

# THE RECRUITING PROCESS

Please note that this is the typical process for hiring an external candidate. The actual process may vary. Some steps may be done in a different order, for example, and the hiring process varies slightly for internal candidates. This is not a comprehensive list of every task that must be completed. Additional tasks may be required. Also note that **the HR Partner may act as the Recruiter in some companies.**



1 Manager may designate additional interviewers. If there are multiple interviewers, consolidated feedback will be sent to manager.  
2 Candidates also have an option to counter-offer.  
3 And other required screenings, such as drug tests and physical ability tests, if applicable

4 If these payments were part of the offer  
5 Workday also sends information downstream to other systems and groups, such as Business Technology and Payroll.