


## Application Selection Process

This job aid will provide step by step instructions for various roles to screen and process candidates through the application selection process. The candidate must be at the Assessment step to complete this task.

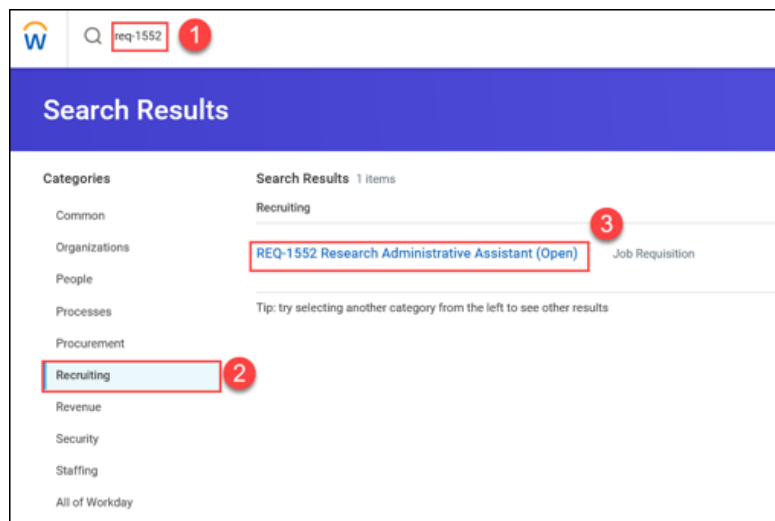
## Assessment: Recruiter or Hiring Manager



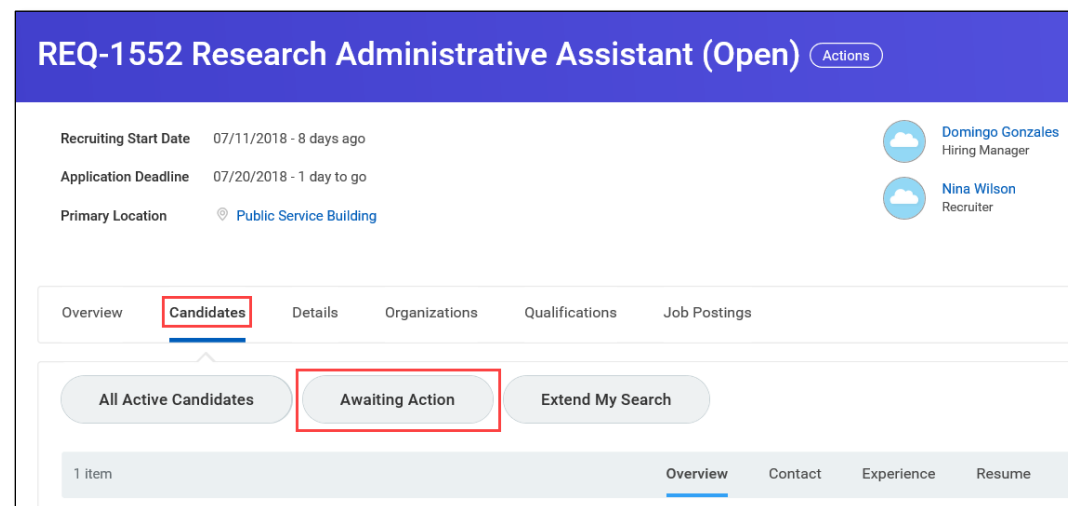
The assessment step can be done several times, so if the position being recruited for needs to have a written, background investigation, and skills assessments the system will allow for that.

Assessments will be conducted outside the system and the results will be documented within Workday.

**Step 1:** (1) In the search bar, type in the requisition number (**req-####**). (2) Below Categories, select **Recruiting**. (3) The requisition will appear. Select the requisition.



**Step 2:** (1) On the requisition screen, select the *Candidates* tab and (2) click **Awaiting Action**. The candidates for screening by the manager will display.



Step 3: Select the **Choose Assessment** button for the candidate you want to start the assessment process on.

**Review Candidates**  
REQ-1290 Training & Development Specialist 1 (Open) Actions

Active Candidates: 3 of 3    Active Referrals: 1 of 1    Active Internal Candidates: 0 of 0    Converted Prospects: 0 of 0

All Active Candidates    Awaiting Action    Extend My Search

1 item    Overview    Contact    Experience    Resume

<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Date Applied	Current Title	Current Company	Source	Jobs Applied to
<input type="checkbox"/>	John Doe (Referral) (CAND-1005)	Manager Assessment	<b>Choose Assess...</b>	1	48	07/31/2018			Employee Referral -> Connection in the company	1

Step 4: Complete the “**Assessment**” questionnaire by indicating the assessment type being administered. (1) Click **Submit**. (2) If you need to administer the assessment, click **Save for Later**. This way you can come back and attach documentation for the assessment.

