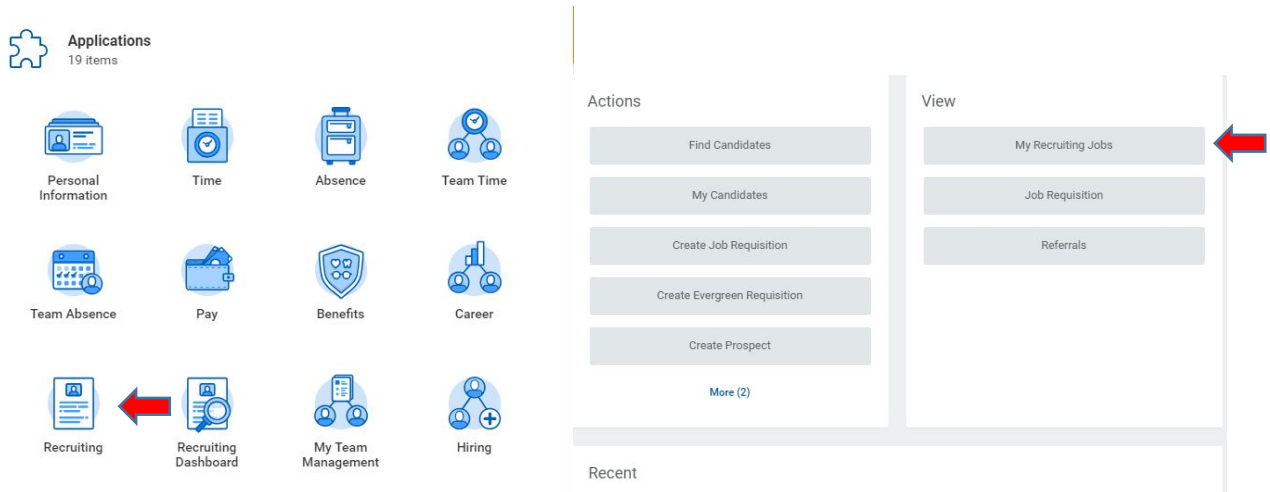


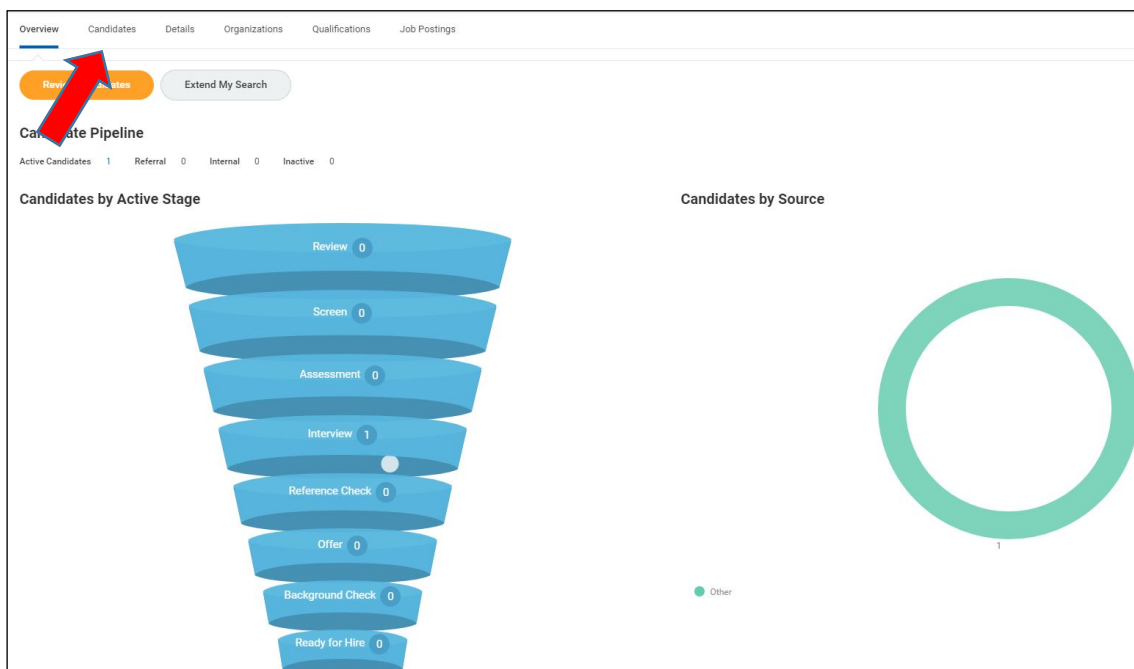
Hiring a Student Position Through Workday

