UAF Job Application Process

A Step-by-Step Guide

Last Updated: November 2021

Click the title to skip to that section.

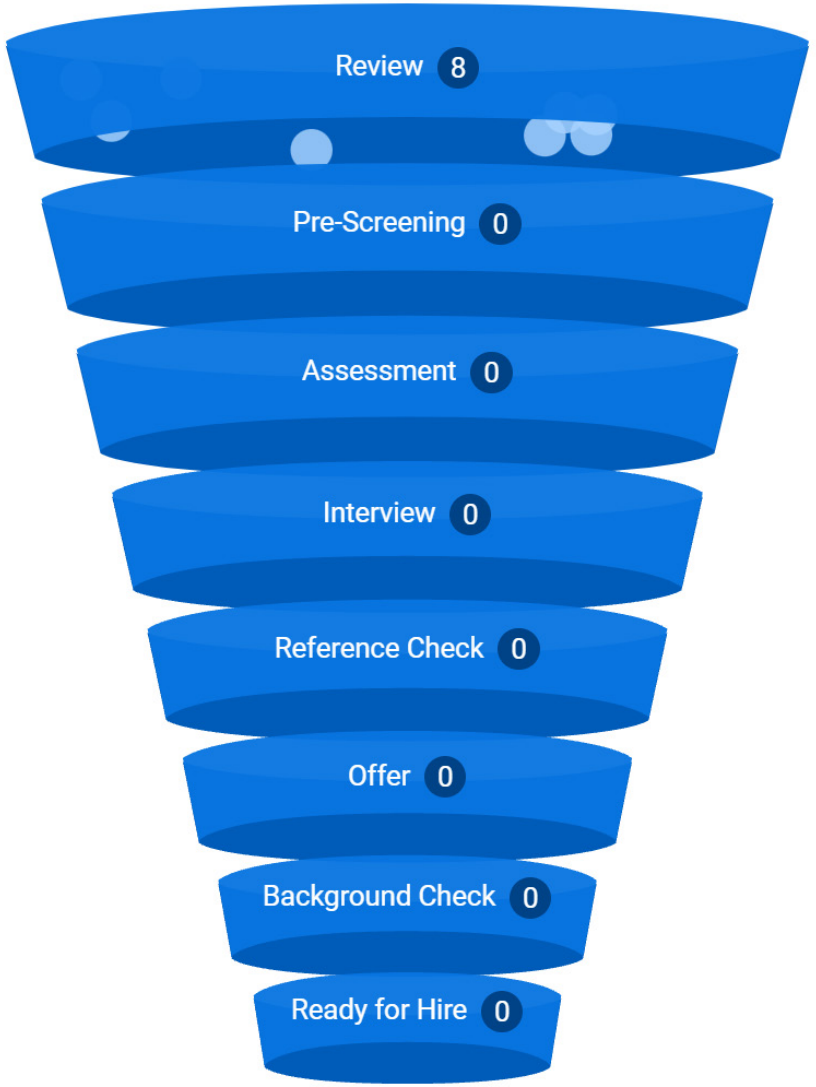
Introduction 3
Initial Review 5
Review Candidate Materials
View Resume
View Required/Optional Documents
Bundle Resumes
Candidate Attachments & Contact Information
Move Forward or Decline after Initial Review
Move Forward to Review by Manager
Move Forward to Pre-Screening
Parallel Stages
Assessment
EO Review 23
Complete OEOC Screening Documents
Complete OEOC Recruitment Plan
Attach OEOC Documents to Job Requisition
Interview 33
Declining a Candidate After the Interview
Hold a Candidate
Offer 35
Initiate Offer Process
Initiate Reference Check – Parallel to Offer
Initiate Background Check – Parallel to Offer
Continue Reference Check
Continue Background Check
Continue Offer Process
Compensation
Fixed Term Compensation
Approvals
Generate the Offer Letter
Review the Offer
Possible Additional Steps for Candidate
Ready for Hire 52

Introduction

The steps that are taken to move candidates through the recruiting business processes in Workday are collectively known as the *Job Application Process*. It begins after the **Job Requisition** has been created and candidates have applied for the position. It generally ends with one candidate being moved into **Ready for Hire** and the remaining candidates being dispositioned.

This guide is intended to help the following departmental positions move candidates through the process as required by UAF:

- ***Recruiting Coordinator for Job Requisition***
- ***Hiring Manager***
- ***Search Committee Member/Chair***



Job Application Process: Introduction

The list on the left shows the various stages of the **UAF Job Application Process**. Take a moment to compare it to the illustration on the right of the **Candidates by Active Stage** as shown in Workday. Notice that the UAF process doesn't exactly mirror the Workday flow, but it does include each stage in the flow. Workday has some flexibility built in, which allows each department to work through the process in the manner best suited for their needs.

UAF Job Application Process

Initial Review

- Review of Applicant Material
- Pre-Screening

EO Review

- Recruitment Analysis Review (RAR)*
- OEOC Review (RAR) Completion

Interview

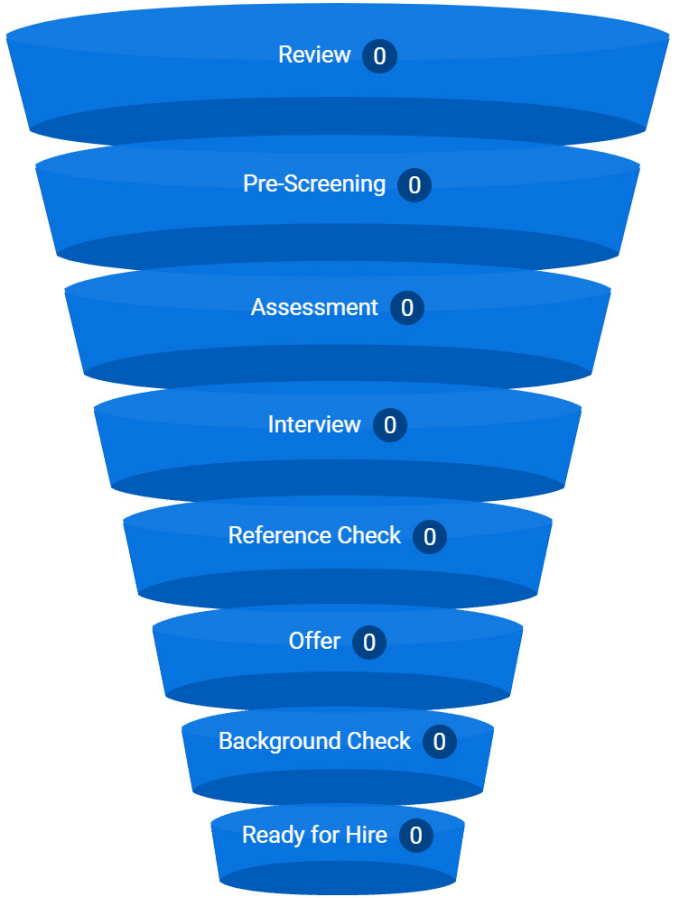
- Schedule Interview
- Rate Interview

Offer

- Offer Letter
- Reference Check
- Background Check
- Acceptance/Renegotiation
- Ready for Hire

**Not Required for Extra Help/Hourly, Graduate Students, Workstudy or Hourly Faculty*

Candidates by Active Stage



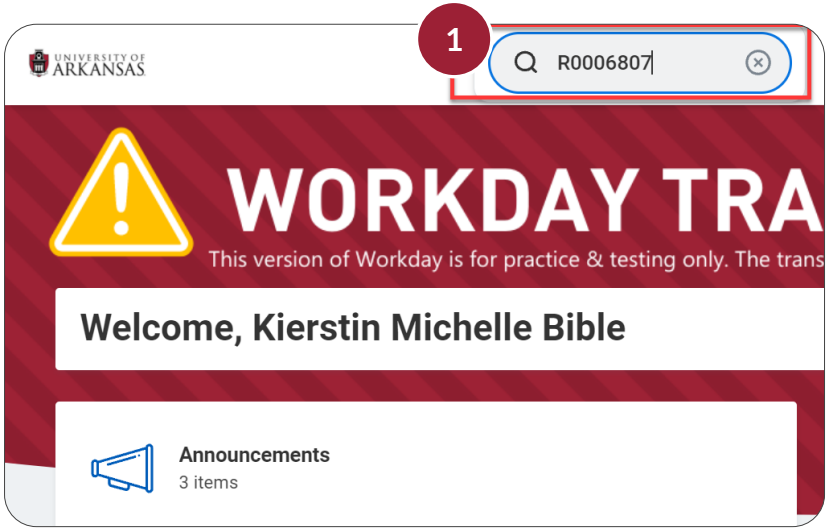
When a candidate has applied for a job that has been posted for UAF, their materials become available for initial review. The ***Recruiting Coordinator for Job Requisition***, ***Recruiter for Job Requisition*** (Central HR), ***Hiring Manager*** and ***Search Committee*** members can access candidate materials through the *Job Requisition* for the *Initial Review*.

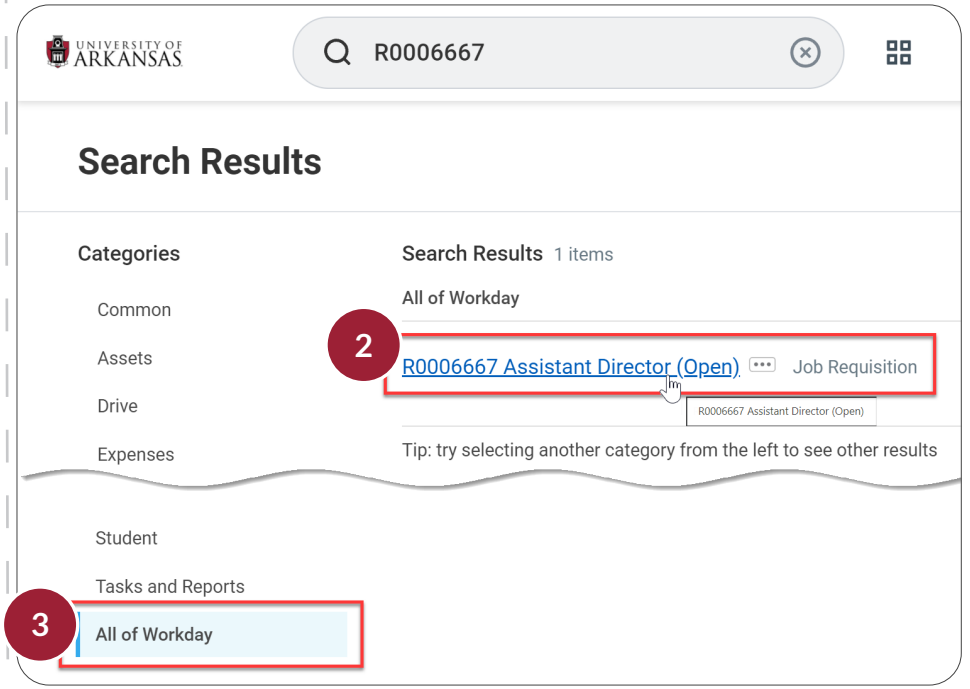
Initial Review

Review Candidate Materials

1. Type the **Job Requisition** number directly into the **Search Bar**.

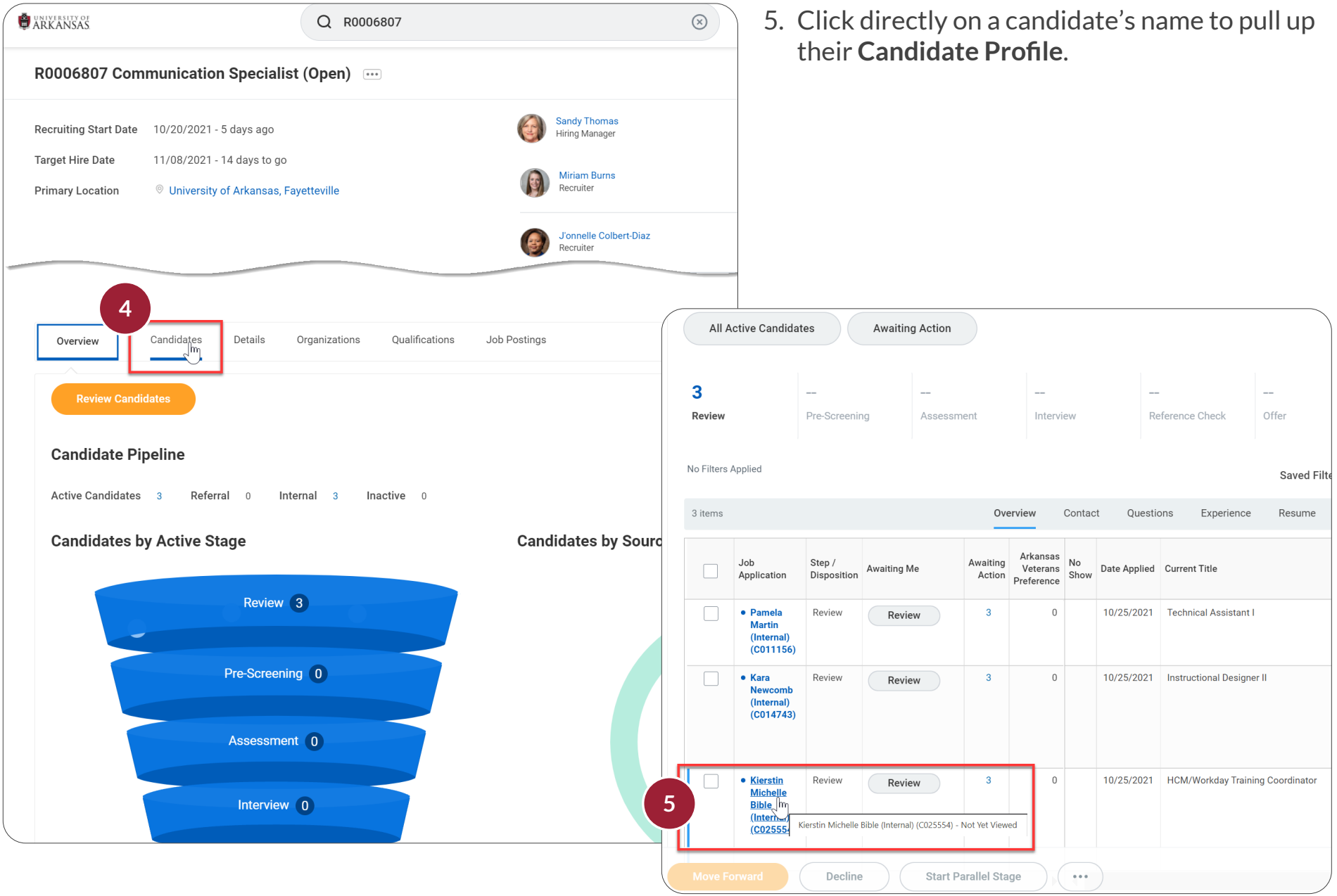
   TIP: ***Employment Coordinators*** and ***Recruiting Coordinators for Job Requisition*** have recruiting applications they can also use.
2. Click on the **Job Requisition** link.
3. Don't forget to select "All of Workday" for your **Search** category.





