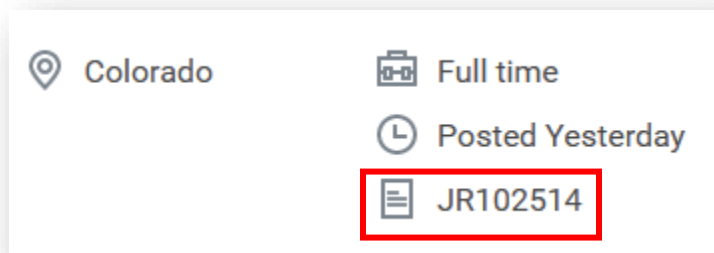


Search Committee Guide – How to Review Candidates in Workday

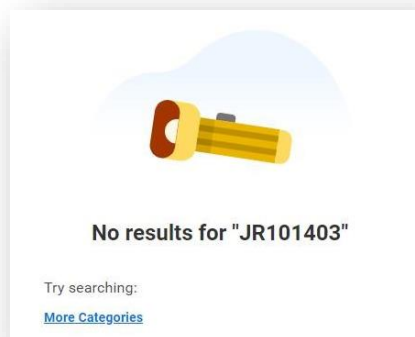
Before you can review candidates for a job in Workday, you first need to have the Job Requisition number. Below you will find steps to find the job requisition details followed by steps to review candidates who have applied for the job.

How to View a Job Requisition in Workday

- 1) Log in to my.mines.edu and click on the **Workday** tile. Or go to workday.mines.edu to login to Workday directly.
- 2) Go to jobs.mines.edu to find your posted job and the Job Requisition number (JR#)

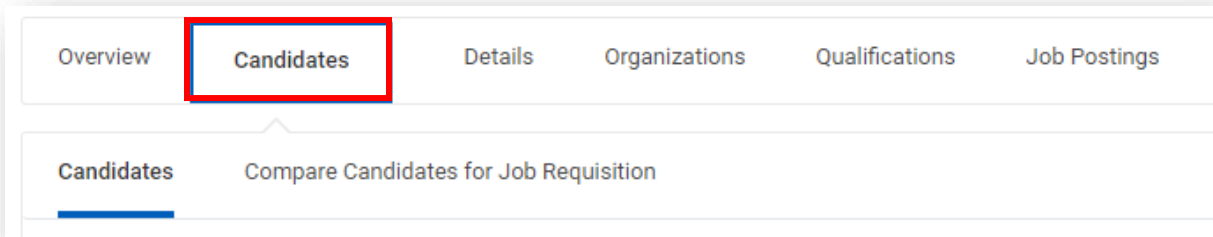


- 3) There are three ways to find your Job Requisition in Workday:
 - a) To find your candidates you will need to know the **Job Requisition Number (JR#)** or you can search by a position title in the search bar at the top of the screen.
 - b) Type in the JR# JRXXXXXX and hit Enter. You should find the Job Requisition.
 - c) If you get the **No Results** message below, click on **More Categories** to the left of your screen, and select **Recruiting** to view your job requisition.

