

Job Application Process

Job Aid:

<https://it.tamus.edu/workday/use-workday/functional-areas/?target=Recruiting>

Candidates must be moved through stages of the Job Application process in the following order:

Interview => Reference Checks => Offer => Background check

*** Please do NOT move candidates through the process using the candidate grid (except for initial review to screen). Doing so bypasses a critical step for the Recruiting Partner to review for duplicates.



- **Dispense candidates** later in the process to avoid notification while selection process is ongoing.
- Rate Candidate **Interview** – Do NOT enter comments when rating the candidate interview. Interview questions and responses should be documented and kept in the recruiting file in Laserfiche.
- **Reference Check** – Enter contact information for reference check. Do NOT enter comments made by person providing reference check.
- **Offer Letter** – AgriLife will NOT use the Workday provided template. Templates similar to what are used today will continue to be available for units to cut and paste into Workday in place of the Workday format. Leave Workday fields, such as name, salary, etc. intact.

HIRE PROCESS

Submit documents shown on the AG-421 (<https://agrilifeas.tamu.edu/documents/ag-421.pdf>) via Laserfiche to WIP-Payroll.