Job Application Process: Initial Review

4. Click on the **Candidates** tab.
5. Click directly on a candidate's name to pull up their **Candidate Profile**.



Use the **Candidate Profile** to review the candidate's materials.

- **First,** ensure that the candidate meets the minimum qualifications for the position.
- **Second**, decide whether the candidate will be invited to interview.

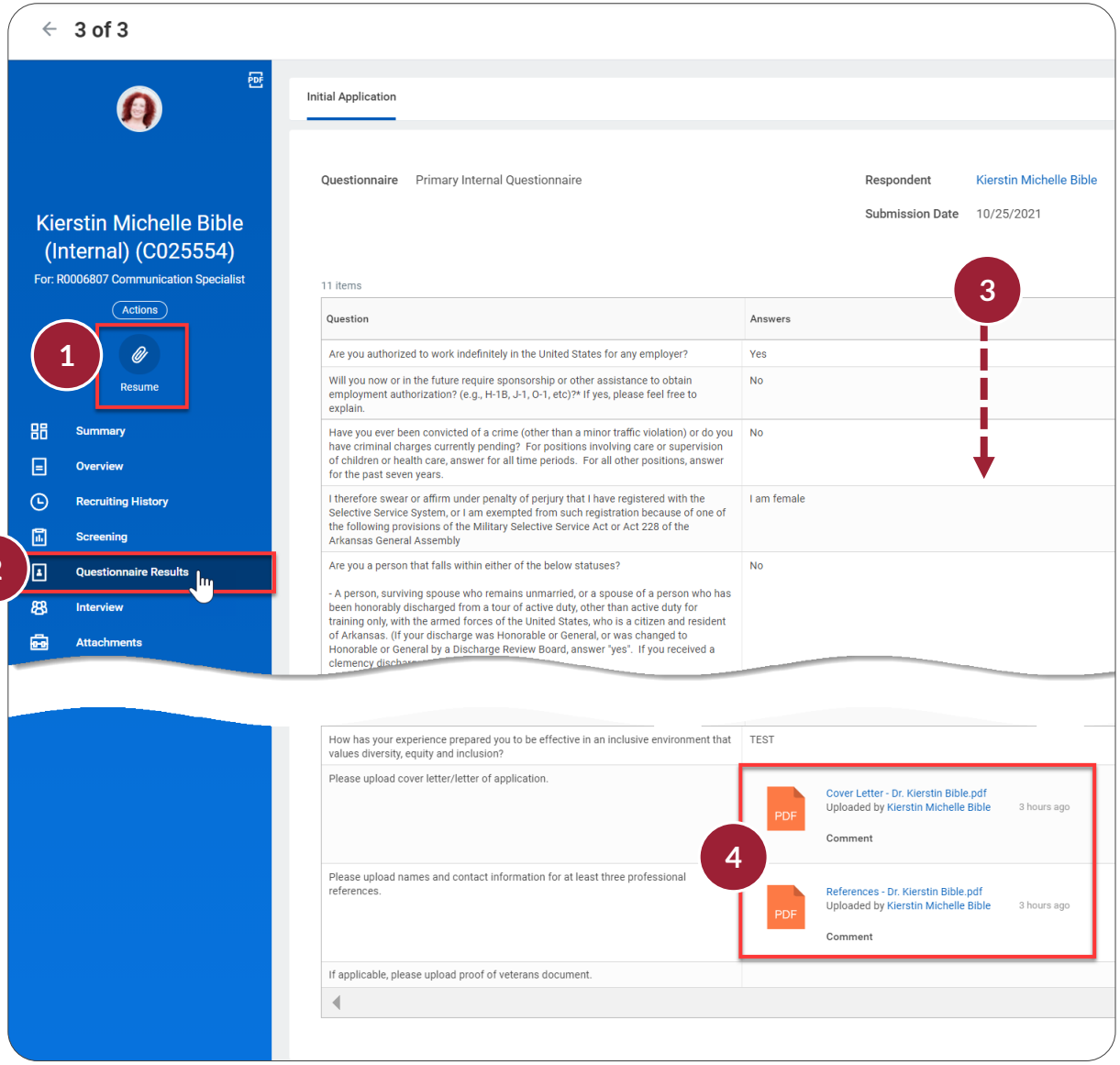
View Resume

1. To view the resume, click on the paperclip under the **Actions** button. *You may see other information in this section, such as phone and email.*

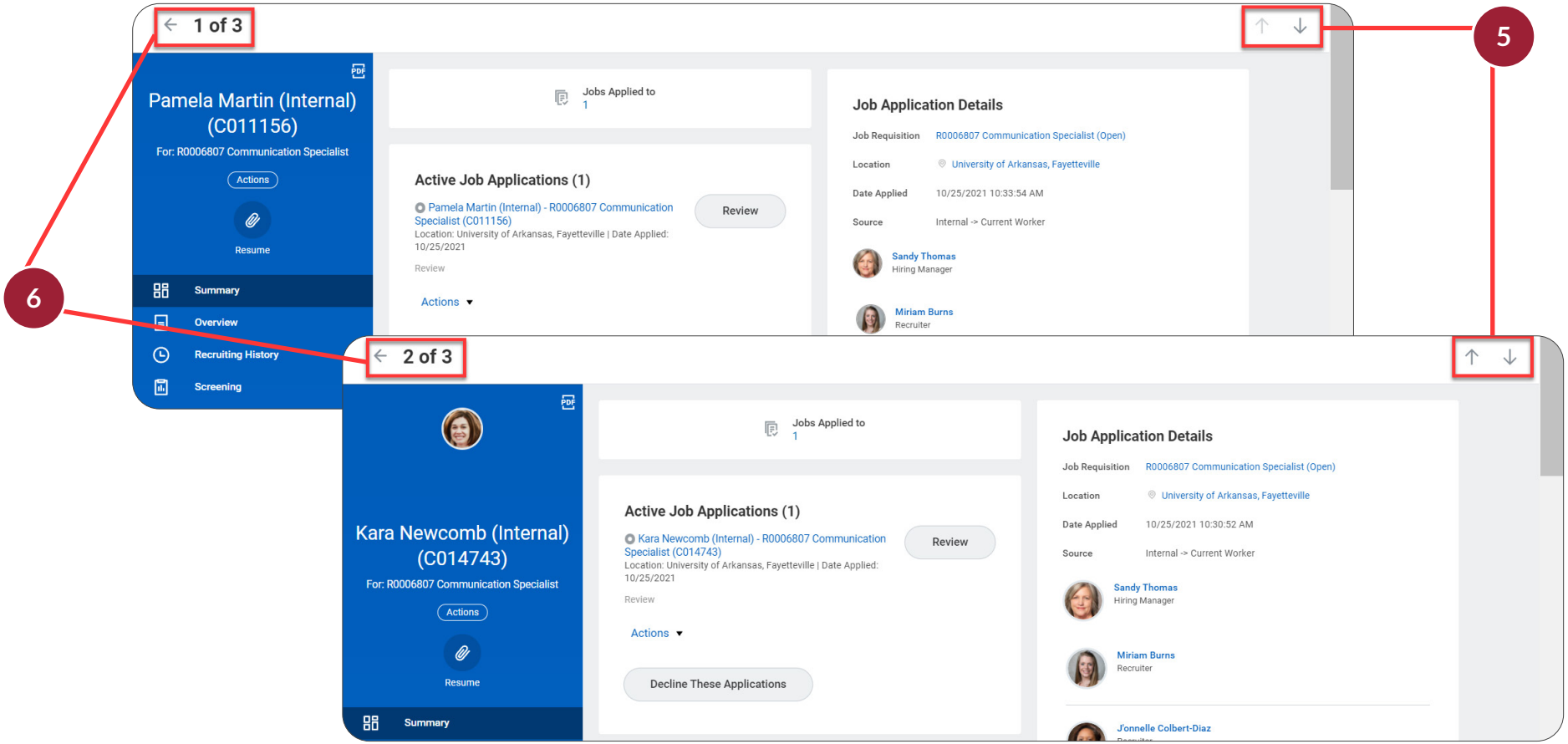
View Required/Optional Documents

To ensure you are seeing all attachments you will need to look at the **Questionnaire Results** section.

2. Click on **Questionnaire Results**.
3. Scroll down to the bottom of the page to view other required and optional documents that have been uploaded by the candidate.
4. Click directly on the attachments to open them.



5. Use the up and down arrows on the top right to navigate between candidates.
6. The numbers on the top left indicate how many candidates there are, as well as which candidate you are currently reviewing. It starts with the candidate that has most recently applied and goes in reverse chronological order.

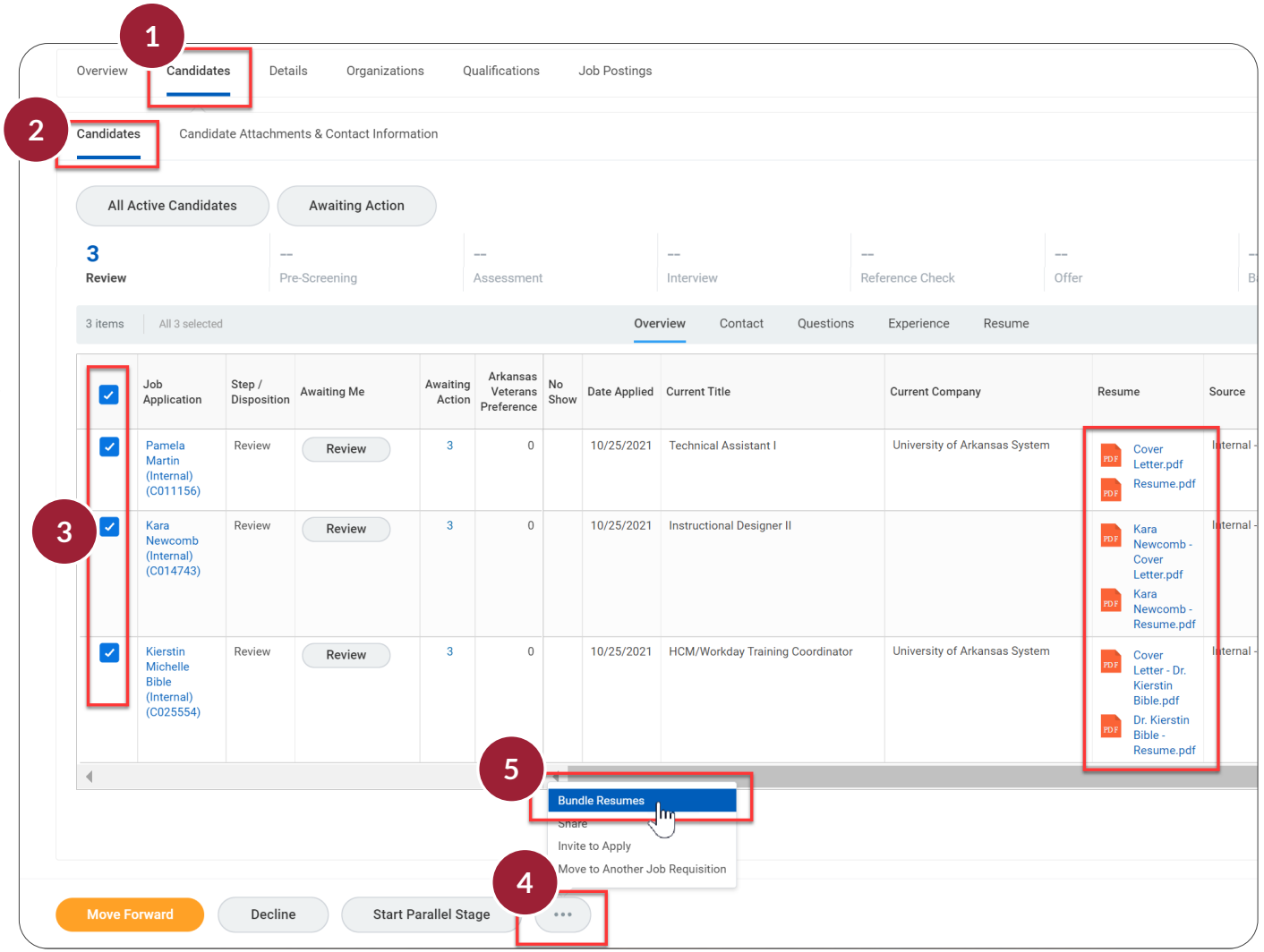


Job Application Process: Initial Review

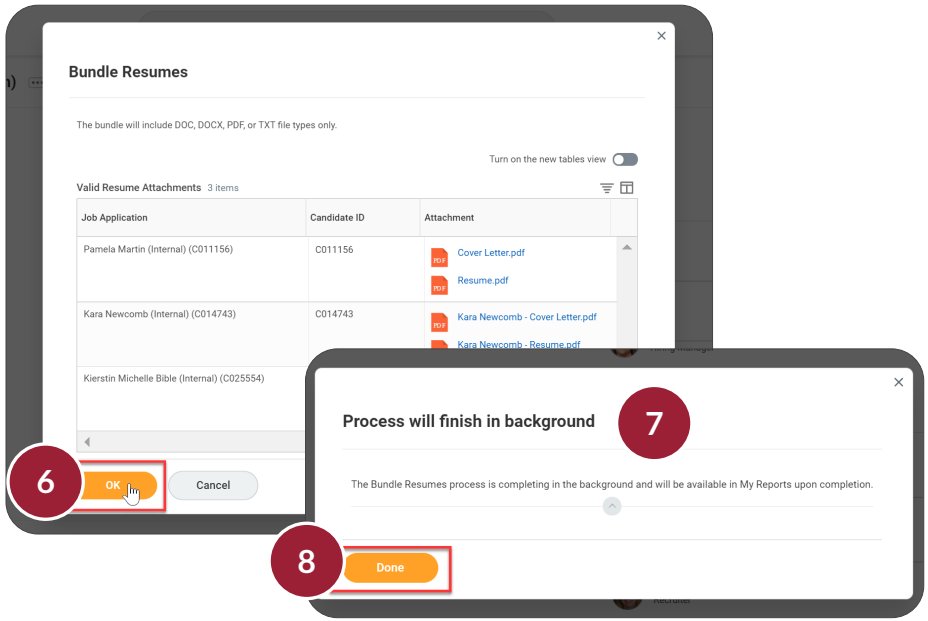
The ***Hiring Manager*** and ***Recruiting Coordinator for Job Requisition*** have the option to bundle resumes and download them for bulk review.

