Workday Recruiting Roles

WORKDAY ROLES

➢ **What is a Workday Role?**

- Workday access and permissions are largely based on your supervisory organization (hierarchy) and your role.

- Roles are assigned based on the work you do, especially what you need to do in Workday.

- One person can play multiple Workday roles. For example, an HRBP in a company not supported by TA may play all of these roles:

  – Manager

  – HR partner

  – Primary recruiter

  – And more

WORKDAY ROLES AND RECRUITING

MIKE

Manager

- Create/close/freeze requisition
- Verify good standing
- Complete questionnaire
- Manager review
- Interview
- Make interview decision
- Approve offer

ANDREW

Manager's Manager

- Approve non-high-volume requisitions
- Approve offer (if outside of guidelines)

CARLOS

HR Partner

- Approve non-high-volume requisitions
- Approve offer
- Can freeze requisitions

SACHA

Primary Recruiter

- Create evergreen & confidential requisitions
- Review requisition
- Complete questionnaire
- Review & screen
- Schedule interviews
- Create offer
- Background screen
- Ready for hire

WORKDAY ROLES AND RECRUITING, CONT.

VANESSA

TA Coordinator

- View assigned requisitions
- TA Phone Screen
- Background Screen

KEN

TA Sourcer

- View assigned requisitions
- TA Phone Screen

LAUREN

Background TAC

- Monitor overall background status in Cisive and record in Workday

ALEX

Executive Recruiter

- Create and view confidential requisitions in assigned org

JOSHUA

TA Leader

- View all requisitions, candidates and recruiting data in assigned orgs
- Reassign recruiters

OUT OF OFFICE COVERAGE

➢ **What happens when you are out of the office?**

- Unlike SuccessFactors, groups aren't assigned to requisitions.

- Your TA manager (with TA Leader access) can assign another recruiter to your supervisory organization. This will direct future acquisitions to your replacement.

- TAPs need to reassign existing requisitions manually one by one

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