Sysco
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workday®

Talent Acquisition Job Aid

WORKDAY RECRUITING

NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.

Workday Recruiting

THE RECRUITING DASHBOARD

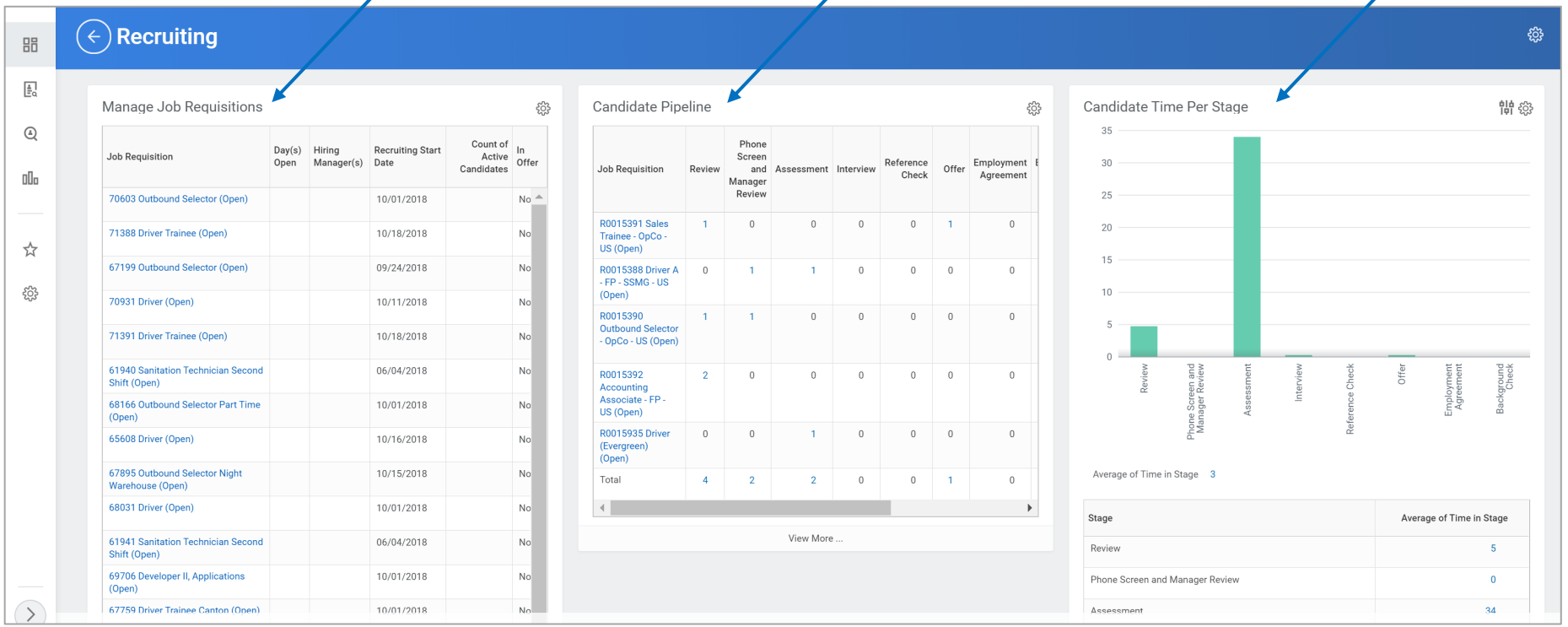
To access the Recruiting Dashboard, click the worklet on the home page.

You can also click the Dashboard icon on the left side of the screen.

Manager Job Requisitions shows a list of open requisitions. Click on a requisition to view details, candidates and more.

Candidate Pipeline shows a list of open requisitions and the status of its candidates.

Candidate Time Per Stage shows the average time candidates spend in each stage of the recruiting process.