Bundle Resumes

1. Click on the **Candidates** tab.
2. Click on the **Candidates** sub-tab.
3. Check the boxes for the candidates whose resumes you would like to bundle and download. *Check the box at the top to select all of the candidates.*
4. Click on the three buttons at the bottom of the page ("More").
5. Click on **Bundle Resumes**.

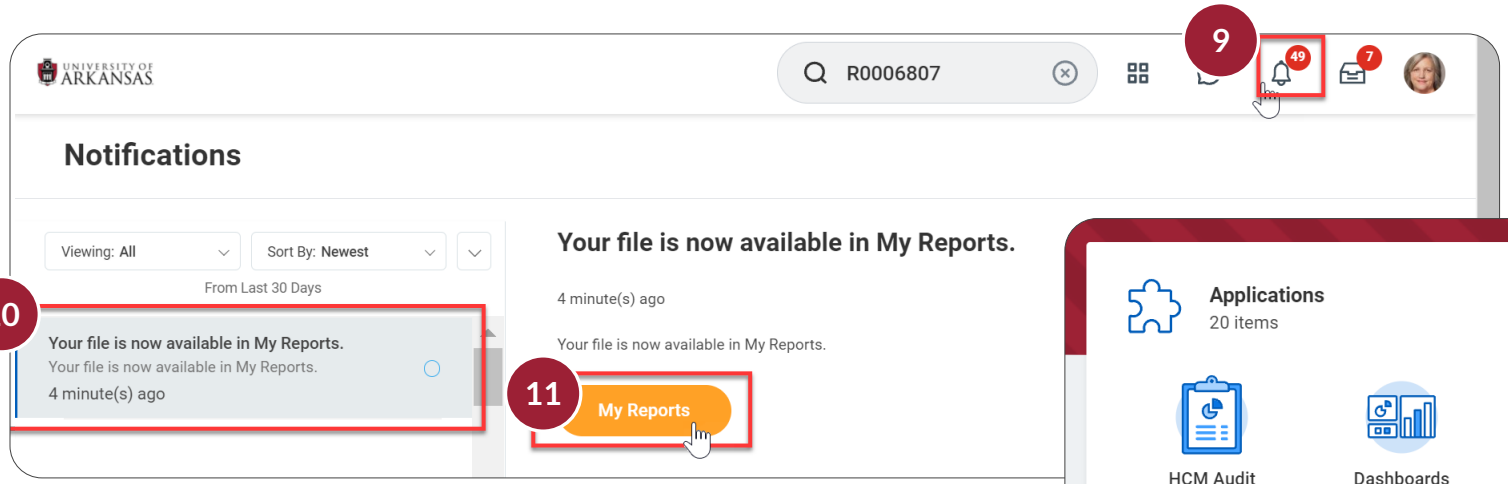


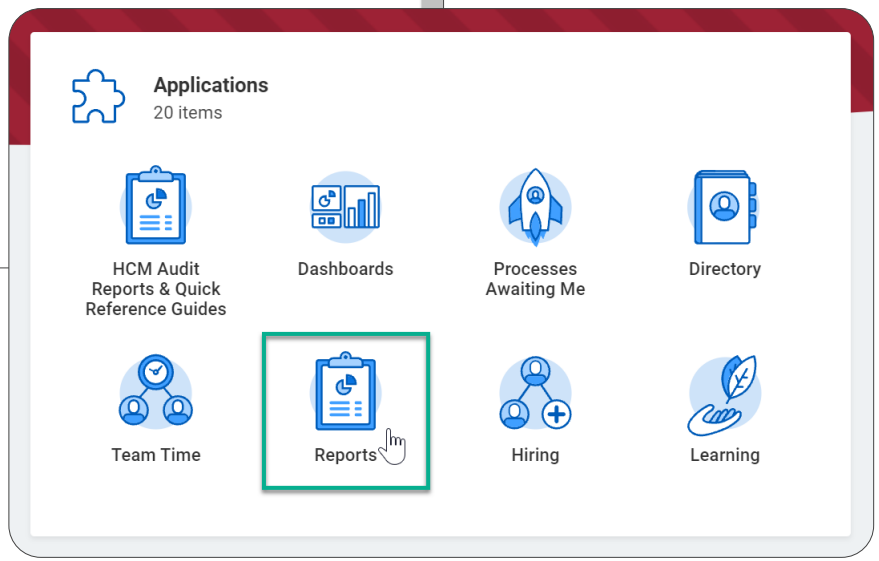
Job Application Process: Initial Review



6. Click **OK**.
7. You will see a pop-up message about the process finishing in the background.
8. Click **Done**.
9. Click on the **Notifications** icon.
10. Click on the **Notification Item** "Your file is now available in My Reports."
11. Click on **My Reports** to view the PDF of the bundled resumes.

TIP: You can also access the bundled resumes through the **Reports** application from your home page.





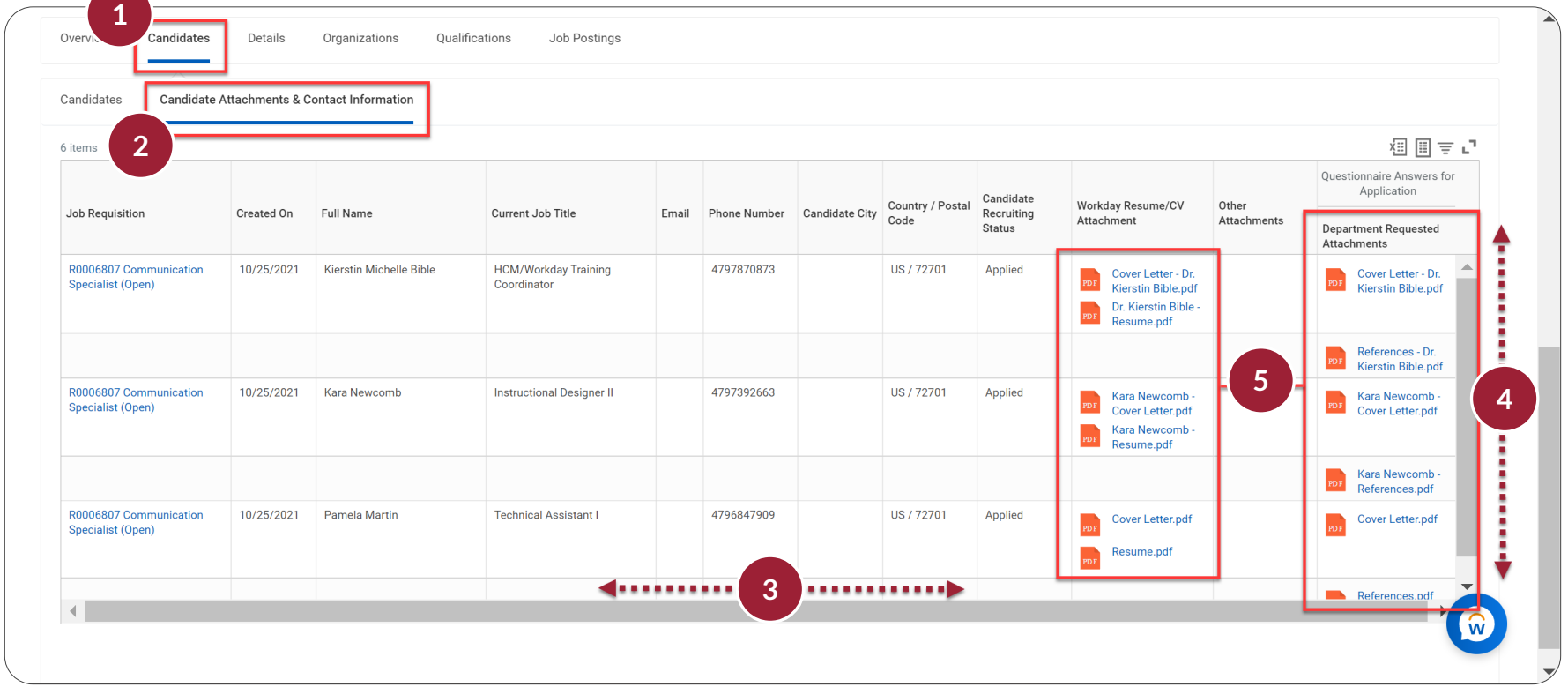
Job Application Process: Initial Review

Hiring Managers, the ***Recruiting Coordinator for Job Requisition*** and ***Search Committee*** members now have the option to access a specialized report on the **Candidate Grid** allowing them to view all candidates, their information and materials in one place. This will allow you to view the attachments that were specifically requested by the department in the job requisition, without having to scroll through each ***Candidate Profile***.

Candidate Attachments & Contact Information

1. Click on the **Candidates** tab in the **Job Requisition**.
2. Click on the **Candidate Attachments & Contact Information** sub-tab.
3. Scroll to the right to view **Department Requested Attachments.**
4. Scroll up/down to view all candidates.
5. Click on any attachment to view and/or download it.

NOTE: This does not allow you to bulk download.

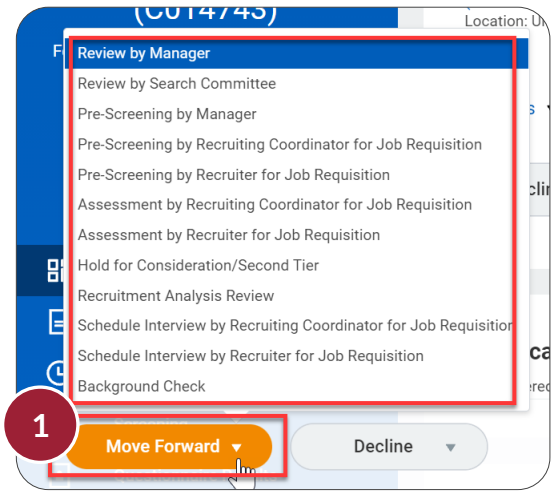


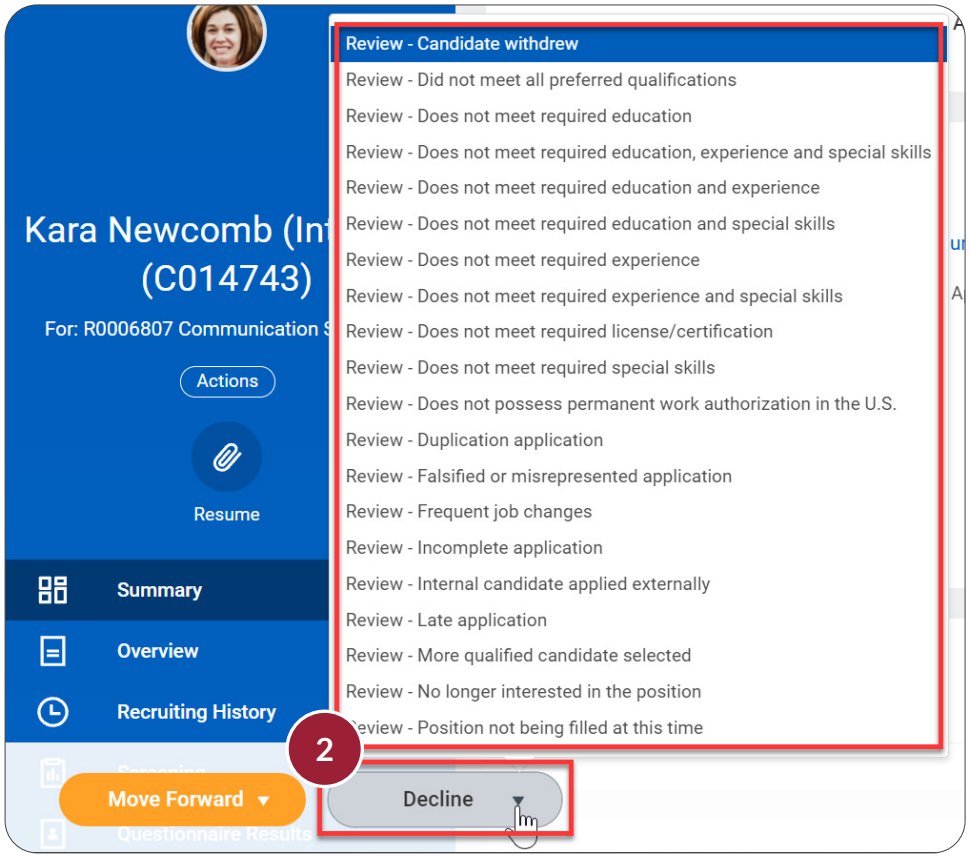
Although the ***Hiring Manger*** and the ***Search Committee*** members can review candidates through the **Candidate Profile**, only the ***Recruiting Coordinator for Job Requisition*** is able to move them into another step/stage or disposition them in this stage. The ***Hiring Manager*** and ***Search Committee*** members will review and provide feedback to the ***Recruiting Coordinator for Job Requisition*** to make the selections in Workday.

