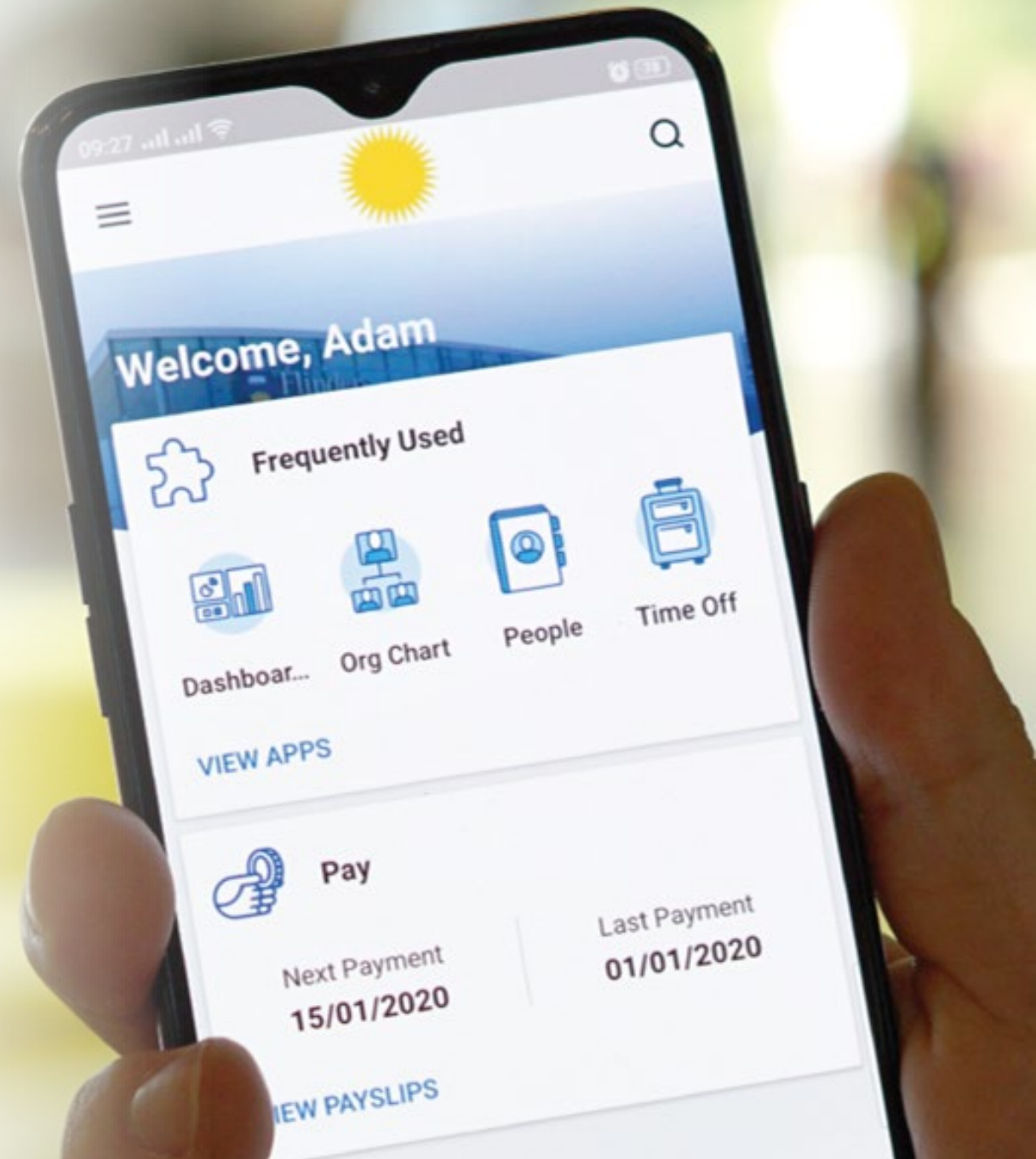


MyWorklife Program

Overview of Workday Recruitment
Release on 21st September 2020

Sept 2020

Version 1.1
(Updated 22nd 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

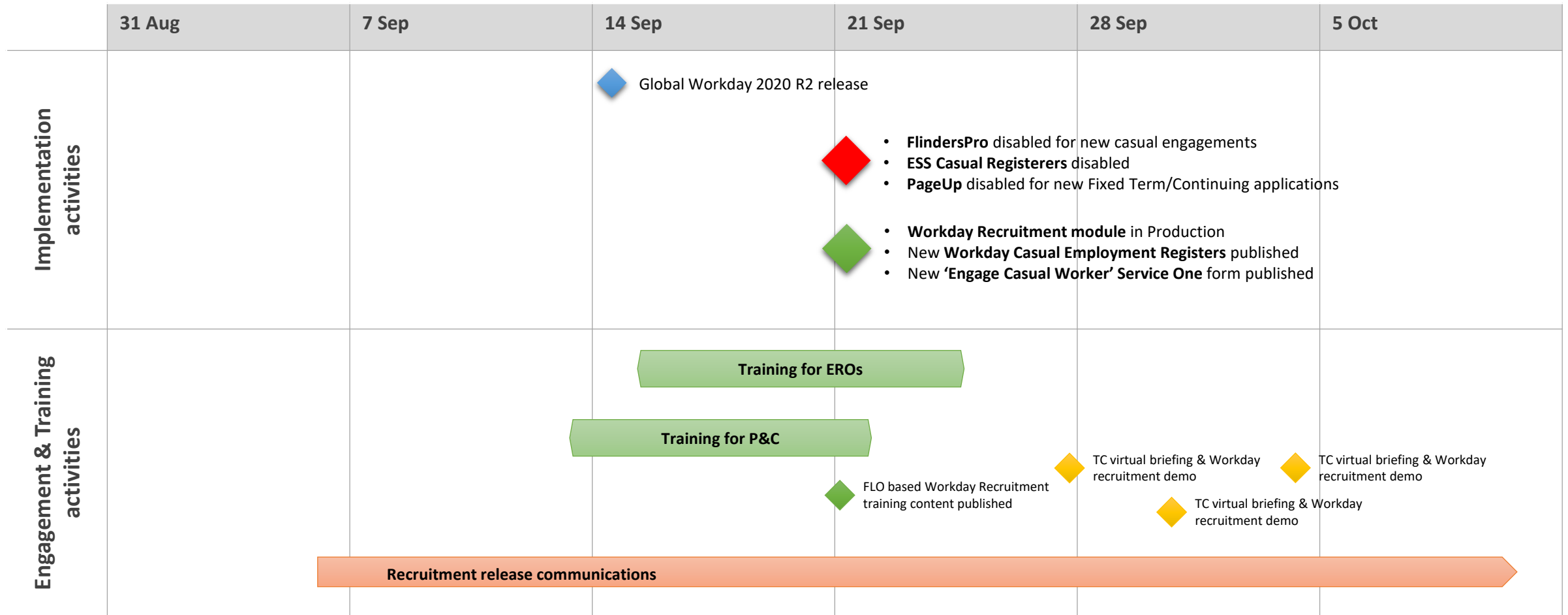
- Use FlindersPro to engage multiple casual candidates, in the knowledge that they may only be assigned to a topic at a much later date.
- Use FlindersPro to assign *engaged* casual to a topic once the TC has identified the need.

