight filtering through the leaves, creating a bright, airy atmosphere. Overlaid on this are several large, semi-transparent, grey geometric shapes, including triangles and polygons, which create a modern, architectural feel. The main title is centered in a bold, dark blue font.

INFORMED PESSIMISM

A thick, hand-painted style yellow brushstroke underline is positioned directly beneath the main title.

...AND HOW IT RELATES TO PARENTHOOD...

A Normal and Expected Part of Experiencing Change

Realization that change is harder than expected

Motivation dips as challenges surface

Often marked by disappointment, resistance, and/or fatigue



Feeling Value in Discomfort



Space for honest feedback and realignment

Deeper learning and skill building

Recognition of unmet needs or broken processes

Stronger trust, especially if we name and navigate the hard parts together

Supporting Ourselves and Each Other

Normalize the dip; it's part of growth

Make space for both progress and frustration

Celebrate the small wins and visible impact

Keep the focus on purpose: Why are we doing this?





The background features a low-angle shot of several large, light-colored, angular concrete structures that resemble modern architecture or sculptures. These structures are set against a backdrop of lush green trees. A bright, diagonal beam of light cuts across the upper right portion of the image, adding a sense of dynamism and optimism. The overall color palette is soft and natural, with the concrete and foliage tones providing a neutral canvas for the bold text.

CHANGE IMPACTS

ROUND 3...


Change Impacts: Background Check Process, Revisited

Topic	Current State	Future State
 New Vendor	<ul style="list-style-type: none">UW uses Sterling As our background check vendor.	<ul style="list-style-type: none">UW will transition to a new vendor, HireRight.<ul style="list-style-type: none"><i>As of Workday Recruiting Go-Live for staff hires.</i><i>After Workday Recruiting Go-Live for academic personnel, students, volunteers, and contractors.</i>
 Background check Initiation	<ul style="list-style-type: none">Applicants provide required background check information and disclosures in UWHIRES. UWHIRES pushes their personal information to the vendor.Most applicants do not interact directly with the vendor’s website or customer support team. Exceptions include applicants who have lived international and need to complete country-specific documents.	<ul style="list-style-type: none">Workday will push a request to HireRight initiate a background check for the job applicant. Concurrently, Workday will send the candidate a notification that the vendor will be contacting them.HireRight will send an email to the applicant with instructions for logging into HireRight’s website to provide information required to initiate their background check.HireRight will nudge the candidate daily (up to 14 days) and will notify the recruiter if an applicant remains non-responsive.

MAKING
MEANING

Candidate Engagement. This is a new level of engagement for candidates, not expected today. There is a risk the HireRight email will get caught in a junk / spam filter, or that candidates who don’t check email regularly will miss (or distrust!) the notifications.

Change Impacts: Internal Applicants, Revisited

Topic	Current State	Future State
 Hiring Manager Identity	<ul style="list-style-type: none">UWHIRES does not disclose the Hiring Manager’s name to internal job applicants.	<ul style="list-style-type: none">The Internal Job site will include the name of the supervisory organization and its manager. This is a Workday default that cannot be changed.

MAKING
MEANING

Transparent Visibility. It’s not difficult for internal candidates to discover a position’s manager today, but the amount of visibility for the hiring manager is new.

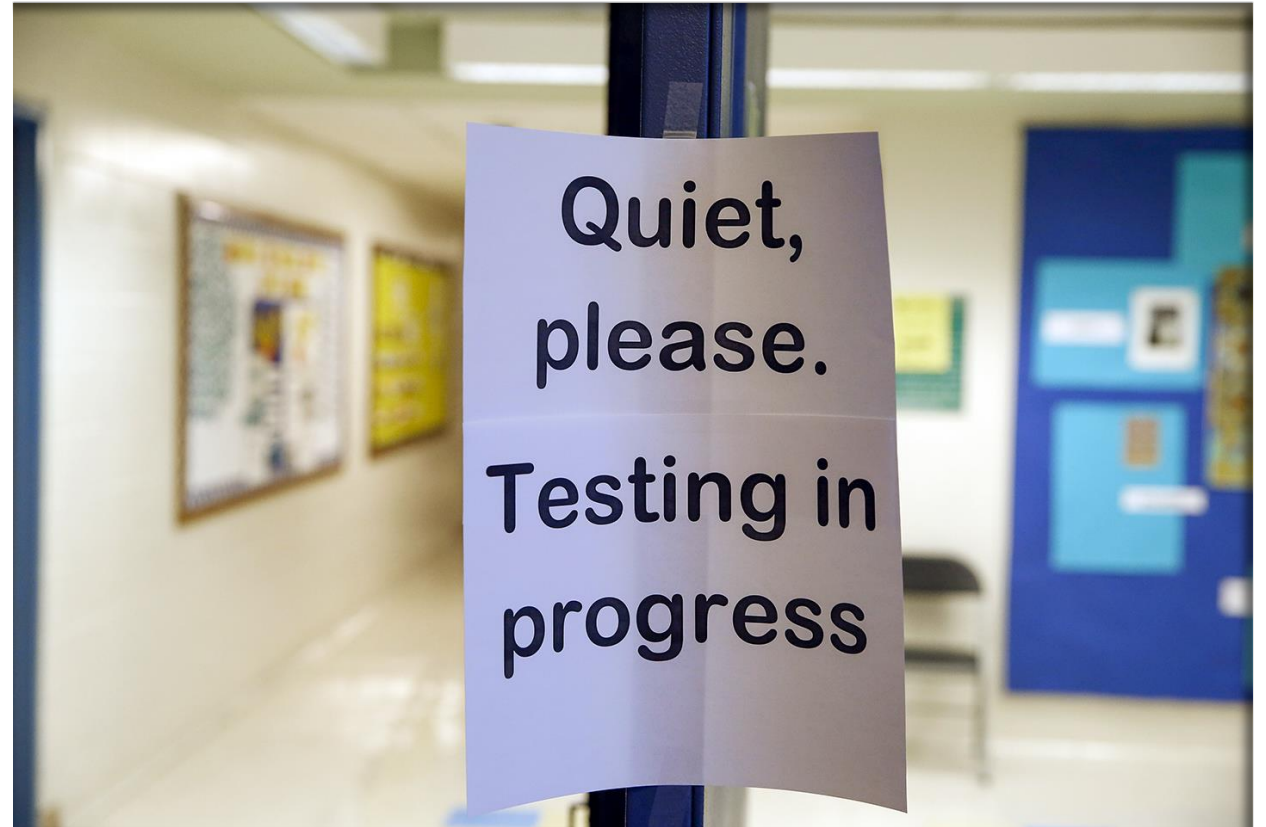
The background features a low-angle shot of tall, thin trees against a bright sky, overlaid with large, semi-transparent, light gray geometric shapes that resemble stylized letters or abstract structures. The text is centered over this composition.

