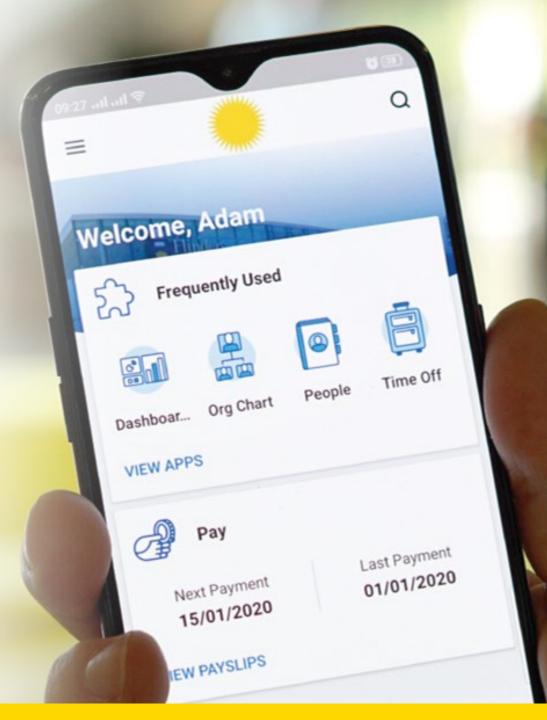
# MyWorklife Program

Overview of Workday Recruitment Release on 21<sup>st</sup> September 2020

Sept 2020

Version 1.1 (Updated 22<sup>nd</sup> Septembers)





# Agenda

- 1. What's in scope for the recruitment release
- 2. Recruitment process design rationale
- 3. Executive summary of recruitment changes
- 4. Changes to engagement of Casual Academic Teachers in Colleges
- 5. Workday Recruitment module implementation roadmap
- 6. Overview of Casual Professional Engagement process and changes
- 7. Overview of Casual Academic Engagement process and changes
- 8. Overview of Fixed-term and Continuing recruitment process and changes
- 9. Workday Recruitment demo



## What's in the next release?

#### In scope / what's changing in September:

- 1. New Casual Professional Engagement business process
- 2. New Casual Academic Engagement business process
- 3. New Fixed-term and Continuing recruitment process
- 4. New Casual Employment Registers
- 5. New applicant experience

### **Out of scope / not changing in September:**

- 1. Use of FlindersPro for assigning an engaged casual to a topic
- 2. Process for paying a Casual Academic Teacher
- 3. Casual Academic timesheets
- 4. Engagement and payment of Casual Academics in Portfolios



## Recruitment process design rationale

- Balancing responsibility between business area and P&C has been a priority.
- For all recruitment activities, People & Culture will centrally manage and support job requisition, position creation, position advertising, check of work rights and employment agreement process elements.
- For engagement of fixed-term and continuing staff and casual professional appointments, the Hiring Manager (Supervisor) will determine candidate suitability and indicating this in Workday.
- For fixed-term and continuing staff recruitment, the Hiring Manager is responsible for scheduling the interview and moving the candidate long in the process, with better visibility of process steps.
- For engagement of Casual Academic Teachers (in Colleges):
  - a) the Topic Coordinators will identify and select casuals that they wish to engage to meet a specific teaching requirement
  - b) the Education Resources Officer[s] will initiate the engagement process in Workday
- EROs will be primarily responsible for completing the Job Requisition process in Workday, while P&C Operations will
  manage subsequent employment agreement steps. P&C Coordinators can support the EROs where there is a high
  volume of Casual Academic Teacher engagements required.



## Executive summary of recruitment changes

## **Casual Engagement**

- ESS Casual Employment Registers disabled and replaced with new Workday based Casual Employment Registers ('Evergreen Requisition'). New College specific Casual Academic Registers will be introduced in Workday.
- New Workday candidate application portal released.
- New Workday recruitment dashboards created with access to candidate pool. (Topic Coordinators will have access to view candidate pool and nominate a candidate suitable for engagement).
- 'Engage New Casual' in FlindersPro disabled.
- New 'Engage Casual Worker' Service One request created for initiating casual engagement process (excluding CATs).
- Employment Services and Recruitment will manage engagement processes for Casual Professionals.
- Engagement of CATs will be initiated directly in Workday by EROs who will complete a Job Requisition process in Workday.

