

Recruitment Guide for Hiring Managers

New process
V1 04.23



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Preparing to recruit

- 1. Identify recruitment needs** – The recruitment team, local People & Culture, and Hiring Manager will work together to generate/update a Position Description.
- 2. Connect** – the Hiring Manager will discuss with the recruitment team which support options are available.



Preparing to recruit

- 3. VMRG Request** – the Hiring Manager will submit a Service One request for vacancy approval.
- 4. Initiate recruitment process** –the Hiring Manager and the recruitment team will develop a recruitment plan and initiate the Recruitment process. Would there be a Delegate/Admin Support acting on your behalf?



Workday Recruiting

Workday Recruiting provides visibility into your talent pipeline by bringing internal and external talent into one place.

Access the full workforce lifecycle and get a bigger picture of the available talent.



Workday Recruiting - Roles

The Recruitment process in Workday is a series of stages used to source, screen, interview and hire Candidates.

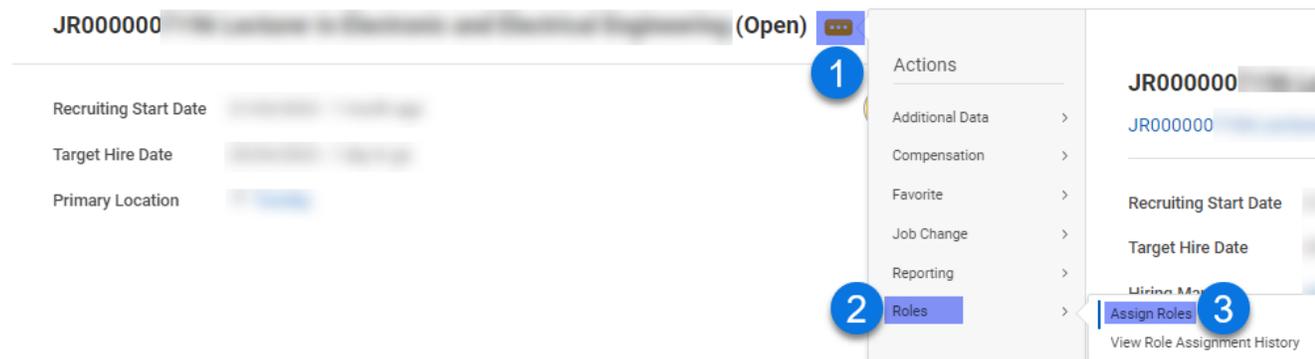
The **Hiring Manager** is an individual to whom the position reports. A Hiring Manager can select a **Delegate/Admin Support** to act on their behalf during the Recruitment process (for example, Local Area Ops).

The **Recruiter** is an individual from the Recruitment team who can also support the Hiring Manager during the Recruitment process.

Workday Recruiting - Roles

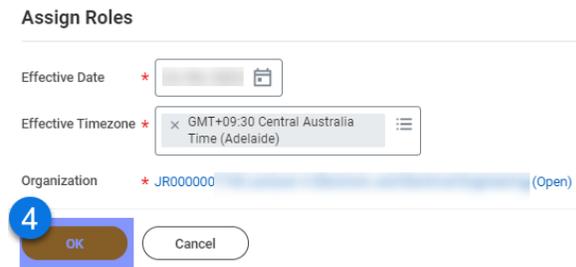
The Hiring Manager will be able to assign the Delegate/Admin Support for the Job Requisition themselves or can opt to have the support of the Recruiter to do this.

To assign a Delegate/Admin Support, go to the JR title, click the related actions button, select Roles and Assign Roles.



Workday Recruiting - Roles

Click OK.