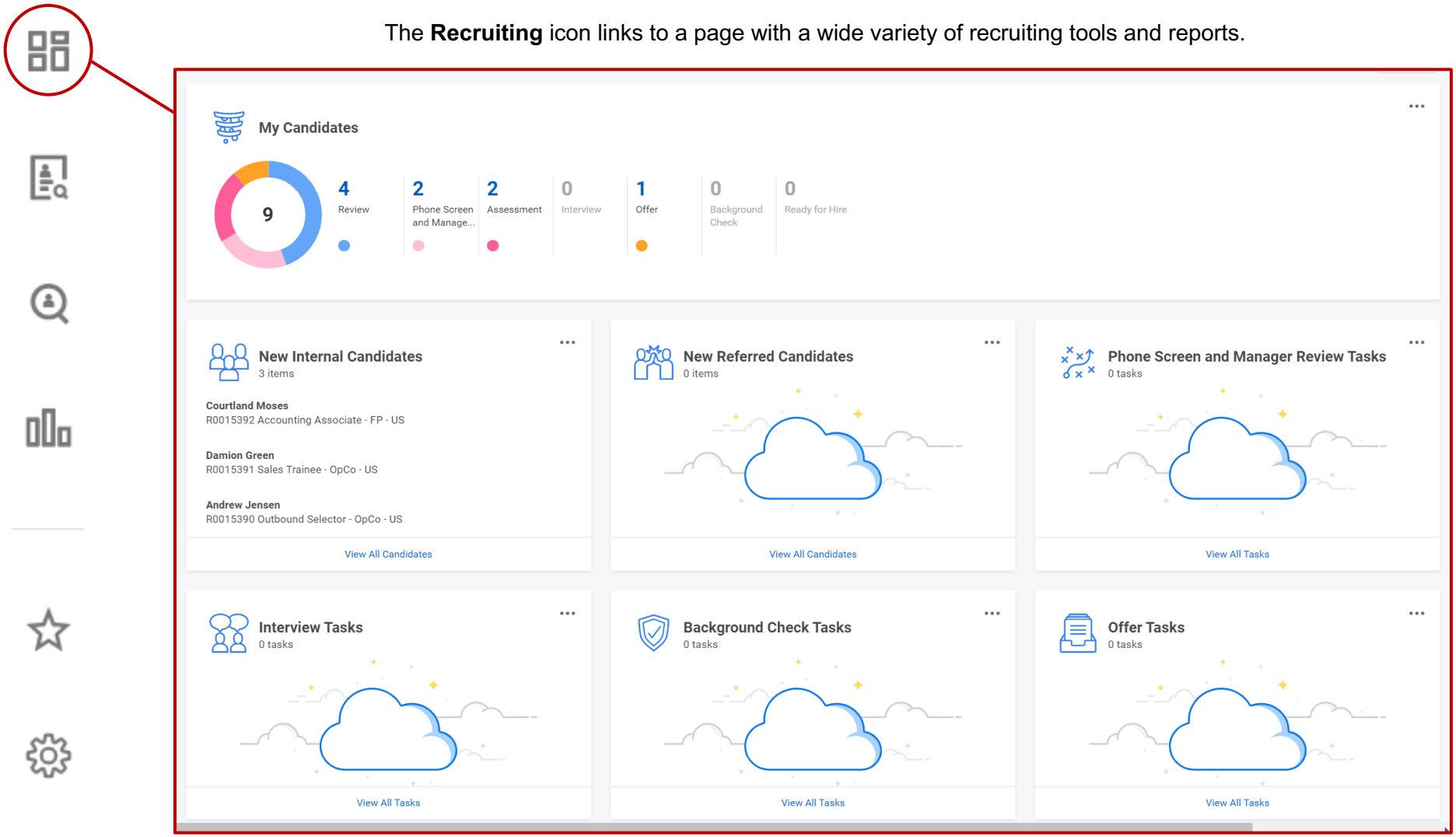


Workday Recruiting

THE RECRUITER HUB

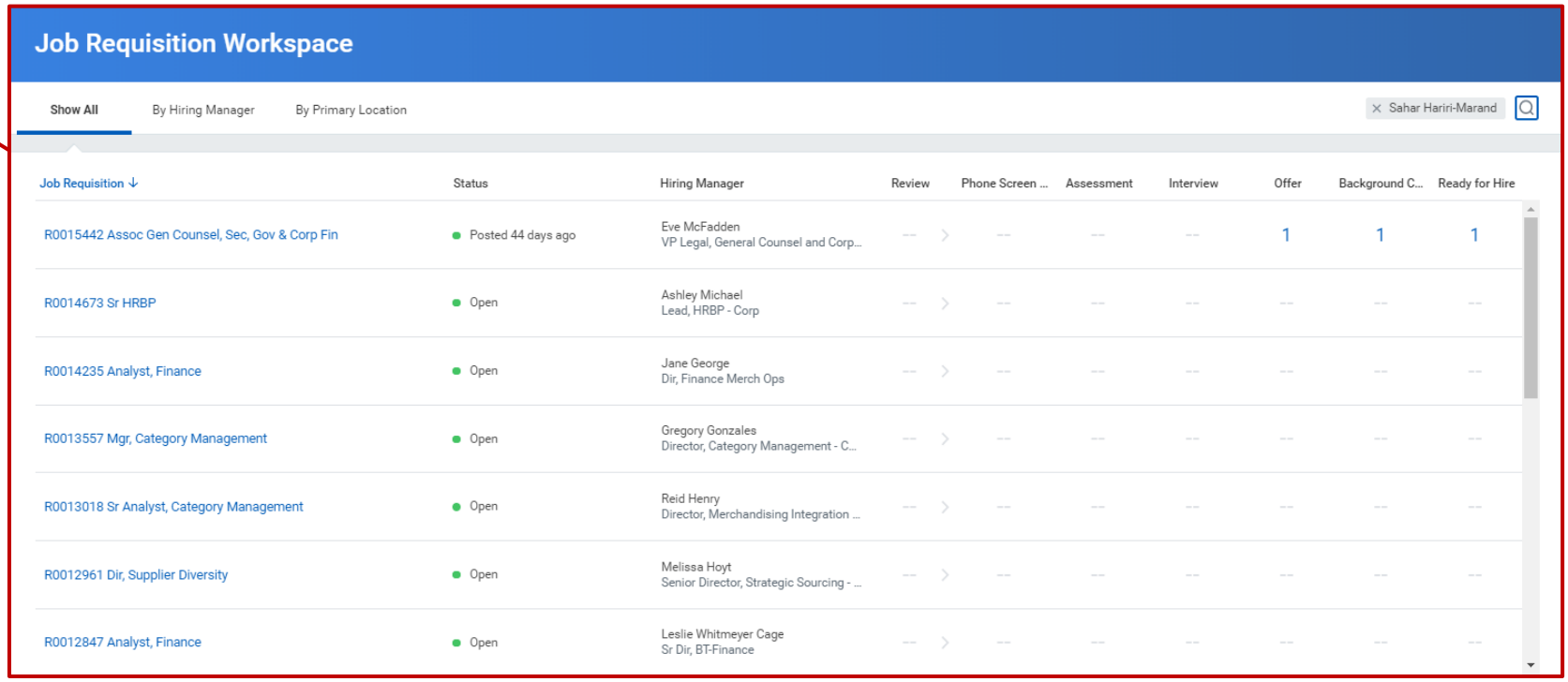
The Recruier Hub is shown on the left side of every page.

The **Recruiting** icon links to a page with a wide variety of recruiting tools and reports.

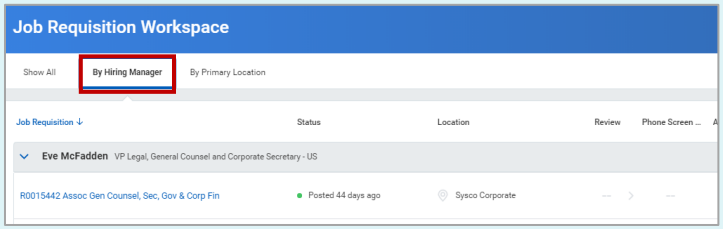


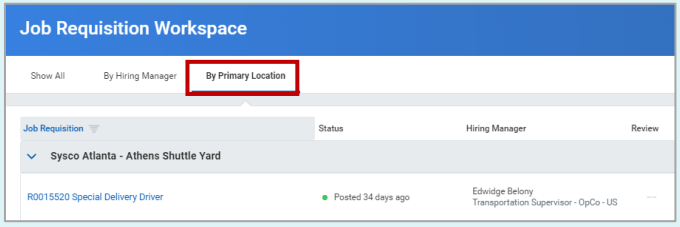
Workday Recruiting

The **Job Requisitions** icon displays requisitions and the number of candidates in each recruiting stage.



To group requisitions by **Hiring Manager** or **Primary Location**, click the tabs at the top.