From your Workday homepage, select the **Recruiting Worklet**. Then, under **View**, select **My Recruiting Jobs** and select **OK** on the following page.



This will open the **My Recruiting Jobs** page. On this page, you will select the requisition you want to view.

Once a student is moved out of the review phase (completed by Student Employment), you will be able to review the application materials by selecting **Candidates**.



Under the **Awaiting Me** column, click on **Screen**. This will take you to the candidate's application and resume. Once you have completed your review, you can select to **Interview** or **Decline** the candidate.

Mandy Smith Actions
For: R0000177 Habitat Associate

Jobs Applied to 1 + 4195556666 Mariah Schroeder
Hiring Manager
Action Required Interview mariahschroeder78@gmail.com
Source Other -> Other
123
Leipsic, OH 45856
United States of America

Overview Recruiting History Screening Interview Questionnaire Results Attachments Personal Employment Offer

Overview Personal Information Duplicates Application Changes Candidate Communication

Experience
none entered

Websites
none entered

Skills
none entered

Education
none entered

Candidate Information
Added By External Career Site

[Add to Prospects](#)

Now it is time to set up the interviews. Call or email the candidate(s) to set up the interview time and date. Once confirmed, select **Interview Team** under **Awaiting Me** to add additional people to sit in on the interview if needed and select your date.

Recruiting Start Date 07/26/2018 - Today Mariah Schroeder
Hiring Manager
Target Hire Date 07/26/2018 - Today
Primary Location [Main Campus](#)

Overview **Candidates** Details Organizations Qualifications Job Postings

[All Active Candidates](#) [Awaiting Action](#) [Extend My Search](#)

1 item All 1 selected

	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Endorsement Status	Potential Duplicate?	Date Applied	Current Title	Current Company	Source	Jobs Applied to
<input checked="" type="checkbox"/>	Mandy Smith	Interview	Interview Team	1		Yes	07/26/2018			Other -> Other	1

[Add To Pool](#)
Share
Invite to Apply
Move to Linked Evergreen Requisition
Move to Another Job Requisition
Copy to Another Job Requisition

[Move Forward](#) [Decline](#) [Send Message](#) [...](#)

You will receive an inbox item to rate the interview. Once the interview is complete, please rate the interview, add your comments, and select **Submit**.

Rate Interview

Mandy Smith

For: R0000177 Habitat Associate

+ 4195556666

mariah Schroeder78@gmail.com

Jobs Applied to 1

Action Required Interview

Source Other -> Other

Rating 3 - Exceeds qualifications, conti...

Comment Candidate was Great

enter your comment

Process History

Mariah Schroeder

Rate Interview - Awaiting Action

Submit

Save for Later

Cancel

Once submitted, you will be able to move the candidate forward for hire or decline and disposition them.

