

This Workday user guide is to assist a Hiring Manager at Flinders University to complete the following processes of recruitment:

- [Screen - screening candidate applications](#)
- [Interview - moving candidates through the interview stage](#)
- [Reference check - completing candidate reference checks](#)
- [Offer - Completing candidate recommend to appoint questionnaire](#)

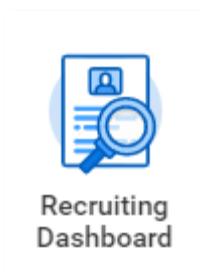
1. Screening candidate applications

When People and Culture Recruitment has posted the Job, as a hiring manager, you will be able to view the candidate applications coming in through the Recruiting Dashboard Icon on your home page. When the Job Posting closes, P&C Recruitment will bundle candidate resumes for the position you wish to fill. The recruiter will forward the bundled resumes in an email to you as the hiring manager and also to interview panel members.

People and Culture Recruitment will also initiate a *'Manager Screen'* inbox task for each candidate which will flow through to your Workday inbox.

Once the screening process has been completed, and the decision on who to interview has been made, as a hiring manager, you will be required to move the candidate/s through the workflow process, i.e. a decline – 'unsuccessful for interview' or a successful 'move to interview'. Follow the steps outlined below to move a candidate through to the interview stage.


1.1 Open your Recruitment Dashboard


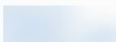







1. Screening candidate applications cont...

1.2 Open the Job requisition to see the active applicants/candidates


← Recruiting

My Recruiting Jobs - Hiring Manager 

Job Requisition	Candidates in Review Stage	Active Candidates	Recruiting Start Date	Hiring Manager	Supervisory Organization	Primary Location	Additional Locations	Number of Openings Available	Da Er
R-0000000395 Administration Officer (Open)	0	4	07/09/2020 - 7 days ago			 Bedford Park		1	0
R-0000000445 Casual Professional (Open)	0	0	14/09/2020 - Today			 Cairns Metro	 Bedford Park	1	1


Note: the Hiring Manager can view the applications coming through on the Recruitment Dashboard.

1.3 Select the Candidates tab

R-0000000395 Administration Officer (Open) 

Recruiting Start Date 07/09/2020 - 7 days ago

Target Hire Date 11/09/2020 - 3 days ago

Primary Location  Bedford Park

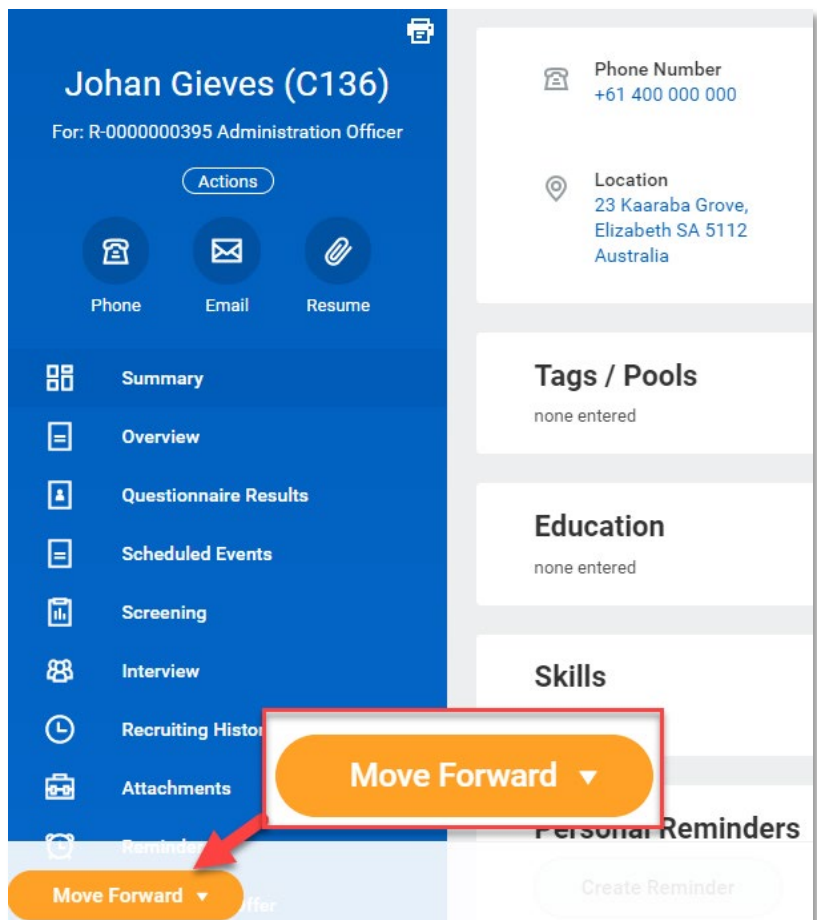
Overview **Candidates** Details Organizations Qualifications Job Postings

1. Screening candidate applications cont...

1.4 Click on each individual candidate listed under Job Application separately to open the candidate profile then progress each candidate to their next step.

<input type="checkbox"/>	Job Application
<input type="checkbox"/>	Mohammad Mohar (C135)
<input type="checkbox"/>	Johan Gieves (C136)
<input type="checkbox"/>	Silvia Thomas (C137)
<input type="checkbox"/>	Vijav Kumar (C138)

1.5 Click *Move Forward*



Johan Gieves (C136)
For: R-0000000395 Administration Officer

Actions

- Phone
- Email
- Resume

Summary

Overview

Questionnaire Results

Scheduled Events

Screening

Interview

Recruiting History

Attachments

Reminders

Personal Reminders

Phone Number: +61 400 000 000

Location: 23 Kaaraba Grove, Elizabeth SA 5112 Australia

Tags / Pools: none entered

Education: none entered

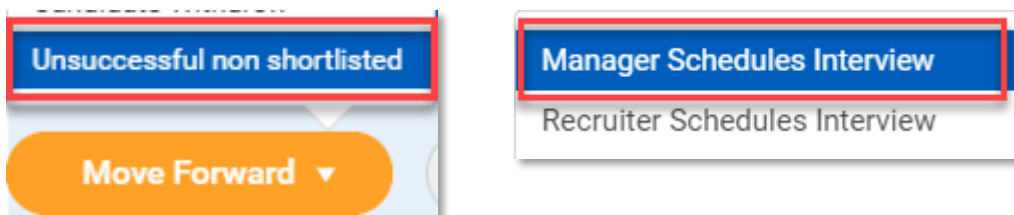
Skills

Move Forward

1. Screening candidate applications cont...

1.6 For those candidates who have not been successful to progress to interview, select the decline reason - *unsuccessful non shortlist* from the list.

For those candidates who have been successful to progress to interview, select *Manager Schedules Interview*



1.7 Complete steps 1.4-1.6 for each candidate.

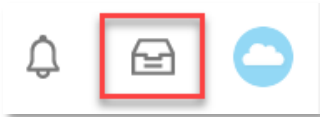
This ends 'Screening candidate applications'. Up next is *Moving candidates through the interview stage*.