Move Forward or Decline after Initial Review

Open the **Candidate Profile** (*as previously shown*) and **Move Forward** or **Decline** as appropriate. *The options to* **Move Forward** *and* **Decline** *will change throughout the Job Application Process, depending upon your role and which step you are at in the process.*

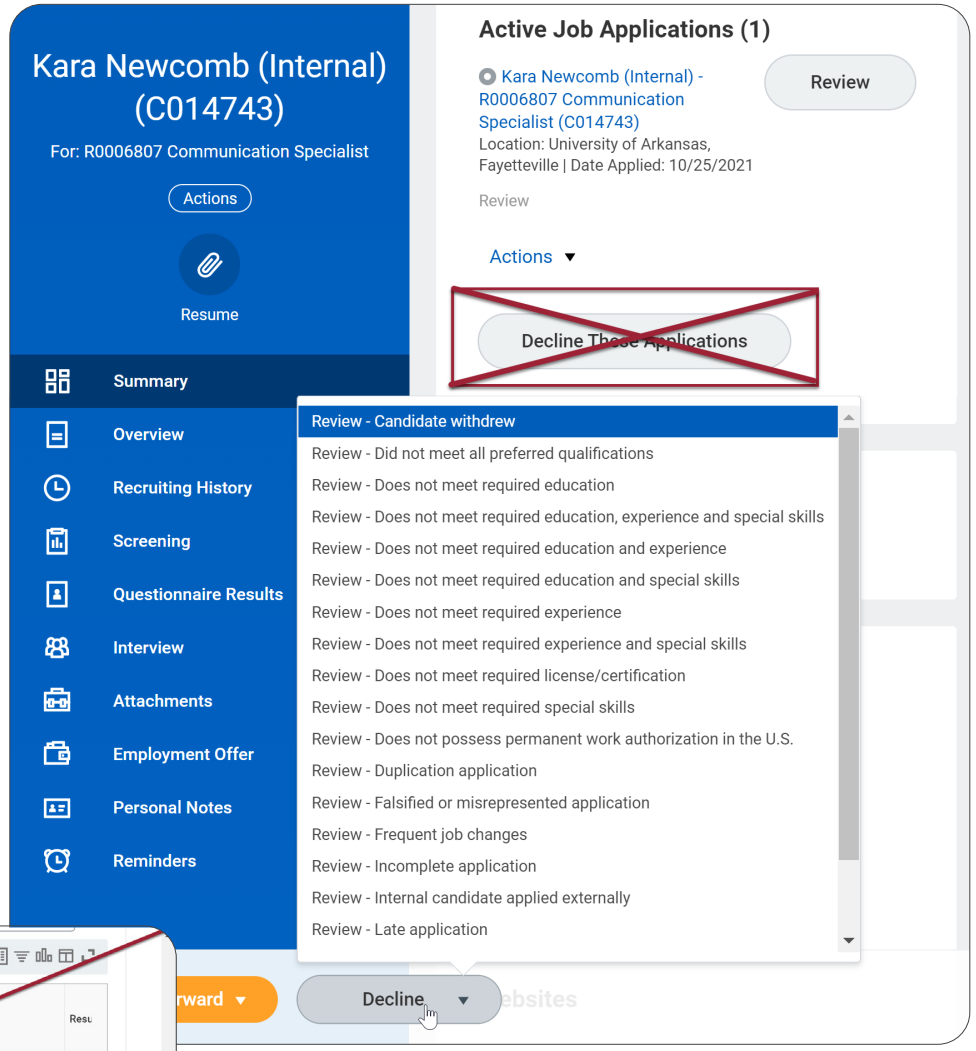
1. **Move Forward**
   - Click **Move Forward**.
   - Select the desired next step.
2. **Decline**
   - Click **Decline**.
   - Select the appropriate **Decline** reason (***Review*** *reasons are shown*).

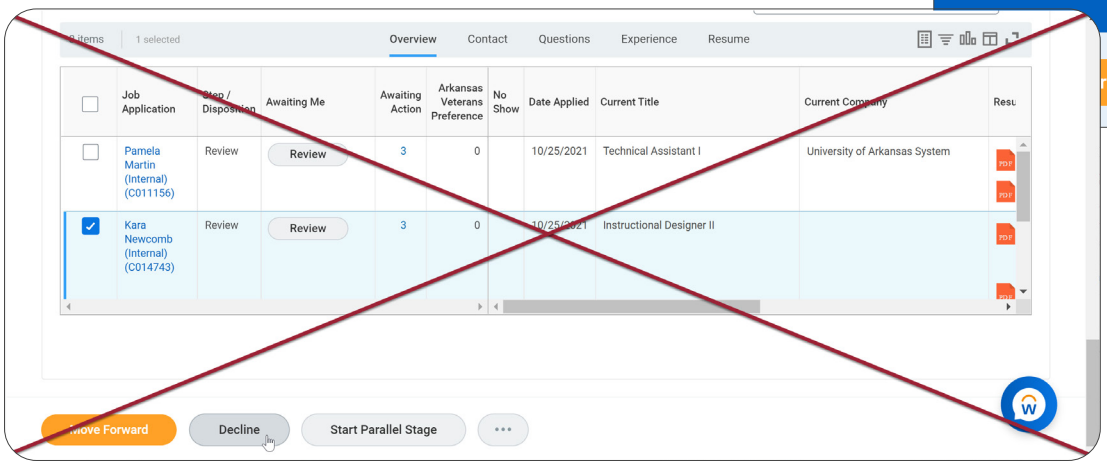




Considerations when Moving/Declining a Candidate

- The ***Recruiting Coordinator for Job Requisition*** will also see a button to "Decline These Applications" in the **Candidate Profile**. Do **NOT** use this option to decline a candidate.
- The **Candidate Grid** offers the option to move multiple candidates simultaneously. Please do **NOT** use these options (either for declining or moving forward), as it impacts downstream options of being able to correctly transact on the candidates.
- If a candidate is declined due to not meeting the required qualifications, education, experience, license/certification and/or skills they will immediately be sent an email notification. Additionally, the **Candidate Portal** will also be updated with the status of "No Longer Under Consideration."





Delayed Email Notification & Candidate Portal Status

If a candidate is declined in Workday for reasons other than meeting the minimum qualifications, they will not receive an automatic email notification. However, the status on the **Candidate Portal** will indicate "No Longer Under Consideration."

Below is a list of **Recruiting Dispositions,** along with the **Candidate Portal Status** and **Email Notification** information.

Recruiting Disposition	Candidate Portal Status	Email Notification
Did not meet all preferred qualifications	No longer under consideration	Delayed
Future trajectory judged weaker than candidate(s) selected for final interview	No longer under consideration	Delayed
Ineffective interview	No longer under consideration	Delayed
Interview showed inconsistency with application information	No longer under consideration	Delayed
Lack of service to students, department or campus community	No longer under consideration	Delayed
More qualified candidate selected	No longer under consideration	Delayed
Proposal/agenda weaker than candidate(s) selected for final interview	No longer under consideration	Delayed
Research agenda not aligned with department needs	No longer under consideration	Delayed
Salary expectations out of range	No longer under consideration	Delayed
Teaching experience not comprehensive	No longer under consideration	Delayed
Unacceptable/Unverifiable references	No longer under consideration	Delayed
Weak communication skills (written and/or oral)	No longer under consideration	Delayed

You may have noticed that in order to review a candidate in this way, the ***Hiring Manager*** and ***Search Committee*** members must take the initiative to search for the *Job Requisition* and access the **Candidate Profiles**. There is an option for the ***Recruiting Coordinator for Job Requisition*** to move a candidate into an official review stage by the ***Hiring Manager.*** If they choose to do this, the ***Hiring Manager*** will have the ability to move/decline a candidate.

Move Forward to Review by Manager

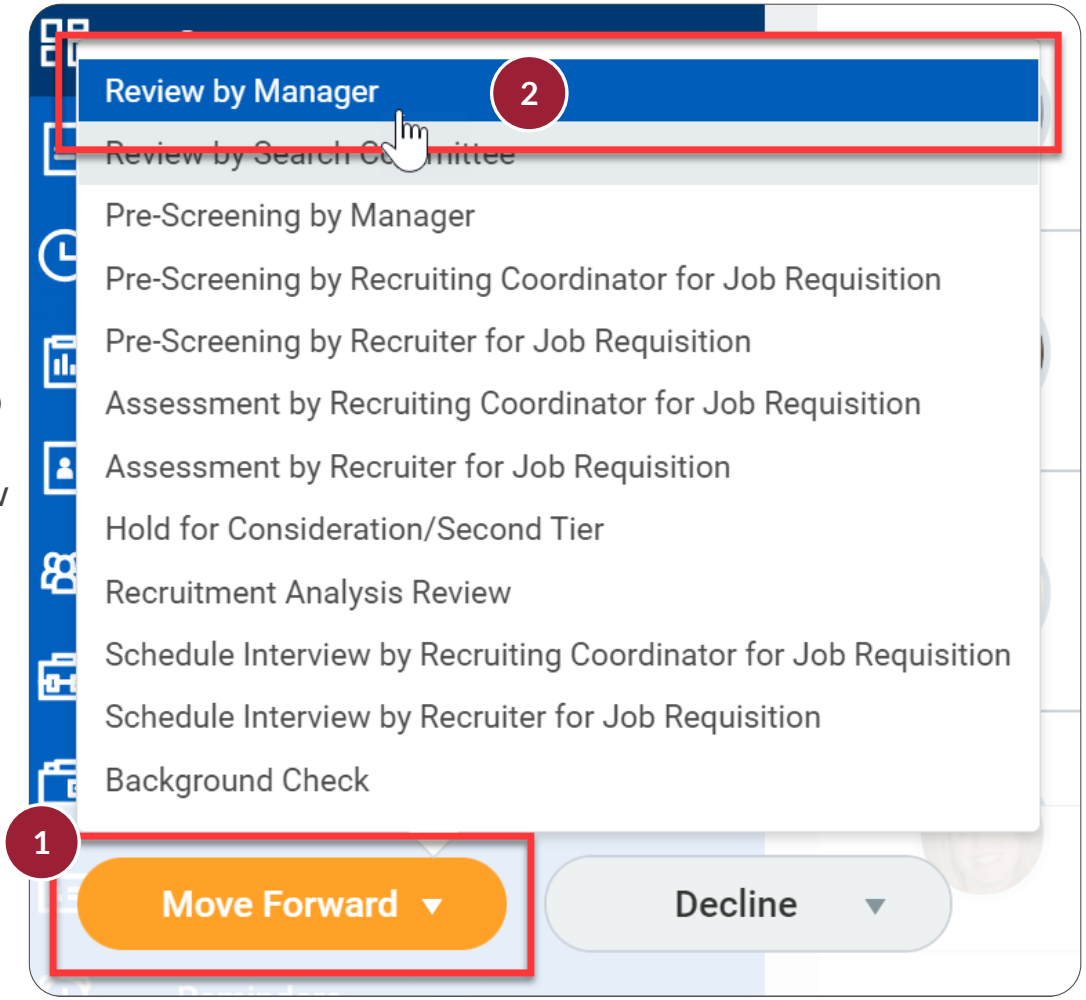
Access the **Candidate Profile** through the *Job Requisition* (*as previously shown*).

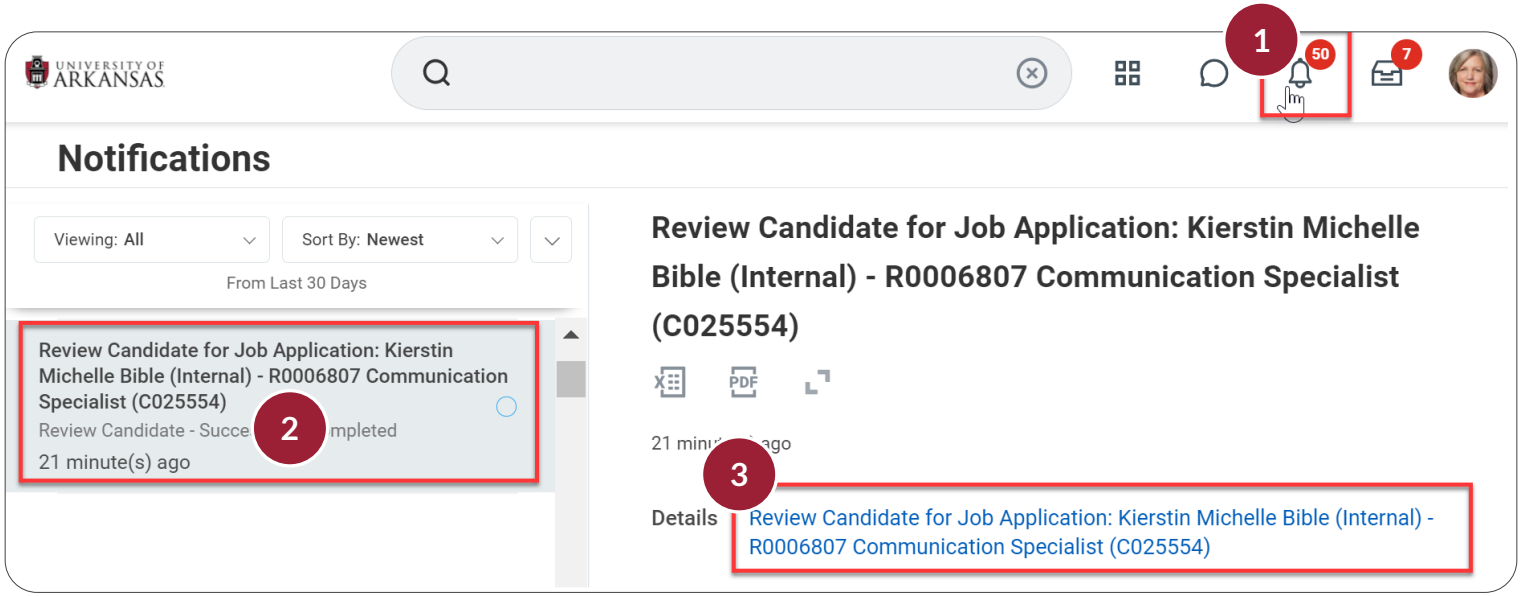
1. Click on **Move Forward**.
2. Select **Review by Manager**.