New process

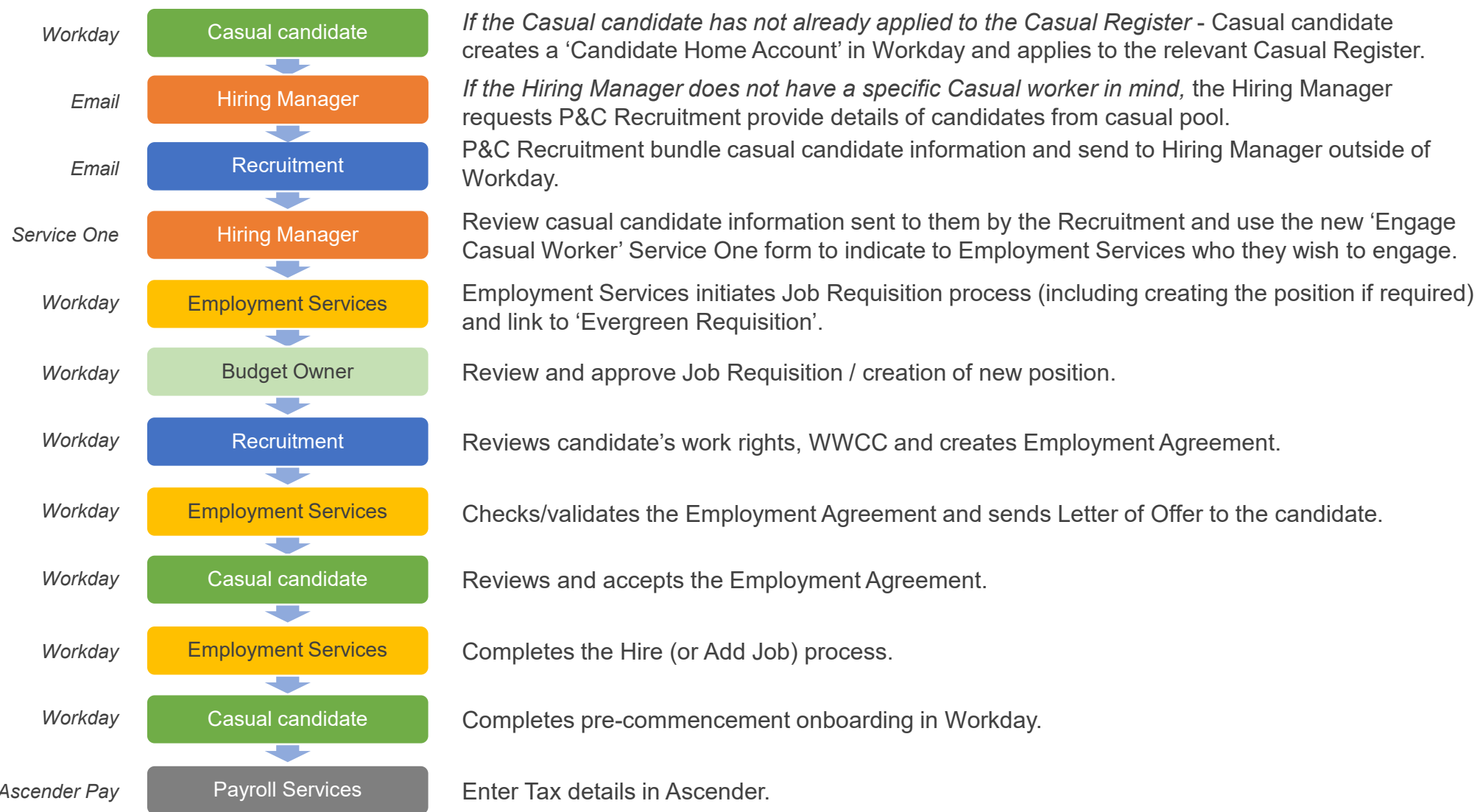
- *All* casual candidates must apply to the casual register so that they appear in the Candidate Pool. *Casual does not have a contract at this point.*
- Only once the TC has reviewed the casual candidate pool and identified a potential candidate to meet a teaching requirement will the casual be engaged 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.