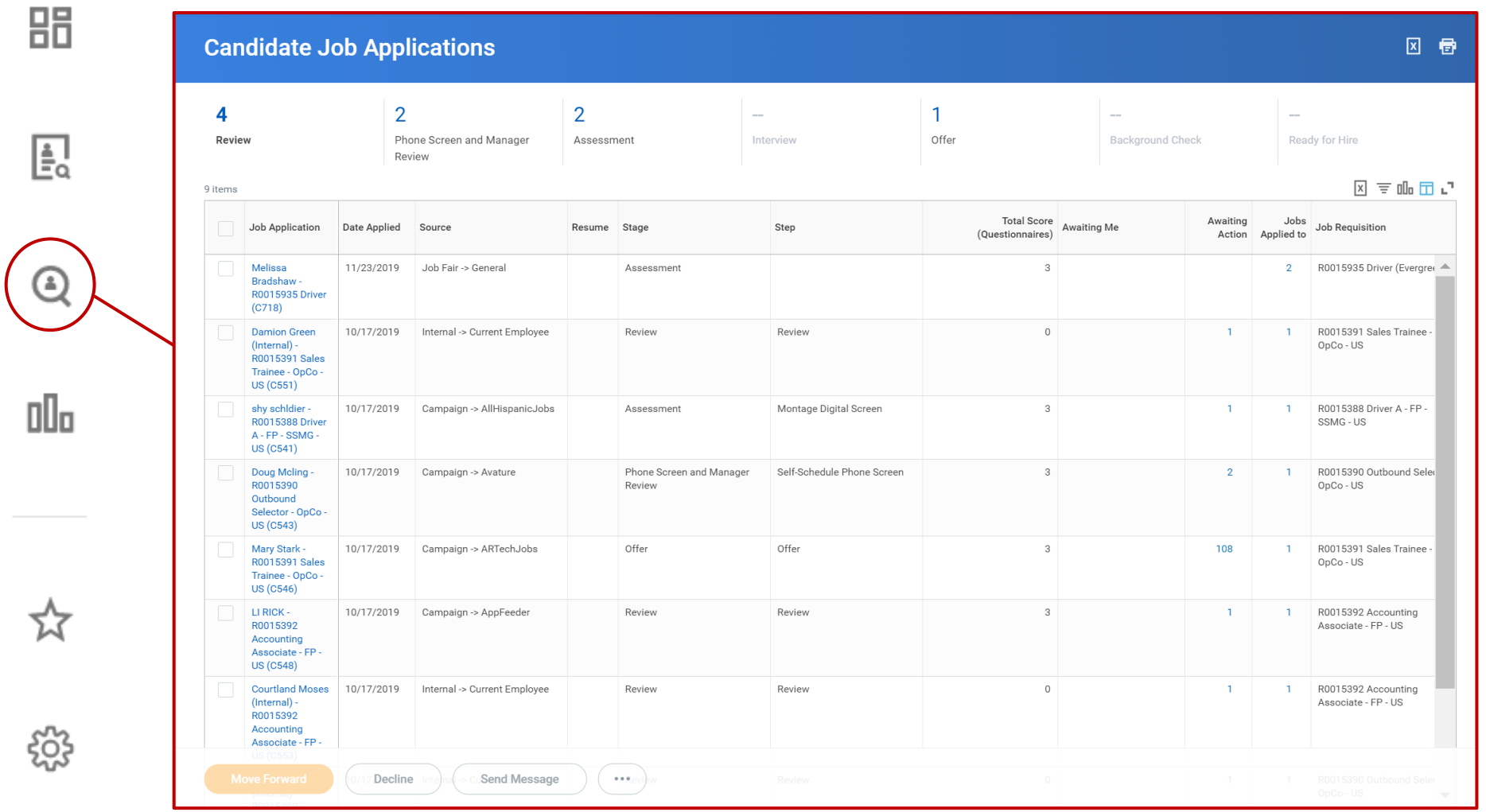




You can also filter by status, requisition type, Hiring Manager, and/or Primary Recruiter.