2. Moving candidates through the interview stage

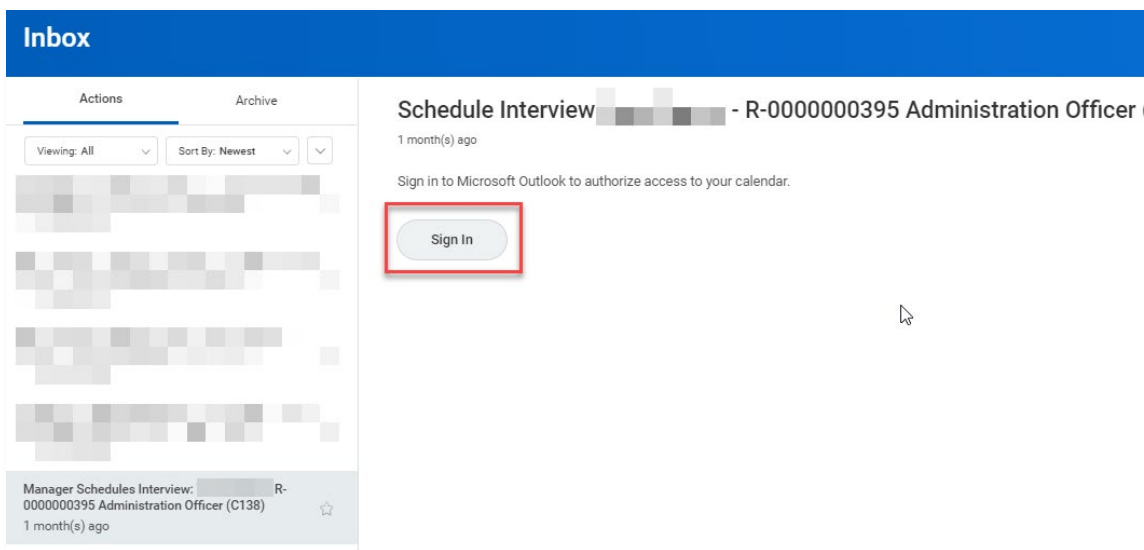
Once the screening process has been completed, follow these steps to move a candidate through to the interview stage. This section covers scheduling an interview, conducting an interview, capturing interview feedback and recording interview outcome.

Note: Prior to completing these steps, it is the Hiring Manager's responsibility to liaise with the other panellists to ensure the interview/s are scheduled when all panel members are available. You will also liaise with the candidate to arrange a suitable time. The following steps will send a confirmation email to the candidate regarding the scheduled interview.

2.1 Open your Workday Inbox



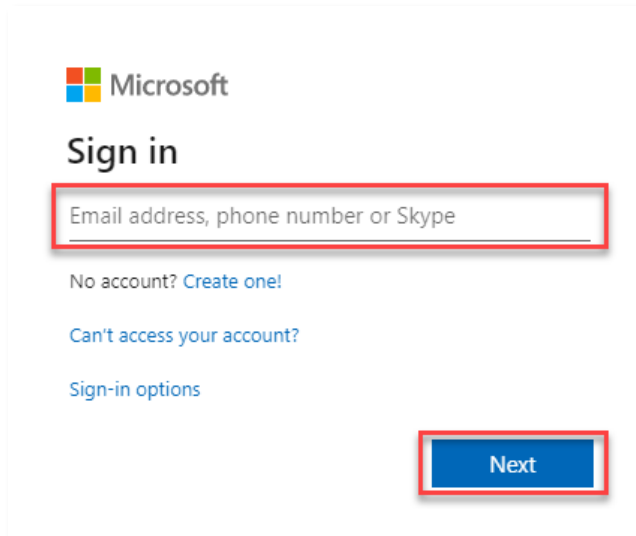
2.2 When you open the inbox task for *Manager Schedules Interview*, you may be required to 'sign in' to Microsoft Outlook. If so, click *Sign In*.



Note: you may skip to step 2.4 if you are not prompted to sign in to Microsoft Outlook.

2. Moving candidates through the interview stage

2.3 Enter your fan@flinders.edu.au email address, click *next* and then *Accept* the permissions requested.



Microsoft
Sign in

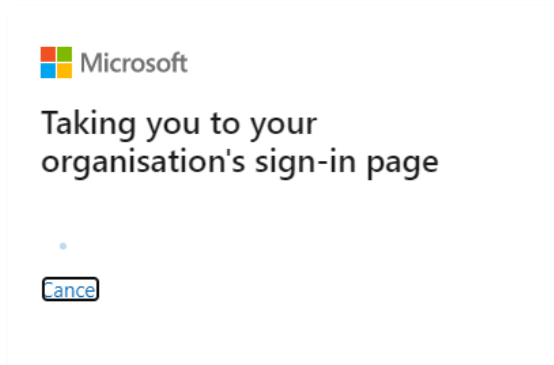
Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

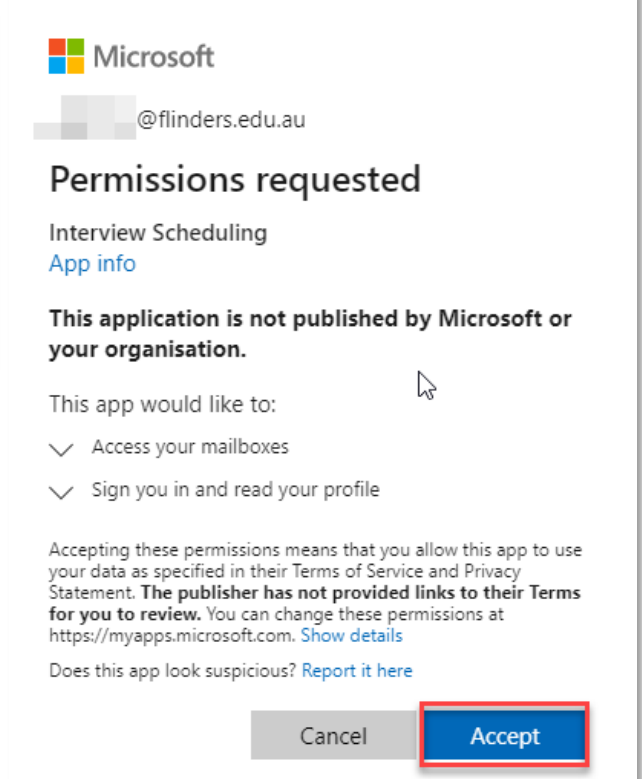
Next



Microsoft

Taking you to your organisation's sign-in page

Cancel



Microsoft

@flinders.edu.au

Permissions requested

Interview Scheduling
[App info](#)

This application is not published by Microsoft or your organisation.

This app would like to:

- ✓ Access your mailboxes
- ✓ Sign you in and read your profile

Accepting these permissions means that you allow this app to use your data as specified in their Terms of Service and Privacy Statement. **The publisher has not provided links to their Terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel Accept

2. Moving candidates through the interview stage

2.4 You will be directed to the *Schedule Interview* task. Or, you are able to pick this task up from your Workday Inbox.

