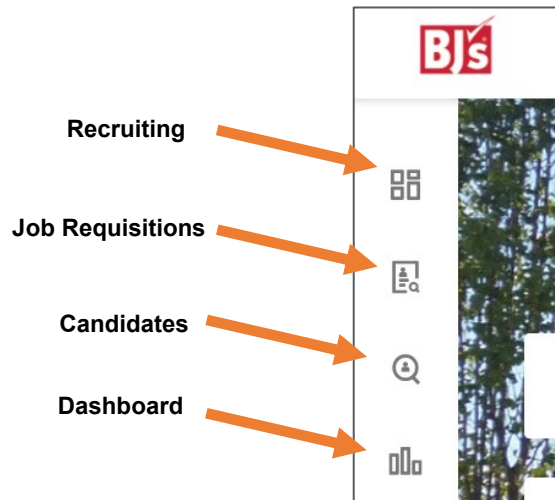


Use this job aid to navigate the Recruiter Hub in Workday.

Recruiter Navigation

From your home screen:

1. Navigate to the left side of the home screen. Hover over each icon to view details. Click on each icon to open section.




2. The **Recruiting** tab provides an overview of all Recruiting-related activity. The following information is displayed:
 - Inbox tasks
 - New Internal Candidates
 - New Referred Candidates
 - Screen Tasks
 - Interview Tasks
 - Background Check Tasks
 - Offer Tasks

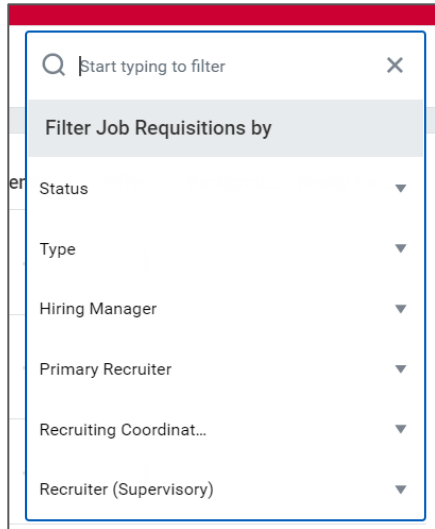
3. The **Job Requisitions** tab provides information of all job requisitions. You can search by Hiring Manager, By Primary Location, or Show All. The following information is displayed about each job requisition:

- **Job Requisition Title:** Title of job requisition that displays to candidates.
- **Status:** Displays how long the job requisition has been active.
- **Hiring Manager:** Displays the Hiring Manager's name and title.
- **Review:** Displays how many candidates are in the Review stage.
- **Assessment:** Displays how many candidates are in the Assessment stage.
- **Interview:** Displays how many candidates are in the Interview stage.
- **Reference Check:** Displays how many candidates are in the Reference Check stage (*will not be used by COE*).
- **Offer:** Displays how many candidates are in the Offer stage.
- **Background Check:** Displays how many candidates are in the Background Check stage.
- **Ready for Hire:** Displays how many candidates are in the Ready for Hire stage.



NOTE: From the **Job Requisition Workspace** page, you can further filter on the job requisitions. Click the magnifying glass icon  in the top right corner of the page to select additional filters. See filters below.

Recruiter Navigation (continued)



4. The **Candidates** tab provides an overview of all candidates and their details. Check the box to the left of the candidate names to compare candidate details side-by-side. Click in each tab to view the following information about the candidates:
 - **Overview:** Displays the job application, date applied, current title and company, source and how many jobs the candidate applied to.
 - **Eligibility:** Displays eligibility to work in the US, prior worker at BJ's, eligible for Rehire, termination date, termination reason, final pay and final grade.
 - **Contact:** Displays address, phone number, and email.
 - **Questions:** Displays candidate's responses to the US eligibility and Age eligibility questions.

- **Experience:** Displays recent degree, recent school, and years in current job.
 - **Resume:** Displays resume link, total years of experience, all job titles, all companies, and all degrees.
5. The **Dashboard** tab displays more in-depth recruiting details, recruiting-specific reports, and allows you to initiate recruiting processes. The following information is available in the dashboard:
 - **Candidate Pipeline:** Displays the number of total candidates in each stage beginning with review.
 - **Internal Sourced Candidates:** Displays the total number of internal candidates and referrals.
 - **Candidate Time Per Stage:** Displays the average number of days candidates spend in each stage.
 - **Source Effectiveness:** Displays a graph of the breakdown of the source of candidates.
 - **Actions:** Initiate Create Job Requisition, Create Job Requisition, Create Evergreen Requisition, Create Prospect, Create Confidential Report, Create Job Application, and Close Job Requisition.
 - **Reports:** Access to view the Find Candidates, My Candidates, My Open Job Requisitions, and Referrals Without Job Applications reports.