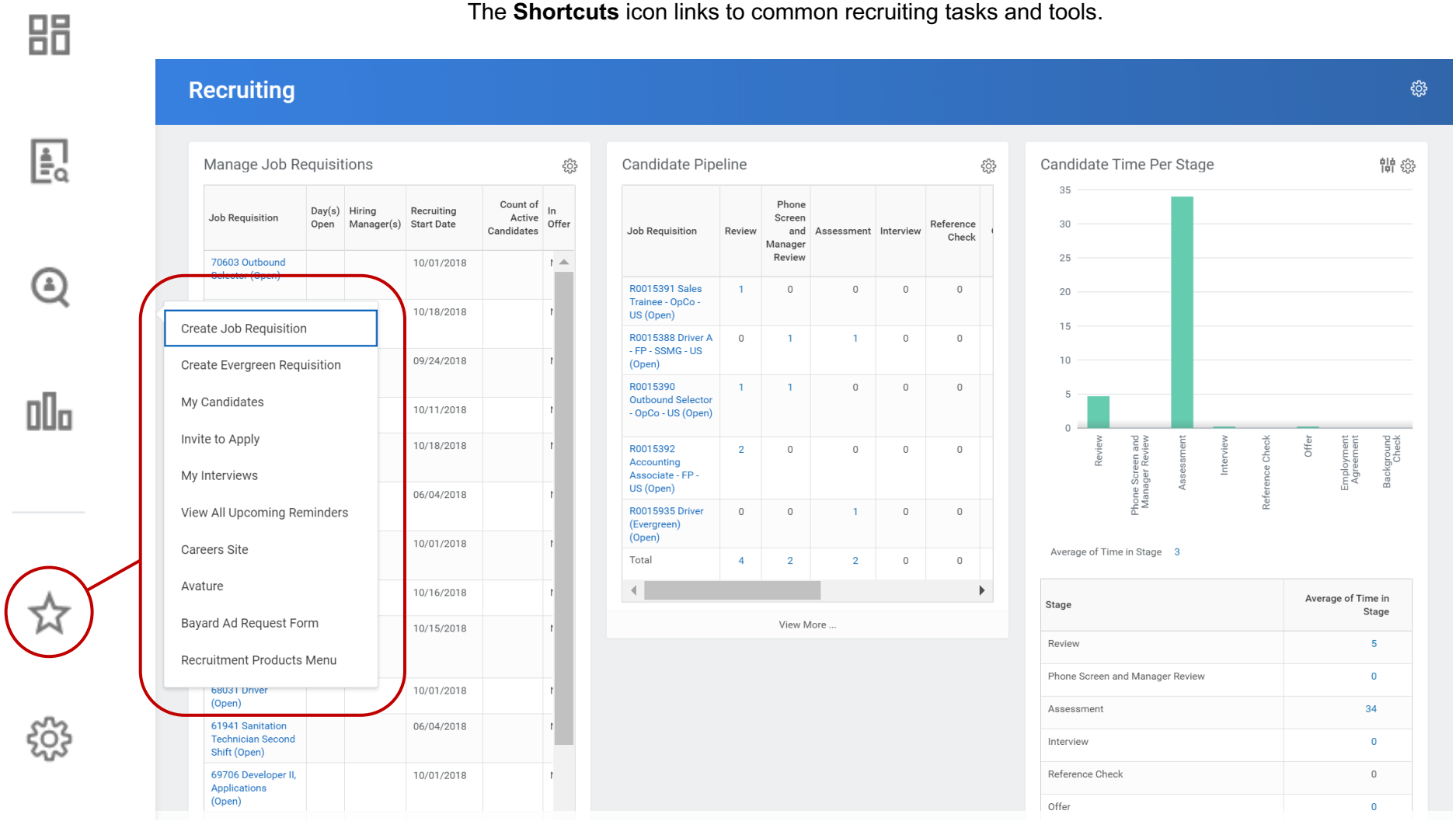
Workday Recruiting

The **Candidates** icon links to the **Candidate Job Applications** page.



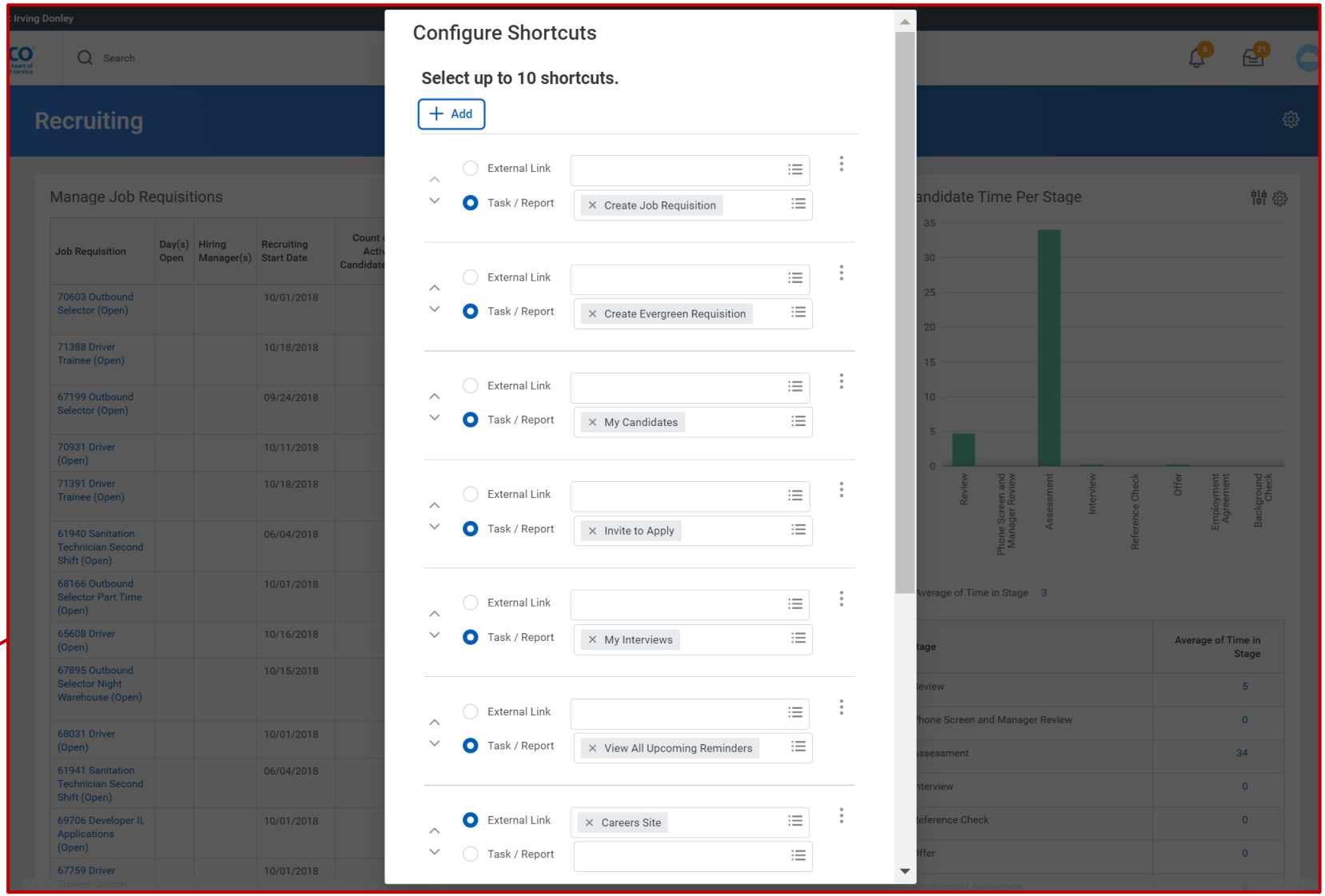
Workday Recruiting

The **Shortcuts** icon links to common recruiting tasks and tools.



Workday Recruiting

The **Settings** icon allows you to customize your shortcuts.



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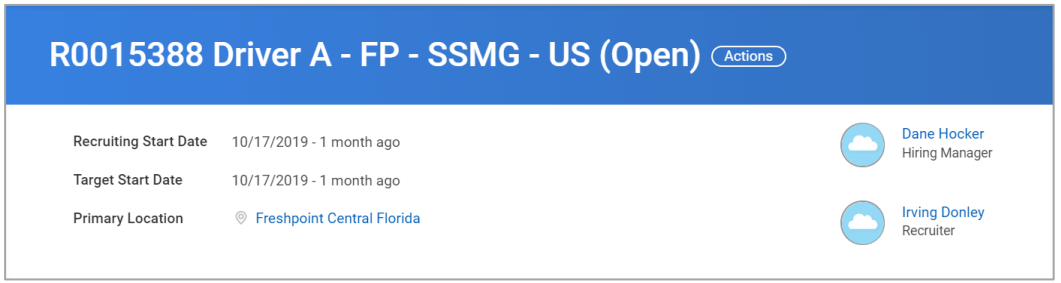
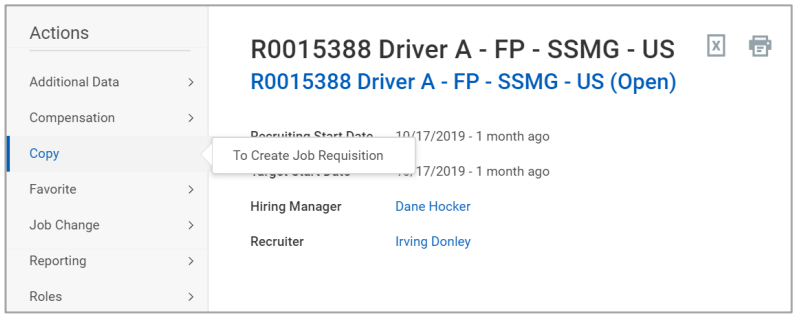
THE ACTIONS BUTTON

When you look at the details of a requisition, you will see an **Actions** button beside the requisition name. Clicking the Actions button gives you quick access to a variety of requisition-related tasks.