Schedule Interview [redacted] - R-0000000395 Administration Officer (C138)

Logged into Microsoft Outlook as: [redacted]@flinders.edu.au

[Sign Out](#)

▼ **Proposed Interview Team**

1 item

Interviewers	Duration (in minutes)	Interview Type	Alternate Interviewers
[redacted]	30	In Person	Grace Benvenuto

Date *

Time Zone *

1 item

Order	*Interviewers	*Duration (in minutes)	Interview Type
+	<input type="text" value="x [redacted]"/> <input type="text" value="x [redacted]"/> <input type="text" value="x [redacted]"/>	<input type="text" value="30"/>	<input type="text" value="x In Person"/>

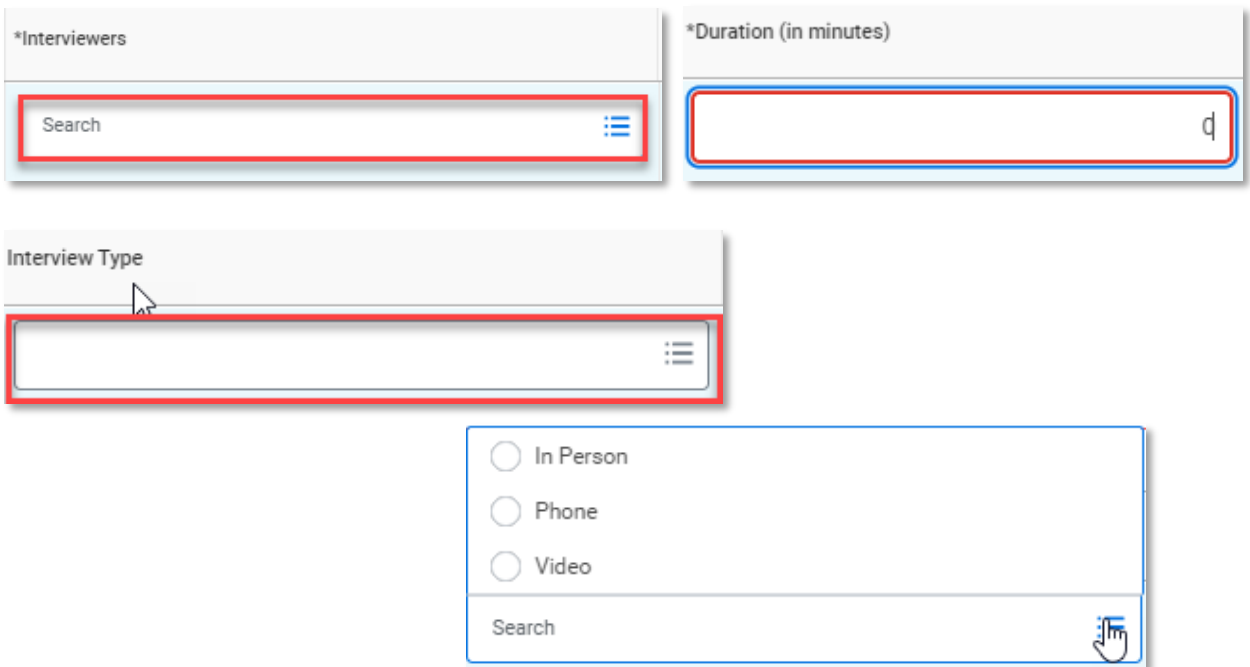
[Next](#) [Cancel](#)

Select the *Date* of the interview

Date *

2. Moving candidates through the interview stage cont...

2.5 Add in the. *Interviewers*, *Duration* and *Interview Type*

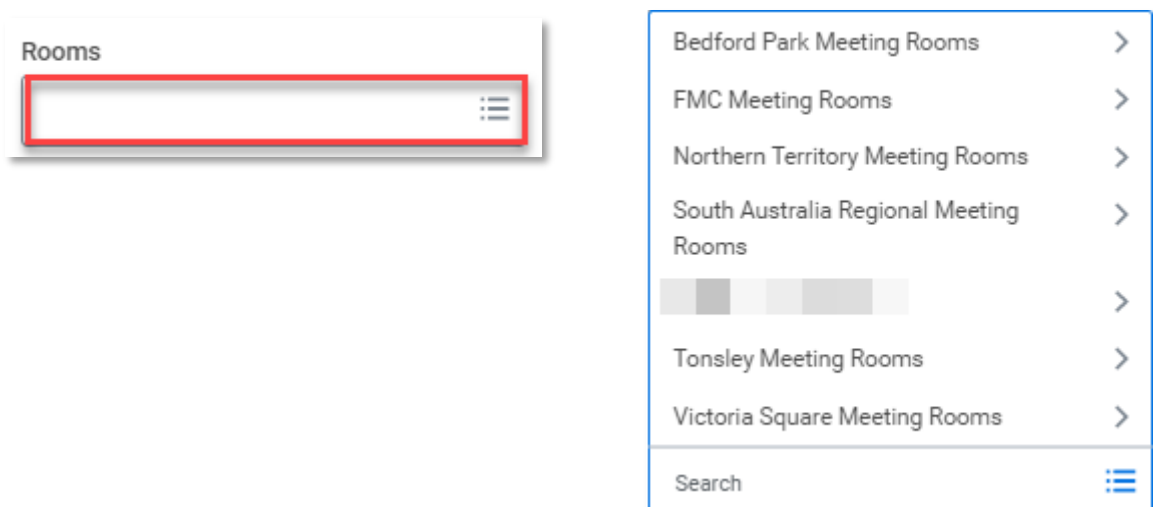


The screenshot displays three input fields for configuring an interview stage:

- *Interviewers:** A search field with a red border and a menu icon on the right.
- *Duration (in minutes):** A search field with a red border and a menu icon on the right.
- Interview Type:** A search field with a red border and a menu icon on the right.

A dropdown menu for Interview Type is shown below, containing three radio button options: In Person, Phone, and Video. The dropdown also includes a search field and a menu icon.