Assign Roles

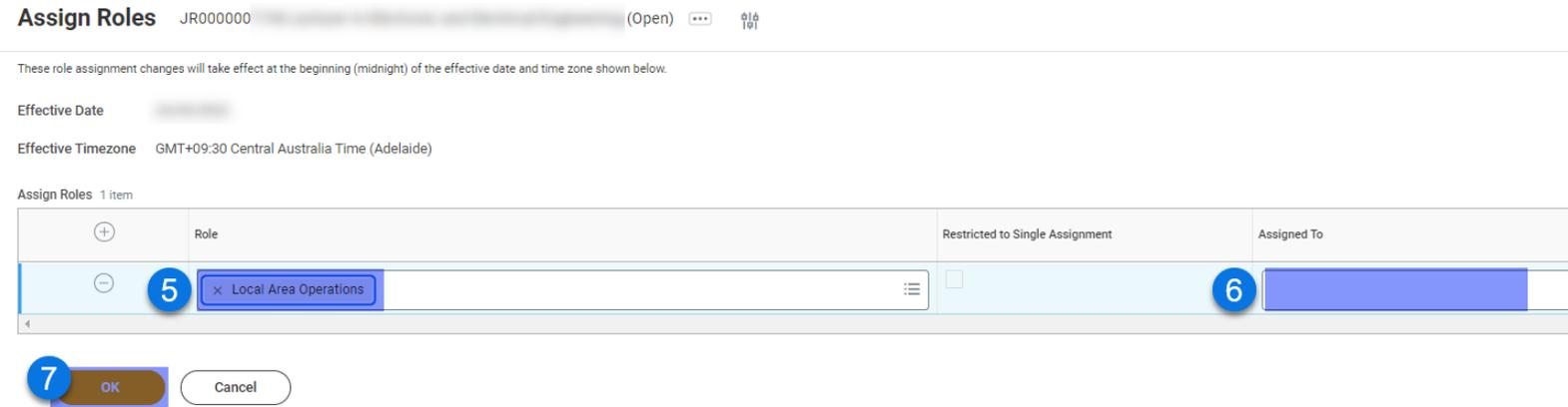
Effective Date *

Effective Timezone *

Organization * JR000000 (Open)

4 OK Cancel

Select the 'Local Area Operations' role, type the name of your delegate/Admin Support, click OK and click DONE.



Assign Roles JR000000 (Open)

These role assignment changes will take effect at the beginning (midnight) of the effective date and time zone shown below.

Effective Date

Effective Timezone GMT+09:30 Central Australia Time (Adelaide)

Assign Roles 1 item

	Role	Restricted to Single Assignment	Assigned To
5	<input type="text" value="Local Area Operations"/>	<input type="checkbox"/>	6 <input type="text" value="Name"/>

7 OK Cancel

Refer to the 'Application Received' stage to progress the Candidate/s to 'Admin Screen' if desired.

Workday Recruiting - Stages

As the process of reviewing and choosing Candidates is dynamic, a Candidate may not hit every stage.

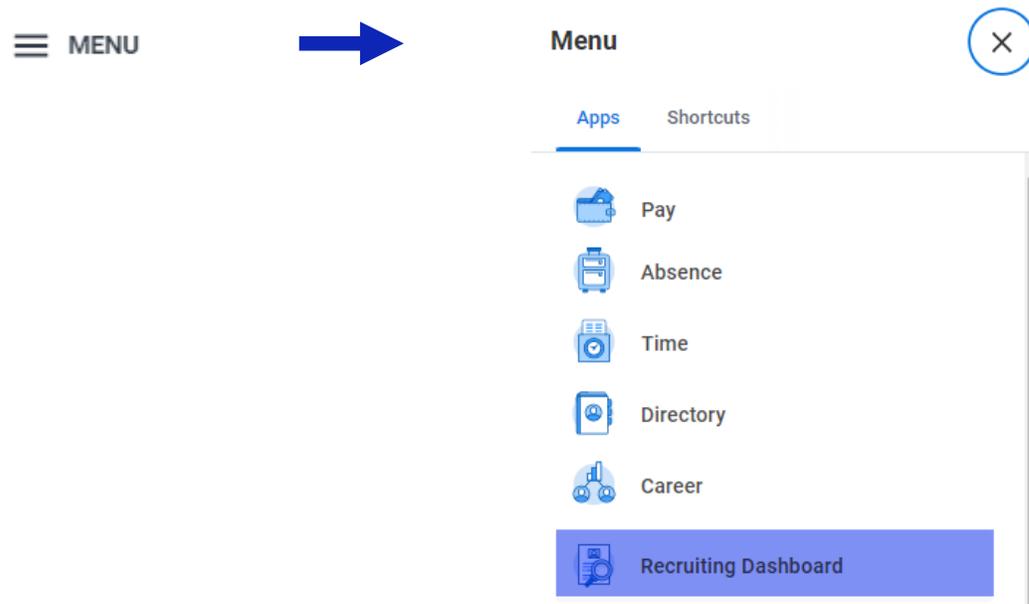
- Application Received – when a Candidate applies for a position, they are initially assigned the status of ‘Application Received’.
- Screen – Candidate details are viewed to determine the next steps by Hiring Manager, Delegate/Admin Support or Recruiter.
- Interview – At this stage, the Hiring Manager, Delegate/Admin Support or Recruiter have the option to conduct a phone interview (phone screen) outside Workday to validate the Candidate/s suitability before assigning a ‘Panel Interview’ status.

Workday Recruiting - Stages

- Reference Check – At this stage, the Hiring Manager, Delegate/Admin Support or Recruiter will conduct the reference checks to validate the Candidate/s suitability before the Manager completes a Recommendation to Appoint (RTA) questionnaire.
- Background Check and Employment Agreement (EA) – At this stage, the Recruiter will initiate the collection of all required pre-employment checks for the position and, at the same time will issue the Employment Agreement (EA) for the Candidate/s to review and accept.
- Hire – Once the EA has been accepted and all the pre-employment checks completed, the Recruiter will hire the Candidate/s into the position and initiate the Onboarding process, if applicable.