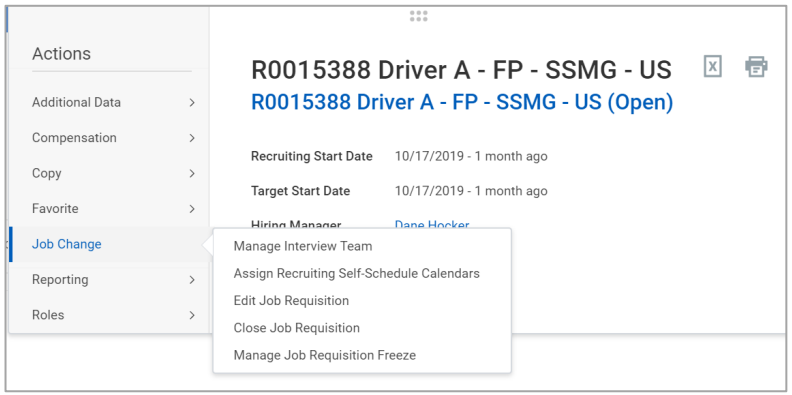


Examples

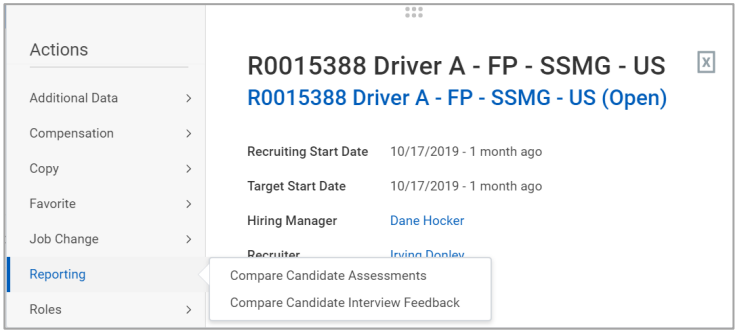
Actions > Copy lets you make a copy of the requisition.



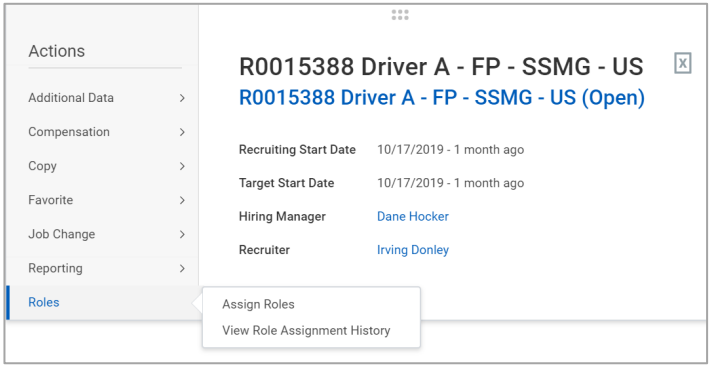
Actions > Job Change lets you edit, close or freeze/unfreeze the requisition, assign Self-Schedule Calendars and manage the interview team.



Actions > Reporting lets you compare candidate assessments and feedback



Actions > Roles lets you assign roles and view the role assignment history for that requisition



Workday Recruiting

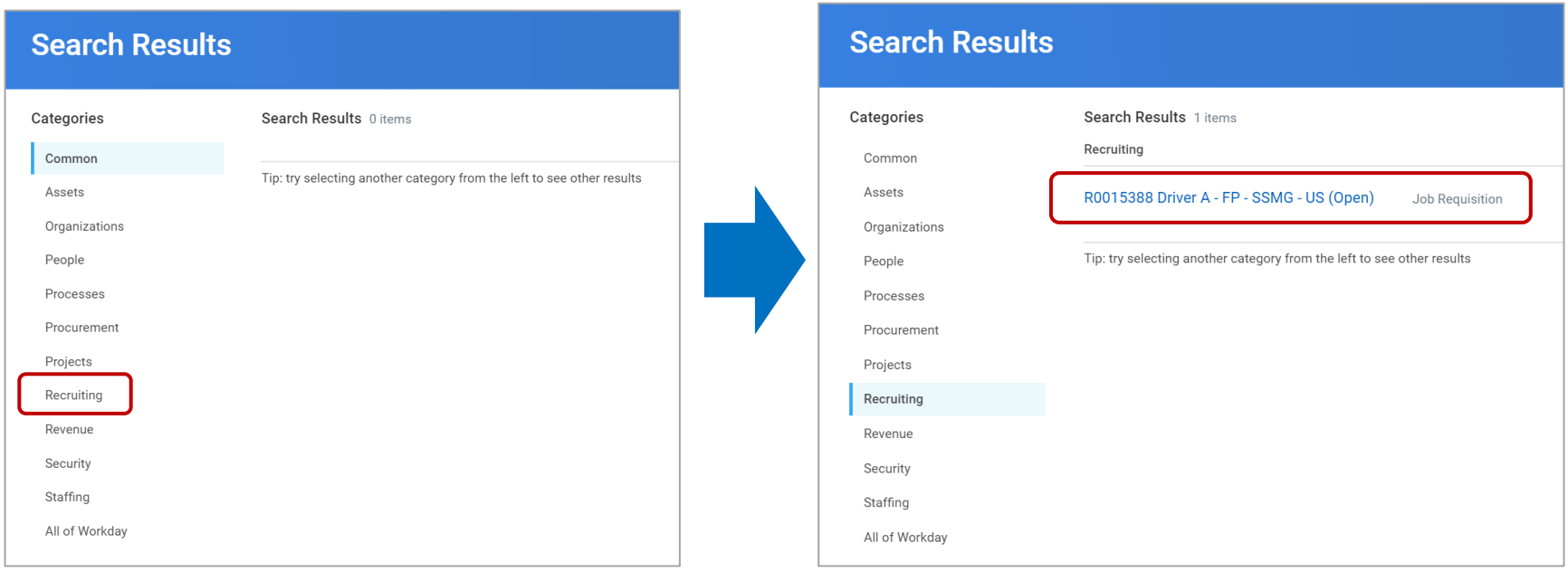
THE SEARCH BAR

The search bar is one of the most powerful features of Workday. It appears on every page, so you can search from anywhere—no need to return to the home page. You can search for people, processes, tasks, reports and business data using the search bar.

