

# WORKDAY RECRUITING TRAINING



SESSION 3

7.29.25



# Workday Recruiting Accelerator

Virtual Series – A comprehensive walkthrough of the hiring lifecycle, presented through demonstration and discussion.

## > Who Should Attend

- UW hiring managers, recruiters, and staff involved in the hiring process

## > Live Zoom Training Sessions

- **Dates:** Tuesdays & Wednesdays, July 22, 23, 29, and 30
- **Time:** 9:00 AM – 11:30 AM

## > Session Topics

- **Session 1:** *Staff Hiring Activities Overview*
- **Session 2:** *Initiating a Recruitment*
- **Session 3:** Managing the Job Application BP & Managing Candidates
- **Session 4:** The Applicant Experience

# Workday Recruiting Labs

## In-Person Sessions – Hands-on practice opportunities

➤ ~~For Hiring Managers and Recruiters who work with UTemp Staffing ONLY~~

- **Location:** Virtual, Zoom
- **Date:** Tuesday, August 5
- **Time:** 9:00 AM – 11:30 AM

*Note: UTemp staff will still receive virtual, hands-on training. Updated date and time details will be shared with them soon.*

### > **For UW Hiring Managers and HR Unit Partners**

- **Location:** In-person, Gateway Building, 4320 Brooklyn Ave NE, POD Classroom 223
- **Dates:**
  - > **Tuesday August 5 | 9 AM – 11:30 AM**
  - > Wednesday, August 6 | 1:00 PM – 3:30 PM
  - > Thursday, August 7 | 1:00 PM – 3:30 PM
  - > Wednesday, August 13 | 1:00 PM – 3:30 PM
- **What to bring:** Laptop



# Session 3 Learning Objectives

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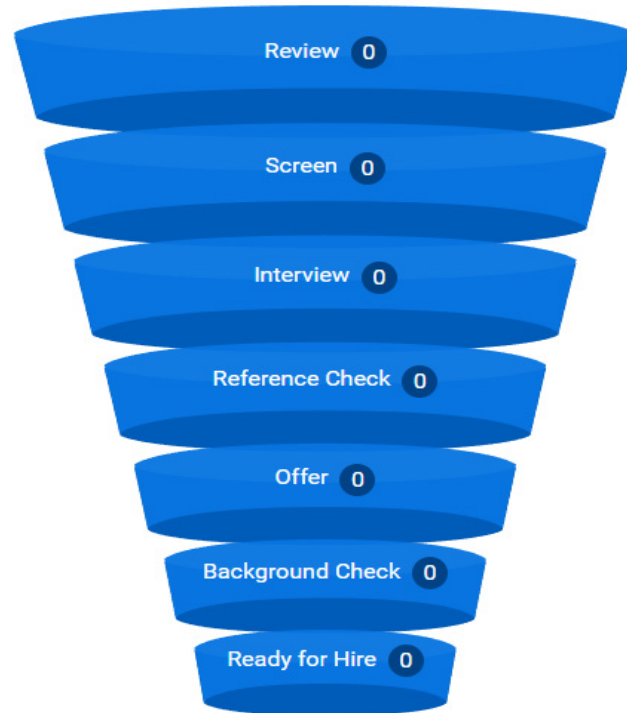
This session prepares you to be able to:

- Summarize the key steps involved in the **stages of the Job Application BP**.
- Access and navigate a **candidate profile** to review applicant details.
- **Manage candidates** within the Job App BP.
- **Assign interviewers** to job requisitions.

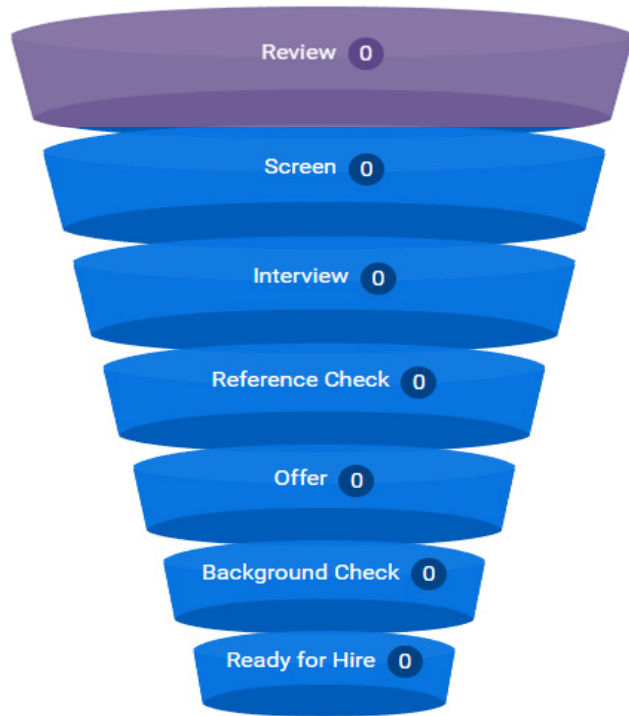
# **Managing Candidates**



# Job Application Business Process



# Stage 1: Review



## Steps

*Performed by **Recruiting Office Partner***

- Request information from applicant
- Verify employment eligibility
- Screen for minimum qualifications