Recruiting Dashboard

To view a list of your recruiting jobs, go to **Menu** and select **Recruiting Dashboard**.



My Recruiting Jobs report

On the **Recruiting Dashboard**, you will have access to the **My Recruiting Jobs – Hiring Manager** report.

This report displays the **Job Requisition name**, **number of current Candidates**, and **Hiring Manager name**. Click the name of the Job Requisition to view the Candidate Pipeline.



The screenshot shows a table titled "My Recruiting Jobs - Hiring Manager" with a settings icon in the top right corner. The table has four columns: "Job Requisition", "Candidates in Review Stage", "Active Candidates", and "Recruiting Start Date". There is a vertical scrollbar on the right side of the table. The first row shows a blurred job requisition name, 331 candidates in review, and 344 active candidates. The second row shows another blurred job requisition name, 56 candidates in review, and 56 active candidates.

Job Requisition	Candidates in Review Stage	Active Candidates	Recruiting Start Date
[Blurred]	331	344	[Blurred]
[Blurred]	56	56	[Blurred]

Job Requisition (JR)

You can access the **Candidate pipeline**, **Candidate grid**, **JR details**, and **Job Posting details** on the **Job Requisition** screen.

JR000000 [Job Title] (Open) ⋮

Recruiting Start Date [Date] Hiring Manager [Profile]

Target Hire Date [Date]

Primary Location 📍 Tonsley Recruiter [Profile]

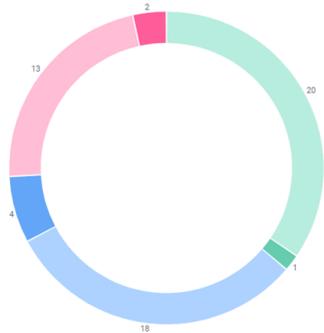
Overview Candidates Details Organizations Qualifications Job Postings

Overview tab

This section provides the following:



- **Candidates by Active Stage** – funnel tracks the status of Candidates in each stage of the process. As Candidates move from one stage to another, the corresponding levels of the funnel are updated to reflect the current population. Not all Candidates are required to go through each stage in all instances.



- A **Candidates by Source** graph displays the breakdown of job posting sources (where Candidates viewed the job posting).

Candidates tab

This section displays Candidate information in a grid format known as **Candidate Grid (Overview)**.

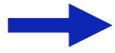
It allows the Hiring Manager, Delegate/Admin Support, or Recruiter to:

Move Forward



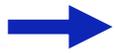
- **Move Forward** – move Candidates to other stages.

Decline



- **Decline** – redirect unsuitable Candidates.

Bundle Resumes



- **Bundle Resumes** – download one PDF containing all selected applications. After bundling resumes, you will receive a notification  when the file is ready for download.

Candidates tab

This section also displays the Contact, Questions, Experience, and Resume sub-tabs.

Contact Questions Experience Resume

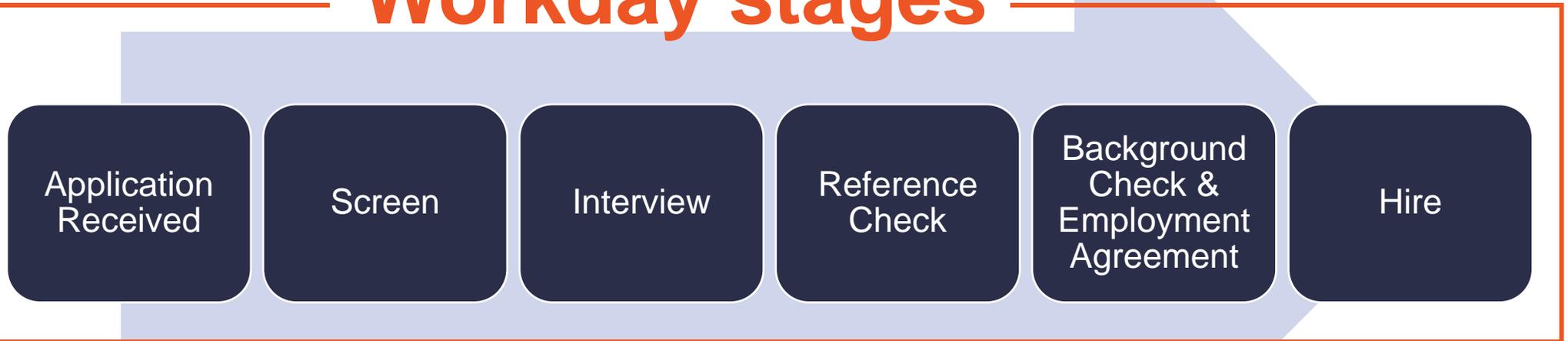
- **Contact sub-tab** – this section displays the Candidate’s contact information – Location, phone and email.
- **Questions sub-tab** – this section displays the Candidate’s legal eligibility.
- **Experience sub-tab** – this section displays the Candidate’s experience and skills.
- **Resume sub-tab** – this section displays the Candidate’s key resume information.