#### Fixed-term & Continuing staff

- P&C Coordinators will continue to receive 'Job Requisition' requests via Service One and initiate these in Workday.
- New Workday application portal released (replacing PageUp) Single system application and onboarding experience in Workday
- Six stage recruitment process implemented (Review > Screen > Interview > Reference Check > Employment Agreement > Ready for Hire).
- Hiring Managers (Supervisors) will have access to new recruitment dashboard to review and screen applicants.
- Requirement process managed by Hiring Manager, Recruitment and Employment Services.
- 'Recommendation to Appoint' form and Service One request will be decommissioned.



## Changes to engagement of Casual Academic Teachers in Colleges

 Notable Change of practice > 'Engagement' (i.e. Workday Job Requisition process) should only begin once the Topic Coordinator has identified (from the Casual Pool) a suitable casual candidate to meet a specific teaching requirement.

#### **Current process**

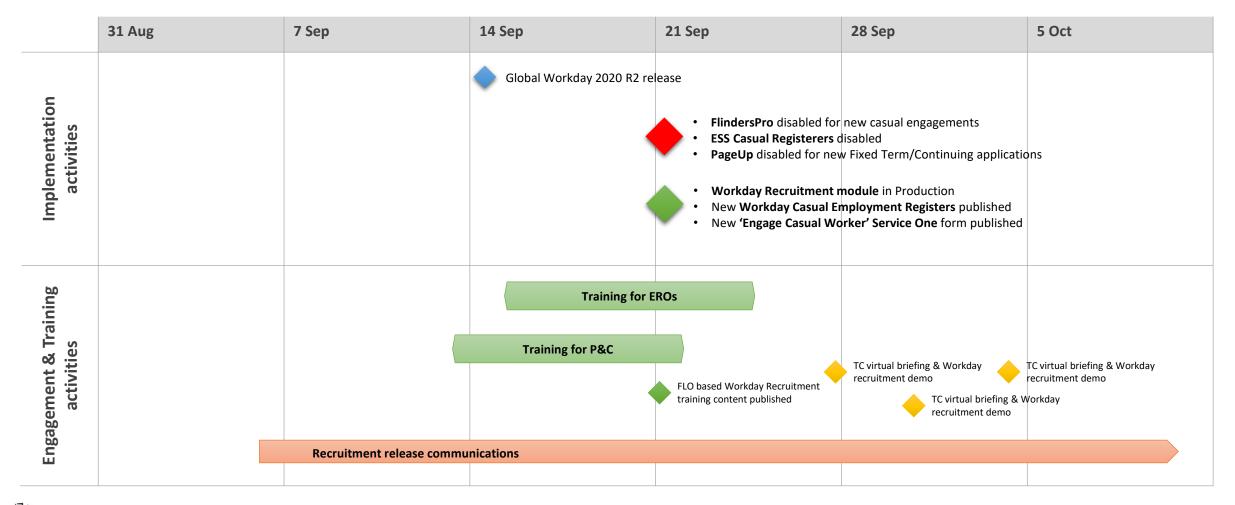
- Use FlindersPro to engage multiple casual candidates, in the knowledge that they may only be assigned to a topic at a much later date.
- Use FlindersPro to assign *engaged* casual to a topic once the TC has identified the need.

#### New process

- All casual candidates must apply to the casual register so that they appear in the Candidate Pool. Casual does not have a contract at this point.
- Only once the TC has reviewed the casual candidate pool and identified a potential candidate to meet a reaching requirement will the casual be engagement via Workday.
- Use FlindersPro to assign engaged casual to a topic once the TC has identified the need.
- Notable Change of practice > Engagement of CATs will be initiated directly in Workday by EROs. P&C Coordinators can
  potentially support this task where there is a high volume of Casual Academic Teacher engagements.



# MyWorklife Program – Recruitment Release schedule





## Overview of Casual Professional Engagement process and changes



*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.

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. P&C Recruitment bundle casual candidate information and send to Hiring Manager outside of Workday

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.

Employment Services initiates Job Requisition process (including creating the position if required) and link to 'Evergreen Requisition'.

Review and approve Job Requisition / creation of new position.

Reviews candidate's work rights, WWCC and creates Employment Agreement.

Checks/validates the Employment Agreement and sends Letter of Offer to the candidate.

