CHAMPLAIN COLLEGE

workday.
Recruiting

Workday Recruiting

August 2016

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What's Changing

No longer using Interview Exchange

New Career Page of Internal and External Applications

Adding Job Descriptions into Workday

Offer Process

Background Checks completed BEFORE Hire

What's Not Changing

Review and Screening of Candidates

Interview Process

Key Highlights

Increase Recruitment Productivity

Standardize Recruitment Processes

Improve Recruitment and Hiring Compliance

Facilitate Access to a Larger, More Qualified Candidate Pool

Utilize recruitment metrics to drive better results

Increase quantity of quality candidates

Reduce administrative time spent on recruiting

Improve candidate mining and management

Improved pre-employment activity

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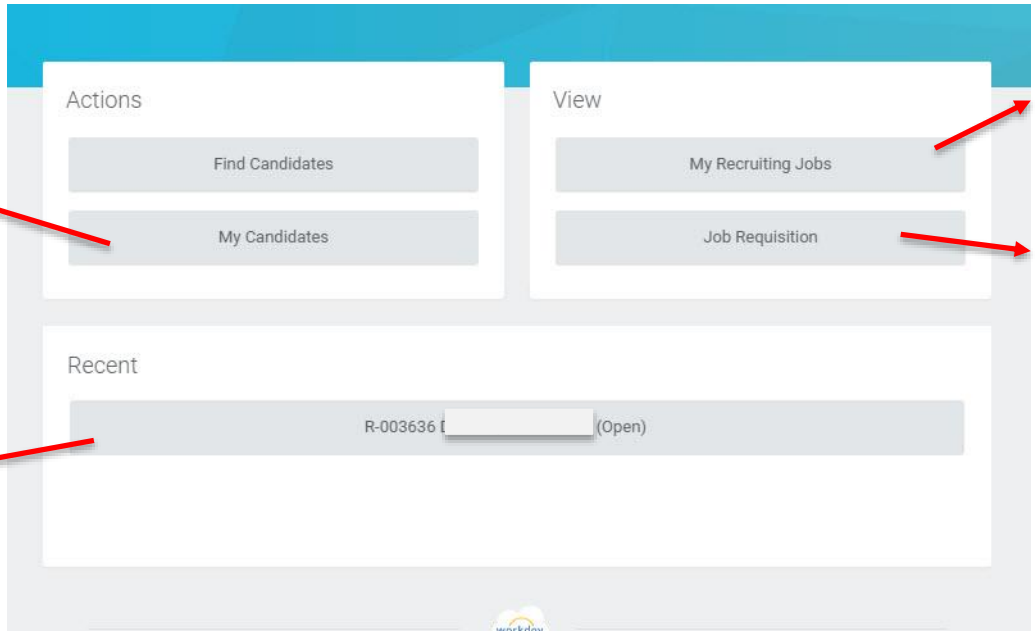
New Homepage

Recruiting Worklet



Report of all your open positions

Only candidates that have applied to your positions

To search by job requisition

Recent Job Requisitions

Recruiting Dashboard

THE DASHBOARD WILL HAVE ALL RECRUITING METRICS INCLUDING:

Candidate Pipeline

Candidate Time Per Stage

My Recruiting Jobs

Source Effectiveness and Source Pipeline

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Candidate Pipeline

The Candidate Pipeline will show all your open positions and where candidates are at in the recruiting process.

Candidate Pipeline

Job Requisition	Review	Screen	Assessment	Candidacy under review	Reference Check	O
R-003595 Senior Accountant (Open)	0	0	0	0	0	
R-003617 Technical Services Librarian (Fill Date: 08/15/2016)	1	0	0	0	0	
R-003632 Adjunct Faculty - CPS (Open)	0	0	0	0	0	
R-003593 Psychiatric Nurse Practitioner (Open)	0	0	0	0	0	
R-003634 Career Advisor (Open)	0	0	0	0	0	
R-003635 Major Gift Officer (Open)	0	0	0	0	0	
R-003630 Adjunct Evergreen TEST 1 (Evergreen) (Open)	2	0	0	0	0	
R-003637 Assistant Professor, Game Programming (Open)	0	0	0	1	0	
R-003554 Sr. Business Reporting & Budgeting Analyst (Fill Date:	1	0	0	0	0	

View More ...

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Candidate Time Per Stage

This will show how long candidate have been at each recruiting stage.

Stage	Average of Time in Stage
Review	1
Screen	0
Assessment	0
Candidacy under review	0
Reference Check	0
Offer	0
Employment Agreement	0
Background Check	0
Total	1

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My Recruiting Jobs

This report show all your open positions

My Recruiting Jobs - Indexed

Job Requisition	Active Candidates	Recruiting Start Date	Manager Photo	Hiring Manage
R-003632 Adjunct Faculty - CPS (Open)	5	07/26/2016 - 2 days ago		Mika Nash
R-003617 Technical Services Librarian (Fill Date: 08/15/2016)	5	07/15/2016 - 13 days ago		Alan Carbery
R-003595 Senior Accountant (Open)	4	07/01/2016 - 27 days ago		April O'Dell
R-003634 Career Advisor (Open)	3	07/26/2016 - 2 days ago		Tanja Hinterstoisser
R-003635 Major Gift Officer (Open)	3	07/17/2016 - 11 days ago		David Provost
R-003637 Assistant Professor, Game Programming (Open)	2	07/27/2016 - 1 day ago		Scott Stevens
R-003639 Director, Residential Life (Open)	2	07/27/2016 - 1 day ago		Lisa Mazzariello

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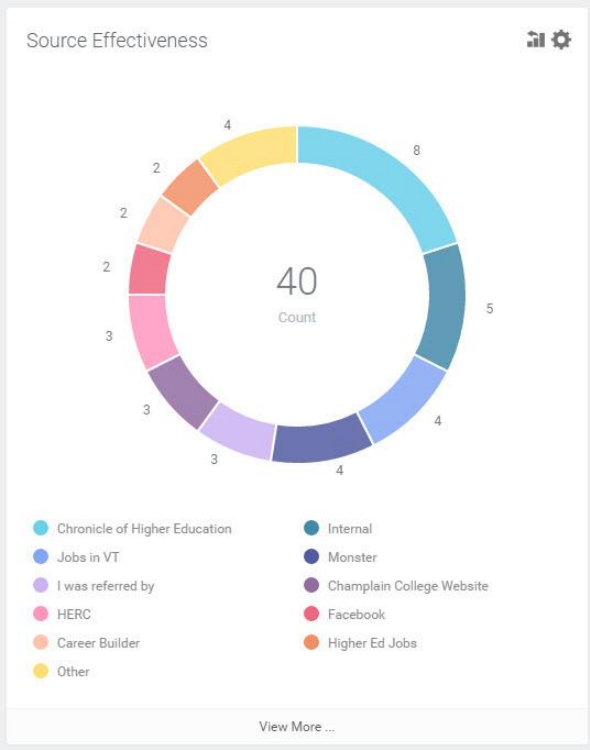
Source Effectiveness and Source Pipeline



Source Effectiveness will show where the candidate heard about the position.