Other tabs

- **Details tab** – this section provides the details of the Job Requisition.
- **Organisations tab** – this section provides details on the Supervisory Organisation related to the Job Requisition.
- **Qualifications tab** – this section displays the required qualifications for the position.
- **Job Postings tab** – this section displays the job posting sites (internal = Workday Careers and/or external = Jobs at Flinders + Broadbean), and the posting start and end dates for the specific requisition. Click the ' Historical' tab to see if the position has been advertised previously.

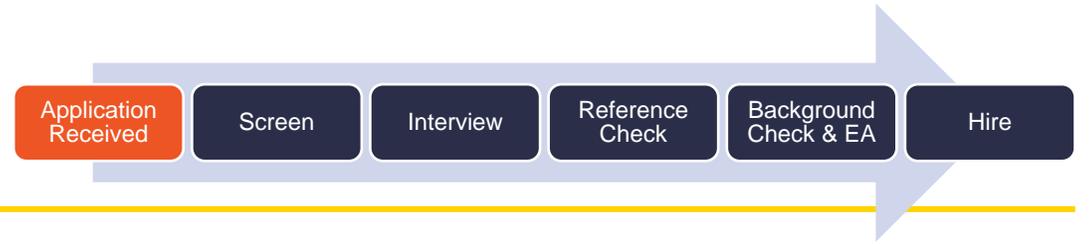
Progressing Candidates in Workday

Workday stages



JOB REQUISITION

Application Received



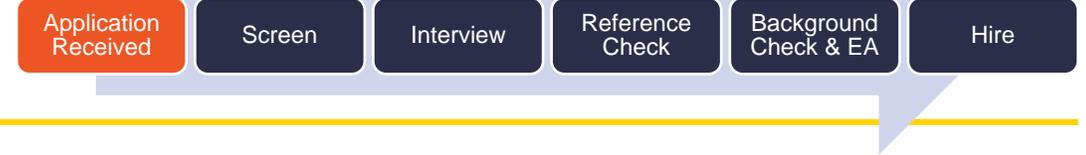
At this stage, you will assign who will be screening the Candidate/s.

1. Go to the **Candidate tab** for the JR of your interest to view all Candidates.
2. Select all the Candidates you want to screen.
3. Click **'Move Forward'**.

<input type="checkbox"/>	Job Application	Step / Disposition
<input checked="" type="checkbox"/>	• [blurred]	Application received
<input checked="" type="checkbox"/>	• [blurred]	Application received

[Move Forward](#) [Decline](#) [Refresh](#)

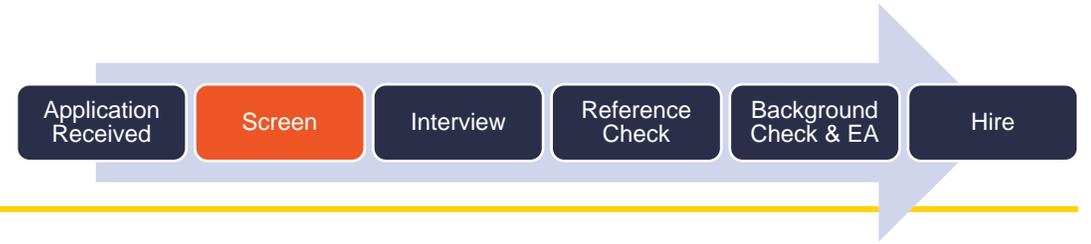
Application Received



4. Select any of the following options:

- Admin Screen: when a Delegate/Admin Support screens Candidates on behalf of the Hiring Manager. They can move suitable Candidate/s to any of the 'phone screen' options for the Hiring Manager's review, before progressing to 'Panel Interview'. **A person must be assigned to the Local Area Ops role before moving Candidates to 'Admin Screen'**.
- Manager Screen: The Hiring Manager reviews applications to move only suitable Candidates to any of the 'phone screen' options or 'Panel Interview'.
- Recruiter Screen: when the Recruiter screens Candidates on behalf of the Hiring Manager. They can move suitable Candidates to any of the 'phone screen' options for the Hiring Manager's review, before progressing to 'Panel Interview'.

Screen



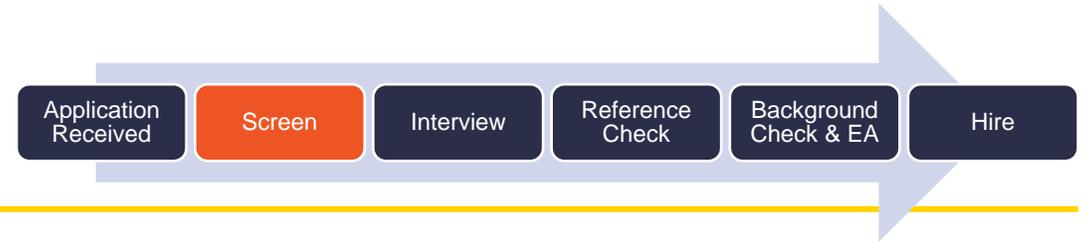
At this stage, the designated person will screen the Candidate/s application. If you moved Candidates to 'Manager Screen' you have two options.