**Complete Questionnaire** 'Assessment' for Assess Candidate: Ranger Danger - REQ-1319 HR Consultant 1 (CAND-1008) Actions

22 second(s) ago

Assessment

Please select the assessment being administered. You can move a candidate through the assessment step more than once if more than one assessment is being administered.

Please indicate the assessments administered to the applicant.

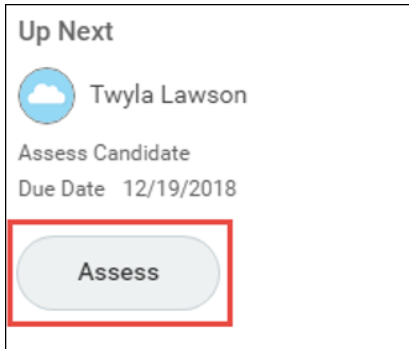
Pass/fail status will be determined in the next step.

- Written
- Skills
- Background Investigation
- Work Capacity (Wildland Firefighter Job Profiles ONLY)
- NTN (National Testing Network)/ ORPAT (OSP Troopers ONLY)
- Pre-Psych (OSP Troopers ONLY)
- Psychological (OSP Troopers ONLY)
- Medical (OSP Troopers ONLY)
- NTN - Video (DOC Correctional Officers ONLY)

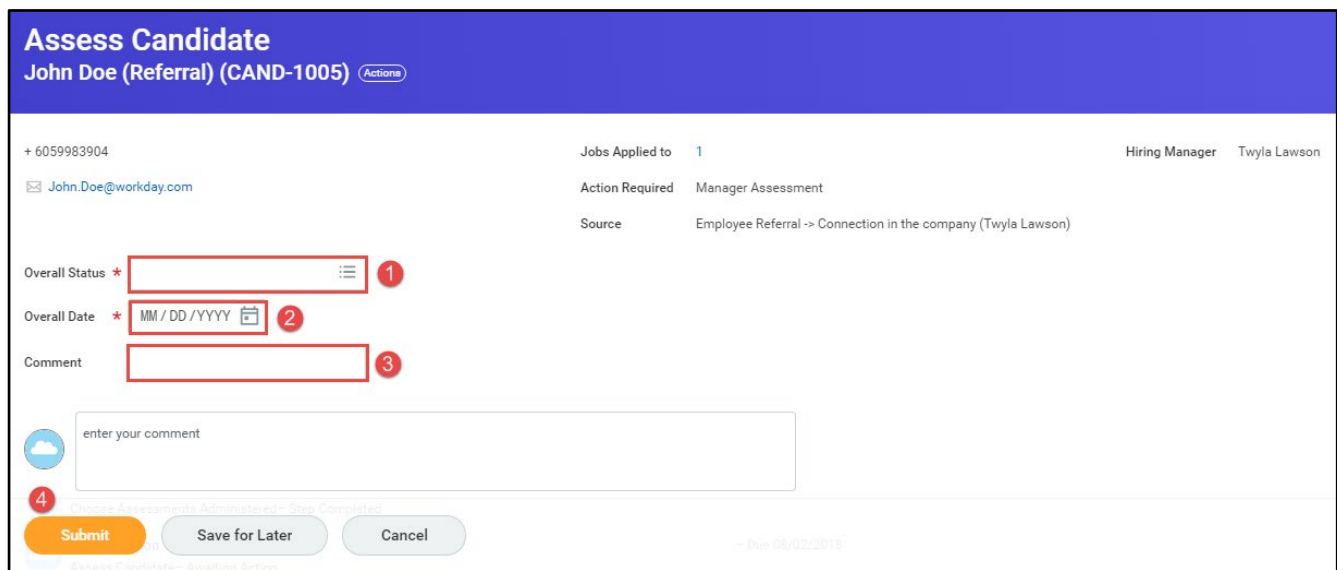
**1** **Submit**    **2** **Save for Later**    Cancel

Step 5: *Up Next* displays the next step and who is responsible for completing it. If you have administered the assessment and need to document the results, click the **Assess** button.

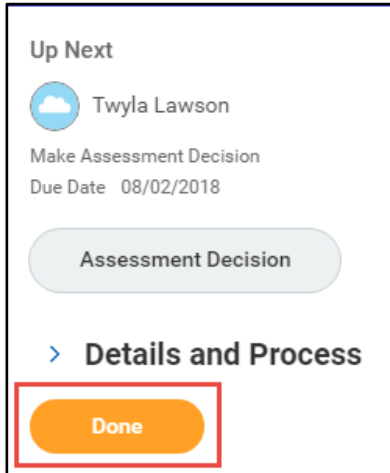
For this example, click on Assess. If you have to come back to the next task, it can be found in your inbox or from the candidate grid.




