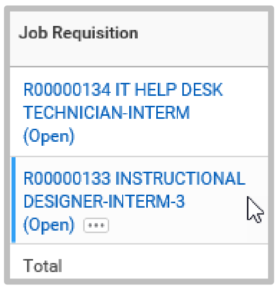
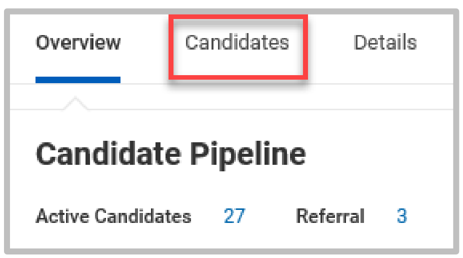
This job aid provides information for Business Admins to move candidates forward or disposition them in Workday. Workday easily allows hiring managers to move prospective candidates through the **Candidate Pipeline** from the review stage to ready for hire.

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 Mangers*.

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.