   NOTE: *We are not using the option* **Review by Search Committee** *at this time.*

The ***Hiring Manager*** will receive an **Inbox Item** AND a **Notification Item** to "Review candidate for Job Application." They will be able to completely review the candidate's application materials and will have the option to **Move Forward** or **Decline**.

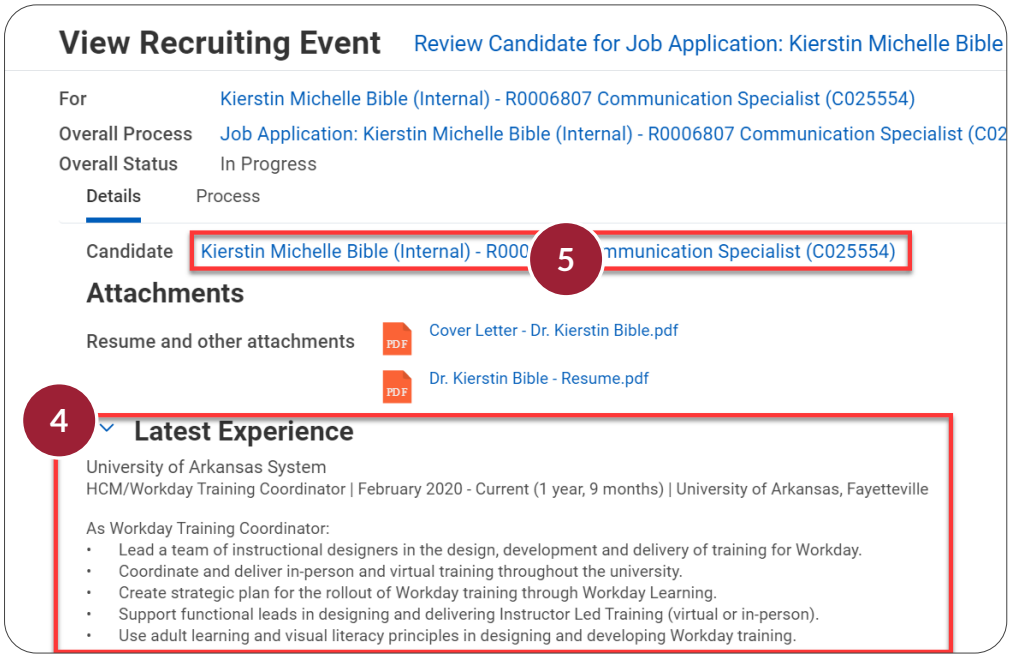
If the ***Hiring Manager*** chooses to review the candidate via the **Inbox Item**, they will be taken directly into the **Candidate Profile**.





Hiring Manager: Review via Notification Item

1. Open **Notifications** by clicking the **Notifications Bell** icon.
2. Click on the **Notification Item** "Review Candidate for Job Application."
3. Click on the link **Review Candidate for Job Application.**
4. Perform a quick review on the materials in the **View Recruiting Event** view **OR**
5. Click on the candidate link to open the full **Candidate Profile.**

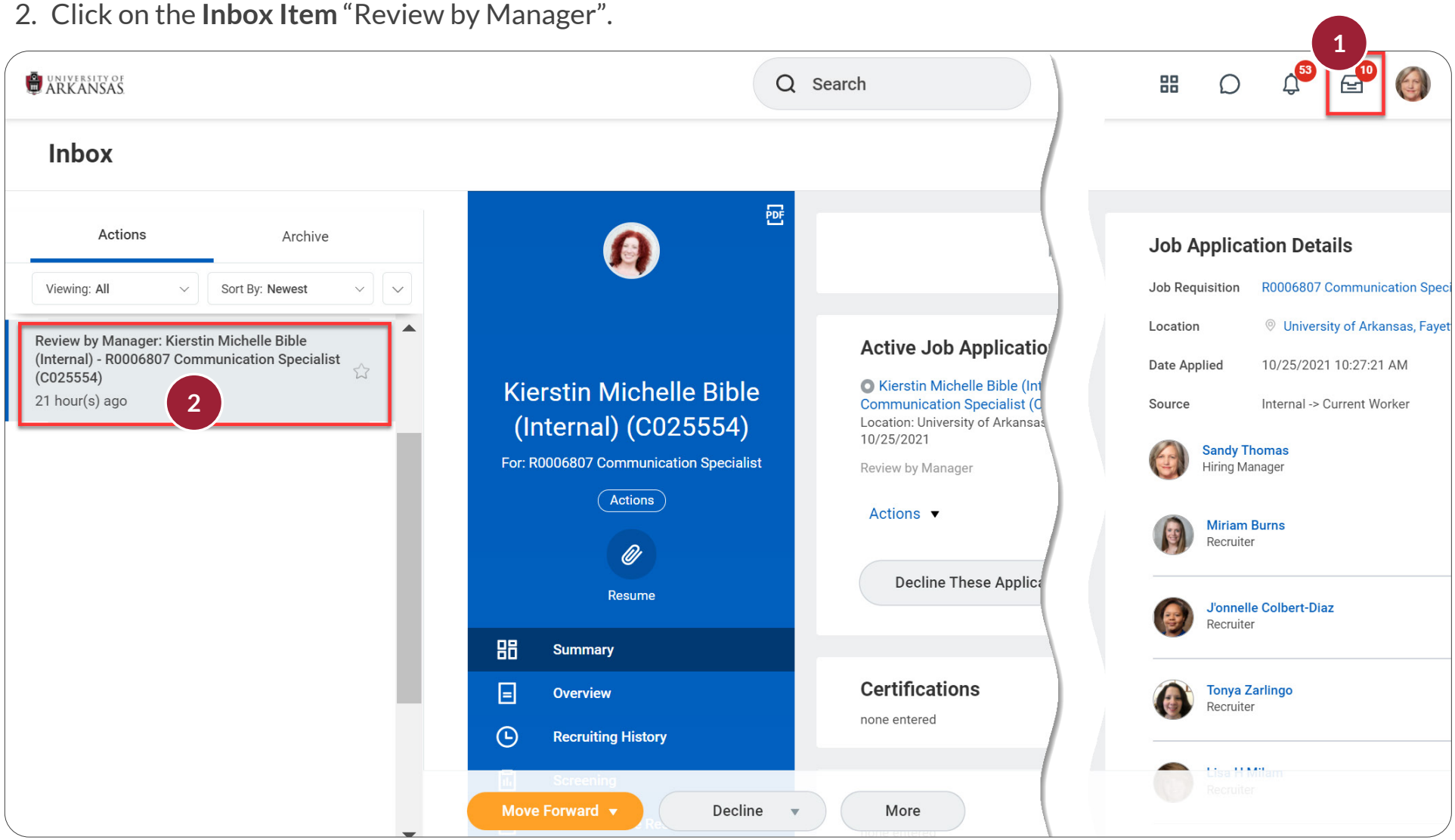


Job Application Process: Initial Review

If the ***Hiring Manager*** chooses to review the candidate via the **Inbox Item**, they will be taken directly into the **Candidate Profile**.

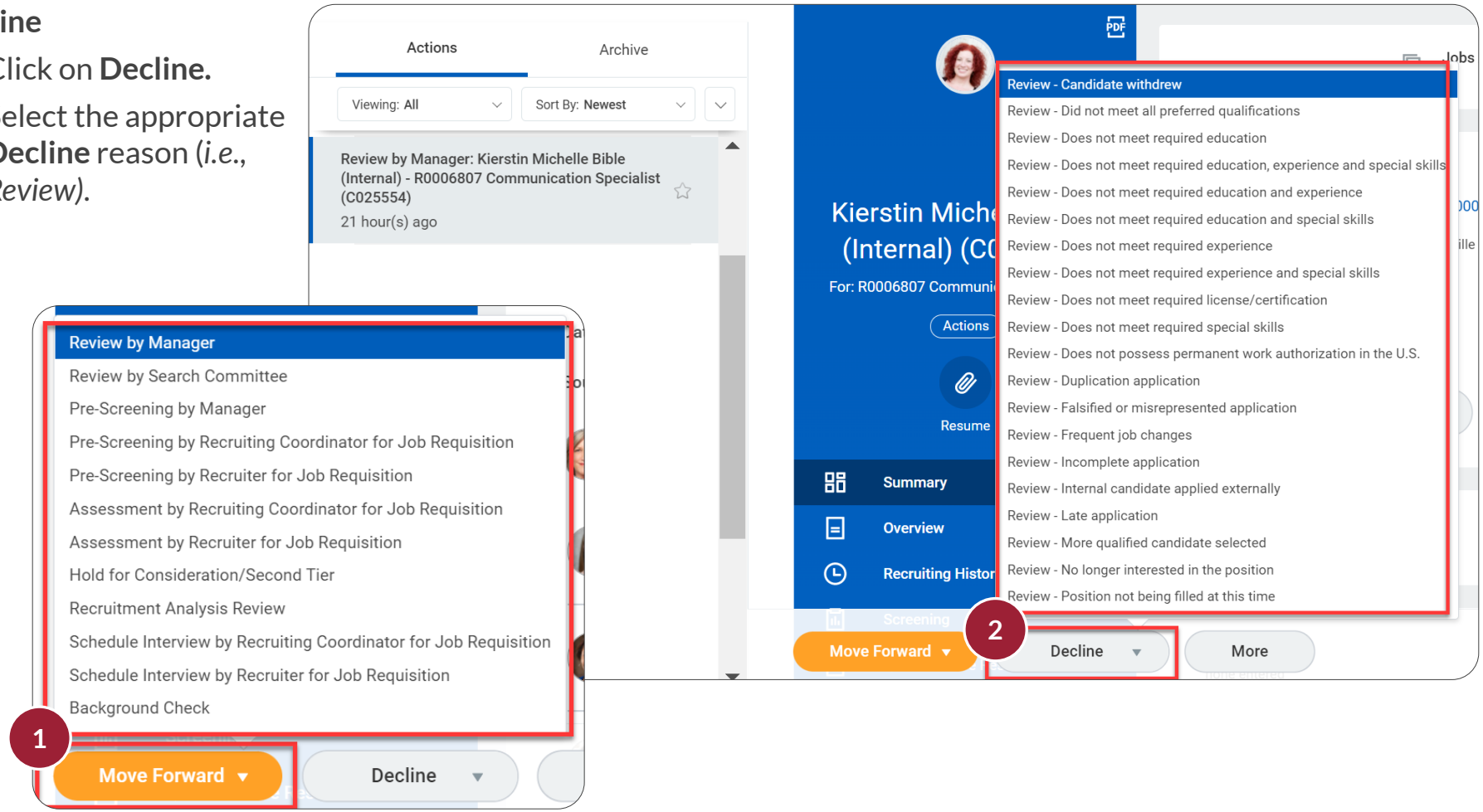
Hiring Manager: Review via Inbox Item

1. Open the **Inbox** by clicking on the **Inbox** icon.
2. Click on the **Inbox Item** "Review by Manager".



Once you are in the Candidate Profile, you can review the materials (*as previously shown*) and then **Move Forward** or **Decline** as appropriate.

1. **Move Forward**
   - Click on **Move Forward.**
   - Select the desired next step.
2. **Decline**
   - Click on **Decline.**
   - Select the appropriate **Decline** reason (*i.e.*, *Review).*

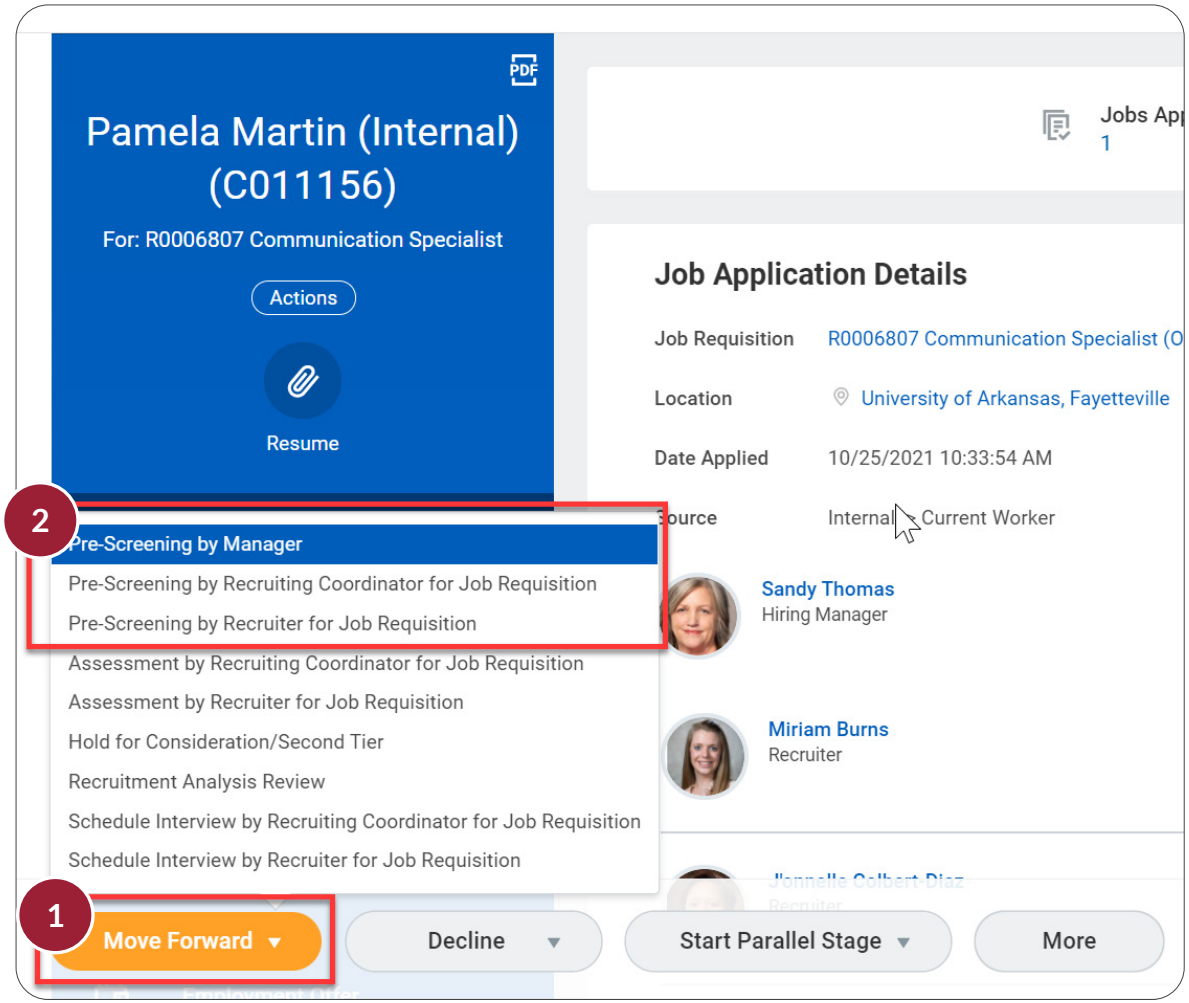


The ***Recruiting Coordinator for Job Requisition*** also has the option to select pre-screening in Workday. This option is not a requirement in the Job Application process but can be used in accordance with departmental procedures (i.e., pre-screening via phone interviews). *Review/approval is not required for pre-screening.*

Move Forward to Pre-Screening

1. Click on **Move Forward**.
2. Select the appropriate pre-screening option:
   - **Pre-Screening by Manager** (*shown*);
   - **Pre-Screening by Recruiting Coordinator for Job Requisition**; **OR**
   - **Pre-Screening by Recruiter for Job Requisition**

The role selecting will have several options to **Move Forward** or **Decline**.