OPTION 1: Candidate profile

1. Go to your **Workday inbox**. Please note that you will receive a 'Manager Screen' task for each Candidate moved to 'Manager Screen'.
2. A summary page displays the Candidate's profile. Click any of the sections at the left to screen the Candidate application.
3. After screening the application, decide if the Candidate is suitable and can progress to the next stage (step 4) or, on the contrary, the Candidate should be redirected (step 6).
4. If the Candidate is suitable, from the Candidate's profile, click 'Move Forward'.



Screen



5. Select any of the following options:

- Phone Screen – Manager (optional) – if you wish to conduct a phone interview to validate suitability before a panel interview.

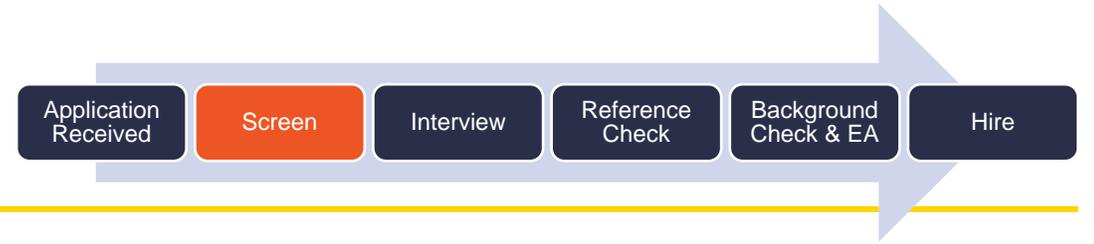
OR

- Phone Screen – Recruiter (optional) – if you prefer the Recruiter to conduct a phone interview to validate suitability before a panel interview on your behalf.
- Panel Interview – after screening the application and, if applicable, conducting a phone interview, the Hiring Manager and the Panel Members will conduct interviews.

6. If the Candidate is not suitable, go to your **Workday inbox**. Please note that you will receive a 'Manager Screen' task for each Candidate moved to 'Manager Screen'. Find the task for the Candidate, click Decline and choose a 'Disposition Reason'.



Screen



Dispositions available at Screen:

- Unsuccessful - Not shortlisted – will send the following message to the Candidate:
 - ❑ Subject: Flinders University - Application Outcome, "Job Posting Title"

Dear "First Name",

Thank you for taking the time to apply for the position of "Job Posting Title" .

Your application has been reviewed and assessed in line with the requirements for this position. However, we advise that you have not been successful at this time.

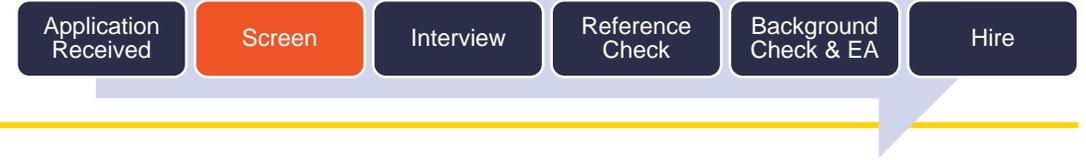
We thank you for your interest in this position and would encourage you to register for Job Alerts through your Flinders Workday candidate profile for any new positions you may wish to apply for in future. Wishing you all the best in your job search.

Kind regards

Recruitment

- Unsuccessful - Not shortlisted - No Notification – will not send a message to the Candidate.

Screen



Dispositions available at Screen:

- Unsuccessful - No Work Rights – will send the following message to the Candidate:
 - ❑ Subject: Flinders University - Application Outcome, "Job Posting Title"

Dear "First Name",

Thank you for taking the time to apply for the position of "Job Posting Title".

You have indicated in your application that you do not currently have the right to work in Australia. Unfortunately, the University is not able to offer sponsorship for this position, so we will not proceed with your application at this time.

If you believe this is an error and you do have valid current Australian working rights, please contact the Recruitment Team as soon as possible on 08 8201 2383.

We thank you for your interest in opportunities with Flinders University. If your Work Rights change in future, we would encourage you to register for Job Alerts through your Flinders Workday candidate profile for any new positions. Wishing you all the best in your job search.