Source Pipeline will show where the candidate heard about the position and what stage they are in. This report is great because it shows the quality of the candidates per source.

Source to Pipeline

Source	Review	Screen	Assessment	Candidacy under review	Reference Check	Offe
Chronicle of Higher Education	1	0	0	1	0	1
Internal	1	0	0	0	0	0
Jobs in VT	2	0	0	0	1	0
Monster	0	0	0	0	0	0
I was referred by	0	0	0	0	0	0
Champlain College Website	1	0	0	0	0	0
HERC	0	0	0	0	0	1
Facebook	0	0	0	0	0	0
Career Builder	0	0	0	0	0	0
Higher Ed Jobs	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total	5	0	0	1	1	2

View More ...

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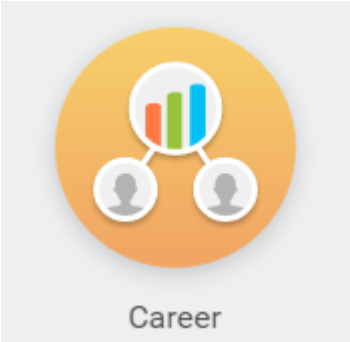
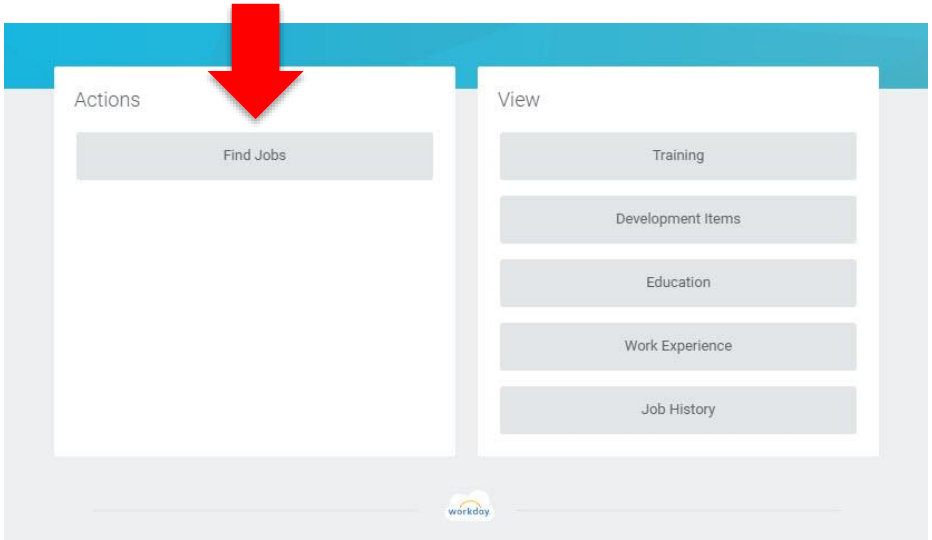
New Internal Career Site

Select on the Career Worklet, then Find Jobs.





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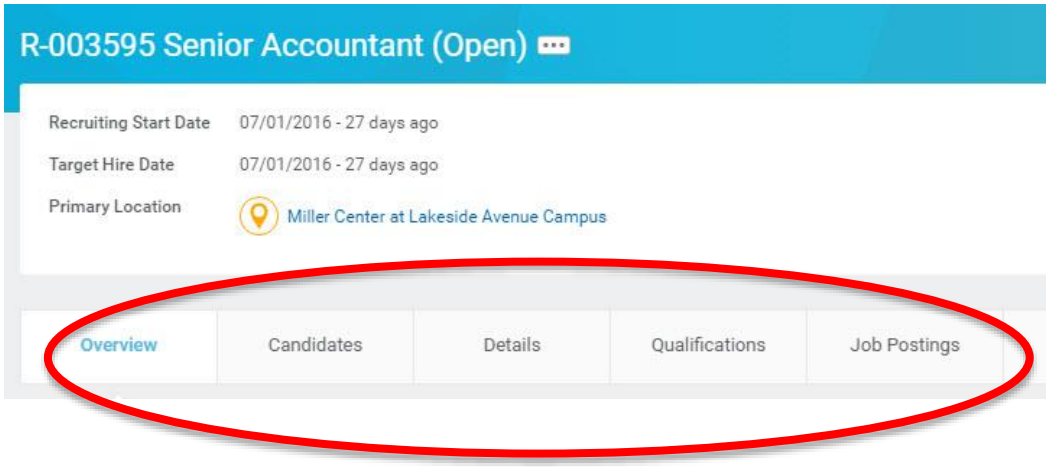
Reviewing an open Requisition

To view an open requisition you may view from the Recruiting Worklet, the Recruiting Dashboard, or by typing the requisition number into the search bar, and selecting all of Workday. For example for this one I would select
R-003595.



Select different tabs to see different information on the open position.

