



Workday Candidate Management

Training for Recruiters & Managers

MC

MONTGOMERY COLLEGE

Training Guidelines

- This session is recorded and will be available on Workday Learning
- Close your Email, logout of IM, and turn cell phones off or put them away
- This session includes demonstrations in a training environment and information has been staged so that no personal or sensitive data is shown

Your Instructors



Kristin Cors

Organizational Change & Training
Consultant with Collaborative
Solutions

Chicago, IL



Tammy Srom

Organizational Change & Training
Senior Principal Consultant with
Collaborative Solutions

Tampa, FL

Agenda

- Workday Project Overview
- Recruiting Overview
- Candidate Management for
 - Staff
 - FT Faculty
 - PT Faculty
 - Regular PT Faculty
 - Casual Temp
- Support Resources

Our Objectives

What we will accomplish by the end of this training

- Understand Candidate Management tasks within Workday
- View demonstrations of Candidate Management steps
- Know where to locate resources and support

Support Resources

On-Demand Help

Project Webpage:

FAQs
Job Aids & Reference Guides
Videos

Workday Learns:

Training Recordings

Training Questions & Workday Help

HRSTM

240-567-5353
hrstm@montgomerycollege.edu

OBS Finance

240-567-5292
procure@montgomerycollege.edu
finance.obs@montgomerycollege.edu

Technical Support

IT Service Desk

240-567-7222
itservicedesk@montgomerycollege.edu

Project Website

- Houses all project information, communications, FAQs and Training Materials

Workday

The College's use of Workday will enable us to improve administrative processes by using modern financial management, human resource, and professional development systems to support the College's mission and goals. It is designed to be mobile device friendly, helping our faculty and staff complete their business faster and get back to what's really important, our students.



PROJECT PHASES

Completed and upcoming phases of the project

[WORKDAY PROJECT PHASES](#)

TIMELINE

Where are we now?

[WORKDAY PROJECT TIMELINE](#)

TRAINING

Access live and recorded webinars, job aides, and the training schedule

[WORKDAY TRAINING](#)

WORKDAY COMMUNICATIONS

Archive of collegewide communications

[WORKDAY COMMUNICATIONS](#)

FREQUENTLY ASKED QUESTIONS

Review FAQs about Workday

[WORKDAY FAQs](#)

Sponsor Message

Welcome to Your Workday Training!

As of January 2022, Workday is officially the Human Resources and Financial Management system at Montgomery College.

By taking today's training, you will be one step closer to full self-service functionality that provides the ability to access and manage your personal HR and finance-related information. As an integral part of our institutional success, we thank you for your participation. We are confident it will ensure your personal success and allow you to take full advantage of all that Workday has to offer.

Enjoy your training session and have a good Workday!

Sherwin Collette

SVP for Administrative and Fiscal Services
Workday Executive Sponsor



Vision



MC's Mission, Vision, Values

MISSION STATEMENT

We empower our students to change their lives and we enrich the life of our community. We are accountable for our results.

VISION STATEMENT

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

CORE VALUES

EXCELLENCE * INTEGRITY * INNOVATION * EQUITY & INCLUSION * STEWARDSHIP * SUSTAINABILITY

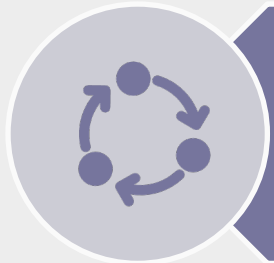
Benefits for Montgomery College



One system that integrates with many other systems and reduces time to perform work



Access and update your own data using applications



View statuses of initiated tasks and get **notified** on completed tasks



Initiate actions using search or applications and complete tasks from your Workday Inbox



Quickly search for and **find information** such as organizational charts and your personal information



(Optional) **Mobile device** access to manage information, anytime, anywhere

Workday Project Overview

- Workday is the system of record for all Human Resources, Finance, and Payroll data.

Workday

- Payroll
- All Tracking for Time Entry, Time Off, and Leave
- EAP
- Recruiting
- Compensation
- HCM
- Benefits
- Learning
- Talent & Performance
- Financial Accounting
- Budget (excluding Adaptive Planning)
- Procurement
- Expenses
- Projects/Capital
- Business Assets
- Banking & Settlement
- Grants Management & Contracts
- Supplier Accounts

Recruiting Overview

High-Level Process Flow

Recruiting

Job Requisition is created and posted



Candidates apply



Recruiter/Hiring Manager move candidates through the job application stages (or decline)



Candidates receive and accept offer



Background Check



Hire process initiates



Candidate completes new hire paperwork thru WD onboarding (I-9 completed in person)

Job Requisitions Overview

Part-Time Faculty

- Requisitions are created by Department Chairs & WDCE
- Refer to the *Creating a PT Faculty Job Requisition* job aid

