

Workday Notifications Guide

This guide displays all business processes that trigger notification in the recruiting process. This does not display the exact verbiage that is sent to the receiver.

Business Process Definition	Functional Area	Notification
Refer a Candidate	Recruiting	Completed Notifies
		Completed notifies the candidate.
Candidate Self-Schedule	Recruiting	Completed notifies the candidate
		Corrected notifies the candidate
		Corrected notifies the Talent Acquisition Coordinator
		Cancellation notifies the candidate
		Cancellation notifies the Talent Acquisition Coordinator
Posting a Job	Recruiting	Completed notifies the Recruiting user
Review Candidate	Recruiting	Entry of a "Review Candidate" notifies the candidate
Screen	Recruiting	Entry of an "Additional Work History Questionnaire" notifies the candidate.
Evergreen Requisition Change	Recruiting	Completed notifies the Talent Acquisition Leader
Interview	Recruiting	Completion of the "Make Interview Decision" notifies the Primary Recruiter
Submit Recruiting Agency Candidate	Recruiting	Completed notifies the candidate
Offer	Recruiting	Entry of Review Offer Letter notifies Hiring Manager
		Entry of Sysco Standard Offer Letter notifies Primary Recruiter
Ready for Hire	Recruiting	Completed notifies all
Job Application	Recruiting	Denied notifies the candidate