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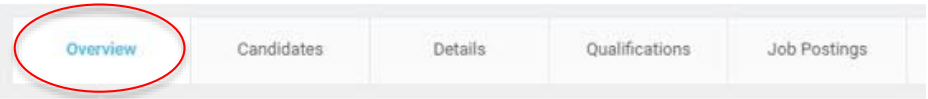
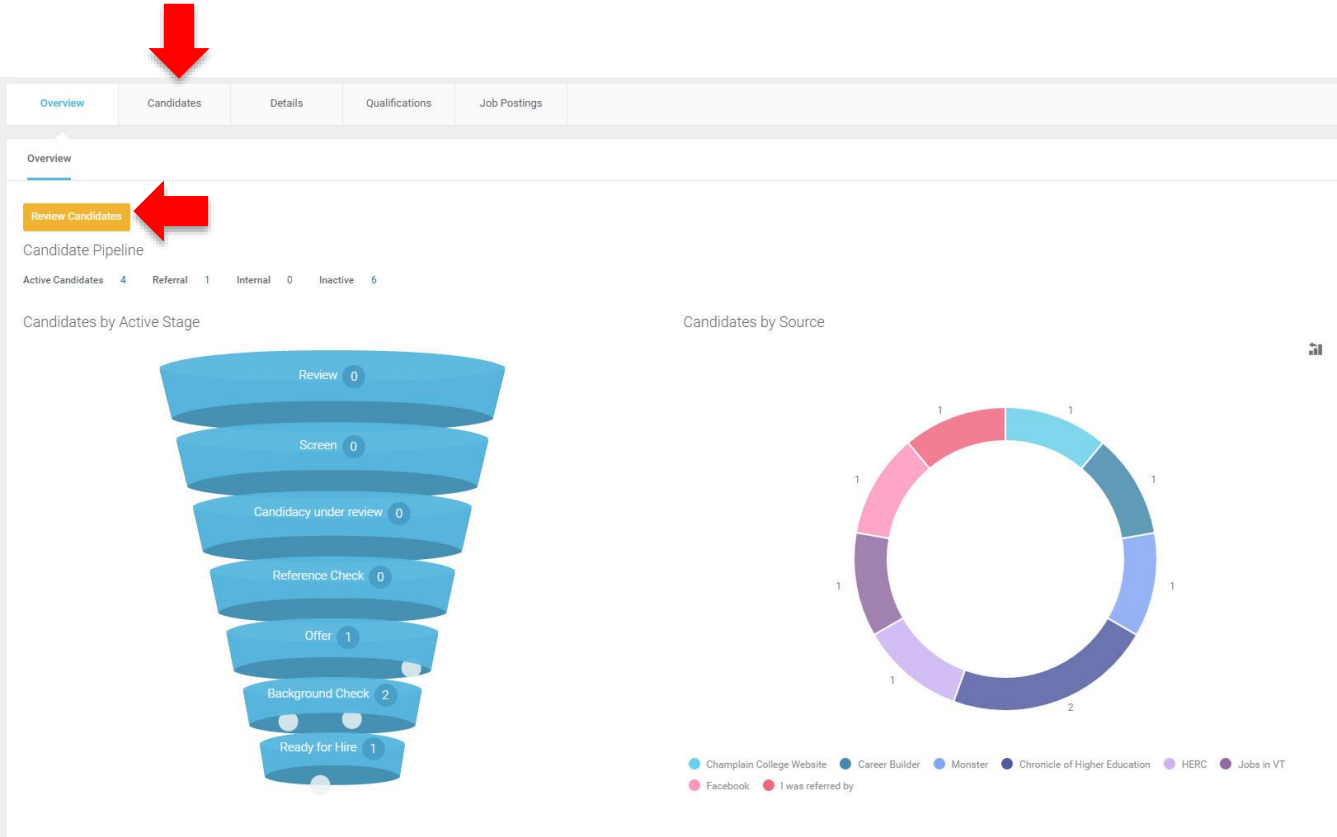


Overview Page



From this page, you may see how many candidates are in each stage, and what sources your candidates came from. The Review Candidate button, along with the Candidates tab will bring you to your Candidate Grid.

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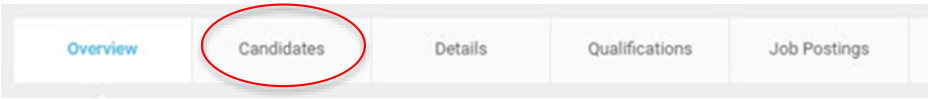
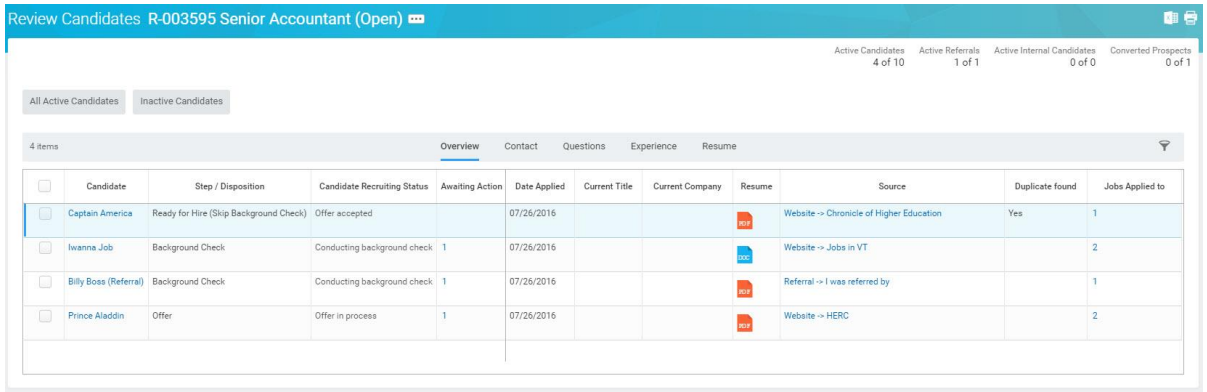


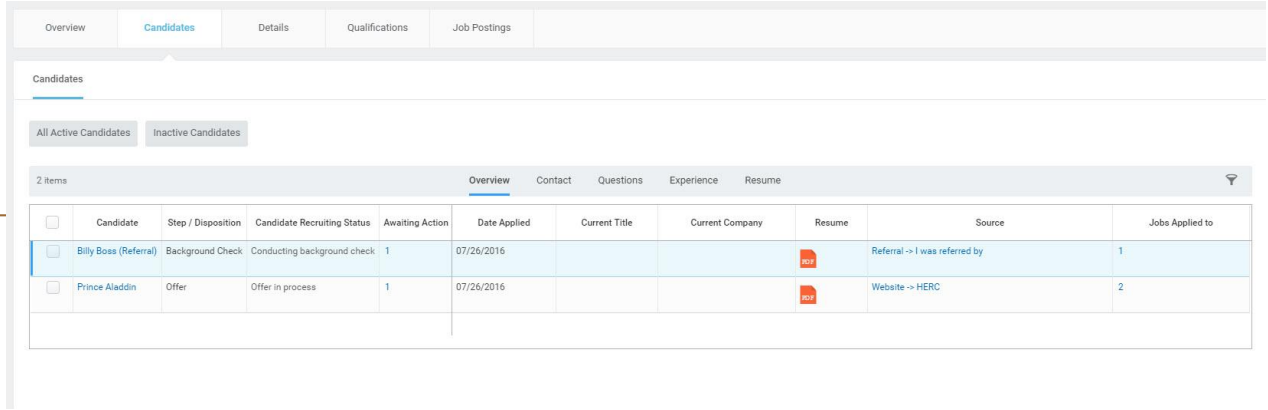
Candidate Grid

The candidate grid is where you may view all the information about your candidate, from where they are at in the process, resume, contact information, experience etc.



