SCREEN CANDIDATES

Screening is a two-step process: review materials and rate candidate.
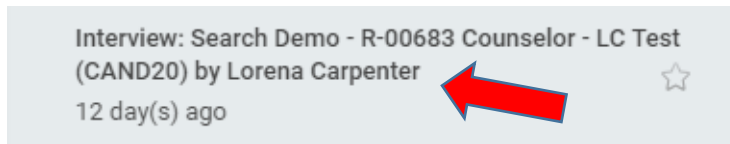
1. Log into Workday. Click on your inbox in the top right hand corner.

2. Click on one of the inbox items titled "Interview: Candidate Name."

   Helpful Tip: You will have one inbox item per candidate i.e. if there are 50 candidates to screen, you will have 50 inbox items.

   > Interview: Search Demo - R-00683 Counselor - LC Test (CAND20) by Lorena Carpenter
   > 12 day(s) ago

REVIEW APPLICATION MATERIALS

3. Click on the candidate's name at the top of the inbox item screen; this will take you to their application.

   Rate Interview

   12 day(s) ago

   Search Demo
   For: R-00683 Counselor - LC Test

   ☎ (760) 555-6644   Jobs Applied

   ✉ searchdemo@gmail.com   Stage
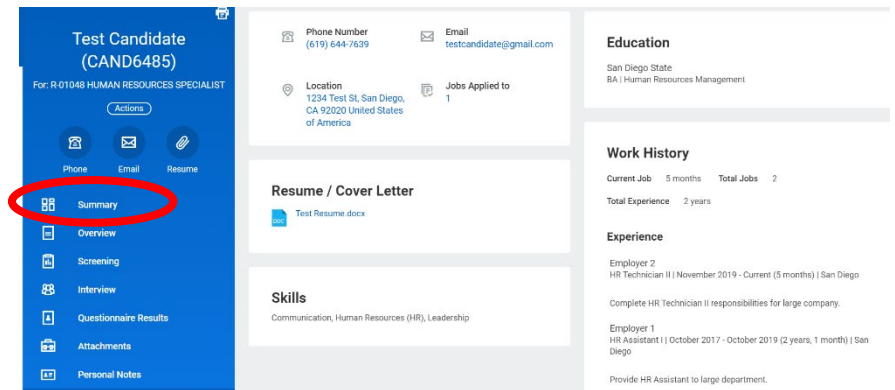
                                       Source

   Helpful Tip: right click on the candidate name and click "See in New Tab" to open a new browser tab.

4. The **Summary** page of the candidate's profile opens. This page contains the candidate's resume, education and work history in one place. Click on the link to open any document. Scroll through the entire page and expand any section with the +more option.

5. The **Questionnaire Results** page may contain the following candidate information based on what was required for the particular recruitment.
   - References
   - Cover Letter (click on the link to open the document)
   - Certificates (click on the link to open the document)
   - Teaching experience
   - Unofficial transcripts (click on the link to open the documents(s))
   - Equivalency, if applicable (click on the link to open the document(s)
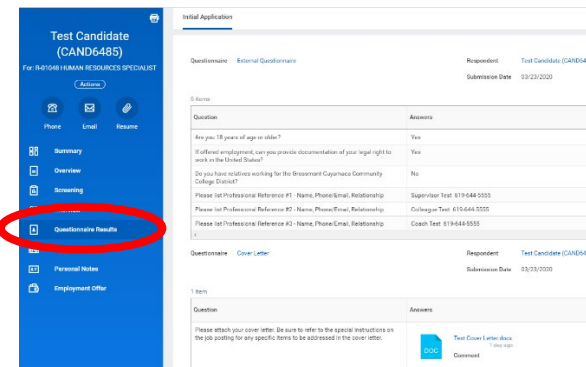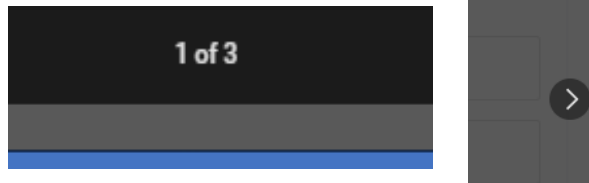
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Helpful Tip: Workday allows the candidate to upload these additional materials in multiple places. During your review, if the additional materials are not in Questionnaire Results, please check for materials in each of the following areas:

- Attachments
- Overview

If you cannot locate the materials you are expecting, please contact your HR Recruiter right away.

Helpful Tip: Workday shows the number of pages in each document on the top. Use the arrow on the right side of the screen to continue to the next page. Be sure you are reading all of the candidate's information by scrolling to all pages!

6. Once you have gathered enough information about the candidate and compared that information to the screening criteria, return to your Workday inbox to rate the candidate.
   - Repeat steps 1 &2 and choose the inbox item with the candidate name you reviewed or click in your other browser window.

RATE APPLICANT

7. Select a rating for the candidate and write a comment below the rating; the comment should be helpful in facilitating discussions with the committee and should tie back to the screening criteria; i.e. "met most criteria" or "missing xxx criteria."
   - 3 – recommended
   - 2 – recommended with reservations
   - 1 – not recommended

8. Click Submit at the bottom of the screen if <u>no discussion</u> is necessary and you are sure of your rating.

9. **OR** Click Save for Later if committee <u>discussion is necessary</u>.

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Helpful Tip: If you click "Save for Later" your rating and comment will be saved. The item remains in your inbox and will be visible to you when you return.

Options for Save for Later:
- Leave the candidate in your inbox until the committee discussion and Submit your rating after discussion.
- Screen all candidates first, clicking Save for Later for each. Then go back and Submit once you have an overview of all of the candidates in the pool.

10. Repeat steps 1-9 for each candidate until you have submitted all of the candidates. If you have candidates that remain in your inbox for committee discussion, be sure to submit them as quickly as possible in the meeting. All ratings are required in order to determine who will be invited to an interview.

Helpful Tip: Your rating will be averaged with the ratings of other committee members. The committee will discuss the averages at the meeting to determine who will be invited to an interview.