

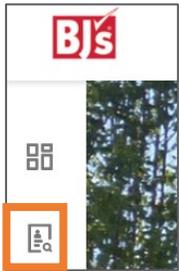
Use this job to navigate the dynamic job application process.

Review

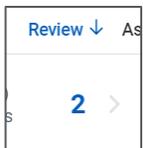
In the review process, the Recruiter can view the job application in Workday and advance the candidate through the application process.

From your home screen:

1. Navigate to the Recruiter Hub and select the **Job Requisitions** icon.



2. You can search and view job requisitions by **Show All**, by **Hiring Manager**, or by **Primary Location**. New candidates appear under the **Review** column. Click to review candidates.

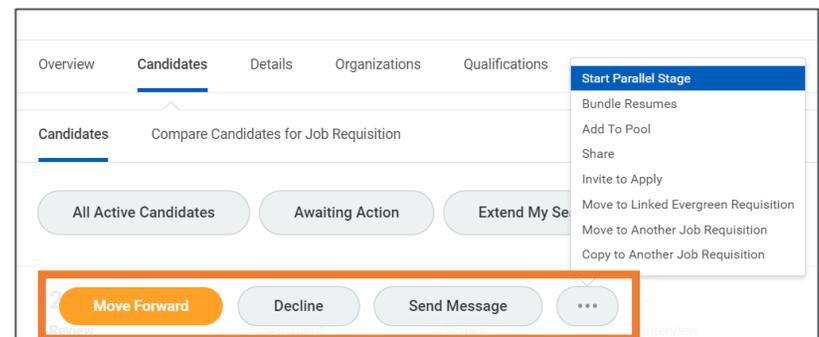


3. Select the job requisition you want to view candidates for. Click **Open detailed view** at the top of the screen to expand candidate information.



4. Click in the **Candidates** tab to view candidates who have applied to this job requisition. Details of the Candidate's Overview, Eligibility, Contact, Questions, Experience, and Resume display in individual tabs. Click in each tab to view details and compare candidates.
5. To take action on multiple candidates at once, select the **checkbox** to the left of each names.
 - **Move Forward:** Select Screen, Interview, or Offer.
 - **Decline:** Select an option from the Disposition Reason field.
 - **Send Message:** Allows you to directly email candidates.
 - **Ellipses symbol:** Select from Bundle Resumes, Add to Pool, Share, Invite to Apply, Move to Linked Evergreen Requisition, Move to Another Job Requisition, or Copy to Another Job Requisition.

<input checked="" type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me
<input checked="" type="checkbox"/>	Wally Worker (C10)	Review	<button>Review</button>
<input checked="" type="checkbox"/>	Casey Candidate (C9)	Review	<button>Review</button>



Review (continued)

6. In the **Awaiting Me** column, click **Review** to view the candidate's profile. This routes you to the candidate's profile where you can view additional information about the candidate and take action.

The screenshot shows a mobile application interface for a candidate profile. The candidate's name is 'Wally Worker (C10)' and the job title is 'For: R73 ST HO Sal G5 AP Operations Manager - MC'. The interface includes an 'Actions' button at the top, followed by icons for 'Phone', 'Email', and 'Resume'. Below these is a 'Summary' section, and then a list of menu items: 'Overview', 'Additional Data', 'Screening', 'Interview', 'Employment Offer', 'Attachments', 'Recruiting History', 'Personal Notes', and 'Reminders'. A 'Less (6)' option is at the bottom.

Allows for additional actions to be made on candidate. (Points to the Actions button)

Displays contact information, active job applications, work history, experience, candidate actions, education, skills, job application details. (Points to the Phone, Email, and Resume icons)

Displays duplicate candidates, referral details, communications, application changes, and tags/pools. (Points to the Overview menu item)

Displays assessments and background check history. (Points to the Screening menu item)

Displays interview schedule and feedback. (Points to the Interview menu item)

Displays offer letter and details (if applicable) (Points to the Employment Offer menu item)

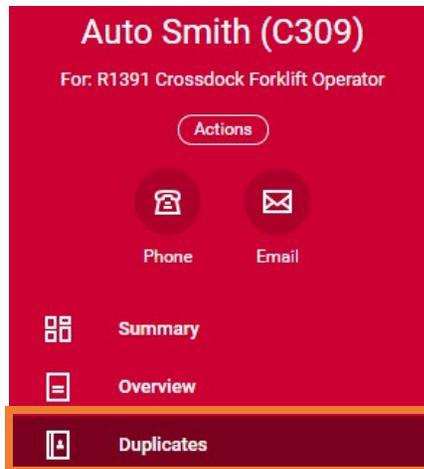
Displays recruiting timeline. (Points to the Recruiting History menu item)

Find Duplicates

Before you move forward with the screening process, check to see if the candidate is a former team member. This will alert you if they're eligible for rehire. If they are, merge their records following this process.