From Review Candidates

From Candidate Tab



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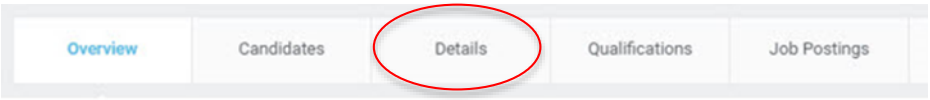
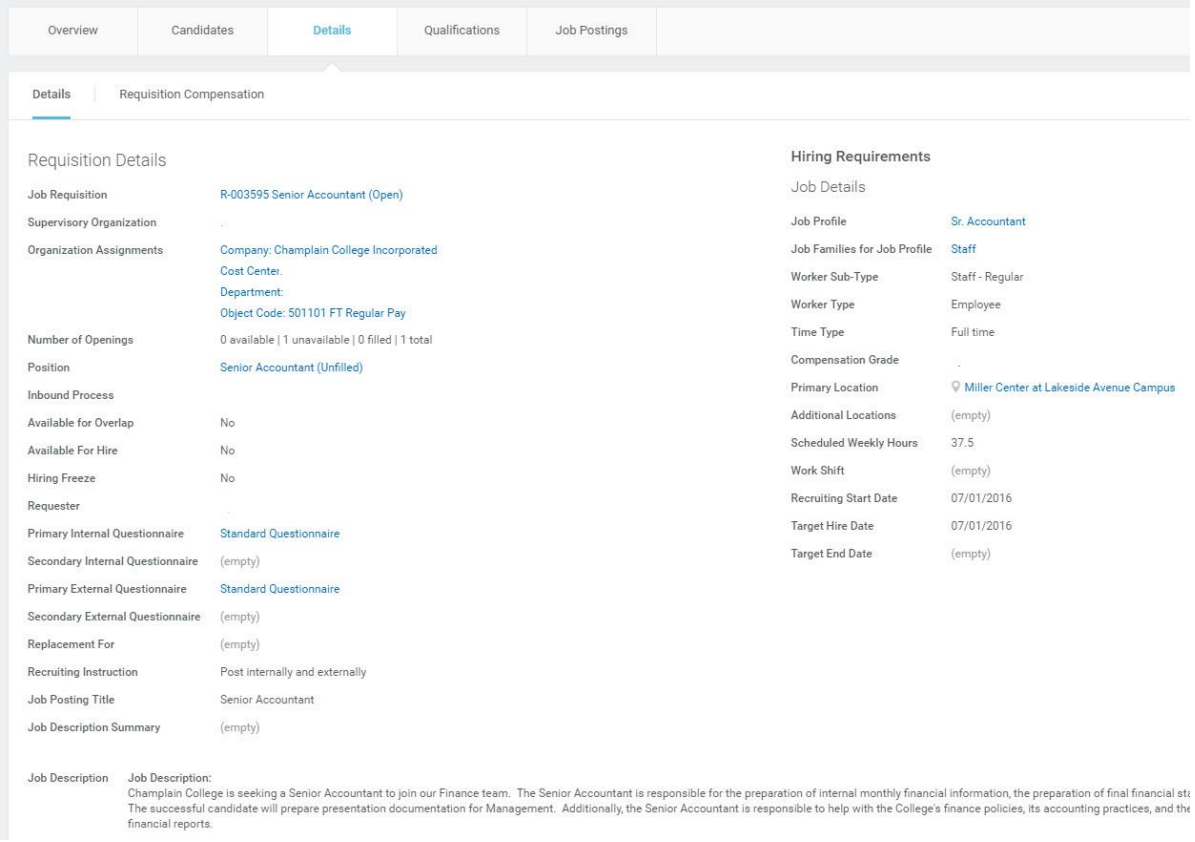


Details

Details provides all information about the job requisition, manager, budget number, employee type etc.



Overview | Candidates | Details | Qualifications | Job Postings

Details | Requisition Compensation

Requisition Details

Job Requisition	R-003595 Senior Accountant (Open)
Supervisory Organization	
Organization Assignments	Company: Champlain College Incorporated Cost Center: Department: Object Code: 501101 FT Regular Pay
Number of Openings	0 available | 1 unavailable | 0 filled | 1 total
Position	Senior Accountant (Unfilled)
Inbound Process	
Available for Overlap	No
Available For Hire	No
Hiring Freeze	No
Requester	
Primary Internal Questionnaire	Standard Questionnaire
Secondary Internal Questionnaire	(empty)
Primary External Questionnaire	Standard Questionnaire
Secondary External Questionnaire	(empty)
Replacement For	(empty)
Recruiting Instruction	Post internally and externally
Job Posting Title	Senior Accountant
Job Description Summary	(empty)

Hiring Requirements

Job Details

Job Profile	Sr. Accountant
Job Families for Job Profile	Staff
Worker Sub-Type	Staff - Regular
Worker Type	Employee
Time Type	Full time
Compensation Grade	
Primary Location	Miller Center at Lakeside Avenue Campus
Additional Locations	(empty)
Scheduled Weekly Hours	37.5
Work Shift	(empty)
Recruiting Start Date	07/01/2016
Target Hire Date	07/01/2016
Target End Date	(empty)

Job Description

Job Description:
Champlain College is seeking a Senior Accountant to join our Finance team. The Senior Accountant is responsible for the preparation of internal monthly financial information, the preparation of final financial sta
The successful candidate will prepare presentation documentation for Management. Additionally, the Senior Accountant is responsible to help with the College's finance policies, its accounting practices, and the
financial reports.