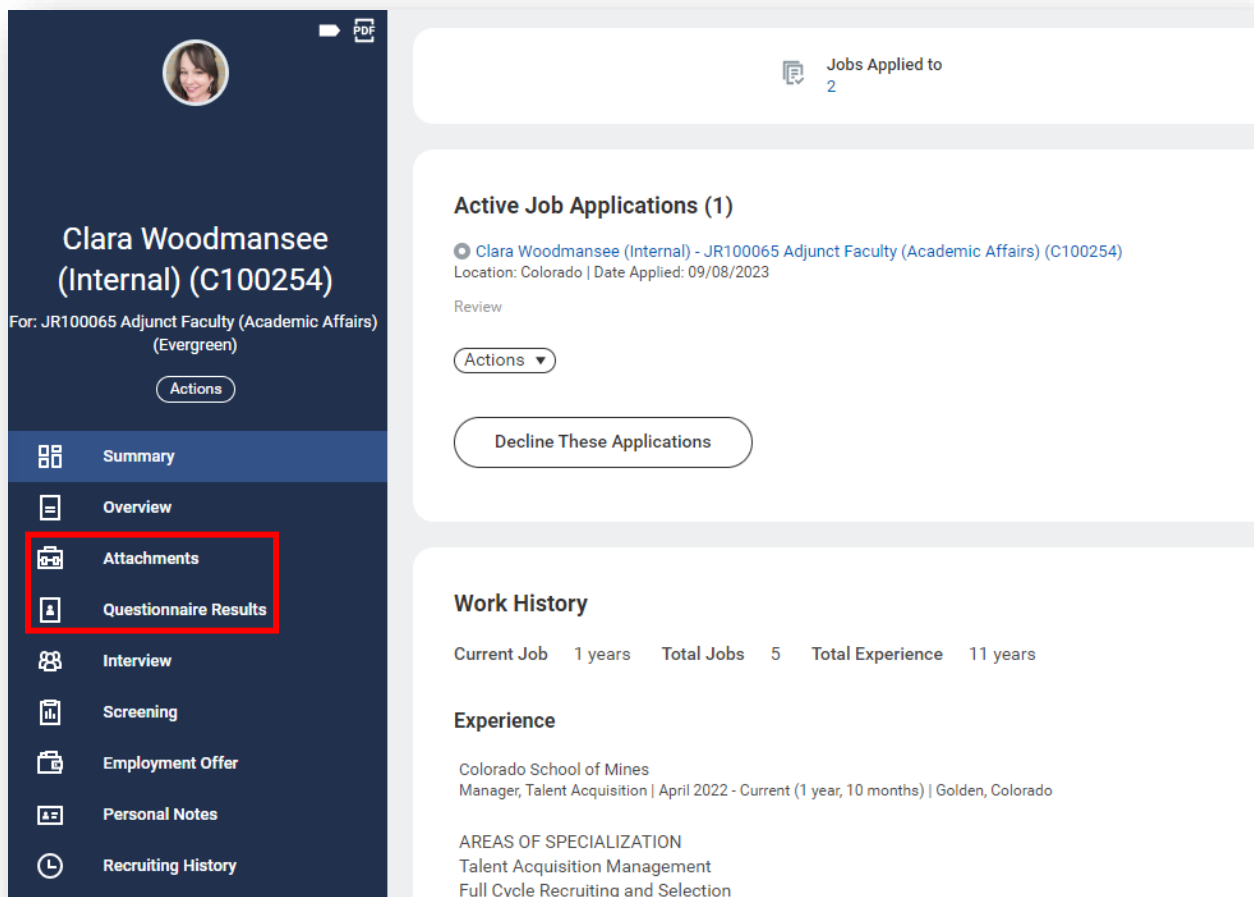


How to View the Requisition Details and Candidate Application Materials

- 1) Click on the Job Requisition, scroll down to the **Candidates** tab to view the candidates.