2.6 Select the *Rooms*. Note the rooms listed may change over time as more rooms are added.



The screenshot shows the **Rooms** selection field with a red border and a menu icon. The dropdown menu is open, displaying a list of meeting rooms:

- Bedford Park Meeting Rooms >
- FMC Meeting Rooms >
- Northern Territory Meeting Rooms >
- South Australia Regional Meeting Rooms >
- [Blurred room name] >
- Tonsley Meeting Rooms >
- Victoria Square Meeting Rooms >

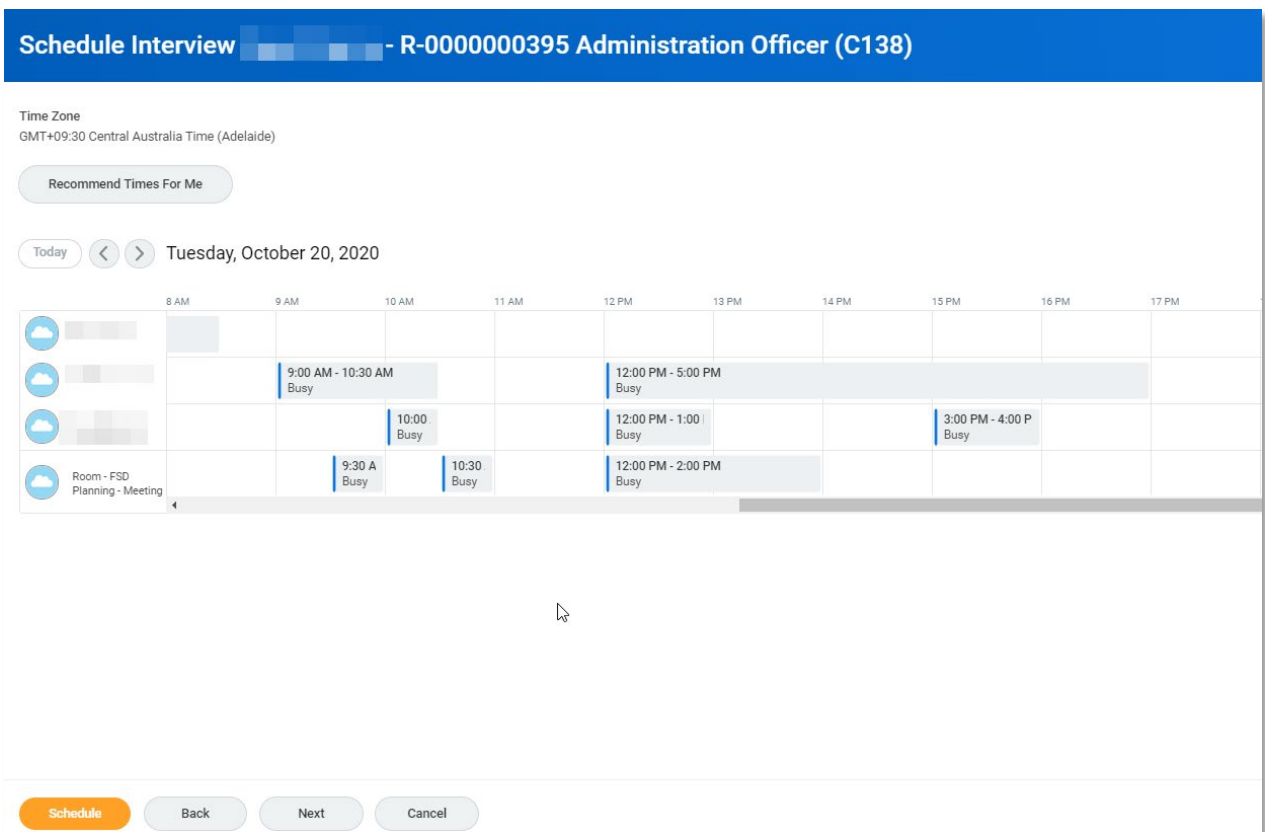
The dropdown also includes a search field and a menu icon at the bottom.

2. Moving candidates through the interview stage

2.7 Once you have selected the room, click *Next*.



2.8 The Calendar for each interview panellist and the selected room will appear. Click into the time slot that is suitable.



Schedule Interview [redacted] - R-000000395 Administration Officer (C138)

Time Zone
GMT+09:30 Central Australia Time (Adelaide)

Recommend Times For Me

Today < > Tuesday, October 20, 2020

	8 AM	9 AM	10 AM	11 AM	12 PM	13 PM	14 PM	15 PM	16 PM	17 PM
[redacted]										
[redacted]		9:00 AM - 10:30 AM Busy			12:00 PM - 5:00 PM Busy					
[redacted]			10:00 Busy		12:00 PM - 1:00 Busy			3:00 PM - 4:00 P Busy		
Room - FSD Planning - Meeting		9:30 A Busy	10:30 Busy		12:00 PM - 2:00 PM Busy					

Schedule Back Next Cancel

2. Moving candidates through the interview stage cont...

2.9 The *Schedule Interview* pop up window will appear. Check the time is correct, add in the *Available Rooms* of the interview from the drop down list and Click *OK*. Note: it may be best practice to type in the room name if known.

Schedule Interview

Time Zone
GMT+09:30 Central Australia Time (Adelaide)

Interviewers *

Search

Start Time *
20/10/2020 11:00

Duration (in minutes) *
30

Available Rooms

OK Cancel

Note, the interview time then appears in all calendars.

2. Moving candidates through the interview stage cont...

2.10 Click *Next*



2.11 Add detail in *Body* for the Candidate. This is the body of the email that will be sent to the candidate. e.g. as discussed your interview time is scheduled for....

Schedule Interview Johan Gieves - R-0000000395 Administration Officer (C136)

Proposed Interview Schedule

1 item

Interviewers	Start Time	End Time	Location
	16/09/2020, 9:00 AM	16/09/2020, 9:30 AM	Bedford Park > Social Sciences North

Time Zone
GMT+09:30 Central Australia Time (Adelaide)

Subject
Interview with Johan Gieves (C136) for R-0000000395 Administration Officer