Kind regards

Recruitment

Screen



Dispositions available at Screen:

- Duplicate Candidate – will send the following message to the Candidate:
 - ❑ Subject: Flinders University - Application Outcome, "Job Posting Title"

Dear "First Name",

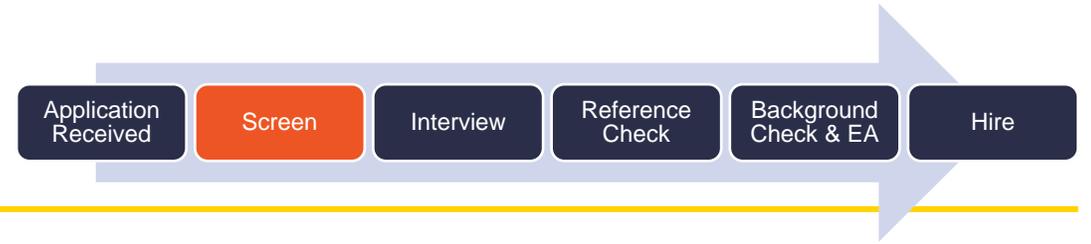
Thank you for taking the time to apply for the position of "Job Posting Title".

Your application has been assessed, and we have identified duplicate applications in your name. Your other application is still in progress, and you will hear from us soon!

Kind regards

Recruitment

Screen

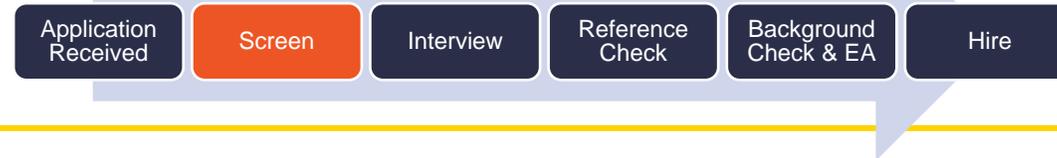


OPTION 2: Bundle resumes

1. Go to the Candidate Grid.
2. Select all the applications you want to screen.
3. Click 'Bundle resumes'.
4. Click OK.
5. You will receive a notification  when the file is ready for download.
6. Download PDF file and screen applications.
7. After screening the application, decide if the Candidate is suitable and can progress to the next stage (step 8) or, on the contrary, the Candidate should be redirected (step 10).
8. If the Candidate is suitable, go to your **Workday inbox**. Please note that you will receive a 'Manager Screen' task for each Candidate moved to 'Manager Screen'. Find the task for the Candidate and Click 'Move Forward'.

Move Forward

Screen



9. Select any of the following options:

- Phone Screen – Manager (optional) – if you wish to conduct a phone interview to validate suitability before a panel interview.

OR

- Phone Screen – Recruiter (optional) – if you prefer the Recruiter to conduct a phone interview to validate suitability before a panel interview on your behalf.
- Panel Interview – if no phone screen is required and you wish to conduct a panel interview.

10. If the Candidate is not suitable, go to your **Workday inbox**. Please note that you will receive a ‘Manager Screen’ task for each Candidate moved to ‘Manager Screen’. Find the task for the Candidate and click on the JR link from the Candidate’s profile. Select the Candidates tab to see the Candidate Grid, select Candidate, decline, choose a ‘Disposition Reason’ and click OK.

Job Application Details

Job Requisition JR000000 (Open)



Decline



Disposition Reason

Interview

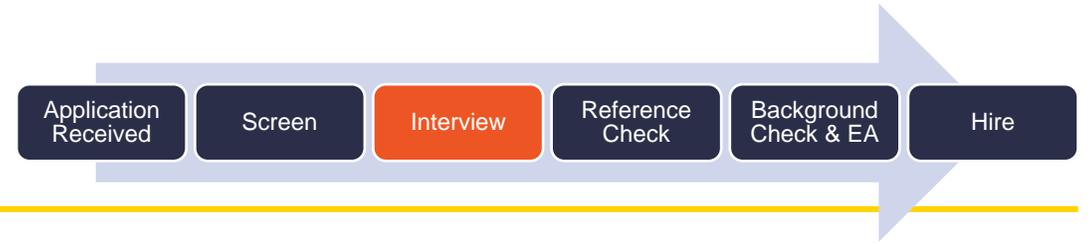


At this stage, the Hiring Manager, Delegate/Admin Support or Recruiter have the option to conduct a phone interview (phone screen) to validate the Candidate/s suitability before a panel interview.

- If you moved the Candidate straight to Panel Interview – schedule and conduct interviews outside of Workday.
- If you moved the Candidate to Phone Screen – Manager – you will receive a Phone Screen To-Do task in your **Workday Inbox**. Call the Candidate and perform the phone screen. After calling the Candidate, return to the task, enter any relevant comments (for example, if suitable) and click ‘Submit’. The Candidate will move automatically to ‘Panel Interview’, and you will receive a Panel Interview To-Do task in your **Workday Inbox**.

If, after conducting the Phone Screen, you find that the Candidate is **not suitable**, redirect Candidate/s from the Candidate Grid. The Panel Interview To-Do task will disappear from your **Workday Inbox** for redirected Candidate/s and will only have to complete an interview for suitable Candidates.