From the candidate's profile:

1. Select **Duplicates** on the left menu.



2. **Potential Duplicates** with similar names and match reasons display. Match reasons include one or all of the following: name, email address, phone number, address.
3. Click **Merge** and follow prompts to merge information with candidate if both candidates are the same.
4. Click OK

Type	Name	Eligible for Rehire	Match Reasons	Merge	Remove
Employee	Ayana	No	A Smith	<button>Merge</button>	<button>Remove</button>
Employee	Arika s	No	A Smith	<button>Merge</button>	<button>Remove</button>



NOTE: Matches will be within the first potential duplicates and will likely have more than one match reason. A candidate record cannot be merged if the recruiter has pending tasks for that candidate.

Screening

In the Screen process, the Recruiter and/or Hiring Manager review the candidate's application before moving to the interview stage.

From the bottom of the candidate's profile (**Home Office and Exempt Positions**):

1. Select **Move Forward** to advance the candidate or **Decline** to disposition.
 - **Move Forward** options (*not required to go in order*):
 - a. **Manager Review**: The Hiring Manager receives an inbox task to review the candidate's profile. They can choose to Move Forward or Do Not Move Forward. The Recruiter receives an inbox task to continue the screening process if the candidate is moved forward.
 - b. **Recruiter Phone Screen**: The Recruiter receives an inbox task to conduct a phone screening with the candidate.
 - c. **Interview**: The Recruiter receives an inbox task to set up interview and answer the travel accommodation question.
 - d. **Offer**: The Recruiter receives an inbox task to initiate offer.
 - To **Decline** the candidate, select from the available options. The candidate will only receive a decline email if the reason selected is "Does not meet minimum requirements." For other reasons, the Recruiter should follow up with the candidate.

From the bottom of the candidate's profile (**Club and DC Hourly and Field Sales positions**):

2. Select **Move Forward** to advance the candidate or **Decline** to disposition.
 - **Move Forward** options (*not required to go in order*):
 - a. **Recruiter Phone Screen**: The Recruiter receives an inbox task to conduct a phone screening with the candidate. The Recruiter is prompted with a phone screening questionnaire and guide to complete.
 - **For Tier 1 positions**: The Recruiter will move to extend offer or decline from the phone screen.
 - **For Tier 2 positions**: The Recruiter will either move forward to on-site interview or decline from the phone screen.
 - b. **Interview**: The Recruiter receives an inbox task to set up interview for Tier 2 positions. The interviewers receive a questionnaire and guide to complete.
 - c. **Offer**: The Recruiter receives an inbox task to initiate offer.
 - To **Decline** the candidate, select from the available options. The candidate will only receive a decline email if the reason selected is "does not meet minimum requirements." For other reasons, the Recruiter should follow up with the candidate.

Interview

In the Interview stage, the candidate interviews with Recruiters, Managers, or peers. An interview can be conducted by phone, onsite, or remote.

From your Workday Inbox:

1. Select the **Interview** task.
2. In the **Interviewer** column, select a person to interview the candidate (*not applicable to Tier 1 hourly club and DC roles*). DC and Club hourly tier 2 roles interviewers receive an interview guide to be completed in the system.



Order	*Interviewer	Interview Date
	Jacob (02/10/2021
	Monica S	02/11/2021

3. In the **Interview Date** column, enter the date of the interview. Click the plus icon (+) to add additional interviewers.
4. Use the up and down arrows in the Order column to adjust order of interviews, as needed.
5. Click **Submit**.



NOTE: If the Recruiter answers Yes to the interview travel question, the candidate is sent a questionnaire with information to schedule travel. Once the candidate completes the questionnaire, the Recruiting Coordinator receives an inbox task to review their responses.

Once the interview is complete, the Recruiter obtains feedback from the interviewers and receives an inbox task for Interview Decision. The Recruiter can choose to Move Forward with an offer or additional interview or decline the candidate.

Offer

Home Office:

Once a candidate is moved into the Offer stage, the Recruiter receives a Workday Inbox task to initiate. The reference check is conducted during the offer stage for Home Office and Field exempt roles.

Field:

Once a candidate is moved into Offer stage, the Recruiting Coordinator receives a Workday inbox task to initiate. There is a completed PFX document that needs to be referenced to determine the pay amount for the offer.

Parallel WOTC:

The Parallel WOTC step must be initiated for ALL hourly positions both Field and Home Office.

For the Home Office, the offer letter must be generated first, then the Recruiter navigates to the candidate profile and initiates Parallel WOTC step. For COE roles, once the offer is generated, click View Details immediately upon submitting to navigate back to the candidate's profile to select Start Parallel WOTC step.

Offer (continued)

From your Workday Inbox task:

1. Select the **Offer** task.
2. In the **Details** section:
 - Enter the **Hire Date**
 - Select a **Hire Reason** from the options provided. (e.g., Acquisition, Convert Contractor to Team Member, New Hire, or Rehire).
3. In the **Job Details** section:
 - Leave the **Job Profile** field as is.
 - If the **Business Title** is different than what is listed, edit the field.
4. In the **Work Hours** section:
 - Edit the Location Weekly Hours, Default Weekly Hours, and Scheduled weekly Hours, if needed.
5. Click **Next**.

Follow the Guidelines lines provided in the **Compensation** section to determine pay.