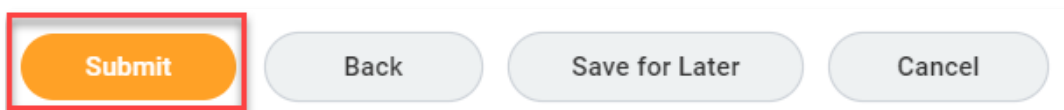
Body

Format **B** *I* U ▲ ▾ ☰ 🔗 ↗

Additional Options

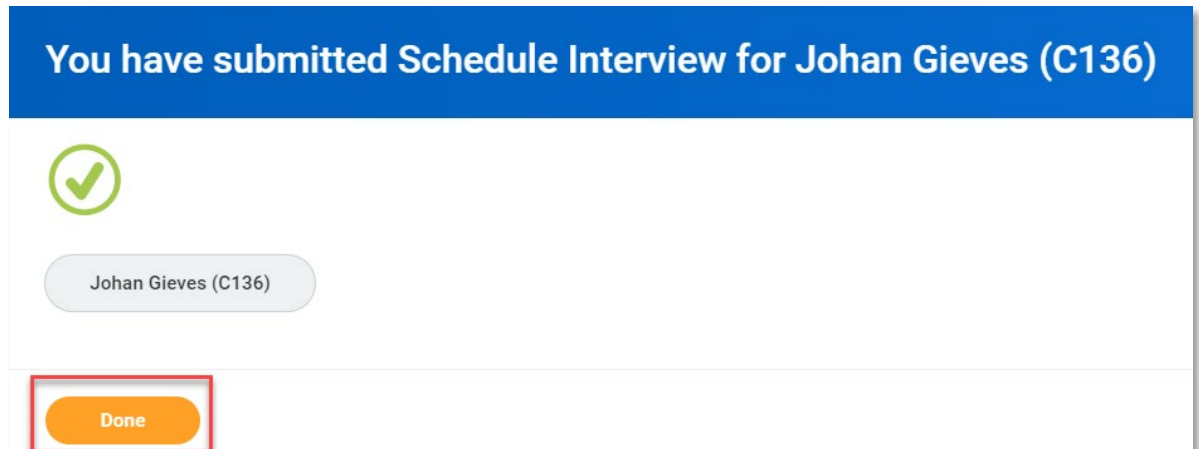
Submit Back Save for Later Cancel

2.12 Click *Submit*.



2. Moving candidates through the interview stage cont...

2.13 The *You have submitted Schedule Interview* for window will appear.
Click *Done*



2.14 Complete schedule interview steps 2.4 – 2.13 again for each candidate.

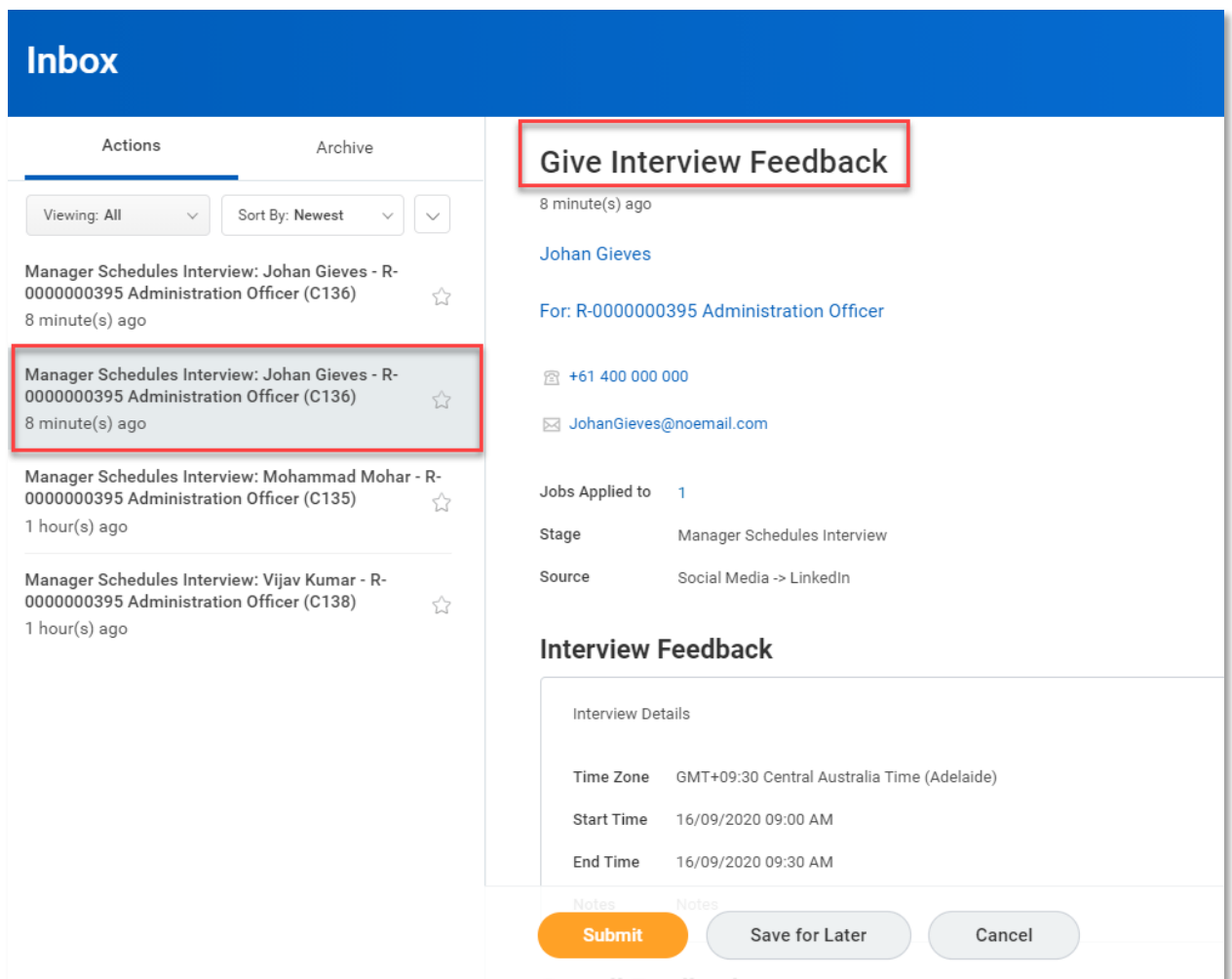
The candidate/s will then receive a scheduled event in their candidate profile with the details of the scheduled interview.

Upon completion of the *Schedule Interview* task, your outlook calendar will have the scheduled interviews and in Workday 2 automatic inbox tasks will appear. The first is the '*Give Interview Feedback*'. This task is allocated to all members of the interview panel. The second '*Manage Interview Feedback*' is a task allocated only to the hiring manager to complete.

See image next page

2. Moving candidates through the interview stage cont...

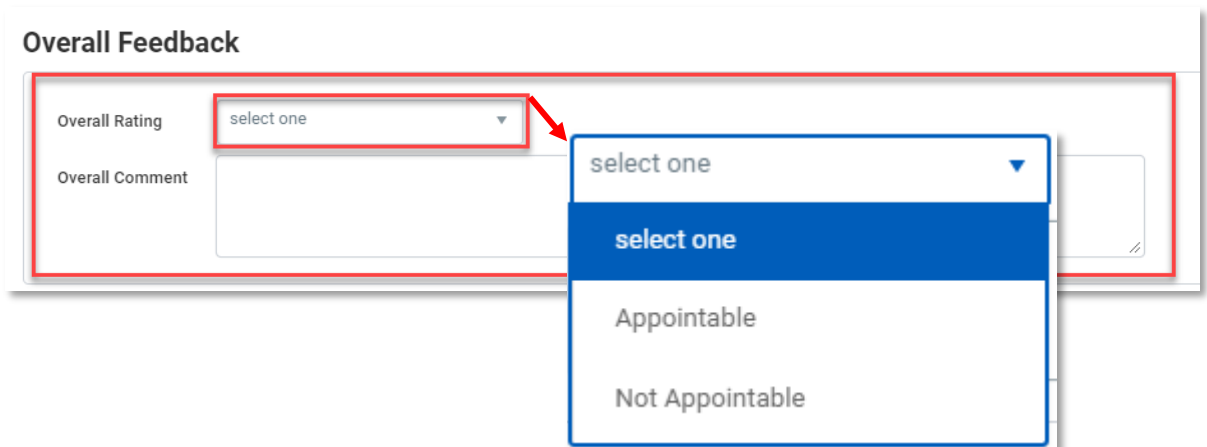
As mentioned on the previous page, after the interviews have occurred, the hiring manager and the panel members record their feedback for each candidate. See next step.