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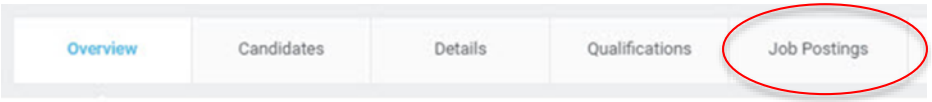
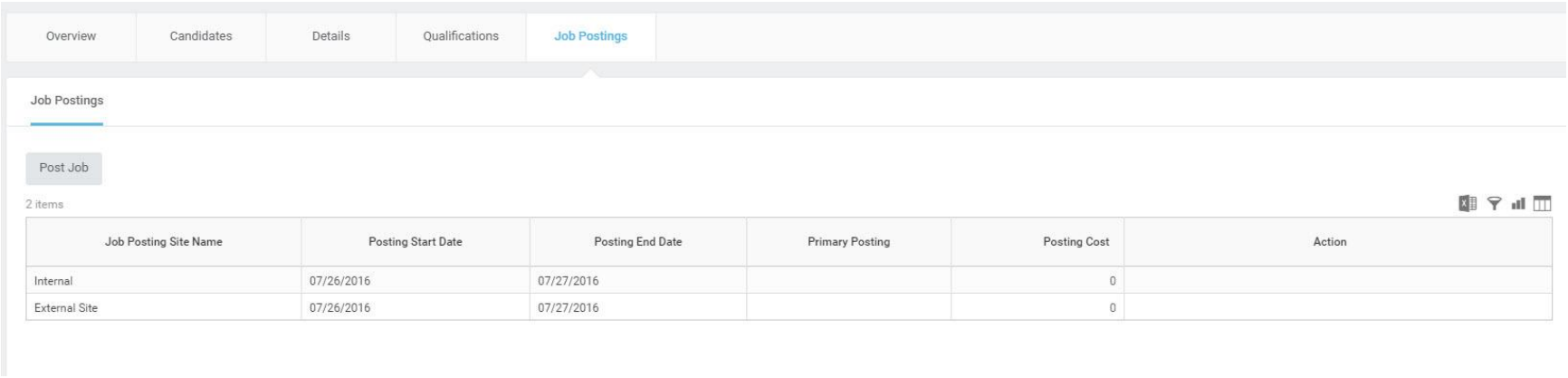


Job Postings

Here you can see if a position is currently poster and if it is on the external or internal career site.



Job Posting Site Name	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
Internal	07/26/2016	07/27/2016		0	
External Site	07/26/2016	07/27/2016		0	

Note: We do not use qualifications.

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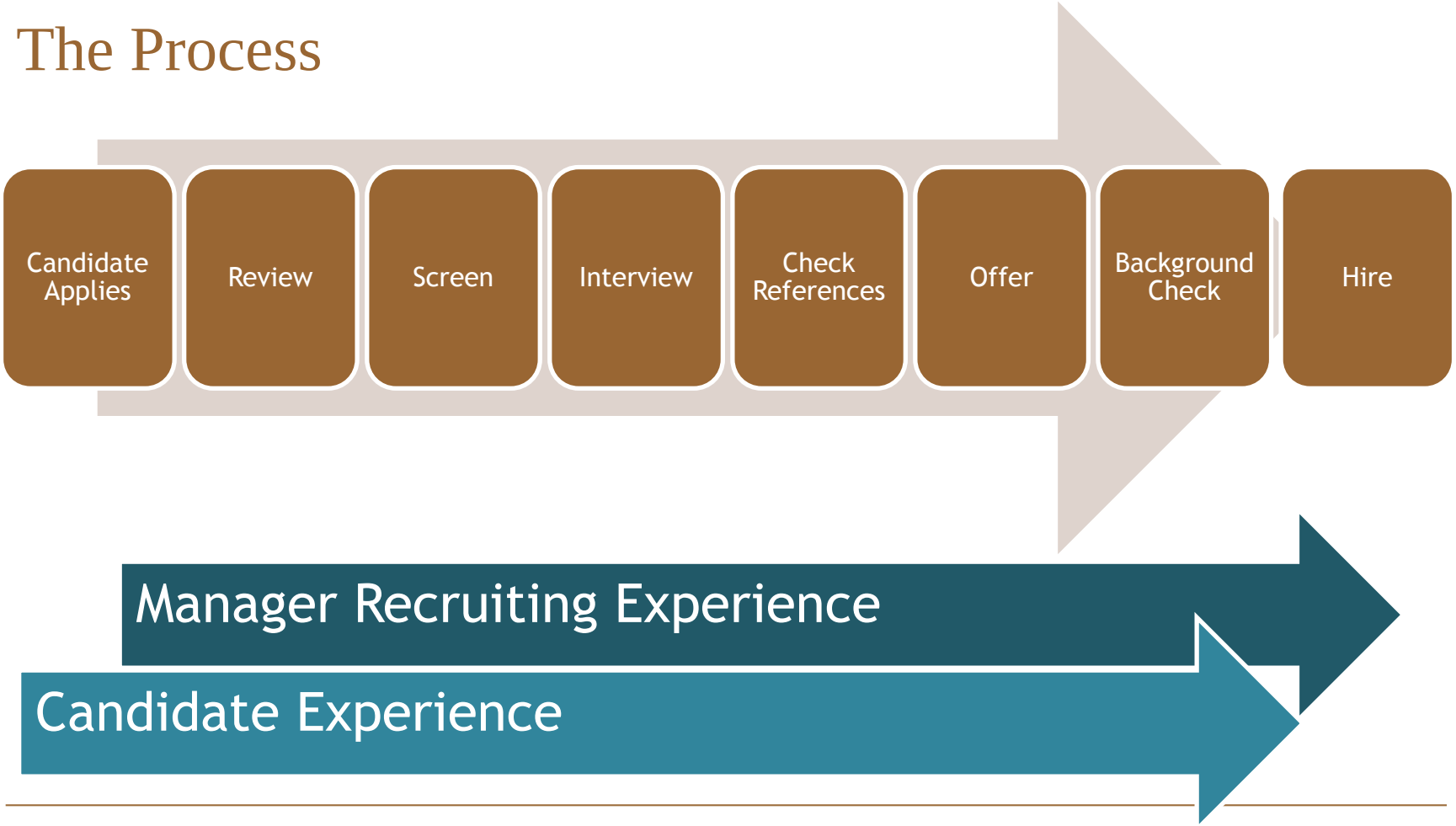
The Process