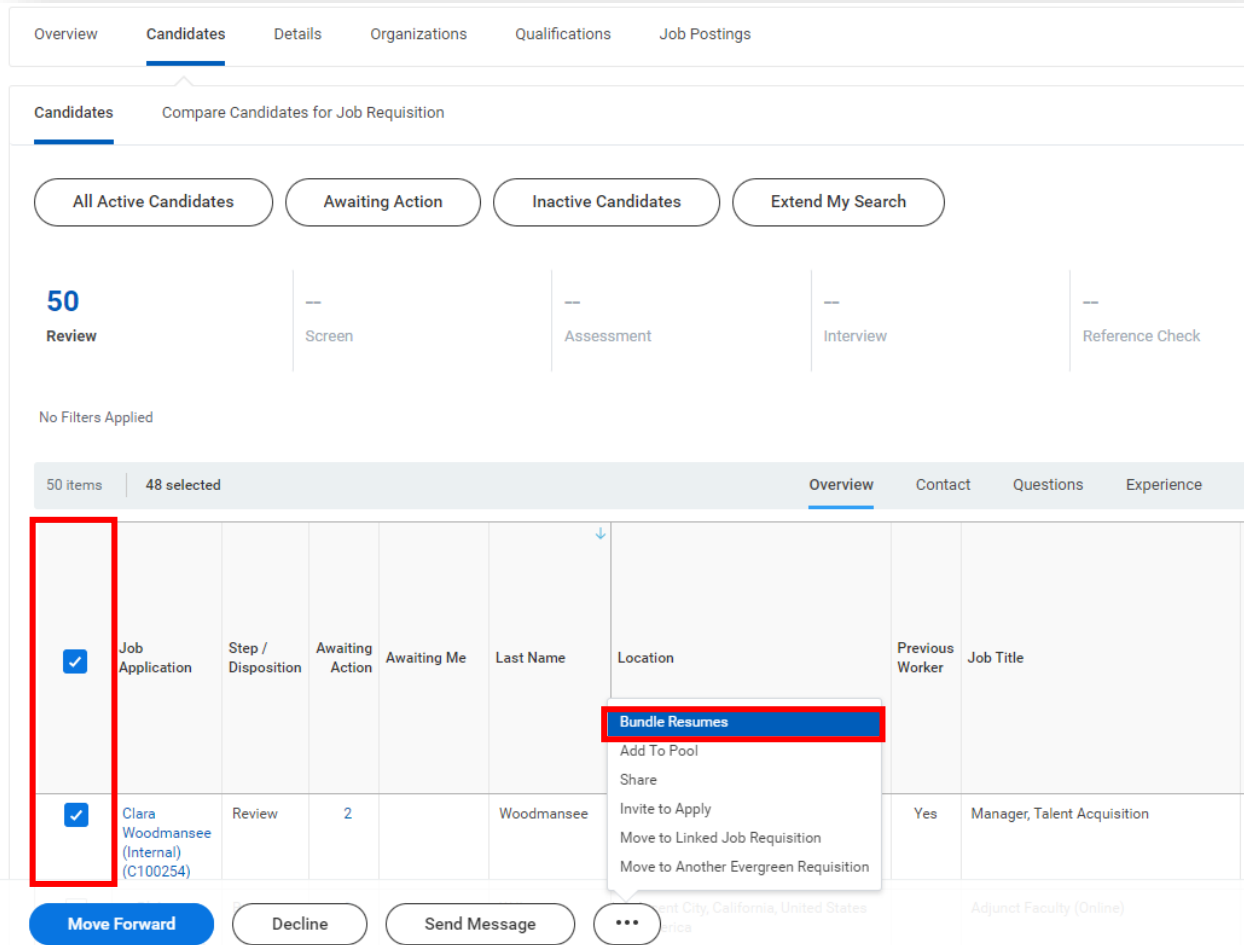


- 2) Select an applicant's name to review their applicant profile, experience, education, and attachments, if applicable. Note: Click on **Questionnaire Results** and **Attachments** for additional required information or documents.



The screenshot displays a candidate profile for Clara Woodmansee (Internal) (C100254). The profile includes a navigation sidebar on the left with options: Summary, Overview, Attachments, Questionnaire Results, Interview, Screening, Employment Offer, Personal Notes, and Recruiting History. The 'Attachments' and 'Questionnaire Results' options are highlighted with a red box. The main content area shows 'Jobs Applied to' (2), 'Active Job Applications (1)', and 'Work History'. The 'Active Job Applications' section lists one application: Clara Woodmansee (Internal) - JR100065 Adjunct Faculty (Academic Affairs) (C100254), with location Colorado and date applied 09/08/2023. Below this, there are 'Actions' and 'Decline These Applications' buttons. The 'Work History' section shows 'Current Job' (1 year), 'Total Jobs' (5), and 'Total Experience' (11 years). The 'Experience' section lists 'Colorado School of Mines' as 'Manager, Talent Acquisition' from April 2022 to present (1 year, 10 months) in Golden, Colorado. Below this, 'AREAS OF SPECIALIZATION' are listed: Talent Acquisition Management and Full Cycle Recruiting and Selection.

- 3) You can view each applicant's materials in Workday or, you can download the files by selecting the check box in the first column to select all below applicants.
 - a. Select **Bundle Resumes** to create a PDF of all the selected applicants' application materials, or
 - b. Select the Check Box next to specific applicant(s) to bundle and export selected applicant's materials. If a questionnaire was used for a statement submittal, please go into the applicant file to review those documents under Questionnaire Results (see step 2).



The screenshot shows the Workday Candidates interface. At the top, there are tabs for Overview, Candidates, Details, Organizations, Qualifications, and Job Postings. Below these are buttons for 'All Active Candidates', 'Awaiting Action', 'Inactive Candidates', and 'Extend My Search'. A summary bar shows '50 Review' and progress for 'Screen', 'Assessment', 'Interview', and 'Reference Check'. Below this, it says 'No Filters Applied'. A table header shows '50 items | 48 selected' and tabs for 'Overview', 'Contact', 'Questions', and 'Experience'. The table has columns: Job Application, Step / Disposition, Awaiting Action, Awaiting Me, Last Name, Location, Previous Worker, and Job Title. Two rows are visible, both with checkboxes in the first column. The second row is for 'Clara Woodmansee (Internal) (C100254)' with a 'Review' disposition and '2' in the 'Awaiting Me' column. A dropdown menu is open over the second row, with 'Bundle Resumes' highlighted in red. Other options in the menu include 'Add To Pool', 'Share', 'Invite to Apply', 'Move to Linked Job Requisition', and 'Move to Another Evergreen Requisition'. At the bottom of the table, there are buttons for 'Move Forward', 'Decline', 'Send Message', and a three-dot menu.

- 4) Contact your Talent Acquisition Partner to move your selected candidates forward in the process as needed. Your assigned TAP will also work with you to send appropriate notifications to applicants.

Additional functionality including scheduling, screening, and evaluating candidates in Workday should be available by end of spring term. We recommend handling these activities outside of Workday at this time.

For any questions, please contact your Talent Acquisition Partner or recruitment@mines.edu.