Searching for Candidates or Requisitions

You can even use the search bar for candidates and requisitions.

Because of Workday's default search settings, the search may initially show no results. If so, click the **Recruiting** tab on the left side.



Keep in mind that searches only find **exact matches**. While you may enter a partial spelling of a name or action, if you misspell the search text you will likely not see any results.

Workday Recruiting

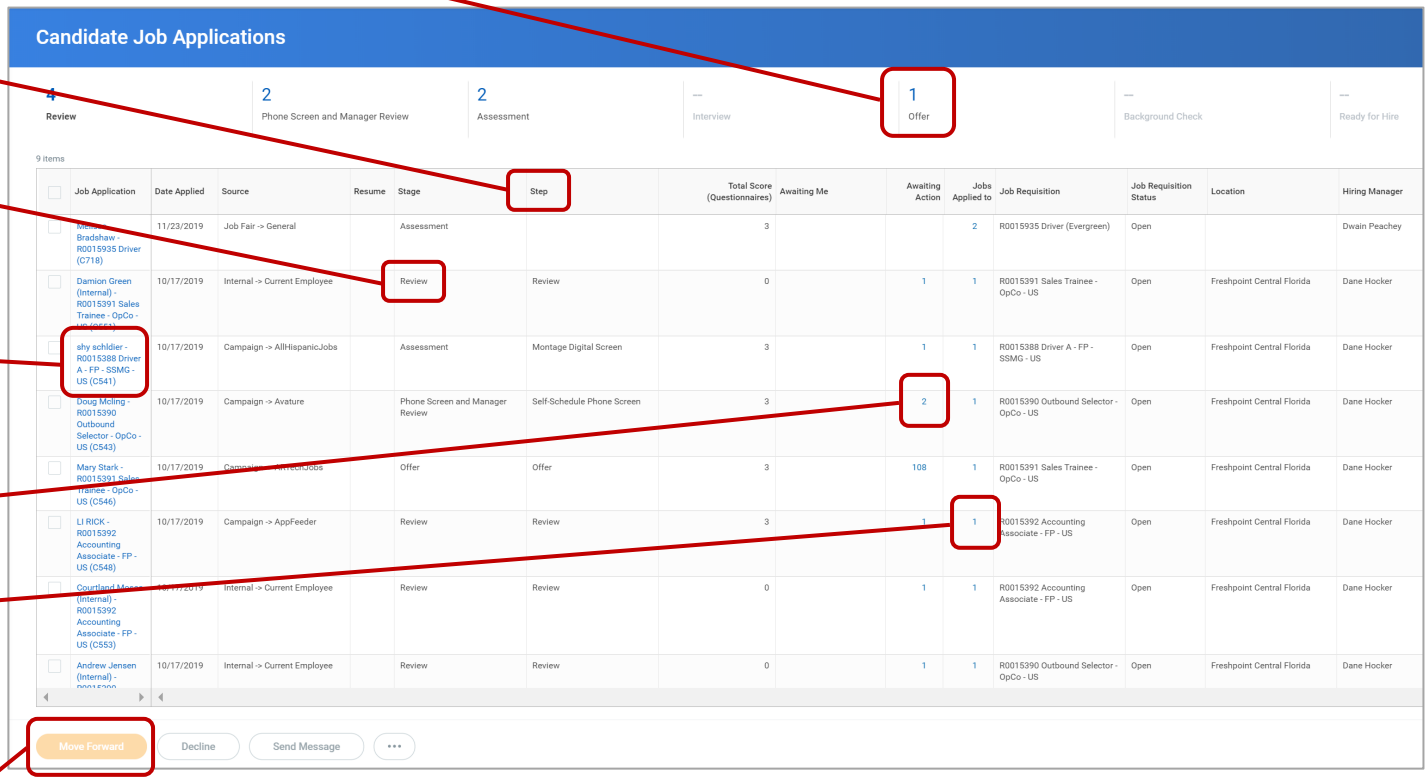
MANAGING CANDIDATES

The Candidate Job Applications Page

The Candidate Job Applications page (accessed from the **Candidates** icon in the left sidebar) provides an overview of candidates for the requisitions assigned to you.

From here, you can:

1. Filter candidates by stage (click on the stage name).
2. Click on any column header to sort by that topic.
3. See what stage every candidate is in.
4. Click on a candidate's name to view all details about that candidate (job experience, questionnaire responses, recruiting history and more).
5. See which steps are awaiting action (click the number).
6. View a candidate's application (click the number, then click **View Application**).
7. Move candidates to another stage (check the box next to the candidate name(s), then click **Move Forward**.)