Mandy Smith

Actions

For: R0000177 Habitat Associate

6 minute(s) ago

Jobs Applied to 1

Action Required Interview

Source Other -> Other

+ 4195556666

mariah Schroeder78@gmail.com

123
Leipsic, OH 45856
United States of America

Overview

Recruiting History

Screening

Interview

Questionnaire Results

Attachments

Personal

Employment Offer

Overview

Personal Information

Duplicates

Application Changes

Candidate Communication

Experience

none entered

Websites

none entered

Skills

none entered

Education

none entered

Candidate Information

Added By External Career Site

Reference Check

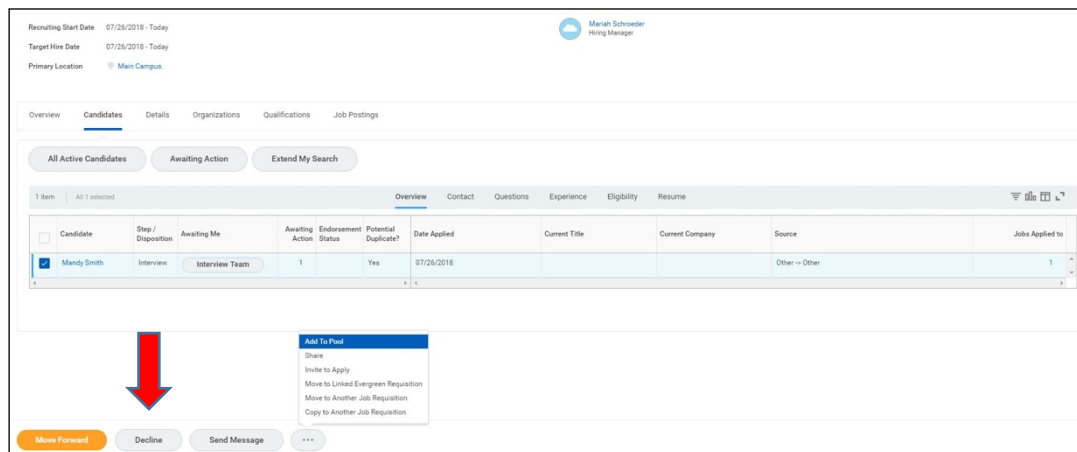
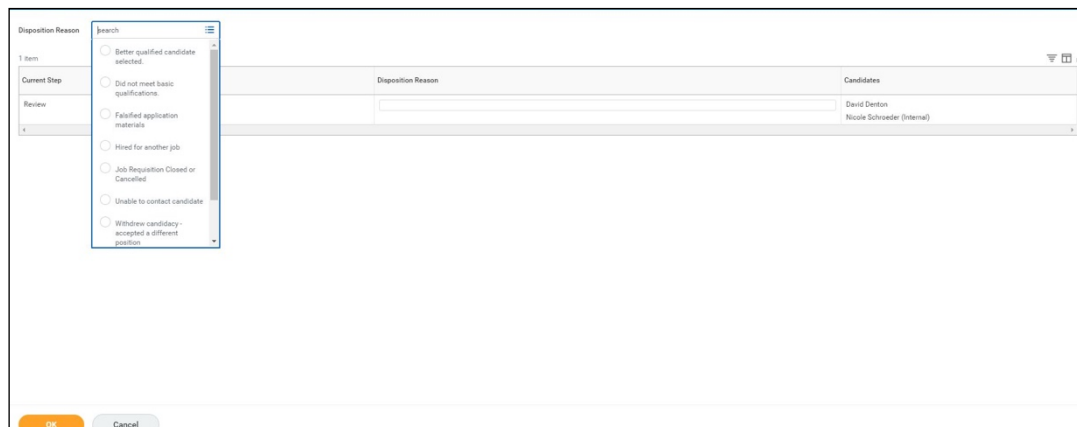
Ready for Hire

Move Forward

Decline

You will be prompted to disposition remaining candidates once you move forward for hire. This should only be done when you are ready to close your job requisition. Students who get dispositioned will receive a notification to the email address they provide in Workday.

To disposition remaining candidates, you will go back to your job requisition and select **Candidates**. Select the remaining candidates you do not wish to hire, and select **Decline**. From here, you will need to select the reason and select **OK**.

Student Employment will receive a task to hire the student. Supervisors will receive a Workday inbox item for on-boarding. This step must be completed for the student to have access to Workday. The student will then receive his/her inbox notifications from findlay@myworkday.com to complete HR employment forms. ***This is only for students not active in Workday.*** Active students will not complete the additional paperwork.

Once hired, if he/she is a new student employee, the student will receive a notice to complete tax forms, I-9, direct deposit, and student employment forms. All of these forms will be available to complete in Workday. However, the student will need to stop into the Office of Human Resources with their two forms of ID for us to verify for the I-9.

Please note: The Form I-9 must be completed by the first day of employment and all required documentation submitted within three business days!