Position Management

- Requisitions must be created by HRSTM
- If a Manager tries to create a PM requisition, they receive an error

Casual Temps

- Requisitions are created by Managers
- Approval process after Manager's submission:
 - First, Manager's Manager
 - Then, Budget
- Refer to the *Creating a Casual Temp Job Requisition* job aid

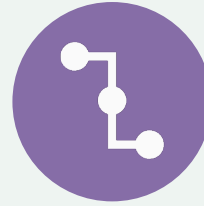
Workday Demo

- Recruiting
Application



Candidate Management Overview

High-Level Process Overview



Candidates Apply

- External and internal candidates submit a job application

Candidate Management

- Recruiters and Hiring Managers complete various steps and disposition candidates
- Steps vary by employee type

Hire

- Candidate is moved to the hire process
- Candidate becomes a new hire

Overview of Key Changes

Previously	Workday Starting 1/3/2022
Managers had limited candidate management responsibilities in Workday.	Managers have increased candidate management responsibilities (e.g., can move and decline candidates in certain stages).
Supporting documents were emailed to the recruiter.	Supporting documents are uploaded in Workday.
Reference check was a manual process.	Reference check for external candidates is processed in Workday.
New hires onboarded using Dropbox.	Onboarding new hires using Workday. Managers should not send new employees to HR to complete paperwork; it will be all be done in the system. I-9 verification will still be required in person.
Background check was completed through recruitment and records depending on the employee type.	Background check is completed through Recruitment.
Student Assistant hiring was done outside of Recruitment.	Student Assistant hiring is done outside of Recruitment.

Manager Roles

Job Application Stages and Potential Next Steps

	Stage			
	Screen	Interview	Reference Check	Recommended Hire
Potential Manager Steps in Workday				

Dispositioning Candidates

Disposition (Decline)

- Select a Reason
- Reasons may vary depending on the candidate's stage
- Can decline a candidate until Ready for Hire status

Manager Can Disposition...

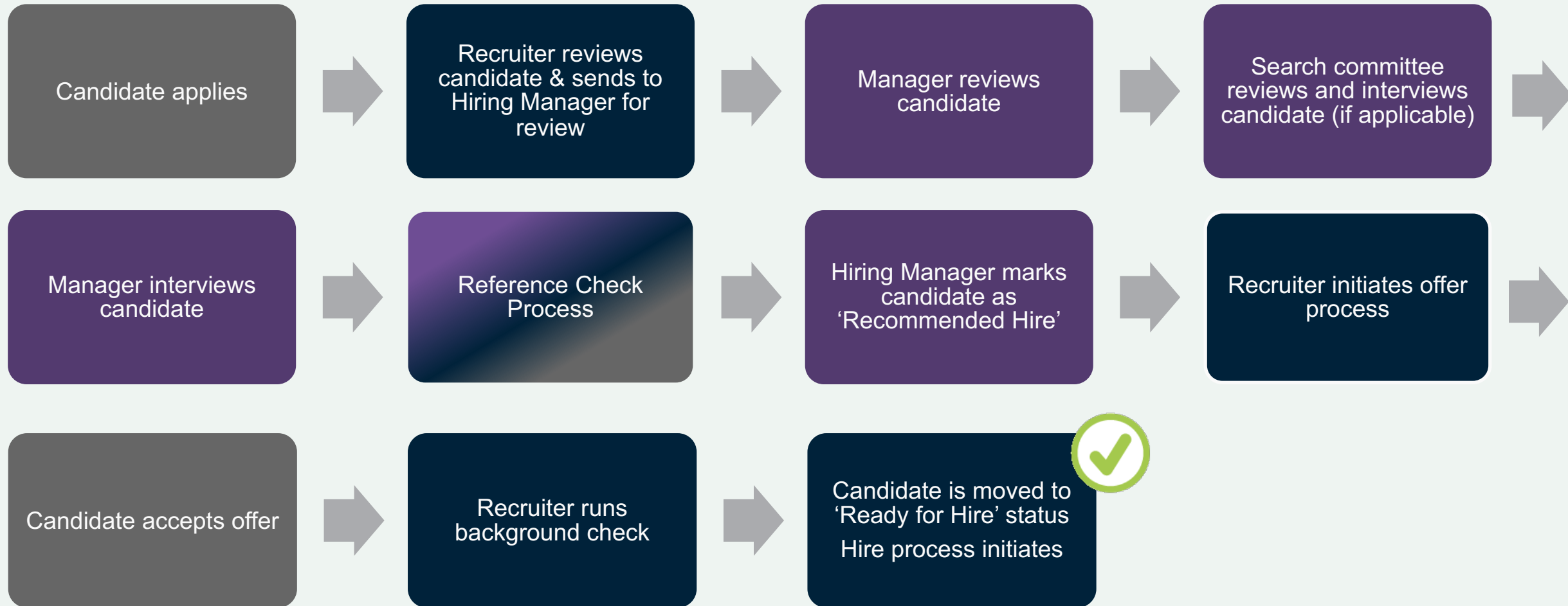
- ...in the Review, Screen, Assessment, & Reference Check stages
- Contact your Recruiter if you wish to Decline in other stages

Recruiter can Disposition...