Step 6: To document the results of the assessment, complete the (1) **Overall Status**, (2) **Overall Date** and (3) enter any **Comments** related to the assessment. (4) Click **Submit**.



Step 7: Click **Done**.



Up Next

 Twyla Lawson

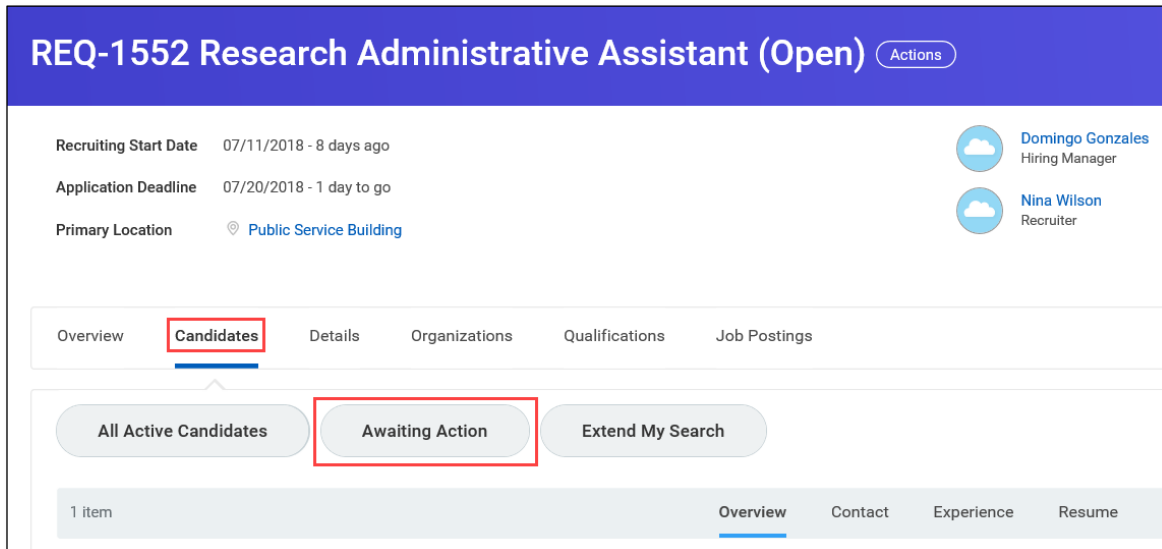
Make Assessment Decision  
Due Date 08/02/2018

Assessment Decision


> Details and Process


**Done**


Step 8: Return to the candidate grid (by searching for the requisition in the search bar), click Candidates and Awaiting Action.



**REQ-1552 Research Administrative Assistant (Open)** Actions

Recruiting Start Date 07/11/2018 - 8 days ago  
Application Deadline 07/20/2018 - 1 day to go  
Primary Location  Public Service Building

 Domingo Gonzales  
Hiring Manager

 Nina Wilson  
Recruiter

Overview **Candidates** Details Organizations Qualifications Job Postings

All Active Candidates **Awaiting Action** Extend My Search

1 item Overview Contact Experience Resume

Step 9: To move qualified candidates forward, from the *Candidates* tab, (1) click the check box next the candidate's name and (2) click **Move Forward**. The candidate is now sent to the next selected step. If the candidate does not qualify, click **Decline** and select the correct disposition. (**NOTE:** declining a candidate will send a system generated notification to the candidate, so do not decline until you are no longer considering the candidate).

Overview Candidates Details Organizations Qualifications Job Postings

All Active Candidates Awaiting Action Extend My Search

2 items 1 selected Overview Contact Experience Resume

<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Date Applied	Current Title	Current Company	Resume	Source	Jobs Applied to
<input type="checkbox"/>	Andy Louis (CAND-36)	Manager Screen		1	100	07/23/2018	Admin Assistant	DAS		Job Sites -> Indeed	1
<input checked="" type="checkbox"/>	Tom Smith (CAND-1055)	Manager Screen		1	100	07/19/2018	Training Specialist	DAS		Job Sites -> Indeed	2

1

2

Move Forward Decline Send Message ...

Step 10: (1) Select the next stage the candidate will be moving to from the **Move Selected Candidates to Next Stage** prompt. (2) Then select the **Next Step** from the available options in the drop down. (3) Click **OK**.

For this example, we will move the candidate to *Manager Interview*. (Other possible next steps include: Recruiter Assessment, Manager Assessment, Recruiter Interview, and Reference Check

Move Candidates Forward

REQ-1290 Training & Development Specialist 1 (Open) Actions

Move Selected Candidates to Next Stage Interview

1 item

Current Step	Next Step	Candidates
Assessment	Manager Interview	John Doe (Referral) (CAND-1005)

3

OK Cancel