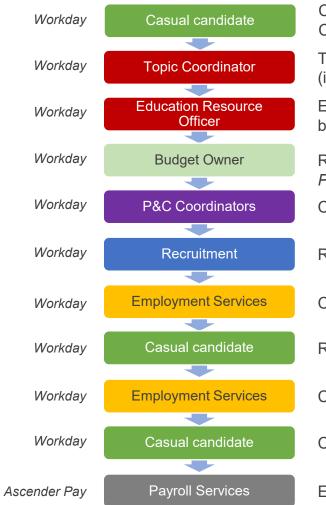
Reviews and accepts the Employment Agreement.

Completes the Hire (or Add Job) process.

Completes pre-commencement onboarding in Workday.

Enter Tax details in Ascender.

## Overview of Casual Academic Engagement (Colleges) process and changes



Casual candidate creates 'Candidate Home Account' in Workday and applies to the relevant Casual Employment Register.

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).

ERO initiates Job Requisition process and link to 'Evergreen Requisition'. This task can also completed by the P&C Coordinators if required.

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*)

Complete additional tasks to create new position (if required).

Reviews candidate's work rights, WWCC and creates Employment Agreement.

Checks/validates the Employment Agreement and sends Letter of Offer to the candidate.

Reviews and accepts the Employment Agreement.

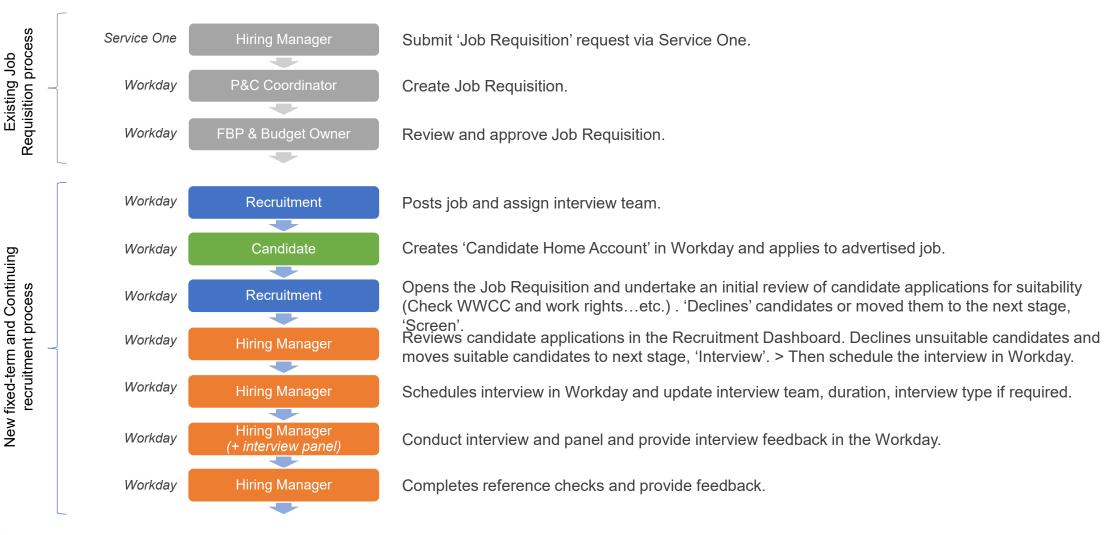
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Completes pre-commencement onboarding in Workday.

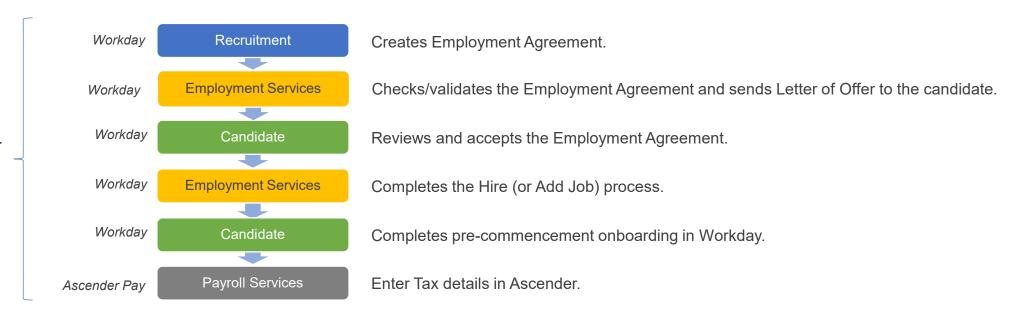
Enter Tax details in Ascender.



## Overview of Fixed-term and Continuing recruitment process and changes







New fixed-term and Continuing recruitment process

