Overview of Workday Recruitment changes

MyWorklife Program

This document has been written to provide an overview of the recruitment changes that will be implemented on 21st September. Details of the technical and business process changes affecting Casual Academic and Casual Professionals engagement, and fixed-term and continuing staff recruitment are provided.

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Contents

1. Background

1.1. A MyWorklife Program release scheduled for Monday 21st September will include a range of changes affecting how recruitment is managed at Flinders. Process changes will affect how the University engages both Casual Academic and Casual Professional staff and the recruitment process for fixed-term and continuing staff.

1.2. The release will include:

- the replacement of PageUp for fixed-term and continuing staff applications;
- the replacement of the existing Casual Employment Registers with new Workday based Casual Registers;
- the creation of new College-specific Casual Academics Registers;
- decommissioning of the 'Recommendation to Appoint' People & Culture form and Service One request;
- decommissioning of the 'Engage New Casual' form in FlindersPro;
- creation of a new 'Engage Casual Worker' service in Service One.

1.3. Changes to Casual Professional engagement, Casual Academic engagement and fixed-term and continuing requirement processes are addressed in the separate document sections below.

2. Release scope (what is changing and what is not)

2.1. In scope for this change:

- The Casual Professional engagement process
- The engagement process for Casual Academic Teachers in Colleges
- The fixed-term and continuing staff recruitment process

2.2. Out of scope for this change:

- Use of FlindersPro for assigning an engaged casual to a topic
- Casual Academic Teacher payment process
- Casual Academic timesheets
- The existing form-based engagement process for Casual Academics in Portfolios (Invigilators, High Degree Thesis Marking, Yunggorendi Casual Academics....etc.)
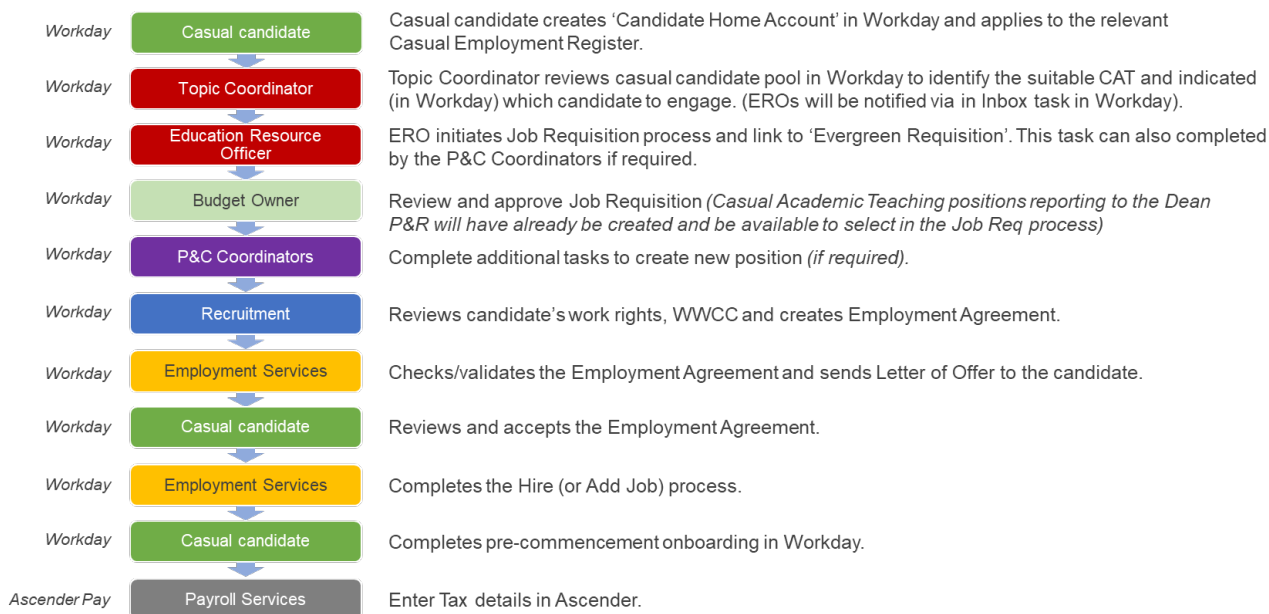
3. Engagement of Casual Professionals