The screenshot displays the Workday Recruitment 'Inbox' interface. On the left, a list of notifications is shown, with the second item, 'Manager Schedules Interview: Johan Gieves - R-0000000395 Administration Officer (C136)', highlighted with a red box. The right-hand pane shows the details for this notification, with the title 'Give Interview Feedback' also highlighted in a red box. The notification is dated '8 minute(s) ago' and is from 'Johan Gieves'. Below the name, it specifies 'For: R-0000000395 Administration Officer'. Contact information includes a phone number '+61 400 000 000' and an email address 'JohanGieves@noemail.com'. The notification also indicates 'Jobs Applied to 1', 'Stage Manager Schedules Interview', and 'Source Social Media -> LinkedIn'. At the bottom of the right pane, there is an 'Interview Feedback' section with 'Interview Details' including 'Time Zone GMT+09:30 Central Australia Time (Adelaide)', 'Start Time 16/09/2020 09:00 AM', and 'End Time 16/09/2020 09:30 AM'. At the very bottom of the interface, there are three buttons: 'Submit' (orange), 'Save for Later' (grey), and 'Cancel' (grey).

2. Moving candidates through the interview stage cont...

2.15 For each individual candidate's 'Give Interview Feedback' task, select the *Overall Rating* and add an *Overall Comment* on the candidate's suitability for the role.



Overall Feedback

Overall Rating: select one

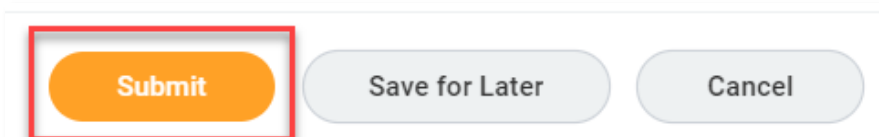
Overall Comment: [text area]

select one

Appointable

Not Appointable

2.16 Click *Submit*



Submit Save for Later Cancel

2.17 Click *Done*.



Done

The candidate/s will then receive a new scheduled event in their candidate profile with the details of the scheduled interview.

2. Moving candidates through the interview stage cont...

While still moving the candidate through the interview stage, you will receive a Manage Interview Feedback task.

The screenshot shows a Workday inbox with a task titled "Manage Interview Feedback" highlighted in a red box. The task is for "Johan Gieves - R-0000000395 Administration Officer (C136)" and was received 25 minutes ago. The task details include a phone number (+61 400 000 000), an email address (JohanGieves@noemail.com), and information about the job applied to (1), the stage (Manager Schedules Interview), and the source (Social Media -> LinkedIn). The task is assigned to the Hiring Manager and Recruiter. Below the task details are two buttons: "Reschedule Interview" and "Send Back".

Manage Interview Feedback

Johan Gieves - R-0000000395 Administration Officer (C136) Actions

25 minute(s) ago

+61 400 000 000

JohanGieves@noemail.com

Jobs Applied to 1

Stage Manager Schedules Interview

Source Social Media -> LinkedIn

Reschedule Interview Send Back

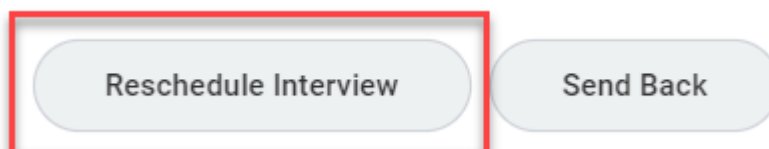
Interview Schedule

Interview: Johan Gieves - R-0000000395 Administration Officer (C136) 09/16/2020 1 item

Interviewers	Start Time	End Time	Location
	16/09/2020 9:00 AM	16/09/2020 9:30 AM	Bedford Park > Social Sciences No

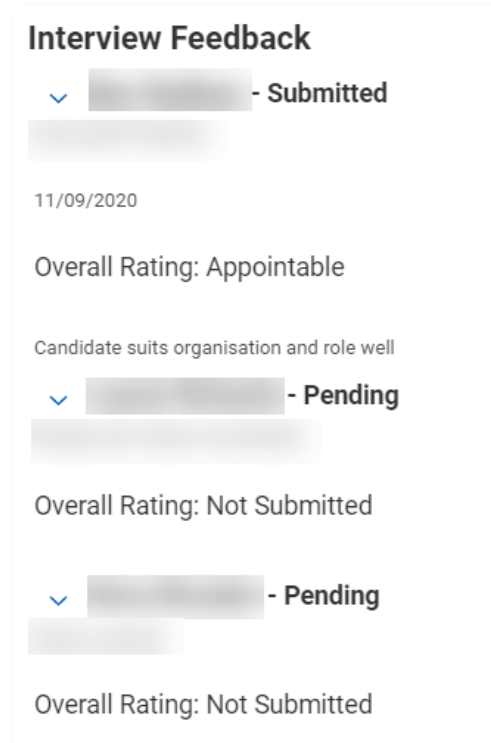
Submit Cancel

Note: If a second interview is required, or the initial interview requires rescheduling, you may choose *Reschedule Interview* from the *Manage Interview Feedback* task.



2. Moving candidates through the interview stage cont...

The *Manage Interview Feedback* task is also where the Hiring Manager can see the feedback from other interview panellists.



Interview Feedback

▼ [Redacted] - Submitted

[Redacted]

11/09/2020

Overall Rating: Appointable

Candidate suits organisation and role well

▼ [Redacted] - Pending

[Redacted]

Overall Rating: Not Submitted

▼ [Redacted] - Pending

[Redacted]

Overall Rating: Not Submitted

2.18 Click *Submit* on this task for all candidates once the interview feedback has been received.



2. Moving candidates through the interview stage cont...

After the *Manager Interview Feedback* task has been completed, the next task, *Manager Schedules Interview*, will appear in the inbox for each candidate who has been interviewed.

2.19 Click on *Move Forward* for each *Manager Schedules Interview* task.

Inbox

Actions Archive

Viewing: All Sort By: Newest

Manager Schedules Interview: Johan Gieves - R-0000000395 Administration Officer (C136)
17 second(s) ago

Manager Schedules Interview: Mohammad Mohar - R-0000000395 Administration Officer (C135)
1 hour(s) ago

Manager Schedules Interview: Vijav Kumar - R-0000000395 Administration Officer (C138)
1 hour(s) ago

Johan Gieves (C136)
For: R-0000000395 Administration Officer

Actions

Phone Email Resume

Summary
Overview
Questionnaire Results
Scheduled Events
Screening
Interview
Recruiting History
Attachments

Phone Number +61 400 000 000

Location 23 Kaaraba Grove, Elizabeth SA 5112 Australia

Tags / Pools none entered

Education none entered

Skills none entered

Personal Reminders Create Reminder

Move Forward

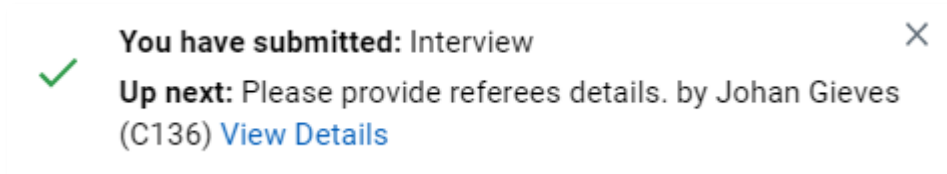
2. Moving candidates through the interview stage cont...