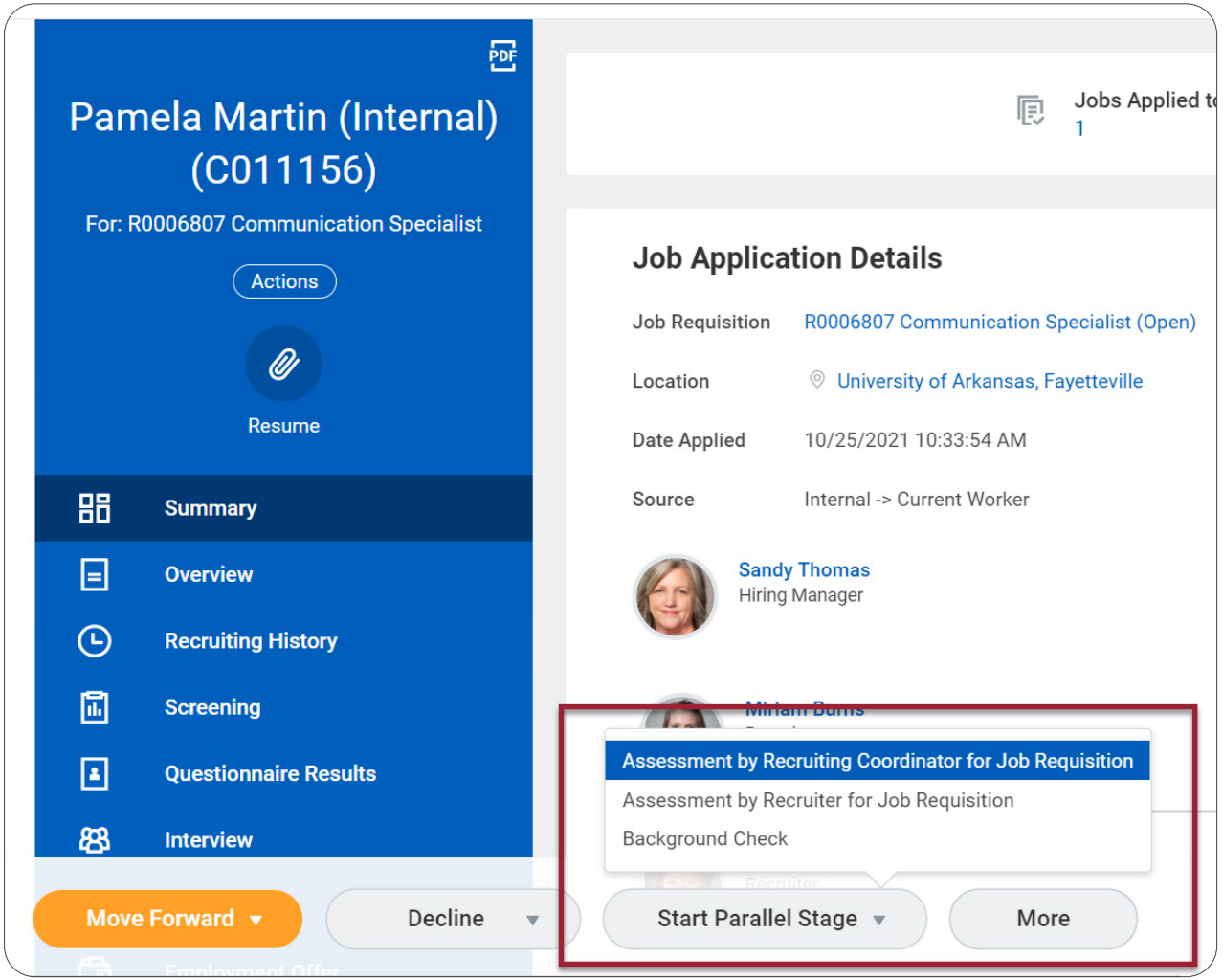


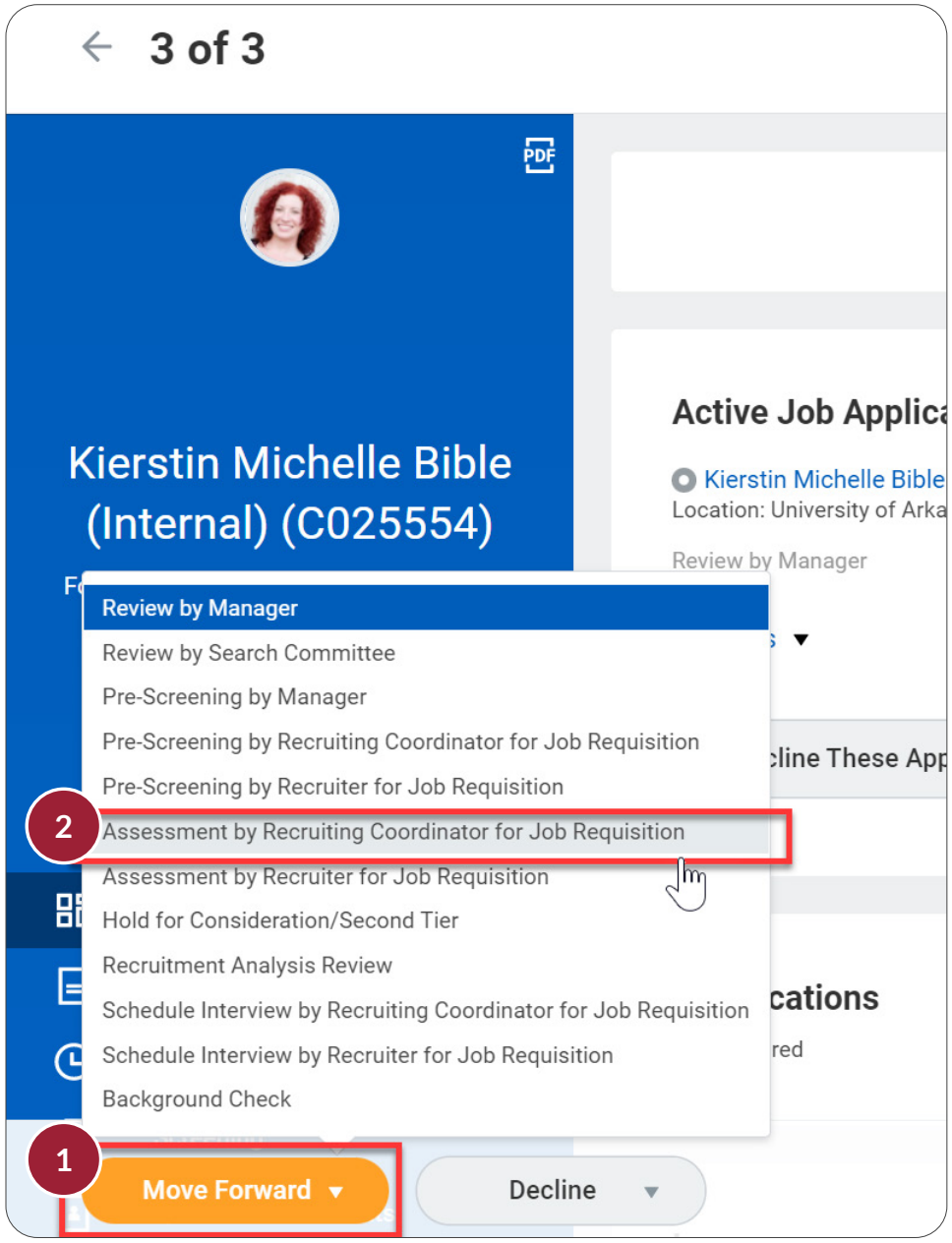
NOTE: At the beginning of the review process, only the ***Recruiting Coordinator for Job Requisition*** has the option to move a candidate into **Pre-Screening**. However, if they have moved the candidate into **Review by Manager**, the ***Hiring Manager*** will have the option to move the candidate into pre-screening.

Parallel Stages

Parallel stages are a new feature in the *Job Application* process. The available options will vary, depending upon where you are in the overall process. Sometimes you will see them alongside **Move Forward** and **Decline** options, while other times you will only be given the option for parallel stages.

NOTE: It is best practice to NOT use the parallel stages until you are in the process of making the offer on *Workday*.





For some positions, you may wish the candidates to complete an assessment outside of Workday and record the results within Workday. This can be done at different points in the process, depending upon departmental requirements. The example shows the ***Recruiting Coordinator for Job Requisition*** requiring an Excel skills test during the *Initial Review*.

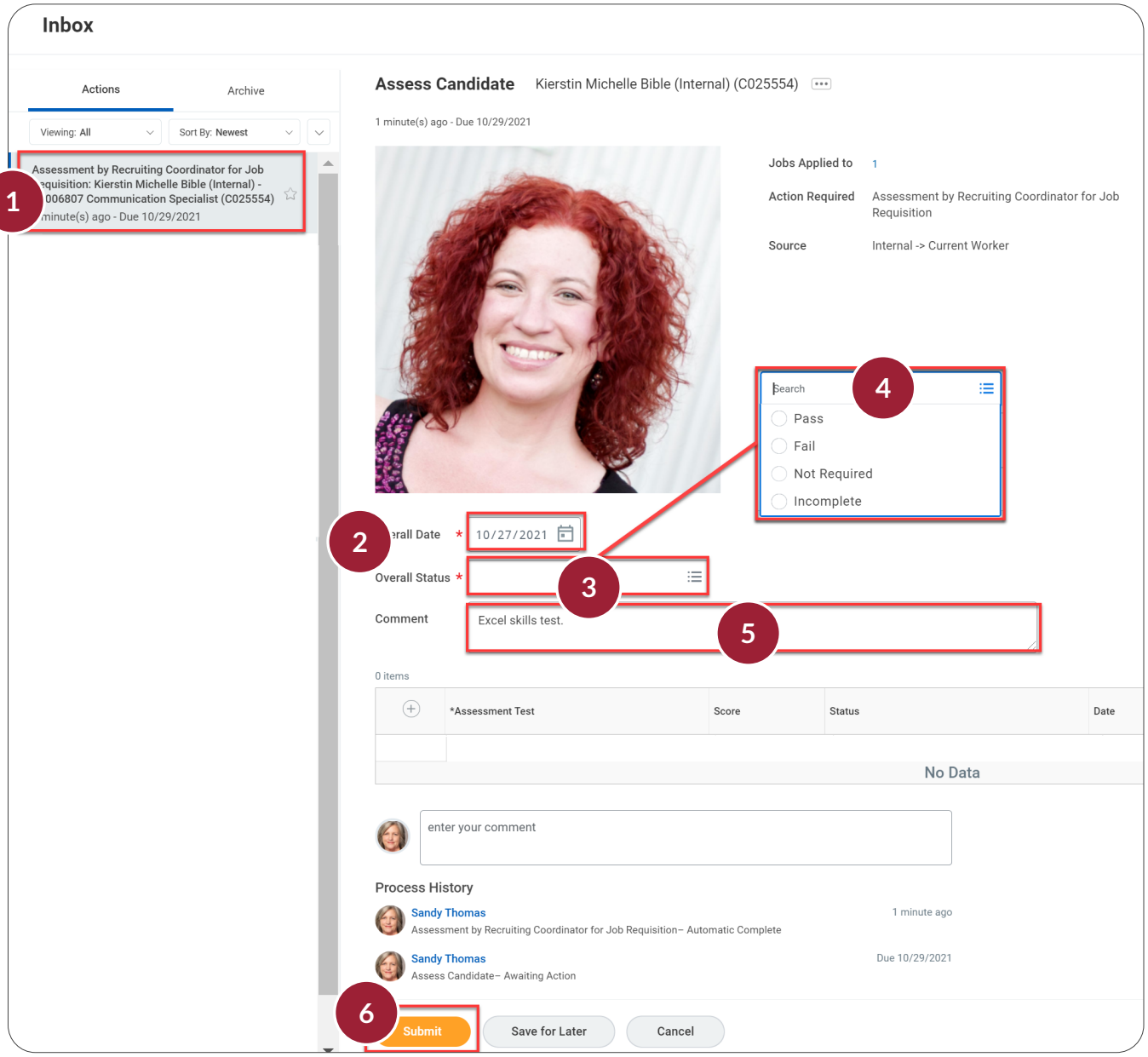
Assessment

1. From the **Candidate Profile,** click on **Move Forward.**
2. Select **Assessment by Recruiting Coordinator for Job Requisition.**

Job Application Process: Initial Review

The ***Recruiting Coordinator for Job Requisition*** will enter the Assessment results from the **Inbox Item**.

1. Click on the **Inbox Item** "Assessment by Recruiting Coordinator for Job Requisition."
2. Enter in the **Overall Date**.
3. Click on **Overall Status**.
4. Select the result of the assessment.
5. Enter in a **Comment** concerning what the Assessment covered.
6. Click **Submit**.



