Additional Information

- *Recruiting Coordinator* –Monitor Recruiting Dashboard to either move candidates forward for the hiring manager to screen or dispense candidates who do not meet minimum qualifications. The Manager cannot view and screen candidates until the Recruiting Coordinator has completed this step.

- Hiring Managers will receive the tasks to Screen candidates and to Setup the Interview Team. If the Hiring Manager wants the Recruiting Coordinator to perform these tasks for him or her, ensure the Business Processes or tasks are delegated to allow access to the tasks in the inbox. Some Business Processes to delegate are: Hire; Interview; Offer; Proposed Compensation Hire; Ready for Hire; Screen

- *Managers/Recruiting Coordinators* - Take action on candidates only through the inbox items. Do NOT screen candidates using the candidate grid as this has downstream impacts.
    - Screen Candidates video 1 ½ minutes https://vimeo.com/244837638/39fbb58db1

- *Recruiting Coordinator View Only* role – This role allows employees who may be involved in the selection process, other than the Manager and Recruiting Coordinator, to view candidate information. HR Contacts can assign the Recruiting Coordinator View Only role. Unlike other roles, these will not inherit down to other supervisory organizations, so will need to be assigned to every supervisory organization for which the role is needed.

- Candidates must be moved through stages of the Job Application process in the following order:
  Interview => Reference Checks => Offer => Background check

Initial Review

Review Candidate
- Recruiting Coordinator
- *May be done using Candidate Grid*

Screen

Screen Candidate
- Manager – or Delegate
- *Take action on Inbox item. Do NOT move candidates using candidate grid.*

Interview

Schedule Interview Team
- Manager
- Recruiting Coordinator
- *Interview Team may be only the Hiring Manager*

Review Candidate for Duplicates
- Recruiting Partner

Rate Interview
- Interview Team

Make Interview Decision
- Manager

Reference Check

Complete Questionnaire
- Manager
- Recruiting Coordinator

Review Candidate for Duplicates
- Recruiting Partner

Reference Check Decision
- Manager
- Recruiting Coordinator

Offer

Initiate Offer
- Recruiting Coordinator
- Manager

Generate Document
- Recruiting Coordinator
- Manager
- *Do NOT use Workday template. Copy AgriLife template into Workday: https://agrilifeas.tamu.edu/documents/workday-offer-letter-templates.pdf/*

Make Offer Decision
- Recruiting Coordinator
- Manager

Background Check

Select Background Check Package
- Recruiting Partner

Bill Code (if Sterling)
- Recruiting Partner

Select Background Check Overall Status
- Recruiting Partner

Make Background Check Decision
- Recruiting Partner

Ready For Hire

Hiring Checklist
- Recruiting Partner – DELEGATE to Manager

Candidate Eligible for Hire?
- Recruiting Partner

Ready for Hire Checklist
- Recruiting Partner

Helpful Hints

- Monitor the **Recruiting Dashboard** -The Recruiting Dashboard is a worklet found on the Home page of Recruiting Partners, Recruiting Coordinators and Managers.
- **Internal candidates -** Since moving to Workday, all TAMUS employees are now contained in the same system. Any current employee must apply to the internal career site. If you intend to hire an internal candidate, please ensure the current department or System member is aware of the transfer. Likewise, if you are losing an employee, please ensure they are not going to work for another department or System member. Current employees who go to work for another department within TAMUS should not be terminated. The Recruiting process within Workday will initiate a Change Job process to complete the transfer of the employee.
- **Wait on The Inbox Task** – When using the Recruiting Process to fill a position, please remember that all processes to hire the applicant will be triggered by Workday as process steps are completed by the appropriate security role. Please wait for the inbox item notifying you to do the Revise Offer/Change Job/Add Additional Job (as appropriate) to continue the hire process. Attempting to manually start the Hire Process for an applicant already in the Recruiting Process will delay the process to get your new employee hired.
- **Dispense candidates** later in the process to avoid notification while selection process is ongoing.
- The **Interview stage** involves scheduling Interview Teams, rating candidate interviews and making interview decisions. The candidate can have a single interview or multiple interviews. These might take place with only one interviewer or an interview team. 3 steps occur in the Interview stage:
    - The Recruiting Coordinator or the Manager schedules the Interview Team
    - Every member of the Interview team rates the candidate after the interviews are conducted
    - Finally, The Manager makes the Interview decision by either moving the candidate forward or declining them
- 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. AgriLife templates are at https://agrilifeas.tamu.edu/documents/workday-offer-letter-templates.pdf Leave Workday fields, such as name, salary, etc. intact.
- **Ready for Hire is the last stage in the Job Application Process** where final checks are completed before hiring the candidate in Workday. Once this stage is completed, the hiring process will begin. The Hire, Change Job, or Add Additional Job, business process will kick-off automatically, depending on the type of hire being conducted. *Please **do not initiate** a Hire Process, Change Job or Add Additional Job process separately*. Hiring Checklist, Candidate Eligibility Questionnaire, Ready for Hire Checklist are triggered.
- Do NOT skip the assign costing allocation step.
- **Background Checks**
Please remember to request background checks outside Workday (AG-473) and submit the background check completion email via Laserfiche to WIP-Payroll when you are transferring an employee into a position or adding additional job if the primary job is not within AgriLife.

    Q. When is a background check required?

A. A background check must be completed for candidates who may be filling positions, whether primary or additional job, and for employees transferring to a different position.

Q. When is a background check not required?
A.   A background check is NOT required, under any of the following conditions:
- Title change or promotion without a change in position UNLESS the new position requires a higher level of education than the current position, in which a degree verification (AG-473, page 3) is required.
- Student or graduate assistant employee changes title within a unit, but remains in a temp/casual, student, or graduate assistant position UNLESS the temp/casual position requires a bachelor's degree or higher.
- Texas A&M AgriLife Extension Service County Extension Agent internal transfers.

Background check completion certificate is not required for candidates hired through Workday recruiting. We will ask that you continue submitting the email certification for candidates hired outside of Workday recruiting.