# Stage 2: Screen



## Steps

*Performed by **Manager/Delegate***

- Assess qualifications
- Rank candidates
- Phone screen



# Stage 2: Screen-Managing Candidates

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## Demo

# Stage 3: Interview



## Steps

Performed by *Manager/Delegate/Interviewers*

- Round 1
- Round 2

# Stage 4: Reference Check



## Steps

Performed by **Manager/Delegate**

- References checked outside of Workday

# Stage 5: Offer



## STEPS:

1. **Initiate/Revise Offer** - Manager or Delegate
2. **Sexual Misconduct Disclosure\*** -External applicant
3. **Job Offer Approvals**
  - Recruiting Office Partner
  - Compensation Office Partner\*
  - Job Offer Approver
4. **Extend and Record Verbal Offer** – Manager or Delegate
5. **Record Verbal Offer Outcome** – Recruiting Office Partner

\* step initiates only if validation rules are met

# Proposed Compensation-Classified

Guidelines

Total Base Pay Range  
3,664.00 - 3,749.00 USD Monthly

Compensation Package \*

Search

X General Compensation Package

Compensation Grade \*

X CC SEIU Local 925 Regular Pay-B4-R030

Compensation Grade Profile

Step

Progression Start Date

MM/DD/YYYY

Step

Search

☐ Step F-DNU - 1.00 USD

☐ Step G-DNU - 1.00 USD

☐ Step H-DNU - 1.00 USD

☐ Step I-DNU - 1.00 USD

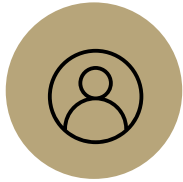
☐ Step L - 3,664.00 USD

☐ Step M Top Auto - 3,749.00 USD

☐ Step N CEGP - 3,839.00 USD

☐ Step O CEGP - 3,926.00 USD

# Initiate Offer



## Manager/Delegate

### Initiate Offer

- Target hire date
- Salary



## Workday

SMD sent to external  
applicant

*Note: Skipped for internal  
applicants - data on file.*



## Recruiter

Review offer and  
SMD

# Approve Offer



**Job Offer Approver**

**NEW!**

- Role based assignment that reviews and approves job offers for their assigned supervisory org(s)
- Can see position details and offer amounts only

# Verbal Offer





# Verbal Offer To-Do

Overall Status In Progress

Instructions

**COMPLETE AFTER EXTENDING VERBAL OFFER ONLY**

You can now contact the final candidate and offer them the position.

Then, after you've extended the verbal offer, follow the instructions below and enter your decision in the Comments field.

**If the candidate accepts:**

- In the Comment field below, please include the offer amount and start date.
- Select Submit to mark this task as complete.
- Then proceed to the next step in the recruitment process.

**If the candidate declines and you plan to revise the offer and present it again:**

- In the Comment field below, please enter the amount initially offered, that the offer was not accepted and you plan to submit a revised offer.
- Select Submit to mark this task as complete.
- Then initiate the revised offer.

**If the candidate withdraws from consideration or declined a revised offer:**

- In the Comment field below, indicate the candidate's response.
- Select Submit to mark this task as complete.
- Then disposition the candidate as appropriate.

Thank you,  
UW Human Resources

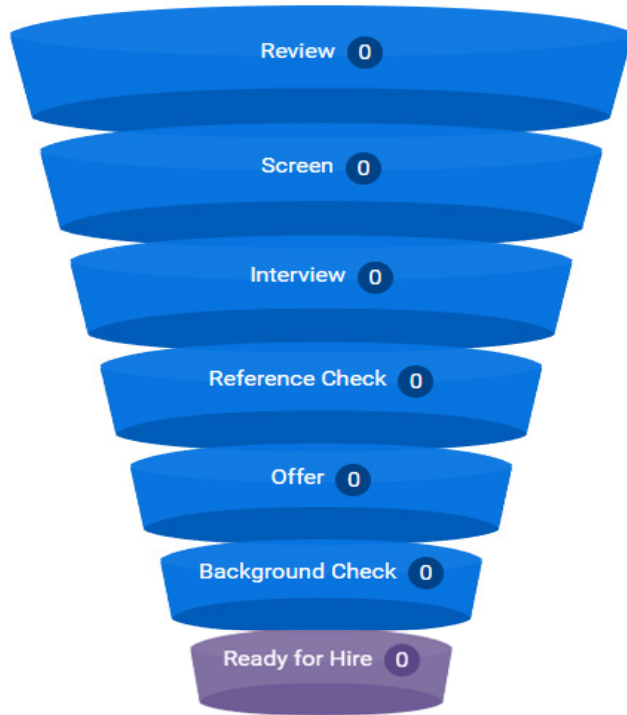
# Stage 6: Background Check



## STEPS:

1. **Initiate Background Check**- Recruiting Office Partner
2. **Complete Background Check invitation** -External applicant
3. **Review Results** – Recruiting Office Partner

# Stage 7: Ready for Hire



## Steps

*Performed by **Recruiting Office Partner***

# **Q & A**

**Questions?**

# **W**

# Session 3 Recap



## Knowledge Check



# **Thank You!**



Session 4 Reminder

> **July 30th from 9AM-11:30AM PST.**