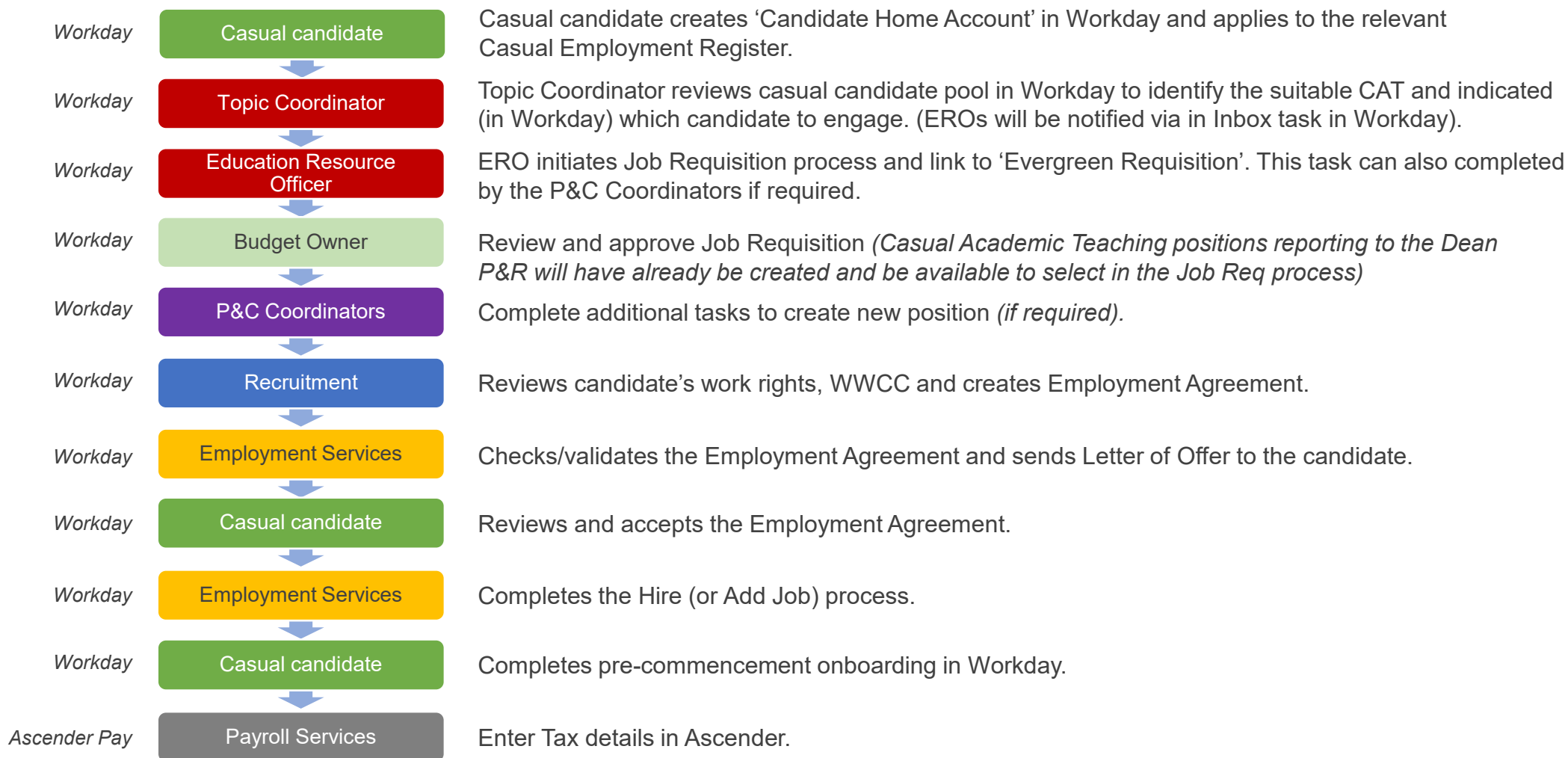
MyWorklife Program – Recruitment Release schedule



