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Workday Curriculum Guide – Recruiting

This guide presents instructional materials pertaining to Benefits. These topics cover job requisitions, the job application process, and more. Each topic is hyperlinked to its webpage on Workday Help. Materials are presented in one of these formats:

- **Webinars** are recordings of live seminar sessions presented by Workday Services.
- **Job Aids** are step-by-step instructions for a specific process.
- **Reference Guides** contain useful information and data on a topic.

We recommend that you view these materials in the order they are presented allowing that you are the Target Audience. This way you will not skip over important information in a previous topic.

Workday Topics	Format	Target Audience	Description
Creating Questionnaires and Job Requisitions	Webinar	Recruiting Coordinator, Recruiting Partner	This webinar discusses the process for a Recruiting Partner to create a questionnaire in Workday which will be used for Recruiting.
Create Job Requisition and Post Job	Job Aid	Manager, Recruiting Coordinator, Recruiting Partner	This job aid outlines the process for a Manager, Recruiting Coordinator or Recruiting Partner to create a job requisition and the Recruiting Partner to post the job on the internal and/or external career sites.
Close Job Requisition	Job Aid	Manager, Recruiting Coordinator, Recruiting Partner	This job aid details the process for a Recruiting Partner, Recruiting Coordinator or Manager to close a job requisition.
Create Questionnaire for Job Requisition	Job Aid	Recruiting Partner	This job aid outlines the process for a Recruiting Partner to a create questionnaire in Workday which will be used for Recruiting.
Edit Job Requisition	Job Aid	Recruiting Partner	This job aid outlines the process for a Recruiting Partner to edit a job requisition that can be used to recruit for open positions.
Job Application Process Overview	Webinar	Recruiting Coordinator, Recruiting Partner	This webinar reviews the job application process from start to finish and highlights this year's changes and updates to the process.
Job Application Process	Job Aid	Recruiting Coordinator, Recruiting Partner	This job aid outlines the process for a Recruiting Partner and Recruiting Coordinator to move a Candidate through the job application process.

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Job Application Process (Manager)	Job Aid	Manager	This job aid outlines the entire job application process from the Manager's perspective and provides instructions for when a Manager can participate and move the Candidate forward to the next step.
Job Application and the Candidate's Profile	Webinar	Manager, Recruiting Coordinator, Recruiting Partner	This webinar reviews Workday's complete Job Application Process focused on what happens with a candidate's profile during each recruiting stage. It highlights data that becomes available as the candidate moves through the process as well as changes and updates to the process.
Evergreen Process	Webinar	Recruiting Coordinator, Recruiting Partner	This webinar explores the evergreen requisition process, including linking requisitions to the evergreen and managing and hiring candidates in the evergreen pool.
Create Evergreen Requisition and Post Job	Job Aid	Recruiting Coordinator, Recruiting Partner	This job aid outlines the process for a Recruiting Partner or Recruiting Coordinator to create an Evergreen Requisition that can be used to recruit for open positions and instructions for the Recruiting Partner to post the job.
Close Evergreen Requisition	Job Aid	Manager, Recruiting Coordinator, Recruiting Partner	This job aid outlines the process for a Recruiting Partner, Recruiting Coordinator, or Manager to close an evergreen requisition.
Recruiting (Committees and Interview Teams)	Webinar	Recruiting Coordinator, Recruiting Partner	This webinar provides a detailed overview of committees and interview teams functionality. This includes the creation and maintenance of both search committees and interview teams.
Managing Search Committees	Job Aid	Recruiting Partner, UIN Partner	This job aid outlines the process for a Recruiting Partner and a UIN Partner to manage search committees and search committee membership when using external committee members.
Manage Interview	Webinar	Manager, Recruiting Coordinator, Recruiting Partner	This webinar discusses how the interview stage within the Job Application business process will function differently for Managers, Recruiting Coordinators, and Recruiting Partners. It compares the old and new processes and provides relevant demos.
Background Checks – Updated Workday Functionality	Webinar	Background Check Partner, HR Contact, HR Partner, Recruiting	This webinar overviews the additional Background Check functionality that allows authorized security roles the flexibility to easily run and record background checks on employees during Hire, Change Job, Add Additional Job, and as a standalone process. It

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		Coordinator, Recruiting Partner	also reviews the current Background Check process and introduces the new Background Check Partner security role.
Start Background Check	Job Aid	Background Check Partner	This job aid outlines the process for a Background Check Partner to run the background check business process and document outcomes in Workday.
Recruiting Dashboard Enhancements	Webinar	Recruiting Coordinator, Recruiting Partner	This webinar explores new features that allow you to view job requisitions, evergreens and recruiting processes with a finer granularity. It demonstrates how reports are pulled faster and easier using new tabs and enhanced filtering.