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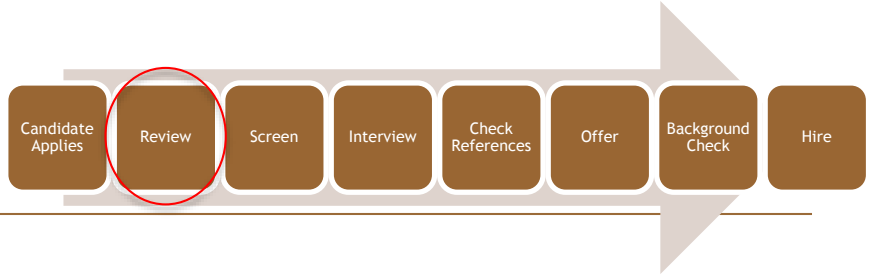
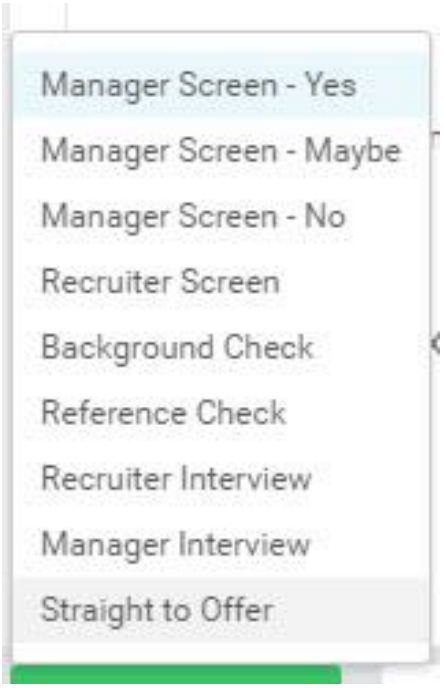
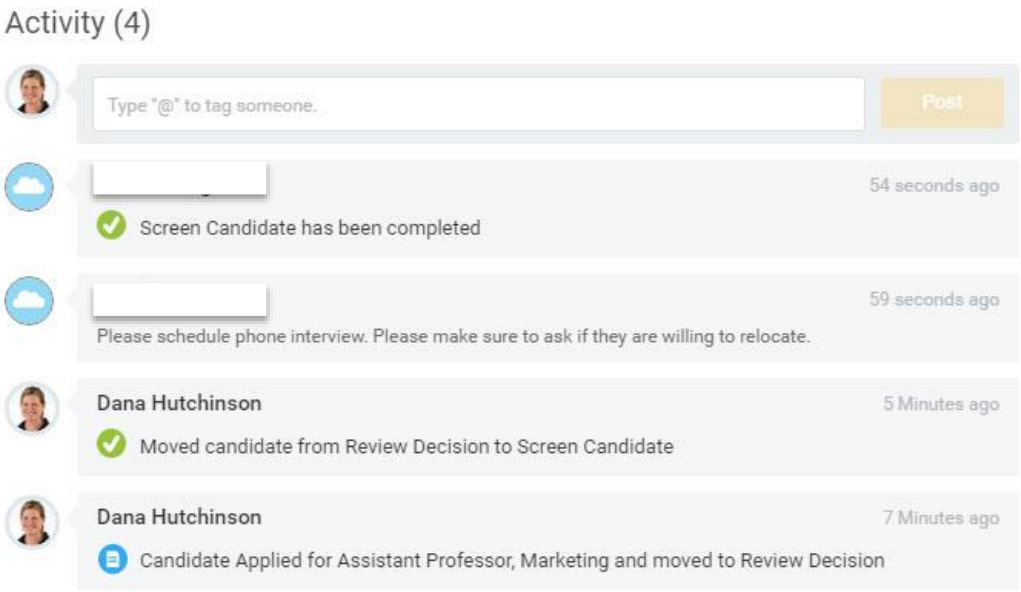


Review



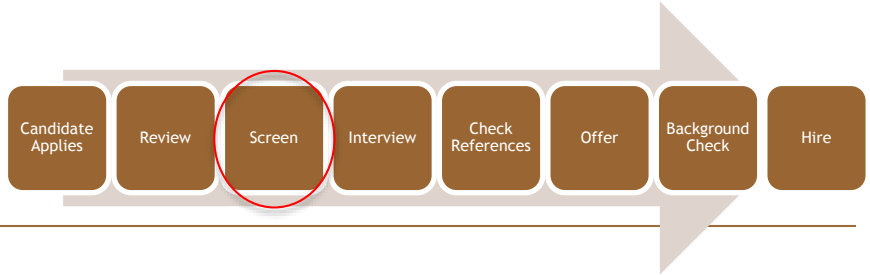
- Yes, No, Maybe: These selections will work just like interview exchange. The Recruiter or Manager will move into each based on review.
- Recruiter Screen: If Recruiter would like to hold on to review further.
- Background Checks: These are only run after offer has been given and accepted. Only in special circumstances should this be used at this stage ie: Adjuncts
- Reference Check: Interviews have been completed outside of Workday. Only happen in special circumstances.
- Recruiter & Manager Interview: Determines who will be organizing the interviews. **This will be determined at the initial kick off meeting.**
- Straight to Offer: Only in special circumstances would an applicant go straight to offer.

Candidate Activity:



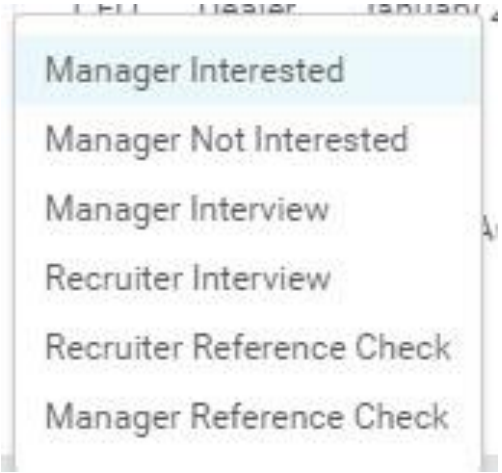
Candidate Activity, at the bottom of a candidates record shows what stage the candidate is in, and allows for notes to be written by the hiring manager, recruiter, or search committee team.

Please keep in mind that this a legal record. Notes on candidate activity should just be around logistics, and not include anything personal.



Manager Screen/Recruiter Screen

- If Recruiter Reviews first:
  - Manager Interested – This will trigger Recruiter to reach out to manager to talk about next steps.
  - Manager Not Interested – Recruiter will disposition the candidate.
- Manager Interview – Manager will schedule the interview.
- Recruiter interview – Recruiter will schedule interview.
- Recruiter Reference Check: Recruiter performs reference check (assuming interviews have been completed).
- Manager Reference Check: Manager performs reference check (assuming interviews have been completed).