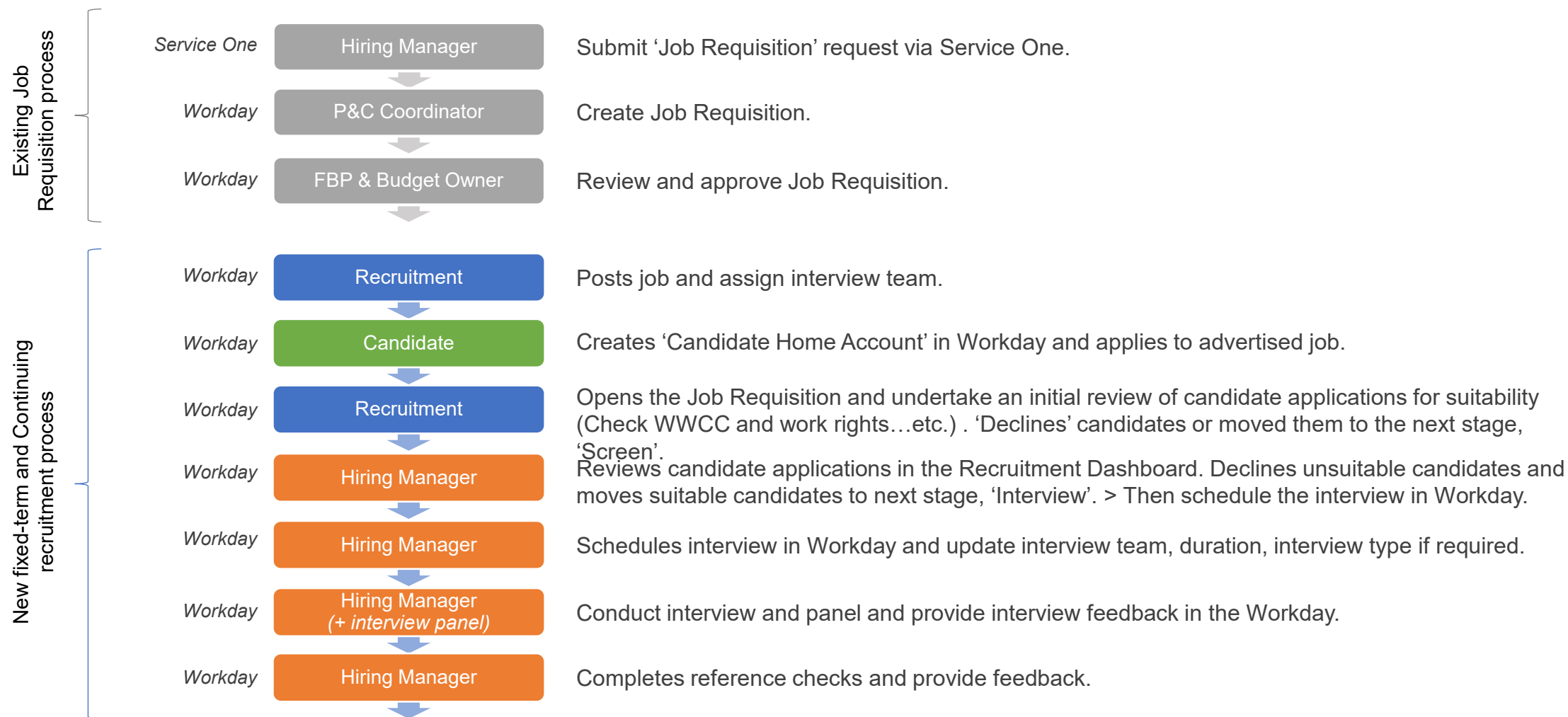
Overview of Casual Professional Engagement process and changes



Overview of Casual Academic Engagement (Colleges) process and changes



Overview of Fixed-term and Continuing recruitment process and changes



New fixed-term and Continuing recruitment process

