This Workday user guide is to assist a Hiring Manager at Flinders University to complete the following processes of recruitment:

- **Screen** - screening candidate applications
- **Interview** - moving candidates through the interview stage
- **Reference check** - completing candidate reference checks
- **Offer** - Completing candidate recommend to appoint questionnaire

### 1. Screening candidate applications

When People and Culture Recruitment has posted the Job, as a hiring manager, you will be able to view the candidate applications coming in through the Recruiting Dashboard Icon on your home page. When the Job Posting closes, P&C Recruitment will bundle candidate resumes for the position you wish to fill. The recruiter will forward the bundled resumes in an email to you as the hiring manager and also to interview panel members.

People and Culture Recruitment will also initiate a ‘Manager Screen’ inbox task for each candidate which will flow through to your Workday inbox.

Once the screening process has been completed, and the decision on who to interview has been made, as a hiring manager, you will be required to move the candidate(s) through the workflow process, i.e. a decline – ‘unsuccessful for interview’ or a successful ‘move to interview’. Follow the steps outlined below to move a candidate through to the interview stage.

#### 1.1 Open your Recruitment Dashboard
1. Screening candidate applications cont…

1.2 Open the Job requisition to see the active applicants/candidates

Note: the Hiring Manager can view the applications coming through on the Recruitment Dashboard.

1.3 Select the Candidates tab
1. Screening candidate applications cont…

1.4 Click on each individual candidate listed under Job Application separately to open the candidate profile then progress each candidate to their next step.

1.5 Click *Move Forward*
1. Screening candidate applications cont...

1.6 For those candidates who have not been successful to progress to interview, select the decline reason - unsuccessful non shortlist from the list.
   For those candidates who have been successful to progress to interview, select Manager Schedules Interview

1.7 Complete steps 1.4-1.6 for each candidate.

This ends ‘Screening candidate applications’. Up next is Moving candidates through the interview stage.
2. Moving candidates through the interview stage

Once the screening process has been completed, follow these steps to move a candidate through to the interview stage. This section covers scheduling an interview, conducting an interview, capturing interview feedback and recording interview outcome.

Note: Prior to completing these steps, it is the Hiring Manager’s responsibility to liaise with the other panellists to ensure the interview/s are scheduled when all panel members are available. You will also liaise with the candidate to arrange a suitable time. The following steps will send a confirmation email to the candidate regarding the scheduled interview.

2.1 Open your Workday Inbox

2.2 When you open the inbox task for Manager Schedules Interview, you may be required to ‘sign in’ to Microsoft Outlook. If so, click Sign In.

Note: you may skip to step 2.4 if you are not prompted to sign in to Microsoft Outlook.
2. Moving candidates through the interview stage

2.3 Enter your fan@flinders.edu.au email address, click next and then Accept the permissions requested.
2. Moving candidates through the interview stage

2.4 You will be directed to the *Schedule Interview* task. Or, you are able to pick this task up from your Workday Inbox.

Select the *Date* of the interview

[Image of the schedule interview screen]
2. Moving candidates through the interview stage cont...

2.5 Add in the **Interviewers, Duration** and **Interview Type**

- **Interviewers**
  - Search

- **Duration (in minutes)**
  - Enter duration

- **Interview Type**
  - In Person
  - Phone
  - Video
  - Search

2.6 Select the **Rooms**. Note the rooms listed may change over time as more rooms are added.

- **Rooms**
  - Search

- **List of rooms**:
  - Bedford Park Meeting Rooms
  - FMC Meeting Rooms
  - Northern Territory Meeting Rooms
  - South Australia Regional Meeting Rooms
  - Tonsley Meeting Rooms
  - Victoria Square Meeting Rooms
  - Search
2. Moving candidates through the interview stage

2.7 Once you have selected the room, click Next.

2.8 The Calendar for each interview panellist and the selected room will appear. Click into the time slot that is suitable.
2. Moving candidates through the interview stage cont...

2.9 The Schedule Interview pop up window will appear. Check the time is correct, add in the Available Rooms of the interview from the drop down list and Click OK. Note: it may be best practice to type in the room name if known.

Note, the interview time then appears in all calendars.
2. Moving candidates through the interview stage cont...

2.10 Click *Next*.

2.11 Add detail in *Body* for the Candidate. This is the body of the email that will be sent to the candidate. e.g. as discussed your interview time is scheduled for.