USER EXPERIENCE TESTING: **OVERVIEW**

Goals and Format

We have ~ 30 volunteers, from 16 different orgs across campus.

- › Facilitated UET will be **in-person** in the Gateway Building on **July 2nd**.
- › Agenda:
 - › Welcome
 - › Guided Practice
 - › Open Exploration
 - › Feedback



The background 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 semi-transparent white rectangular area is positioned in the center, serving as a backdrop for the text.

TRAINING: OVERVIEW

Recruiting Training Objectives

- › Build familiarity and comfort with the Workday Recruiting environment
- › Practice essential tasks such as creating job requisitions, reviewing candidates, and moving them through the hiring process
- › Provide a space to offer feedback that can refine ongoing training and system design (i.e. during Adapt phase)

Training Formats

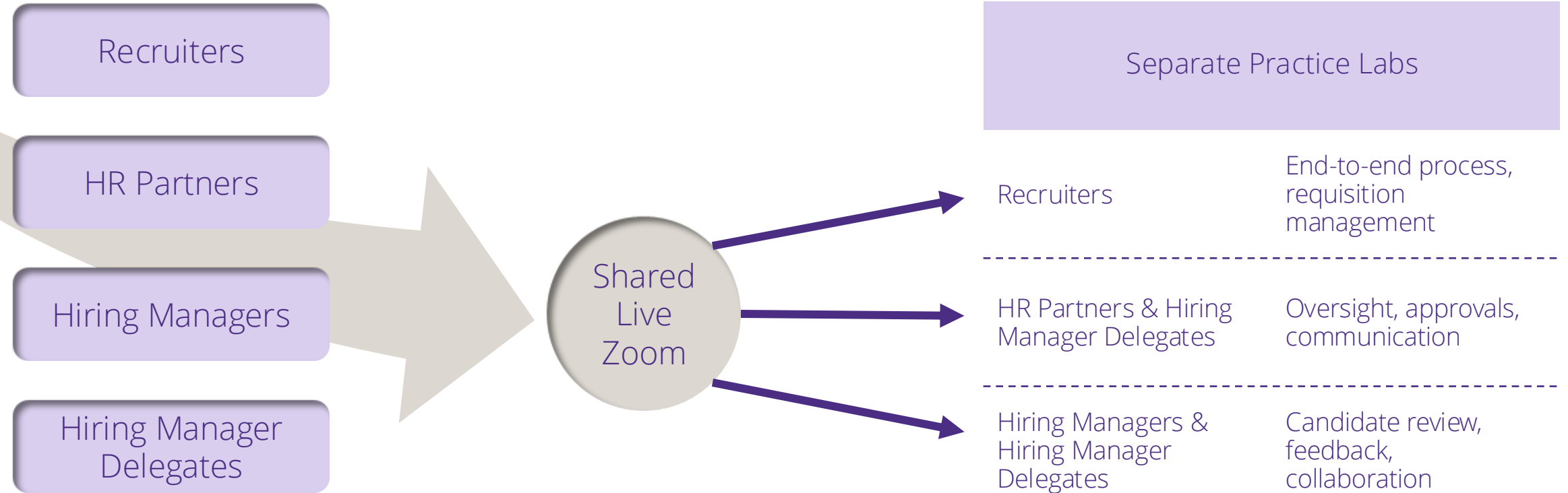
Live Training will be Dual-Phased:

1. Zoom Sessions for Knowledge Building
 - Gain foundational understanding of Workday Recruiting
 - Overview features and core processes
 - Work through scenarios and ask questions in real time
2. In-Person Labs for Hands-On Practice
 - Monitored practice completing common tasks in the system
 - Guided support from trainers and subject matter experts
 - Simulated scenarios to build comfort and confidence

Job Aids / User Guides will provide:

1. On-Demand knowledge for casual users
2. Supplemental guidance for dedicated users

Dual-Phasing Means Mixing Audiences



FOLLOW-UP Q&A: WORKDAY DEMO AND SECURITY ROLE MAPPING

Questions & Answers

- › We have both a **Manager Delegate** and **Manager Override** security role; they both have similar authority and expectations. When would I use one vs. the other?
- › There are a few ad hoc roles that get assigned by the Campus Recruiting Team / TTM. What's the process for Campus to request this assignment, when necessary?
- › If a school, college, or org has an internal salary approval threshold, is that something that can be added to a recruitment in Workday, or does it have to be tracked outside of the system?

Next Steps and Follow-Up

- › Next Meeting: **July 17**
 - › Program Status Update
 - › Managing Change:
 - › Cutover
- › **Security Role Mapping**