Interview

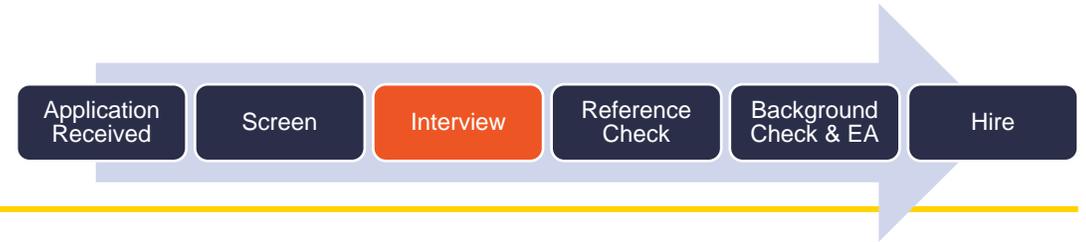


- If you moved the Candidate to Phone Screen – Recruiter – the Recruiter will receive a Phone Screen To-Do task in their **Workday Inbox**. They will call the Candidate and perform the phone screen. After calling the Candidate, they will complete the task. The Candidate will move automatically to ‘Panel Interview’.

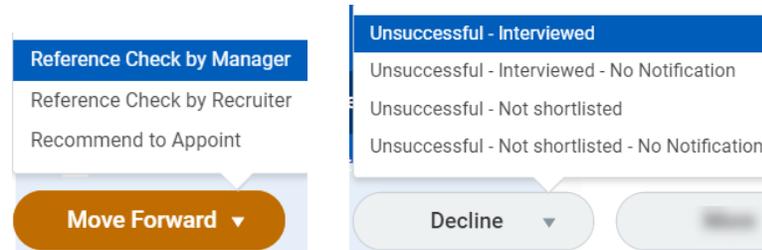
If, after conducting the Phone Screen, it is found that the Candidate is **not suitable**, the Recruiter will redirect the Candidate/s from the Candidate Grid. The Panel Interview To-Do task will disappear from your **Workday Inbox** for redirected Candidate/s and you will only have to complete an interview for suitable Candidates.

You will receive a second Phone Screen task in your **Workday Inbox** to prompt you to schedule and conduct interviews. After you and the Panel Members complete the interview/s, return to the task, enter relevant comments and click ‘Submit’.

Interview



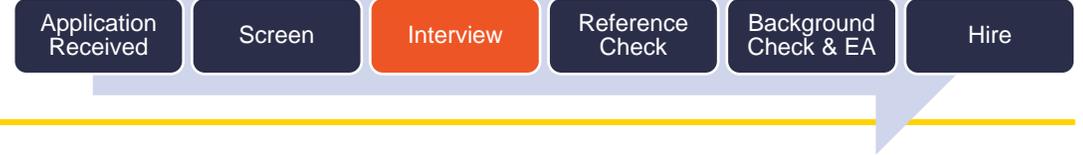
You will receive a third Phone Screen task in your **Workday Inbox** to prompt you to move suitable Candidate/s forward or to decline unsuccessful Candidate/s.



Move the suitable Candidate/s forward to any of the following stages:

- Reference check – Manager – the Hiring Manager conducts the reference check and confirms if the Candidate is appointable. Attach Reference Check to the Reference Check to-do task in Workday.
- OR
- Reference check – Recruiter – the Recruiter conducts the reference check to support the Hiring Manager, and the Hiring Manager confirms if the Candidate is appointable.
 - Recommendation to Appoint (RTA) – The Hiring Manager completes the RTA questionnaire for the preferred appointable Candidate.

Interview



If the Candidate is not suitable, click 'Decline' and redirect Candidate/s with the following **dispositions available at Interview:**

- Unsuccessful - Not shortlisted – will send the following message to the Candidate:
 - ❑ Subject: Flinders University - Application Outcome, "Job Posting Title"

Dear "First Name",

Thank you for taking the time to apply for the position of "Job Posting Title" .

Your application has been reviewed and assessed in line with the requirements for this position. However, we advise that you have not been successful at this time.

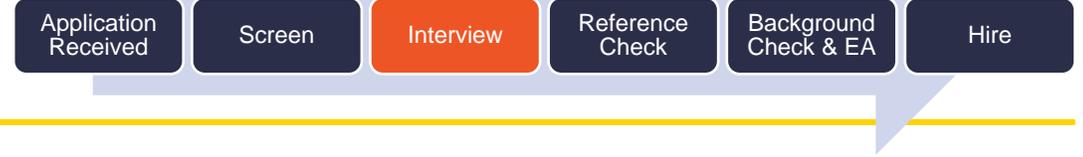
We thank you for your interest in this position and would encourage you to register for Job Alerts through your Flinders Workday candidate profile for any new positions you may wish to apply for in future. Wishing you all the best in your job search.

Kind regards

Recruitment

- Unsuccessful - Not shortlisted - No Notification – will not send a message to the Candidate.