**Schedule Interview Johan Gieves - R-0000000395 Administration Officer (C136)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Interviewers</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>16/09/2020, 9:00 AM</td>
<td>16/09/2020, 9:30 AM</td>
<td>Bedford Park &gt; Social Sciences North</td>
</tr>
</tbody>
</table>

*Time Zone*
0000-09:30 Central Australia Time (Adelaide)

*Subject*
Interview with Johan Gieves (C136) for R-0000000395 Administration Officer

*Body*

2.12 Click *Submit*.
2. Moving candidates through the interview stage cont…

2.13 The **You have submitted Schedule Interview** for window will appear. Click **Done**

![You have submitted Schedule Interview for Johan Gieves (C136)](image)

2.14 Complete schedule interview steps 2.4 – 2.13 again for each candidate.

The candidate/s will then receive a scheduled event in their candidate profile with the details of the scheduled interview.

Upon completion of the **Schedule Interview** task, your outlook calendar will have the scheduled interviews and in Workday 2 automatic inbox tasks will appear. The first is the ‘**Give Interview Feedback**’. This task is allocated to all members of the interview panel. The second ‘**Manage Interview Feedback**’ is a task allocated only to the hiring manager to complete.

See image next page
As mentioned on the previous page, after the interviews have occurred, the hiring manager and the panel members record their feedback for each candidate. See next step.
2. Moving candidates through the interview stage cont…

2.15 For each individual candidate’s ‘Give Interview Feedback’ task, select the Overall Rating and add an Overall Comment on the candidate’s suitability for the role.

2.16 Click Submit

2.17 Click Done.

The candidate/s will then receive a new scheduled event in their candidate profile with the details of the scheduled interview.
2. Moving candidates through the interview stage cont…

While still moving the candidate through the interview stage, you will receive a Manage Interview Feedback task.

Note: If a second interview is required, or the initial interview requires rescheduling, you may choose Reschedule Interview from the Manage Interview Feedback task.
The *Manage Interview Feedback* task is also where the Hiring Manager can see the feedback from other interview panellists.

2.18 **Click **Submit** on this task for all candidates once the interview feedback has been received.
2. Moving candidates through the interview stage cont…

After the Manager Interview Feedback task has been completed, the next task, Manager Schedules Interview, will appear in the inbox for each candidate who has been interviewed.

2.19 Click on Move Forward for each Manager Schedules Interview task.
2. Moving candidates through the interview stage cont...

2.20 For the successful candidate, Select Reference Check by Manager.

For all candidates who were unsuccessful after their interview, Select Unsuccessful Interviewed.

The You have submitted: Interview pop up window will appear. It will state the Up Next task is with the candidate to provide referee details.

This ends the ‘Moving candidates through the interview stage’ process. Up next is ‘Completing candidate reference checks’.
3. Completing candidate reference checks

The You have submitted: Interview pop up window will appear. It will state the Up Next task is the ‘candidate/s to provide referee details’.

Once the candidate/s have completed their referee task, a Please complete reference check task will appear in the Hiring Manager’s inbox.

3.1 Complete a questionnaire to the candidate’s referees and enter your comments in the Please detail candidate’s Reference Check result box.

3.2 Click Submit.
3. Completing candidate reference checks

The *You have submitted* screen will appear stating the Up Next task is with the Primary Recruiter.

![You have submitted screen](image)

3.3 Click *Done*, or move on to your next inbox task.

![Done button](image)

People and Culture Recruitment will then review and assign the recommendation to appoint which triggers another task to the Hiring Manager to complete.

This ends the ‘*completing candidate reference checks*’ process.
4. Completing candidate recommend to appoint questionnaire

Once the most suitable candidate has been chosen from interview stage and noted in the Reference Check outcome, People and Culture Recruitment will initiate a Recommend to appoint task for the Hiring Manager to complete.

4.1 Complete the questionnaire noting all required questions have been answered to suit the requirements of the position you are filling including the Preferred Start Date.

4.2 Once all questionnaire required fields and any required additional fields or comments have been entered, click Submit.
4. Completing candidate recommend to appoint questionnaire cont…

The *You have submitted* screen will appear with the Up Next task for the Primary Recruiter. This task will advise People and Culture Recruitment to initiate the Employment Agreement for the successful candidate.

This ends the process for the Hiring Manager. People and Culture will review the details provided and if confirmed they will create the Employment Agreement and send it out to the successful candidate.

People and Culture will receive hiring tasks when the successful candidate has accepted the Employment Agreement.

In the instance a successful candidate does not accept the Employment Agreement, People and Culture will advise the Hiring Manager to discuss the next steps.