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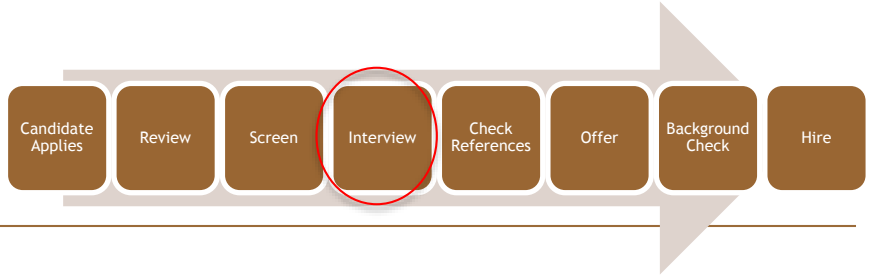
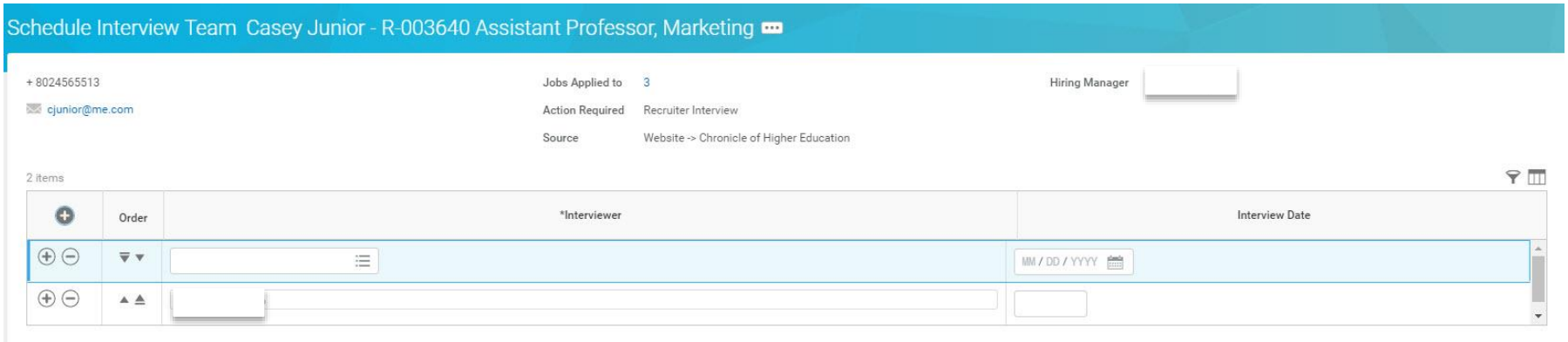


Interview

Recruiter or Manager will enter names of who will be interviewing candidates. To add additional names you just need to select the ⊕.

Please note:

- This doesn't integrate with calendars.
- Anyone entered on this screen will need to rate the candidate. If surveys are being sent outside of Workday please do not input names here.
- Everyone selected to be on interview team must meet with Recruiter to go over proper interview edict .



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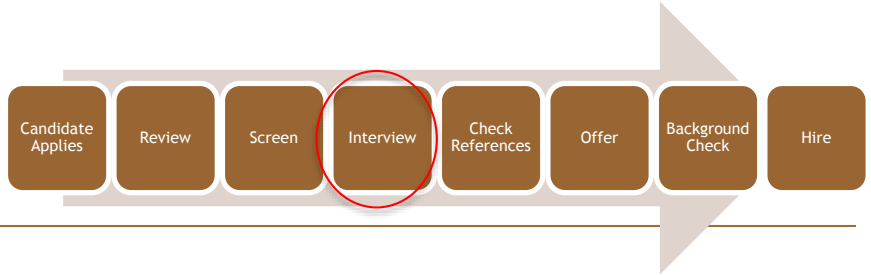
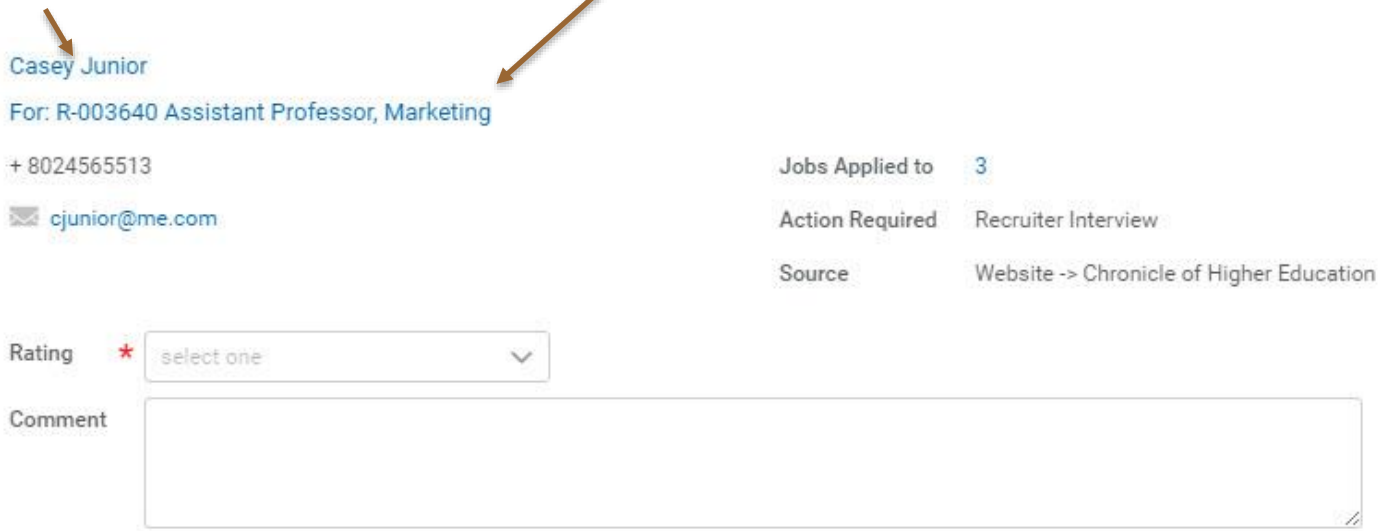


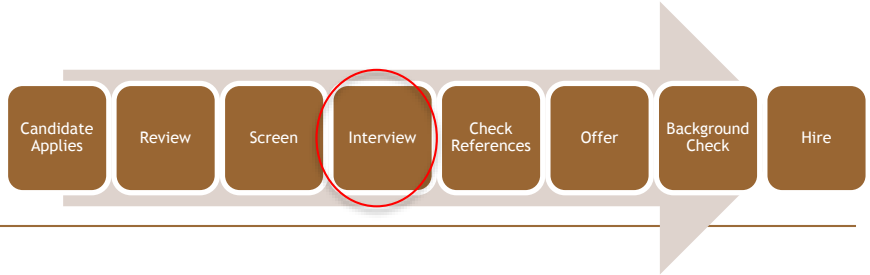
Interview Rating

Please rate the candidate as a 1-5. Please include general comments on your impression of the candidate. Please note your rating will be seen by all those who have access to the position.

Click on the candidates name to see resume.

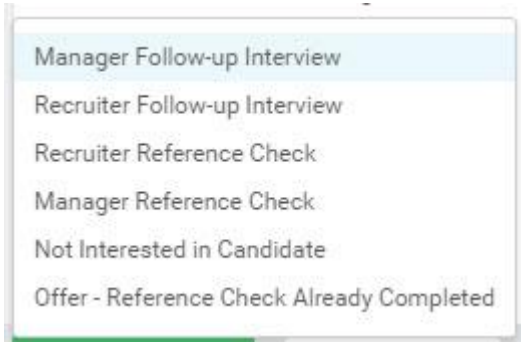
Click on the position to see job description.