3.1. An overview of the Casual Professional Engagement process and key responsibilities is provided below.

Workday	Casual candidate	*If the Casual candidate has not already applied to the Casual Register* - Casual candidate creates a 'Candidate Home Account' in Workday and applies to the relevant Casual Register.
Email	Hiring Manager	*If the Hiring Manager does not have a specific Casual worker in mind*, the Hiring Manager requests P&C Recruitment provide details of candidates from casual pool.
Email	Recruitment	P&C Recruitment bundle casual candidate information and send to Hiring Manager outside of Workday.
Service One	Hiring Manager	Review casual candidate information sent to them by the Recruitment and use the new 'Engage Casual Worker' Service One form to indicate to Employment Services who they wish to engage.
Workday	Employment Services	Employment Services initiates Job Requisition process (including creating the position if required) and link to 'Evergreen Requisition'.
Workday	Budget Owner	Review and approve Job Requisition / creation of new position.
Workday	Recruitment	Reviews candidate's work rights, WWCC and creates Employment Agreement.
Workday	Employment Services	Checks/validates the Employment Agreement and sends Letter of Offer to the candidate.
Workday	Casual candidate	Reviews and accepts the Employment Agreement.
Workday	Employment Services	Completes the Hire (or Add Job) process.
Workday	Casual candidate	Completes pre-commencement onboarding in Workday.
Ascender Pay	Payroll Services	Enter Tax details in Ascender.

3.2. The existing seven professional Casual Employment Registers in ESS will be replicated in Workday, and the external-facing Casual Register web page will be updated to include the new Workday registers.

3.3. Portfolio support staff and Managers who currently have access to the ESS based Casual Employment Registers will not have equivalent access to the Workday based Casual Employment Registers.

3.4. In the new process, only P&C Operations staff will have access to the professional Casual Employment Registers. Hiring Managers wishing to engage a Casual Professional worker will need to contact P&C Recruitment via the recruitment@flinders.edu.au mailbox so that they can be sent the exported casual candidate information to review.

3.5. To initiate engagement of a Casual Professional worker, the Hiring Manager will need to raise a new 'Engage Casual Worker' Service One request once they have identified the suitable candidate. FlindersPro will not be required for Casual Professional engagement.

4. Engagement of Casual Academic Teachers in Colleges

4.1. An overview of the Casual Academic Engagement process and key responsibilities is provided below:

System	Role	Description
Workday	Casual candidate	Casual candidate creates 'Candidate Home Account' in Workday and applies to the relevant Casual Employment Register.
Workday	Topic Coordinator	Topic Coordinator reviews casual candidate pool in Workday to identify the suitable CAT and indicated (in Workday) which candidate to engage. (EROs will be notified via in Inbox task in Workday).
Workday	Education Resource Officer	ERO initiates Job Requisition process and link to 'Evergreen Requisition'. This task can also completed by the P&C Coordinators if required.
Workday	Budget Owner	Review and approve Job Requisition *(Casual Academic Teaching positions reporting to the Dean P&R will have already be created and be available to select in the Job Req process)*
Workday	P&C Coordinators	Complete additional tasks to create new position *(if required)*.
Workday	Recruitment	Reviews candidate's work rights, WWCC and creates Employment Agreement.
Workday	Employment Services	Checks/validates the Employment Agreement and sends Letter of Offer to the candidate.
Workday	Casual candidate	Reviews and accepts the Employment Agreement.
Workday	Employment Services	Completes the Hire (or Add Job) process.
Workday	Casual candidate	Completes pre-commencement onboarding in Workday.
Ascender Pay	Payroll Services	Enter Tax details in Ascender.