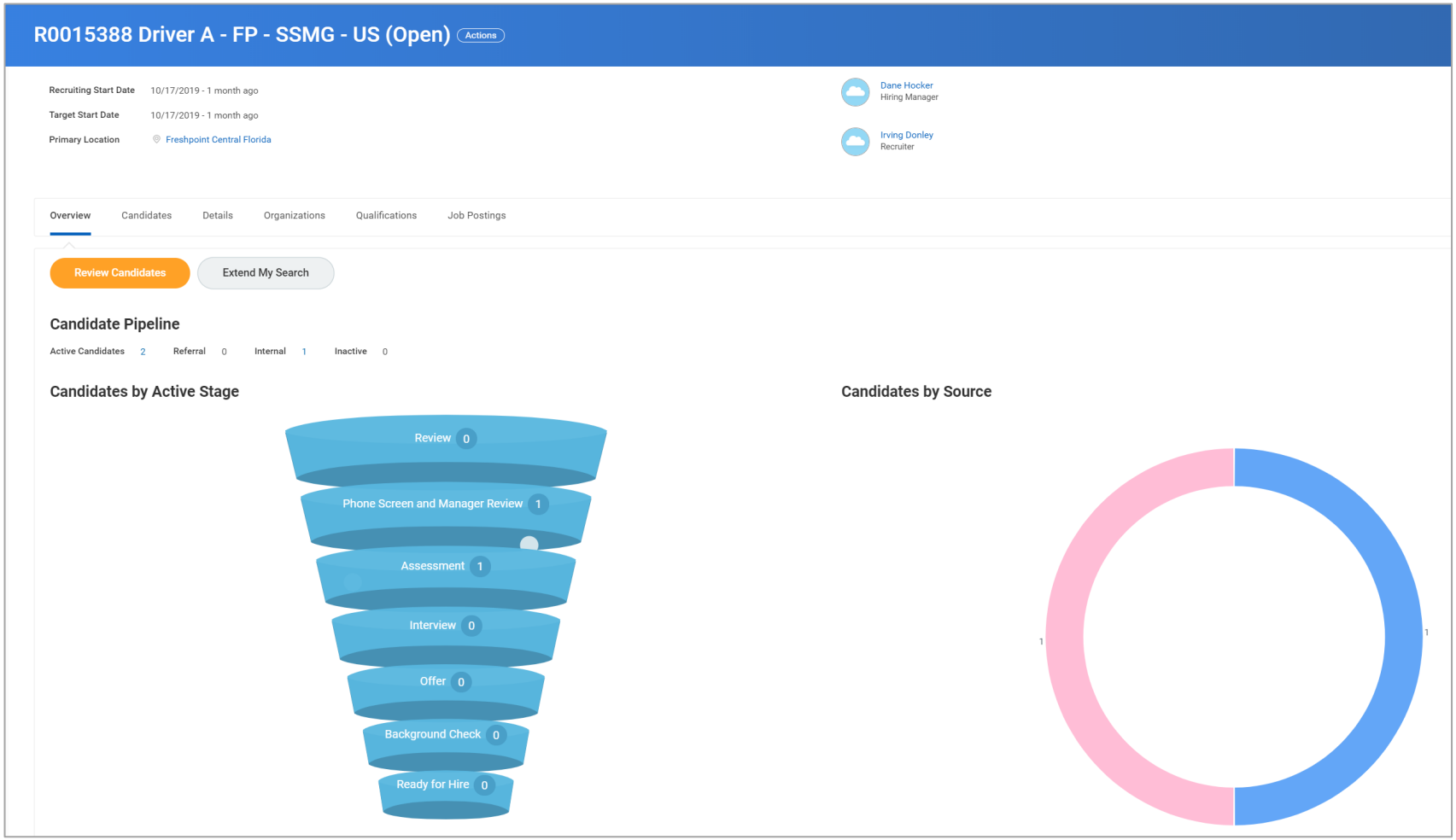


Workday Recruiting

Managing Candidates by Requisition

To manage candidates for a particular requisition, click the requisition in the **Manage Job Requisitions** section of the Recruiting Dashboard.

The requisition page shows an overview of candidates by stage and source.



To view a list of candidates, click the **Review Candidates** button.

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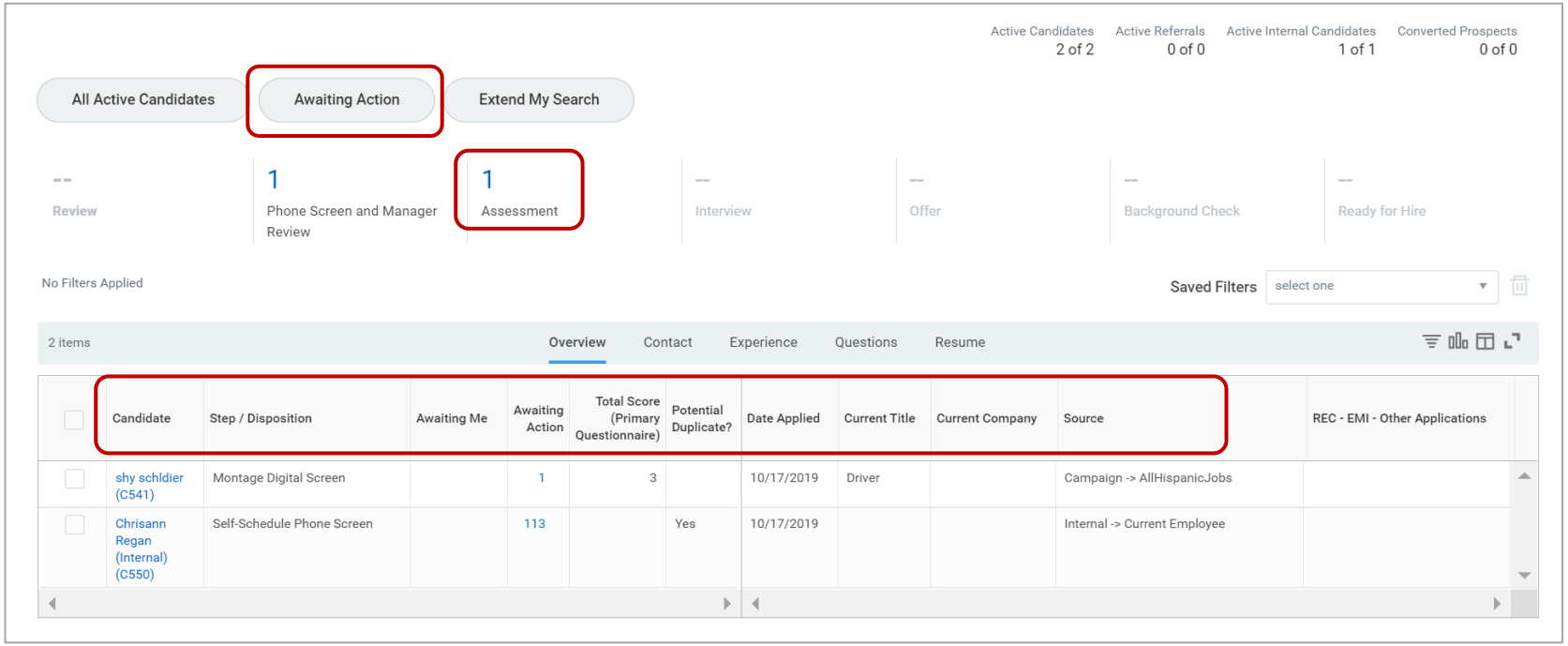
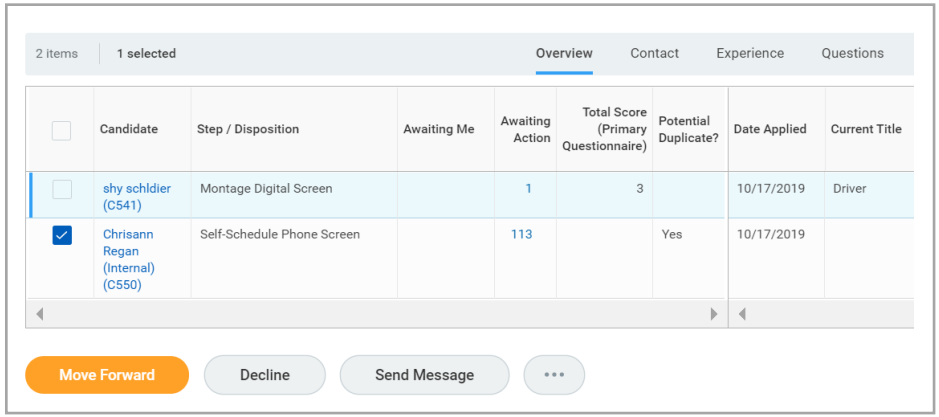
You can filter the list by clicking the Awaiting Action button, the stage names, or the column headers.