2.20 For the successful candidate, Select *Reference Check by Manager*.



For all candidates who were unsuccessful after their interview, Select *Unsuccessful Interviewed*.

The *You have submitted: Interview* pop up window will appear. It will state the Up Next task is with the candidate to provide referee details.



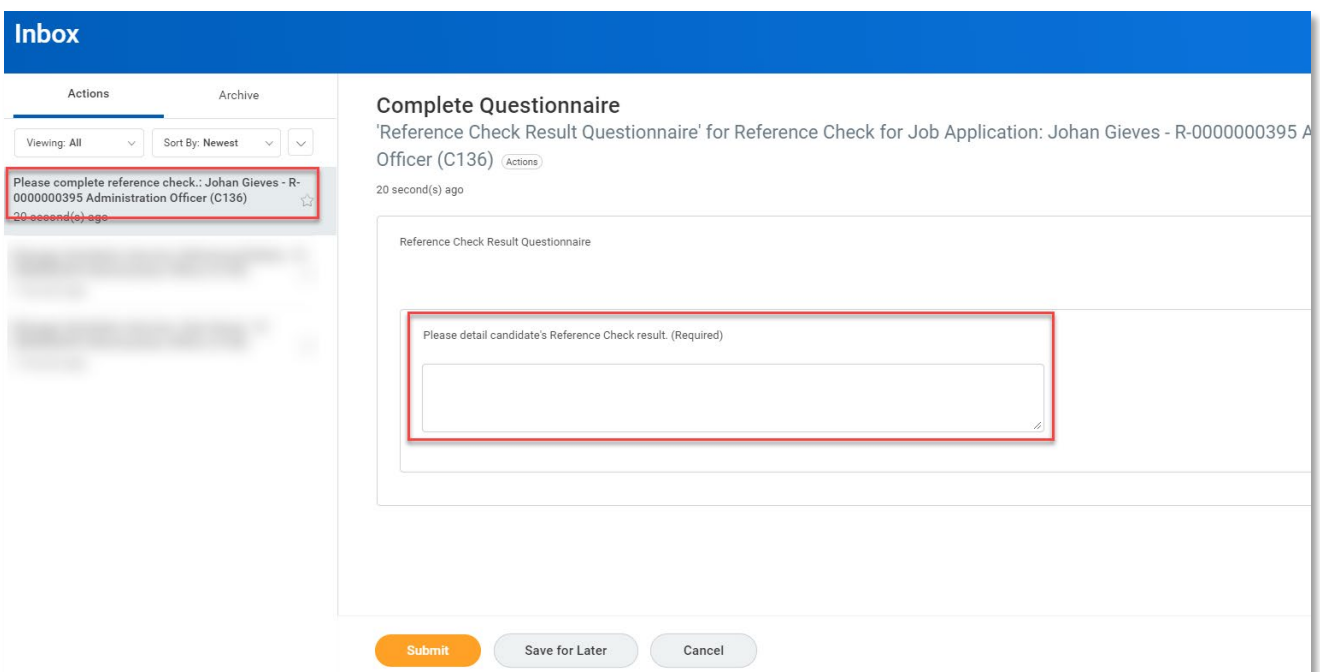
This ends the '*Moving candidates through the interview stage*' process. Up next is '*Completing candidate reference checks*'.

3. Completing candidate reference checks

The *You have submitted: Interview* pop up window will appear. It will state the Up Next task is the '*candidate/s to provide referee details*'.

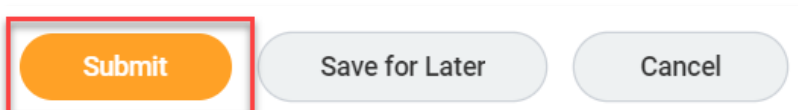
Once the candidate/s have completed their referee task, a *Please complete reference check* task will appear in the Hiring Manager's inbox.

3.1 Complete a questionnaire to the candidate's referees and enter your comments in the *Please detail candidate's Reference Check result* box.



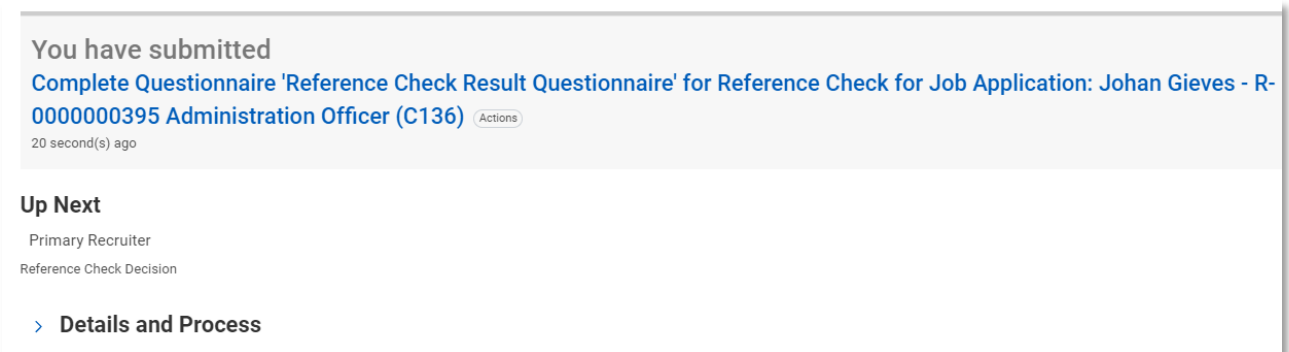
The screenshot shows the Workday inbox interface. On the left, there is a list of tasks under the 'Inbox' header. One task is highlighted with a red box: 'Please complete reference check.: Johan Gieves - R-000000395 Administration Officer (C136)'. The main content area shows the details of this task, titled 'Complete Questionnaire'. Below the title, it says 'Reference Check Result Questionnaire' for 'Reference Check for Job Application: Johan Gieves - R-000000395 Administration Officer (C136)'. There is a text box with the prompt 'Please detail candidate's Reference Check result: (Required)'. At the bottom of the task details, there are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Cancel'.

3.2 Click *Submit*.



3. Completing candidate reference checks

The *You have submitted* screen will appear stating the Up Next task is with the Primary Recruiter.