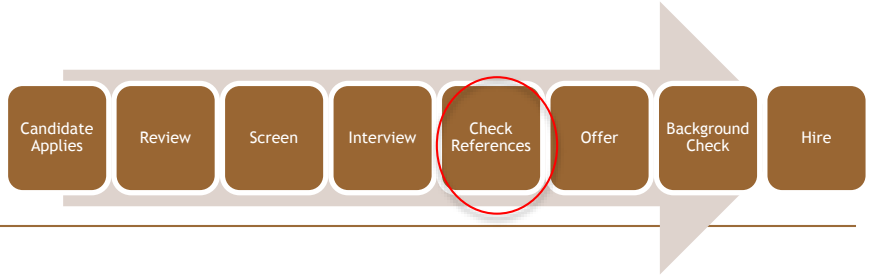




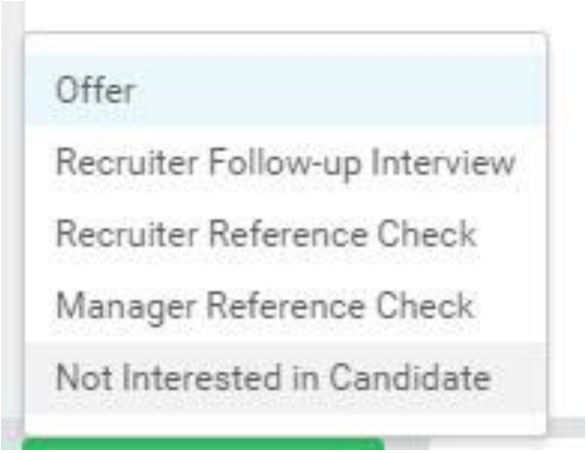
Interview Decision

- Manager Follow-Up Interview: Manager scheduling additional rounds of interviews.
- Recruiter Follow-Up Interview: Recruiter scheduling additional rounds of interviews.
- Recruiter Reference Check: Recruiter performs reference check (assuming interviews have been completed).
- Manager Reference Check: Manager performs reference check (assuming interviews have been completed).
- Not Interested in Candidate: For Managers to use, this will signal Recruiter to disposition.
- Offer: Reference has already been completed.

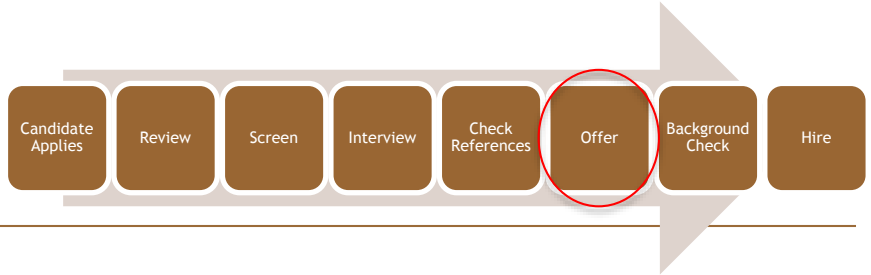




Reference Check



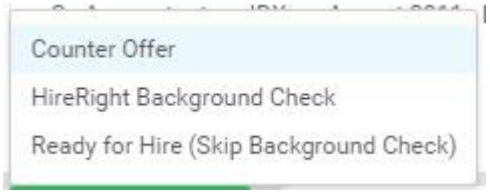
- Offer: Reference Checks were favorable, ready for offer.
- Recruiter Follow-up Interview: If there is anything that comes up in the reference call that need to be spoken with candidate about further.
- Recruiter Reference Check: Dana performs reference check (assuming interviews have been completed).
- Manager Reference Check: Manager performs reference check (assuming interviews have been completed).
- Not Interested in Candidate: For Managers to use, this will signal Recruiter to disposition.

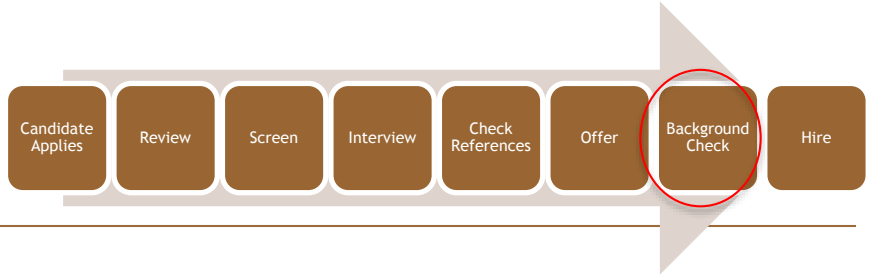


Offer

The recruiter will initiate the offer process in Workday. It will go to the hiring manager and finance for approvals. Once approved the verbal offer will be made to the candidate.

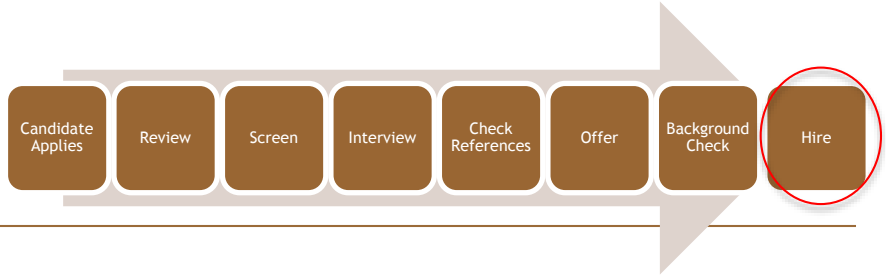
- Counter Offer: The first offer isn't accepted so a new offer must be approved. This will again go to hiring manager and finance for approvals.
- HireRight Background Check: Offer has been accepted, recruiter will initiate background check.
- Ready for Hire (Skip Background Check): Special Circumstance where a background check has already been completed.





Background Check

The background check will be ran prior to hiring an employee. Once the People Center has received successfully completed background check, the candidate will be moved into the Ready for Hire step. Once the candidate has been marked as ready for hire, the hiring manager will receive an action in their inbox to hire.



Hire

The Hire process will be the same as it is currently, however because Finance has already approved the offer, the only approval will be by the People Center. When hire process is started this will initiate the written job offer to be created.

As the hire process is kicked off, hiring managers receive an email to complete a brief survey on their recruiting experience.

Recruiter will disposition all other candidates.

Questions?

Please contact:
Dana Hutchinson at dhutchinson@champlain.edu
Katie LeClair at kleclair@champlain.edu
Andrew Dubuque at adubuque@champlain.edu

LET US DARE