4.2.   The Casual Academic engagement process changes described in this document refers to the engagement of Casual Academic Teachers in Colleges only. Engagement of small group Casual Academics in Portfolios (e.g. Yunggorendi Academics) will not be changing in this release.

4.3.   Six new Casual Academic Teaching Casual Registers will be created in Workday, replacing the existing ESS based Casual Academic Teaching register in the College of Nursing and Health Sciences and the locally managed spreadsheets in the other Colleges.

4.4.   Existing Casual Academic staff will only need to re-apply to the new Casual Registers if they wish to be considered for additional, or future casual position.

4.5.   All casual workers wishing to be employed after the 21st September 2020 will need to apply to the relevant College-specific Casual Employment Register. Existing applicants for casual roles will need to re-apply to the new register.

4.6.   Once a prospective casual worker applied to their chosen College Casual Employment Register, their profile and applicant details will appear in the Workday 'Candidate Pool'.

4.7.   Topic and Course Coordinators and Education Resource Officers will be granted new Workday access so that they can see who the casual candidate information in their respective College Candidate Pool. More information about the impact on Topic and Course Coordinators and Education Resources Officers can be found in sections 6.3 and 6.4.

4.8.   There will be no requirement to use FlindersPro for casual engagement. Casual Academic engagement will move entirely into Workday, and the 'Engage New Casual' form in FlindersPro will be decommissioned.

4.9.   All prospective casual candidates are required to provide their resume details, work rights, Working With Children Check and Police Check documentation as part of their initial application to the Casual Employment Registers. This means this information does not need to be provided again once a Topic Coordinator as indicated they are suitable for engagement. This process change will mean that Colleges will not need to pre-emptively engage a Casual Academic (i.e. create an Employment Agreement) before determining how that casual would be used in the College.

4.10. The Topic or Course Coordinator will identify a casual candidate that could be used to meet specific teaching requirement and notify the ERO within Workday.

4.11. The ERO will be primarily responsible for initiating the Job requisition process in Workday, while P&C Employment Services and Recruitment will be responsible for checking work rights and generating the Employment Agreement.