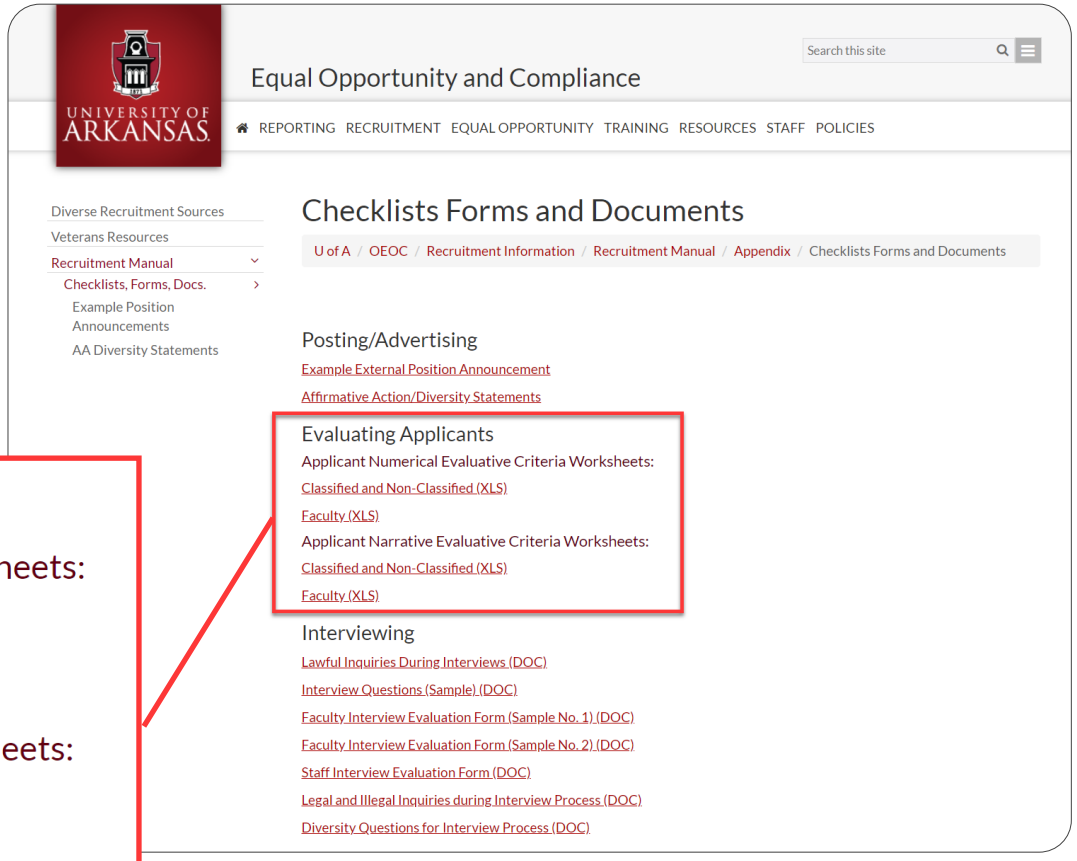
After the departmental review and/or pre-screening has been completed, the department will make a decision on which candidate(s) they would like to invite for an interview. However, before they begin the interview process, the *Office of Equal Opportunity & Compliance* (OEOC) reviews the candidate pool to ensure the required diversity efforts for recruiting have been completed.

EO Review

Before OEOC can begin this process, documentation must be completed that justifies the selection of candidates for interview.

Complete OEOC Screening Documents

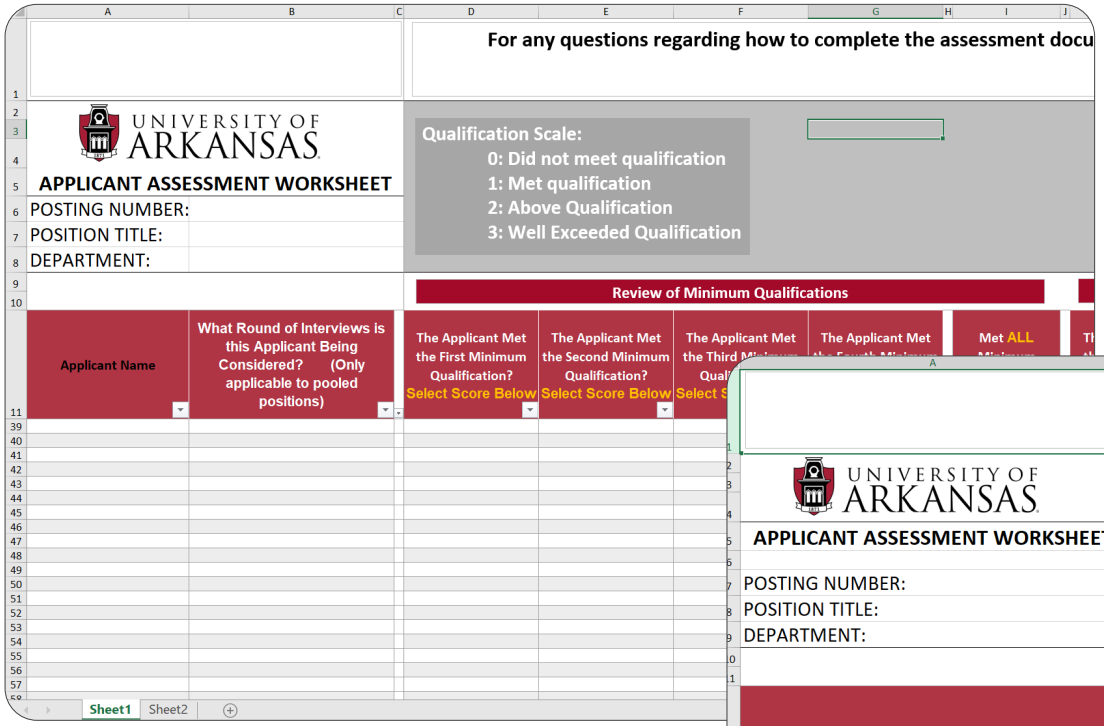
- Complete the worksheets provided by OEOC to evaluate the group of applicants.

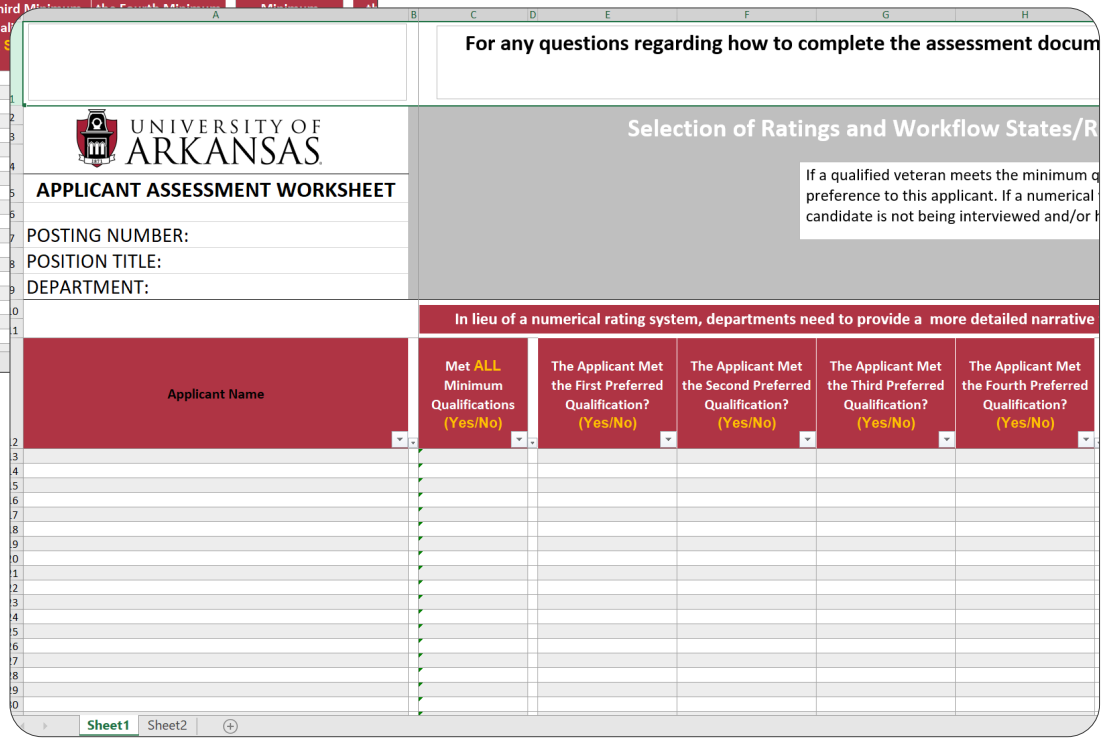


Evaluating Applicants
Applicant Numerical Evaluative Criteria Worksheets:
Classified and Non-Classified (XLS)
Faculty (XLS)
Applicant Narrative Evaluative Criteria Worksheets:
Classified and Non-Classified (XLS)
Faculty (XLS)

EO Worksheets

- Complete either the numerical **OR** narrative worksheet, being sure to select the appropriate option (Classified & Non-Classified Staff or Faculty)
- Submit to OEOC via the Edit Job Requisition process.



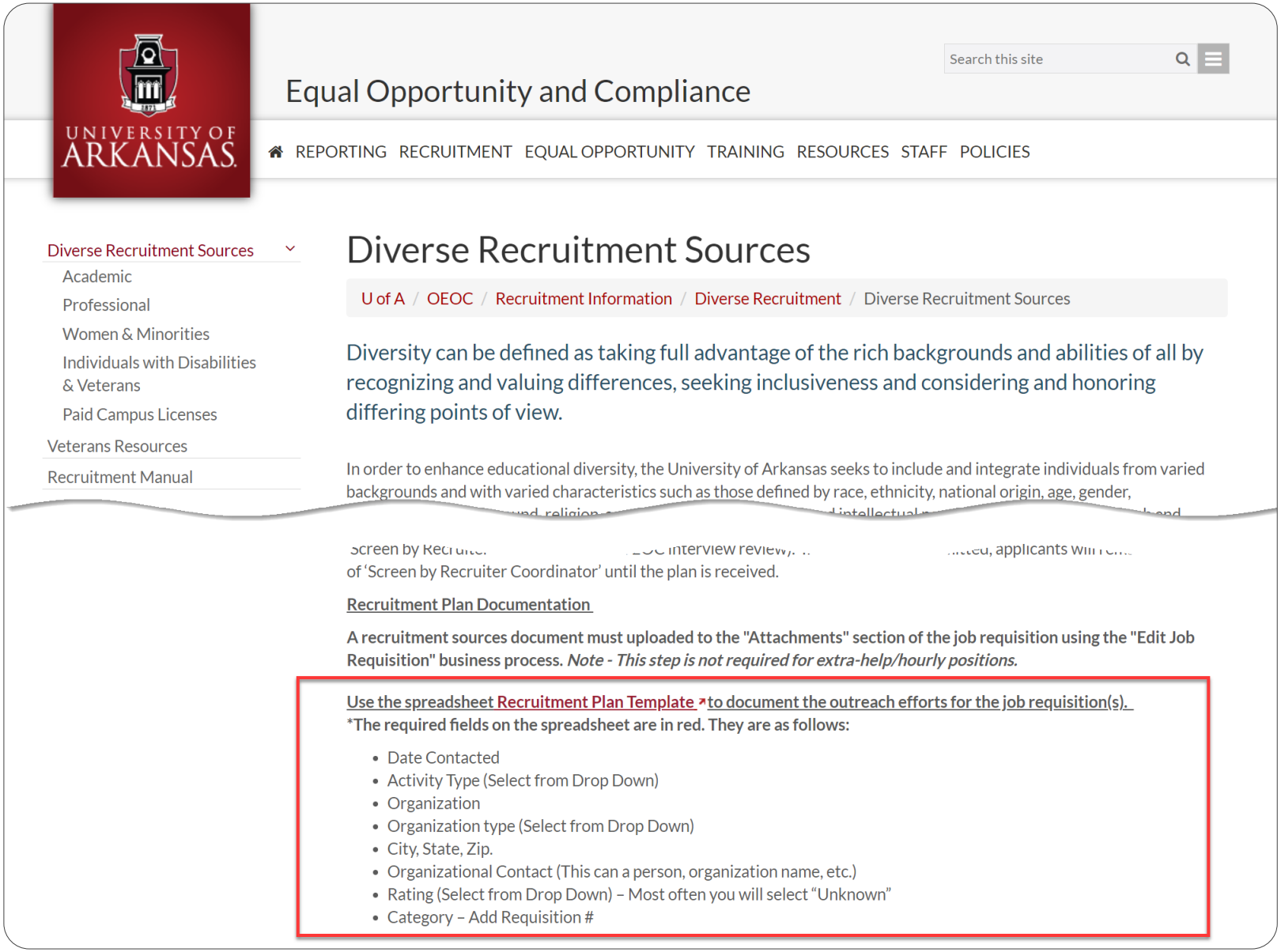


NOTE: Departments may create their own form, as long as all of the fields listed are present.

Complete OEOC Recruitment Plan

- Download the Recruitment Plan Template from OEOC – Diverse Recruitment Sources.

NOTE: The Recruitment Plan should be utilized as SOON as the job is posted.