Checking the box next to candidate names allows you to take a variety of actions:

1. **Move Forward:** Move the candidate(s) to a different stage.
2. **Decline:** Disposition the candidate(s). A pop-up screen allows you to select a disposition reason.
3. **Send Message:** Email the candidate.
4. **Other options:** Clicking the button with three dots provides additional options, including.
    a. Invite to Apply
    b. Move to Linked Evergreen Requisition
    c. Move to Another Job Requisition
    d. Copy to Another Job Requisition

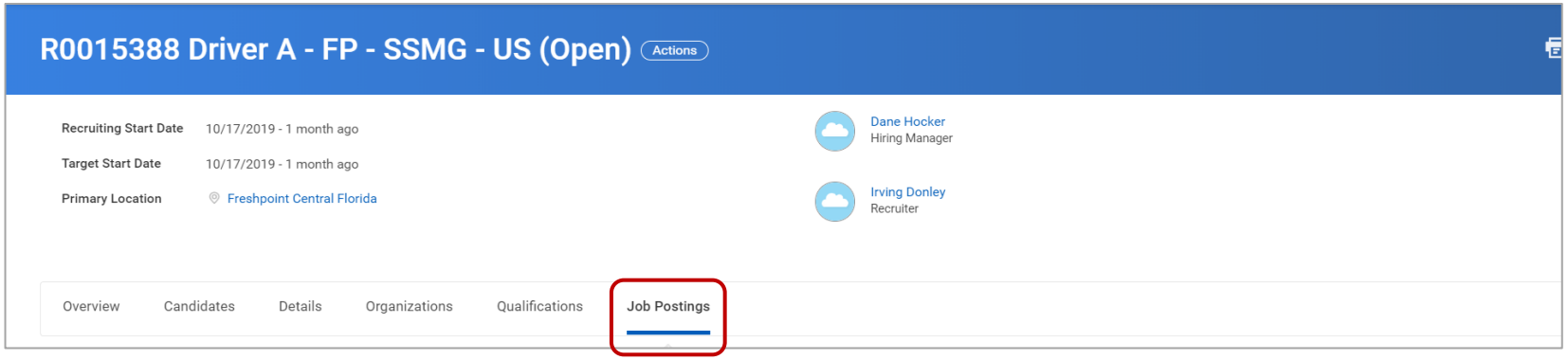


Workday Recruiting

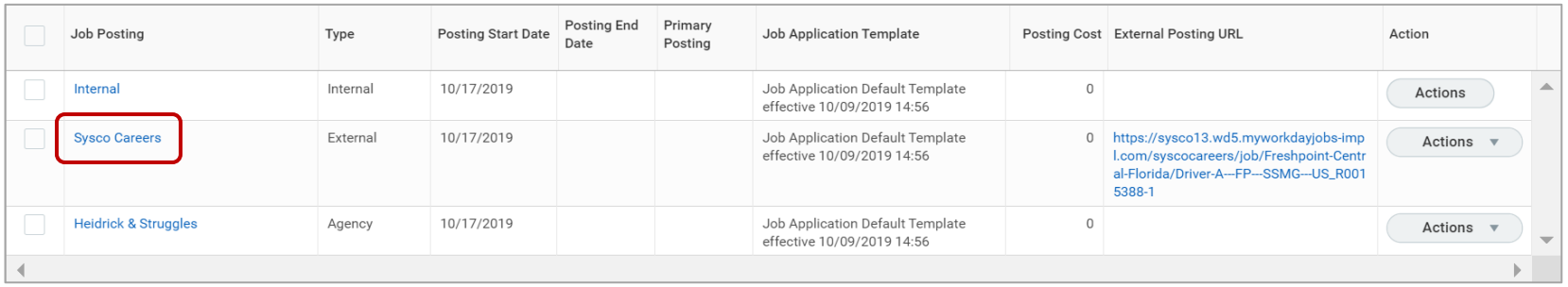
MANAGING JOB POSTINGS

To manage postings for a particular requisition, click the requisition in the **Manage Job Requisitions** section of the Recruiting Dashboard.

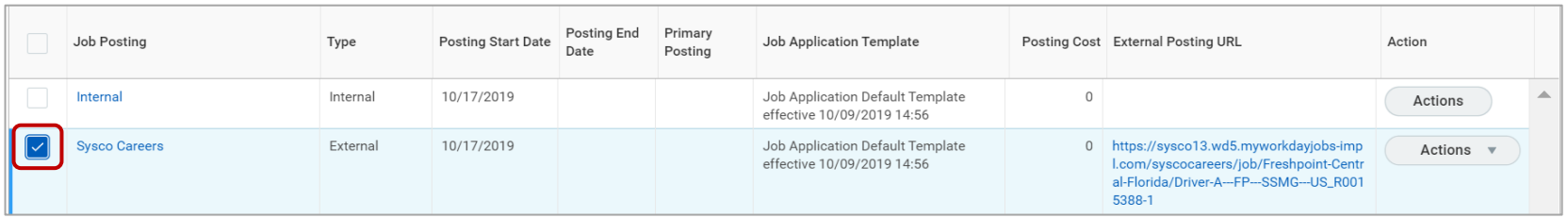
Then click the **Job Postings** tab.



All postings (internal and external) will be listed. You can view a posting by clicking its name.



To unpost a job, check the box next to the posting name.



Then click the **Unpost Jobs** button.