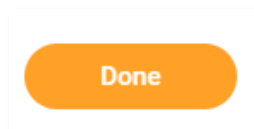


You have submitted
Complete Questionnaire 'Reference Check Result Questionnaire' for Reference Check for Job Application: Johan Gieves - R-0000000395 Administration Officer (C136) [Actions](#)
20 second(s) ago

Up Next
Primary Recruiter
Reference Check Decision

> **Details and Process**

3.3 Click *Done*, or move on to your next inbox task.



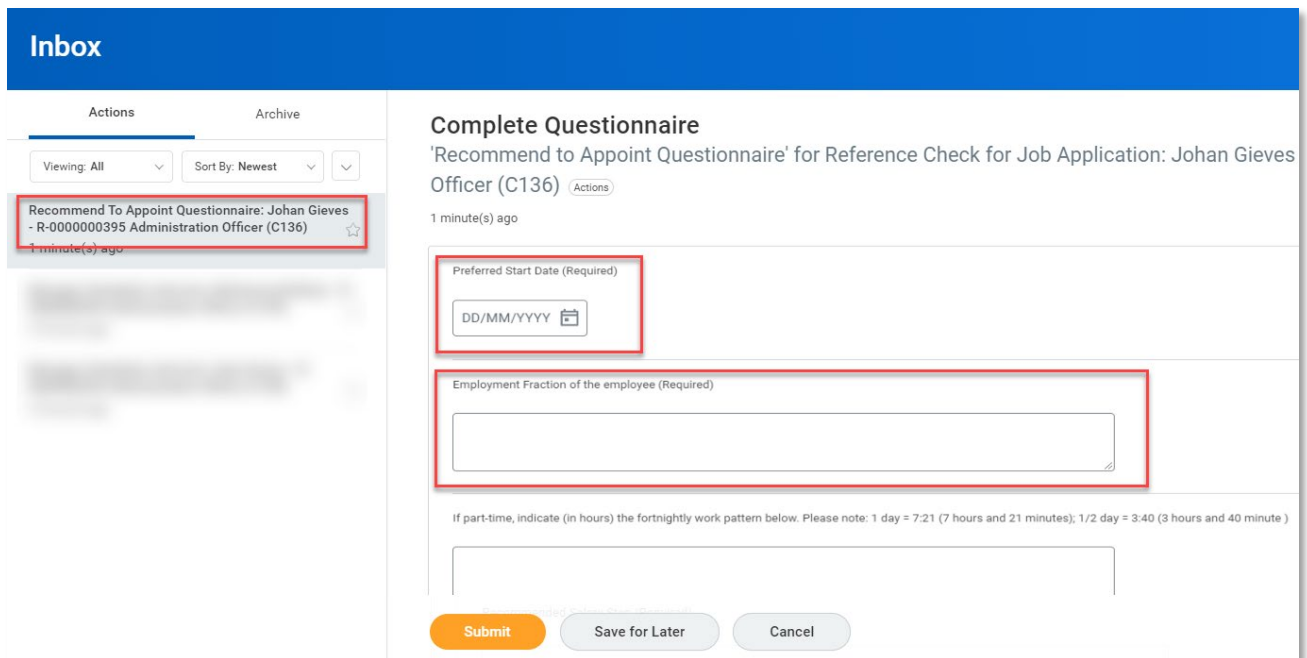
People and Culture Recruitment will then review and assign the recommendation to appoint which triggers another task to the Hiring Manager to complete.

This ends the '*completing candidate reference checks*' process.

4. Completing candidate recommend to appoint questionnaire

Once the most suitable candidate has been chosen from interview stage and noted in the Reference Check outcome, People and Culture Recruitment will initiate a *Recommend to appoint* task for the Hiring Manager to complete.

- 4.1 Complete the questionnaire noting all required questions have been answered to suit the requirements of the position you are filling including the *Preferred Start Date*.



Inbox

Actions Archive

Viewing: All Sort By: Newest

Recommend To Appoint Questionnaire: Johan Gieves
- R-0000000395 Administration Officer (C136)

1 minute(s) ago

Complete Questionnaire

'Recommend to Appoint Questionnaire' for Reference Check for Job Application: Johan Gieves
Officer (C136)

1 minute(s) ago

Preferred Start Date (Required)

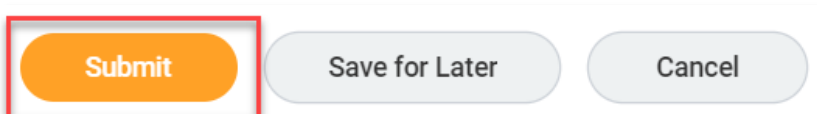
DD/MM/YYYY

Employment Fraction of the employee (Required)

If part-time, indicate (in hours) the fortnightly work pattern below. Please note: 1 day = 7:21 (7 hours and 21 minutes); 1/2 day = 3:40 (3 hours and 40 minute)

Submit Save for Later Cancel

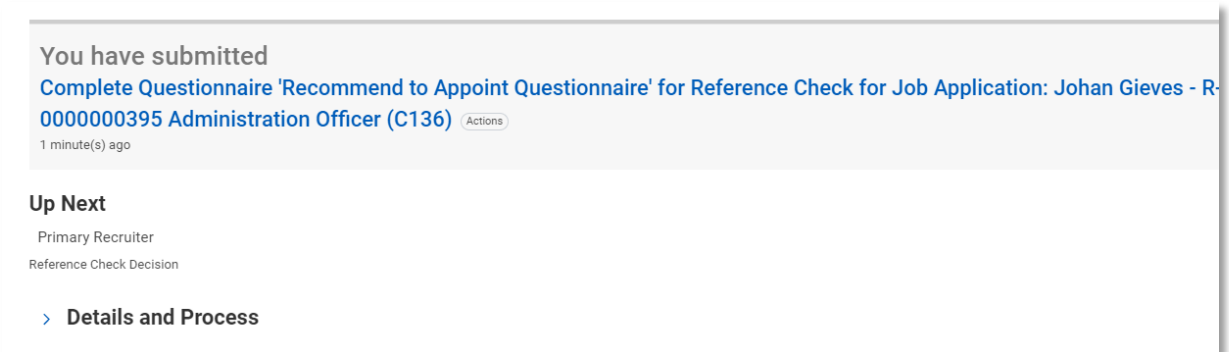
- 4.2 Once all questionnaire required fields and any required additional fields or comments have been entered, click *Submit*



Submit Save for Later Cancel

4. Completing candidate recommend to appoint questionnaire cont...

The *You have submitted* screen will appear with the Up Next task for the Primary Recruiter. This task will advise People and Culture Recruitment to initiate the Employment Agreement for the successful candidate.



The screenshot shows a notification card with the following content:

- You have submitted**
- [Complete Questionnaire 'Recommend to Appoint Questionnaire' for Reference Check for Job Application: Johan Gieves - R-0000000395 Administration Officer \(C136\)](#) Actions
- 1 minute(s) ago
- Up Next**
- Primary Recruiter
- Reference Check Decision
- > **Details and Process**

This ends the process for the Hiring Manager. People and Culture will review the details provided and if confirmed they will create the Employment Agreement and send it out to the successful candidate.

People and Culture will receive hiring tasks when the successful candidate has accepted the Employment Agreement.

In the instance a successful candidate does not accept the Employment Agreement, People and Culture will advise the Hiring Manager to discuss the next steps.