6. Edit the **Salary** or **Hourly** section depending on if the position is for an hourly or salary position.
7. In the **Amount** field, enter the pay amount. The pay amount populates based on the job requisition details. Update to reflect the correct offer amount. The **Currency** populates USD. The **Frequency** populates Annual for salary and Hourly for hourly. Do not change.
8. **Merit** and **Bonus** details populate based on position. Edit these fields, as needed.
9. Click **Next**.

If a one-time payment is applicable, follow the steps below. If not, click **Next**.

10. In the **One-Time Payment** section:
 - In the **Effective Date** field, enter the date of the one-time payment.
 - In the **Reason** field, select a reason from available options in the drop-down menu.
11. Click **Add** within the **Payment** field to enter payment information.
 - In the **One-Time Payment Plan** field, select from the available options. Common bonuses offered at time of offer include: **Relocation** and **Sign On Bonus**.
 - In the **Scheduled Payment Date** field, enter the date of payment.
 - In the **Amount** field, enter the one-time bonus payment amount.
 - **Currency** populates to USD. Do not change.
 - Leave the **Send to Payroll** box checked.
 - In the **Additional Information** section, provide additional details of the reason for the one-time payment.
12. Click **Next**.
13. If a **Stock Grant** is part of the offer, click Add to enter the stock grant information.
14. Click **Next** to skip.
15. Review **Offer** details for accuracy. Click **Submit**.



NOTE: The offer letter must be approved next. Approvals vary depending on compensation details. The Recruiter receives a Workday Inbox task to generate offer letter after the approvals are complete.

Generate Offer Letter

From your Workday Inbox:

1. Select the **Generate Document for Offer** task.
2. Review the offer letter making edits, if needed.
3. Click **Submit**.

Next Steps

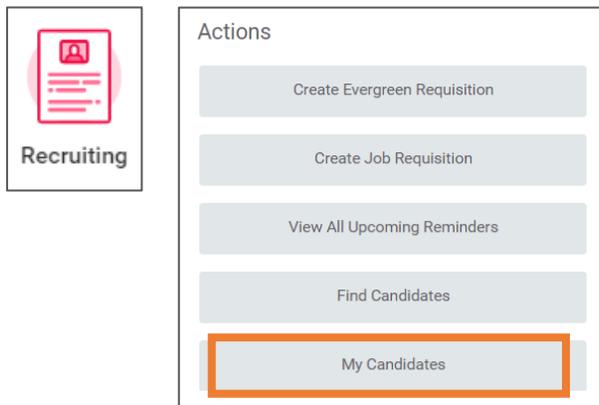
The offer letter is sent to the Workday account of the candidate to review and electronically sign. The Recruiter receives an inbox task once the offer is accepted to kick off the background check.

Start Background Check

From your home screen:

Background Check can also be initiated directly from the Workday inbox task. If initiated this way, skip to step #3.

1. Navigate to the **Recruiting** application.
2. Below the Actions column, select **My Candidates** and select the candidate's name.



3. Click **Move Forward** and select **Background Check**. This will trigger an email to the candidate to consent to the background check.
4. Once a candidate consents to a background check, the recruiter will receive an email confirming the candidate's consent. At this time, the candidate can be moved from Background Check status to **Ready to Hire** status which will allow the candidate to complete onboarding documents.



NOTE: If the position is for a Director level or above, do not move the candidate to Ready to Hire status until the background check has been completed. Internal candidates being hired into a Vice President or above position should be moved through the background check step.

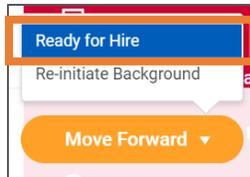
Perform Background Check

1. Once the background check has been completed, the recruiter receives an email with the results which populate in Workday.

Ready for Hire

Once the background check has been pushed through, you can move the candidate to Ready for Hire.

1. Navigate to the candidate's profile > click **Move Forward** > select **Ready for Hire**.



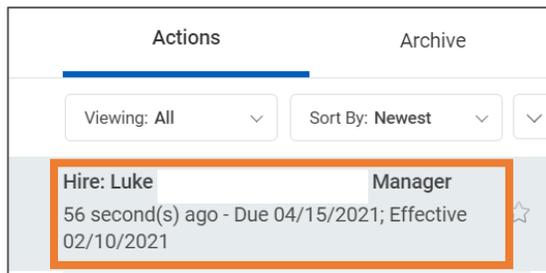
Next Steps

The Recruiter receives an inbox task to complete the hire process.

Hire

From your Workday inbox:

1. Select the **Hire** task for the candidate.



2. Modify the **Hire Date**, as needed. The **Job Details** section populates all details based on the position and job requisition details. Do not change.
3. Click **Submit**.

Add Probation Period (Recruiting Coordinators Only)

From your Workday inbox:

1. Select the **Manage Probation Period** task for the candidate.
2. In the **Type** field, select **Hire/Rehire**.
3. In the **Reason** field, select **New Hire/Rehire**.
4. Probation Duration and Unit default to 90 days. Do not change.
5. Click **Submit** and **Done**.

Next Steps

The Hiring Manager receives a Workday inbox task to set up onboarding.