5. Recruitment of fixed-term and continuing staff

5.1. An overview of the fixed-term and continuing recruitment process and key responsibilities is provided below:
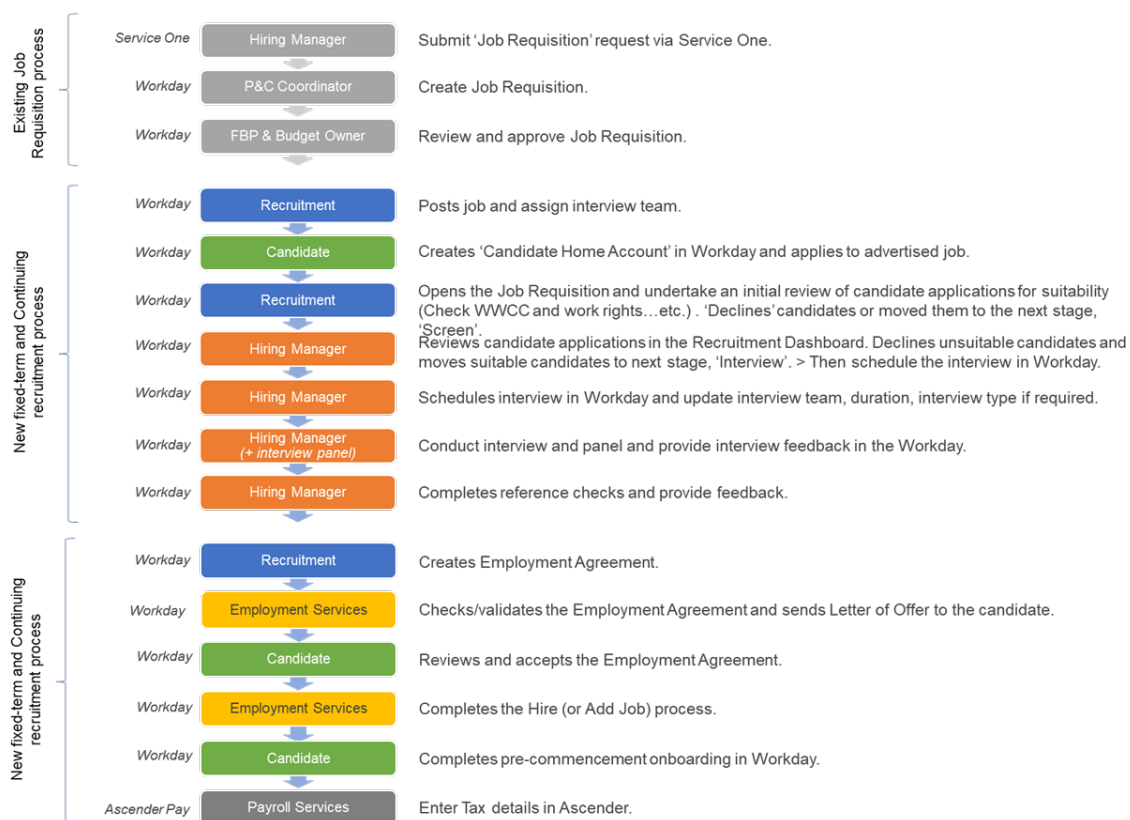
5.2. PageUp will be replaced with Workday. This will mean that job applications will have a single system user experience from application through to post-commencement onboarding. Flinders job adverts will be advertised via the Workday recruitment portal. This will be linked to the Jobs & Flinders website.

5.3. P&C Recruitment will post jobs and initiate Job Requisition once the request has been received from the Hiring Manager via the 'Job Requisition' Service One form. This form will remain unchanged.

5.4. P&C Recruitment will also assign the Hiring Manager and Interview Team. The assigned staff will then be able to see the Recruitment Dashboard in Workday.

5.5. Hiring Managers and assigned Interview Team members will be able to candidate applications in the Recruitment Dashboard.

5.6.   Once a position advert closes, P&C Recruitment will be responsible for conducting an initial review of work rights, WWCC document…etc.

5.7.   The Hiring Manager will then be responsible for scheduling and conducting interviews, as well as recording interview feedback in Workday, checking reference and making a recommendation to hire.

5.8.   Hiring Managers will have visibility of their open positions for the full recruitment pipeline via the Recruitment Dashboard.

6.   Summary of staff impact by staff groups

6.1.   **People & Culture**

6.1.1.   With the new recruitment processes, P&C Recruitment will be responsible for:

   a)   checking work rights, Working With Children Check and Police Check documentation;
   b)   managing Evergreen Requisitions (i.e. Casual Employment Registers);
   c)   posting fixed-term or continuing jobs to the external-facing job board;
   d)   assigning the Hiring Manager and Interview Team to fixed-term or continuing Job Requisitions;
   e)   Creating Employment Agreements and uploading to Workday.

6.1.2.   P&C Employment Services will be responsible for the checking Employment Agreements and generating the Letter of Offer.

6.1.3.   There will be no change to the Business Partner responsibilities.

6.2.   **Hiring Managers**

6.2.1.   Hiring managers will no longer be required to check work rights or Working With Children Check documents as these tasks will now be the responsibility of P&C Recruitment. In both the casual professional engagement and fixed-term and continuing recruitment processes, the onus is on the Hiring Manager (i.e. the intended Supervisor) to determine candidate suitability.

6.2.2.   In the *Casual Professional engagement process,* the Hiring Manager will be responsible for:

   a)   reviewing the casual candidate information exported from the Workday Candidate Pool and sent to them by the recruitment officer via email to identify a suitable candidate based on their listed skills, qualifications, qualifications or experience;
   b)   notifying P&C Employment Services of their selection via the use of the new 'Engage Casual Worker' Service One request.