- ...in the Interview, Offer, & Background Check stages
- & Review, Screen, Assessment, and Reference Check

Example External Staff Hire

Key:
Recruiter
Manager
Candidate



Workday Inbox

- Tasks requiring your action
- You must check your Workday Inbox to complete assigned action items in the candidate management process

The screenshot displays the Workday Inbox interface. At the top, there is a purple header with the word "Inbox" in white. Below the header, there are two tabs: "Actions" and "Archive", with "Archive" highlighted by a blue border. Underneath the tabs, there is a sorting dropdown menu set to "Sort By: Newest" and a filter for "From Last 30 Days". The main area contains a list of tasks, with the following items visible:

- 13 day(s) ago - Successfully Completed
- Reference Check for Job Application: Mark Morrison - R2755 Instructional Faculty FT (CA28176)
14 day(s) ago - In Progress: Edesa Ashourian
- Interview: Mark Morrison - R2755 Instructional Faculty FT (CA28176)
14 day(s) ago - Successfully Completed
- Supplier Request: Test 2.817 on 08/17/2021
21 day(s) ago - Successfully Completed

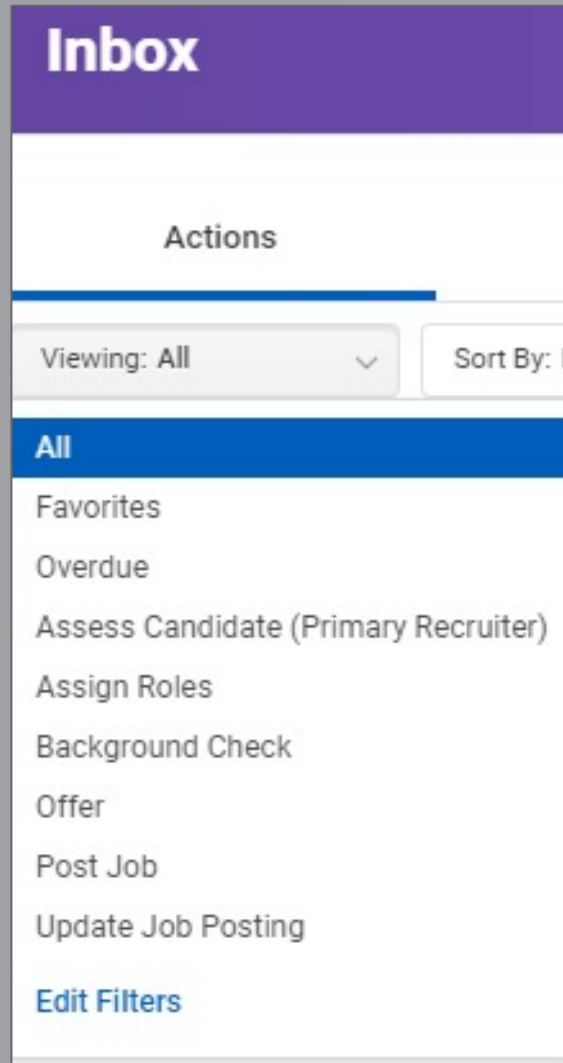
On the right side, there is a "View Event" sidebar. It shows the title "Interview: Mark Morrison - R2755 Instructional Faculty FT (CA28176)" and the status "14 day(s) ago - Successfully Completed". Below this, there are several fields:

- For: [Mark Morrison](#)
- Overall Process: [Job Application](#)
- Overall Status: In Progress

