

Moving Qualified Applicants as a Facilitator for Unclassified Staff

Manager or Administrative Assistant

MOVING JOB APPLICANTS AS A FACILITATOR

Workday has a distinct process on the coordination of applicants. This document will help an assigned facilitator, who is appointed during the create job requisition, complete the tasks necessary to move applicants through the interview and hiring process. NOTE: much of this process will be done outside of Workday.

FACILITATOR PROCESS

1. An Inbox Action Item is delivered to the facilitator after HR has qualified a candidate.
2. Once a candidate appears in your inbox, notify the Manager and Search Committee members for review. NOTE: You may need to provide them with the Job Requisition number (ex: R-012) to view the candidates. Leave all qualified candidates in your inbox until the Search Committee has decided who to interview.
3. Once the Manager and Search Committee have decided who to interview, call and set up interviews for the candidates.
REMINDER: Have candidates complete Southeastern's Background Check Authorization Forms during the interviews.
4. Once the interviews have been completed, navigate to the candidate in your inbox and select **Move Forward > Interview**. (This needs to be done on each candidate interviewed.)
5. From the pop-up window, close out of the window if the Search Committee is still deliberating on who to move forward. You can move them forward from your inbox after they have made a decision. However, if you know the candidate that is being moved forward, from the pop-up window, click **Interview Decision**.
6. Select **Move Forward: Reference Check**. Select **Submit**.
7. From the pop-up window, select **Complete Questionnaire**. Here is where you will document the notes regarding the candidate's

reference check. When finished, select **Submit**.

8. If interested in progressing a candidate forward in the process, the next step is Verbal Offer. This step is to document conversations and negotiations between the candidate. It is also where it is mentioned, if an agreement is met, a background check will be processed. The facilitator will use the Inbox Action Item and select the option **Move Forward: Verbal Offer**. A standardized verbal offer questionnaire is populated to review with the candidate. Document the name and title of who made the verbal offer. Once the verbal offer is complete, fill out the form and select **Submit**.
9. Once approved, the facilitator will receive an Inbox Action Item. Select **Move Forward: Background Check** and select **Submit**. Review and select **Submit again**.
10. The Background Check is handled outside of Workday and will route to HR for initiation of this process.
11. After the background check has been initiated, HR will move the candidate to offer status and the facilitator will then receive an Inbox Action Item to initiate an official offer for the candidate. Fill in the required fields, select hire date and hire reason and select **Next**. Verify the compensation and select **Next**. Review all and select **Submit**.
12. After the offer has been approved through the chain of command, a written offer needs to be extended to the candidate with the approved salary. The conditional job offer letter must state that the offer is subject to the completion of a satisfactory background check and the approval of the University President and the University of Louisiana System Board of Supervisors. A sample letter is located on the HR website. The candidate's acceptance must be in writing and becomes a part of the department personnel file.

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13. Once the written offer is accepted, select **Move Forward: Ready for Hire**. The Manager and Facilitator will then get an Inbox Action Item to start the hire process.



Note: For additional support contact your Talent Acquisition Partner.