This job aid provides information for Business Admins to move candidates forward or disposition them in Workday. Workday easily allows hiring managers to move prospective candidates through the Candidate Pipeline from the review stage to ready for hire.

MY CANDIDATES

1. In the Search field, type Candidate Pipeline.
2. Select the correct open position in the Job Requisition column.
3. To view or take action on candidate(s), select the Candidates tab.

CANDIDATE PIPELINE

REVIEW:

- All candidates who complete the primary questionnaire will be visible to the hiring manager under this step, but only those in Active status can be advanced to the next step.
  - Primary questionnaire – relates to basic qualifications required for employment at UMMC. Example: Felony and Initial Employment Period.
  - Secondary questionnaire – relates to job specific qualifications. Example: Education and experience.
- Workday will notify a candidate of their status immediately if they are declined.

SCREEN:

- Positions that are currently screened by Talent Acquisitions will continue this process.

ASSESSMENT:

- When applicable, only Talent Acquisitions will invite candidates to take assessments after a phone screening. Assessment scores are good for one year. The same type of assessment will be applicable for more than one position.
INTERVIEW:

- After moving a candidate to the interview stage, the Business Admin will receive an inbox item to assign an interview team.
  - It is recommended that you do not set an interview team because if feedback is not entered promptly into Workday, it could delay the hiring process.
- Managers of Internal candidates will be notified once the candidate is moved to the Interview stage.
- It is best practice to follow the interview guidelines established by HR – for any questions, please see the Interview Guide for Hiring Managers.

REFERENCE CHECK OR ADDITIONAL INTERVIEW:

- The professional reference check is for external candidates only. This is not the same as employment verification which is done by the HR Service Center.
- It is best practice to follow the guidelines established by HR – for any questions, please see the Reference Check document in HealthStream.

OFFER:

- After Reference Check is complete, the Business Admin will receive an Inbox task to Offer or Decline.
- The following information is needed to proceed with the offer:
  - Start Date
  - Location
  - Scheduled Weekly Hours

- Both internal and external candidates will receive an offer letter and the candidate must accept the offer in Workday before proceeding. The Business Admin will also receive a copy of the Offer Letter.
  - Propose Compensation is a part of the Offer process. Business Admin will receive a task to Propose Compensation. You will see the Total Base Pay Range but you will need to add the salary amount as well as a justification for that amount in the Comments section.
  - Request (or Skip) One Time Payment is another inbox task during the Offer stage. This is used for recruitment bonuses. If it does not apply, Skip.

BACKGROUND CHECK:

- Done by HR Service Center

READY FOR HIRE (EXTERNAL CANDIDATES ONLY):

- Once the candidate accepts the job offer, the Business Admin moves them to the Ready for Hire stage.
- If an internal candidate’s current job is not the same as their proposed job, then they will need background approval before the Ready for Hire stage.