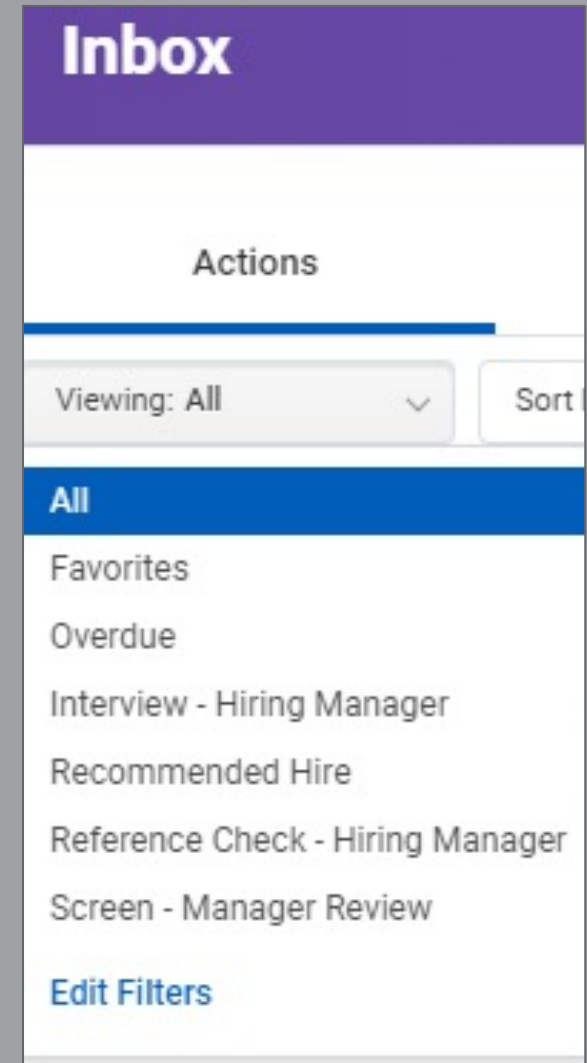
At the bottom of the sidebar, there are two tabs: "Details" (which is selected and highlighted with a blue underline) and "Process". Below these tabs, the "Candidate" field is visible, showing [Mark Morrison](#).

Workday Inbox

- Filter Inbox to locate Recruiting tasks



Recruiter Inbox Filters



Manager Inbox Filters

**Search Committee Members have an additional filter*

Candidate Management for Staff

What *could* a manager do in each stage?

Staff Hire (External)

	Stage			
	Screen	Interview	Reference Check	Recommended Hire
Potential Manager Steps in Workday				

Workday Demo

- Candidate Management for Staff



Candidate Management for Full Time Faculty

What *could* a manager do in each stage?

Full-Time Faculty (External)

	Stage			
	Screen	Interview	Reference Check	Recommended Hire
Potential Manager Steps in Workday				

Workday Demo

- Candidate Management for Full Time Faculty



Candidate Management for Part Time Faculty

What *could* a manager do in each stage?

Part-Time Faculty (External)

	Stage		
	Screen	Interview	Recommended Hire
Potential Manager Steps in Workday			

Workday Demo

- Candidate Management for Part Time Faculty



Candidate Management for Regular Part Time Faculty

What *could* a manager do in each stage?

Regular Part-Time Faculty (Internal)

	Stage		
	Screen	Interview	Recommended Hire
Potential Manager Steps in Workday			

Workday Demo

- Candidate Management for Regular Part Time Faculty



Candidate Management for Casual Temp

What *could* the manager do in each stage?

Casual Temp (External)

	Stage		
	Screen	Interview	Reference Check
Potential Manager Steps in Workday			

Workday Demo

- Candidate Management for Casual Temp



Recap

Top 3 Takeaways...

1. Managers have more responsibility to move candidates through initial recruitment stages including declining candidates.
2. Initial Rank for Part-time faculty hires must be submitted through Workday before the Recruiter can initiate an offer.
3. For WDCE PTF, it is not required to complete initial rank form or enter in ESH information through recruitment.
4. Reference check for external candidates will be done through Workday.

Verify your Information in Workday

- Ensure the following information is up to date
 - Time off or leave requests
 - Your address, personal information, and emergency contacts
 - Benefit Elections
 - Direct Deposit and Payment Elections
 - Tax Elections

Other Training Sessions

On-demand
recordings will be
available in
Workday Learns

Session	Audience	2022
Workday Core Concepts	Employees	Jan 18 3:00-4:00
Manager Self-Service Overview	Managers	Jan 19 12:00-2:00
Period Activity Pay	Academic Aides WDCE Partner	Jan 20 2:00-4:00
Employee Self-Service for Procurement & EAP Requisitions	Employees	Jan 25 2:00-4:00
Overview for Cost Center Managers (CCM) & Secondary Cost Center Managers (SCCM)	CCM and SCCM	Jan 26 1:00-2:00
Grants Overview for Principal Investigators	Principal Investigators	Jan 27 2:00-3:00

Support Resources

On-Demand Help

Project Webpage:

FAQs
Job Aids & Reference Guides
Videos

Workday Learns:

Training Recordings

Training Questions & Workday Help

HRSTM

240-567-5353
hrstm@montgomerycollege.edu

OBS Finance

240-567-5292
procure@montgomerycollege.edu
finance.obs@montgomerycollege.edu

Technical Support

IT Service Desk

240-567-7222
itservicedesk@montgomerycollege.edu



Thank You

Enjoy your Workday!

**Time for
a 5-Minute
Break**