6.2.3.   In the *fixed-term and continuing staff recruitment process*, the Hiring Manager will be responsible for:

   a)   requesting a Job Requisition using the existing 'Job Requisition' Service One request;

   b)   reviewing candidate applications and determining which candidates to shortlist for an interview;

   c)   arranging and conducting the interview and capturing interview outcomes in Workday;
   d)   completing reference checks and providing feedback in Workday.

6.3.   **Topic and Course Coordinators**

6.3.1. Topic Coordinators will be granted specific access to in Workday to view their College-specific Candidate Pool. This will mean that Topic Coordinators are able to review all casual academic candidate applications for their relevant College-specific Casual Register.

6.3.2. **Topic Coordinators will be responsible for:**

a) ensuring the casual academic candidate has the appropriate skills and qualifications to be considered suitable for a specific teaching requirement;
b) determining which casual academic candidate to engage;
c) notifying the Education Resources Officers of the casual academic candidate they wish to engage (this will need to be done in Workday by marking the candidate as "suitable for Engagement".)

6.3.3. If the Topic Coordinator has indicated they wish to engage a Casual Academic who has not applied to the relevant College-specific Casual Employment Register, the Topic Coordinator will need to contact the individual and prompt them to apply to the appropriate register. This will be required even if the prospective Casual academic is known to the University or has a prior relationship with the College.

6.4. **Education Recourse Officer (ERO)**

6.4.1. In the Casual Academic engagement process, EROs will no longer be required to check work rights or Working With Children Check documents as these tasks will now be the responsibility of P&C Recruitment.

6.4.2. As the 'Engage New Casual' form in FlindersPro will be decommissioned, EROs will be required to initiate a Job Requisition process in Workday to start the engagement process and pull a Casual Employment Register applicant through from the Candidate Pool into a position at the University.

6.4.3. EROs will no longer be required to check work rights or Working With Children Check documents as these tasks will now be the responsibility of P&C Recruitment. Additionally, the EROs will not be responsible for determining candidate suitability for a Casual Academic position as this will sit with the Topic Coordinator.

6.4.4. The ERO will still be responsible for creating Topics and assigning Topic Coordinators and engaged Casual Academics to Topic in FlindersPro.

6.5. **Finance Business Partners**

6.5.1. The recruitment process changes will have no impact on Finance Business Partners and their current review and approval responsibilities in Workday. FBP responsibilities for reviewing and approving fixed-term and continuing Job Requisitions remain unchanged.

6.6. **Budget Owners (Division Directors, or Deans People & Resources)**

6.6.1. For and fixed-term and continuing Job Requisitions, Budget Owner approval will be required in Workday. There is no change to current practice.

6.6.2. For Casual Professional engagement, Budget Owner (i.e. Portfolio Director) approval will be required in Workday for each Job Requisition.

6.6.3. For Casual Academic engagement, Dean P&R approval will be required in Workday for each Job Requisition.

6.6.4. All Casual Academic positions (Casual Academic Teachers in Colleges) will be added to the Dean P&R Supervisory Organisation.

6.7. **Casual, fixed-term and continuing position applicants**

6.7.1. Upon clicking on the 'Apply Now' link on the Jobs at Flinders website, applicants will be re-redirected to the new Flinders branded Workday based applicant portal. The applicants will need to create a Candidate Home Account in Workday and supply all the necessary information required for the application. There is no change to the information required at the initial application stage.

6.7.2. For casual, fixed-term or continuing position applicants, Employment Agreement and Letter of Offer will be provided and accepted in the Workday Candidate Home Account. This means there will be a seamless single system experience from initial application through to onboarding. For fixed-term and continuing staff, the interview information will also be provided within the Workday Candidate Home Account.