Interview



Dispositions available at Interview:

- Unsuccessful - Interviewed – will send the following message to the Candidate:
 - ❑ Subject: Flinders University - Application Outcome, "Job Posting Title"

Dear "First Name",

Thank you for taking the time to attend an interview for the position of "Job Posting Title".

After careful consideration we advise that you have not been successful in at this time. For more specific feedback, or to discuss further, please reach out to the Recruitment Team directly on 08 8201 2383.

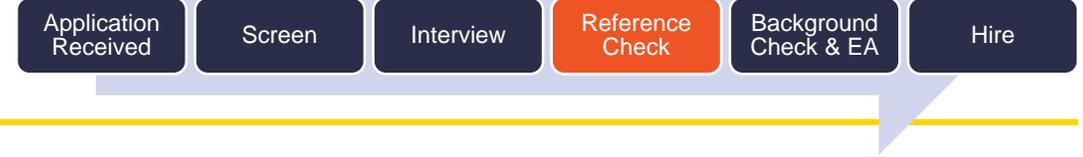
We thank you for your interest in this position and would encourage you to register for Job Alerts through your Flinders Workday candidate profile for any new positions you may wish to apply for in future. Wishing you all the best in your job search.

Kind regards

Recruitment

- Unsuccessful - Interviewed - No Notification – will not send a message to the Candidate.

Reference Check



At this stage, the Manager, Delegate or Recruiter will conduct reference checks to validate the Candidate/s suitability before the Manager completes a Recommendation to Appoint (RTA) questionnaire.

- If you moved the Candidate to Reference Check by Manager – you will receive a Reference Check by Manager task in your **Workday Inbox** to prompt you to conduct reference checks. After completing the reference checks, return to the task, enter relevant comments, attached references if applicable and click ‘Submit’. The Candidate will move automatically to ‘RTA’.

If, after conducting the Reference Check, you find that the Candidate is **not suitable**, redirect Candidate/s from the Candidate Grid. The RTA questionnaire will disappear from your **Workday Inbox** for redirected Candidate/s and will only have to complete an RTA for suitable Candidates.

Reference Check

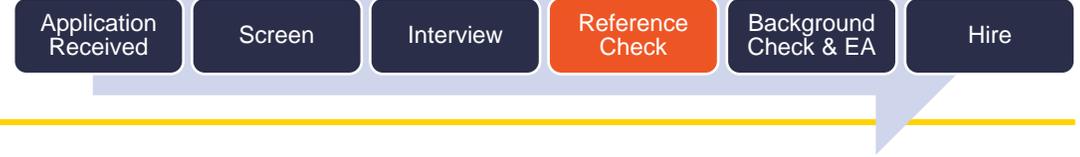


- If you moved the Candidate to Reference Check by Recruiter – the Recruiter will receive a Reference Check by Recruiter task in their **Workday Inbox**. They will conduct the reference check and provide feedback to you to support decision-making. The Recruiter will complete the task to record reference checks. The Candidate will move automatically to ‘RTA’.

If, after discussing reference checks results with you, it is found that the Candidate is **not suitable**, they will redirect Candidate/s from the Candidate Grid. The RTA questionnaire will disappear from your **Workday Inbox** for redirected Candidate/s, and you will only have to complete an RTA for suitable Candidates.

You will receive a second Reference Check by Manager questionnaire in your **Workday Inbox** to prompt you complete the RTA questionnaire for appointable preferred Candidate/s.

Reference Check



Once you complete the RTA questionnaire, the Candidate/s will move automatically to Background Check and Employment Agreement. The Recruiter performs these tasks and will occur simultaneously.

Dispositions available at Reference Check:

- Unsuccessful - Not shortlisted - No Notification – will not send a message to the Candidate.
- Appointable non-preferred – will send a task to the Recruiter to add Candidate/s that opt-in to an appropriate Candidate Pool. This disposition will not send a message to the Candidate/s.
- Not appointable – this disposition will not trigger a message to the Candidate/s and Manager must call the Candidate/s to provide feedback. The Recruiter can provide support with this task.

Background Check & EA

Application
Received

Screen

Interview

Reference
Check

Background
Check & EA

Hire



At this stage, the Recruiter will initiate the collection of all required **pre-employment checks** for the position and at the same time, they will issue the **Employment Agreement (EA)** for the Candidate/s to review and accept.

The Manager will receive a notification in Workday when:

- the EA has been issued and
- when the Candidate/s accepts

If the candidate/s takes more than three days to accept the EA, the Manager and Recruiter will receive a notification in Workday and prompt them to follow up on the acceptance with the Candidate/s.

Hire

Application
Received

Screen

Interview

Reference
Check

Background
Check & EA

Hire



Once the EA has been accepted, the Recruiter will hire the Candidate/s into the position in Workday.

The Manager will receive a notification in Workday once the Candidate/s has been hired to prompt them to prepare for the new employee's start date.

Have questions?

Contact the Recruitment Team

 08 8201 2383

 recruitment@flinders.edu.au



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