6.7.3. If a casual applicant wished to be considered for multiple casual positions in different Colleges or Professional division, they would need to apply to multiple Casual Employment Registers. e.g. A Casual Academic candidate will need to apply to both the College Nursing and Health Sciences and the College of Medicine and Public Health Casual Registers if they wish to be considered for Casual Academic Teaching positions in each College.

6.7.4. As the existing ESS based Casual Employment Registers will be decommissioned, prospective casual candidates will have to re-apply to the new Workday based Casual Employment Registers if they wish to be considered for future casual positions. This will also apply to Casual Academics employed in Colleges other the Nursing and Health Sciences where there has not previously been a requirement to apply to a Casual Register.

7. Recruitment release schedule

7.1. An over of the schedule is shown below:
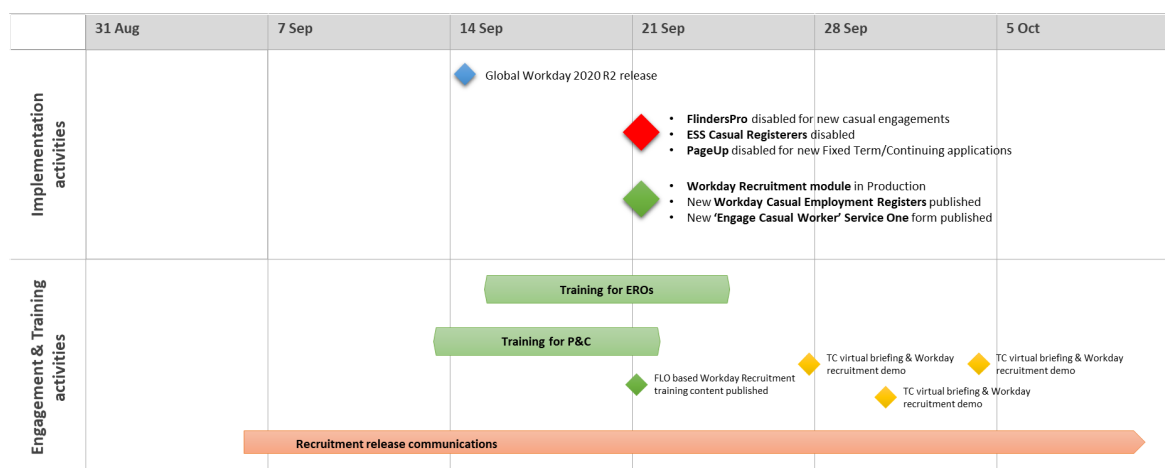
7.2. On the morning of the 21st September the following technical changes will be made.

7.2.1. The 'Engage New Casual' FlindersPro form will be disabled. From this point, all new casual engagements will need to be initiated via the new business process. In-flight FlindersPro engagement requests will need to be approved in by the 30th September. Otherwise, they will have to be reinitiated through Workday.

7.2.2. The ESS Casual Registers will be disabled and changes made to Flinders website (flinders.edu.au/employment/casual-register) to redirect applicants to the new Workday based Casual Employment Registers.

7.2.3. PageUp will be continue to operate for applications to be submitted for any open positions as at 21st September, but all new new fixed-term and continuing positions after 21st September will be applied for through the new Workday applicant portal.

7.2.4. Role-based Workday permissions will be granted to P&C, Topic and Course Coordinators, and EROs on the 21st September. This will permit visibility of the Candidate pool for the Topic and Course Coordinators.

7.2.5. The new 'Engage Casual Worker' Service One form will be released on the 21st of September. All new Casual Professional engagements will need to be initiated by the Hiring Manager using this form from this date.

7.2.6. FLO based video training content will be published on the 21st of September. The training content will be available for EROs, Topic and Course Coordinators, and Hiring Manager and fixed-term and continuing interview team members.

7.2.7. Face-to-face training will be provided for EROs and P&C staff between the 14th and 23rd September.