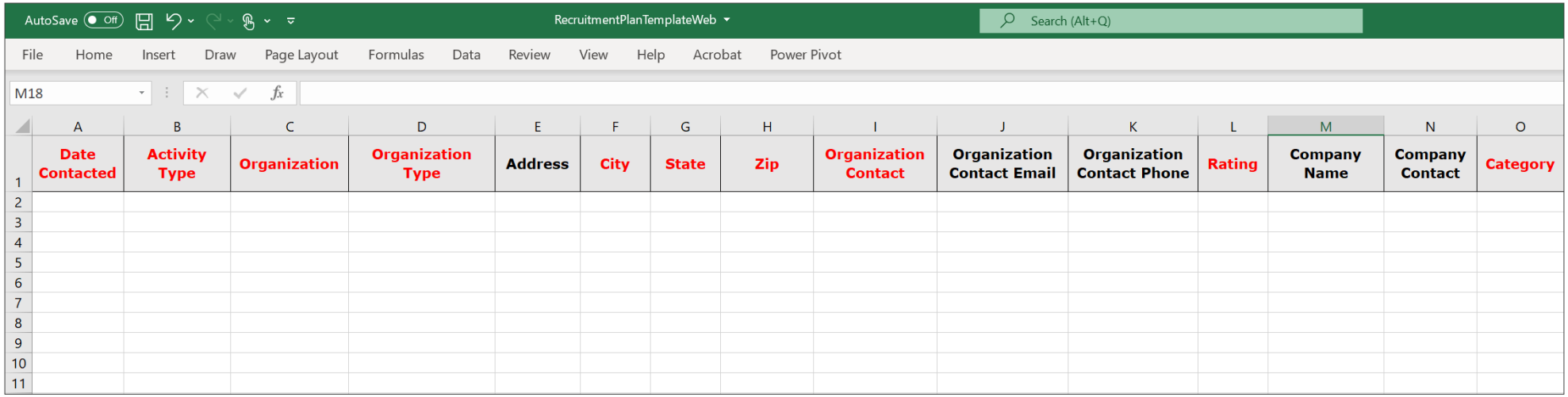
Job Application Process: EO Review

Fill out the required fields in **red**:

- Date Contacted
- Activity Type (Select from Drop Down)
- Organization
- Organization type (Select from Drop Down)
- City, State, Zip.
- Organizational Contact (This can be a person, organization name, etc.)
- Rating (Select from Drop Down) – Most often you will select "Unknown"
- Category – Add the Job Requisition #
- Submit to OEOC via the **Edit Job Requisition** process.

List all your recruitment sources and strategies in the **Recruitment Plan**, including the minimum of three diverse recruitment sources required by campus policy.

If one of the required fields is blank, you will be asked to update the document before the approval to interview is granted.

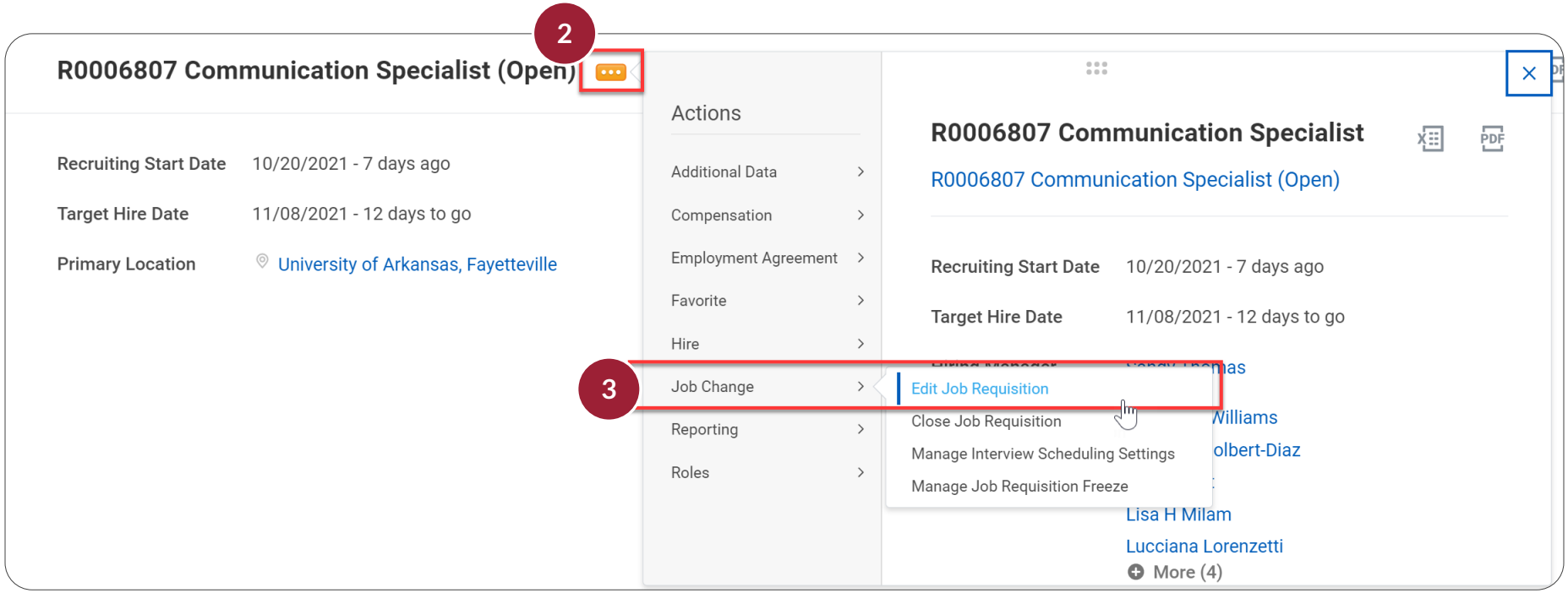


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Date Contacted	Activity Type	Organization	Organization Type	Address	City	State	Zip	Organization Contact	Organization Contact Email	Organization Contact Phone	Rating	Company Name	Company Contact	Category
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															

Upon completion of the OEOC documents, the ***Hiring Manager*** or ***Recruiting Coordinator for Job Requisition*** will use the **Edit Job Requisition** process to attach the completed documents to the **Job Requisition.**

Attach OEOC Documents to Job Requisition

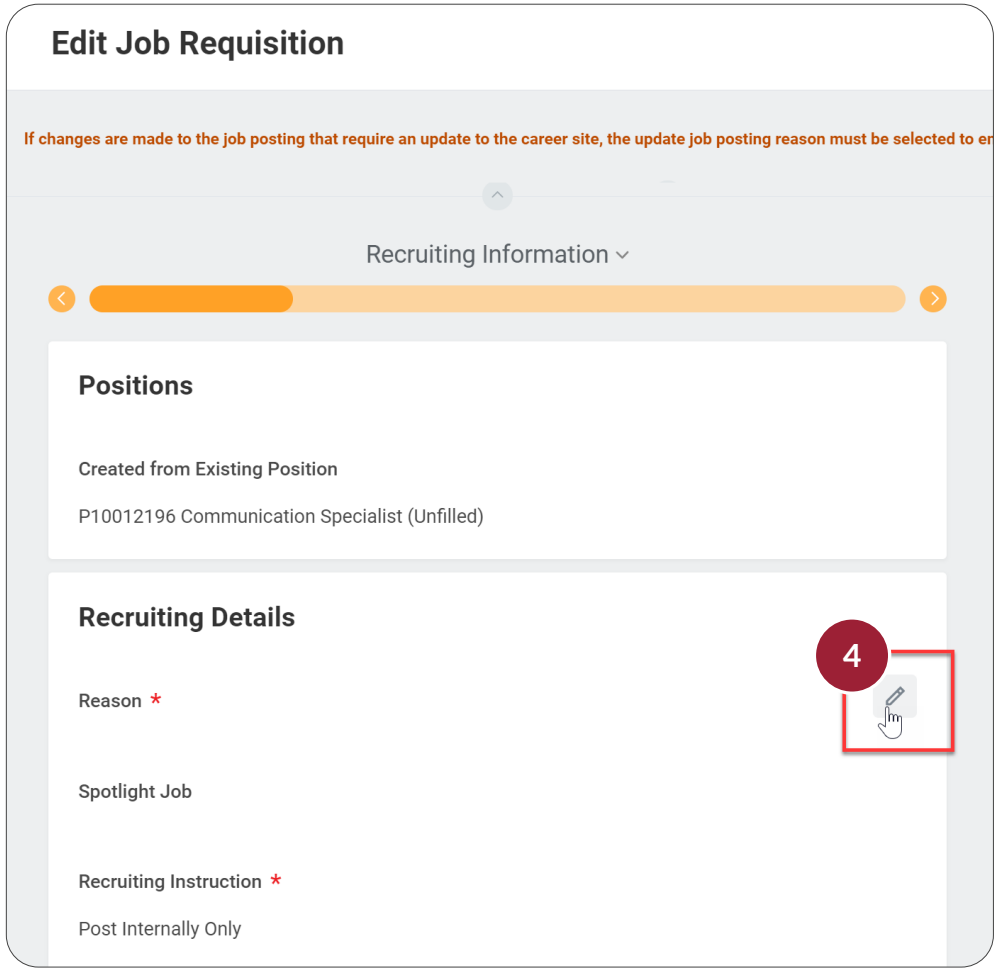
1. Open the **Job Requisition** (*as shown previously*).
2. Click on the dots next to the title of the **Job Requisition** to open the ***Actions*** menu.
3. Scroll down to **Job Change** and select **Edit Job Requisition**.

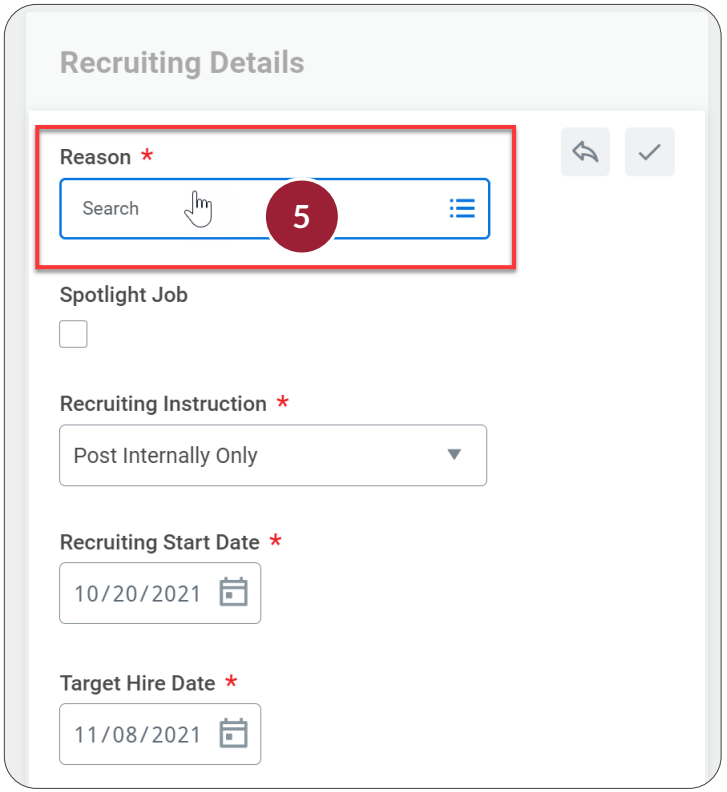


Job Application Process: EO Review

The **Edit Job Requisition** business process is similar to the **Review Create Job Requisition** process that is completed by ***Employment Coordinators***.

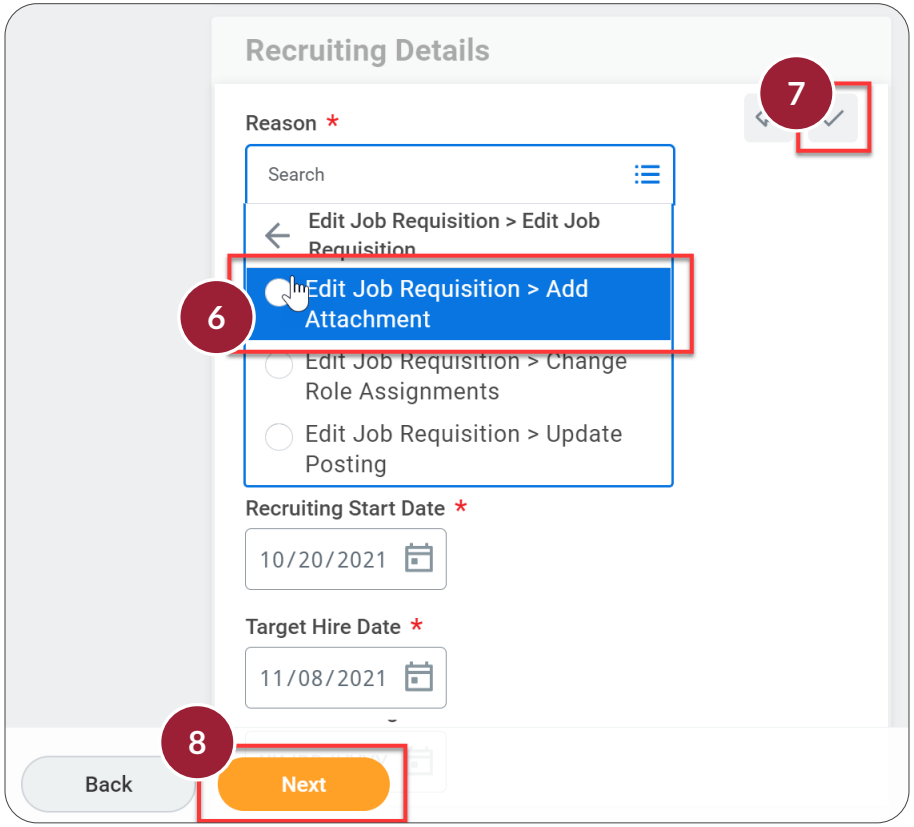
4. Click on the **Edit** icon (looks like a pencil) in the **Recruiting Details** section.
5. Click on **Reason**.

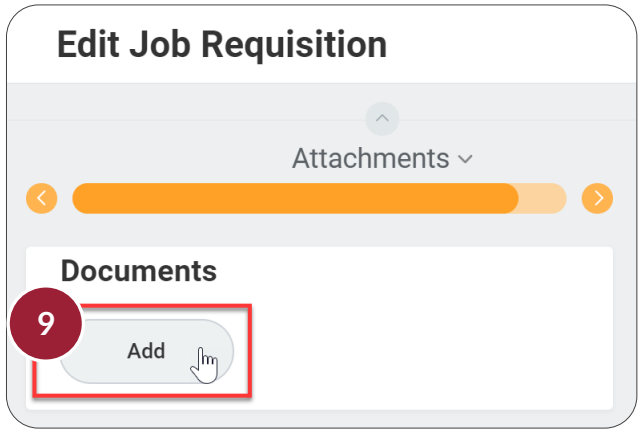


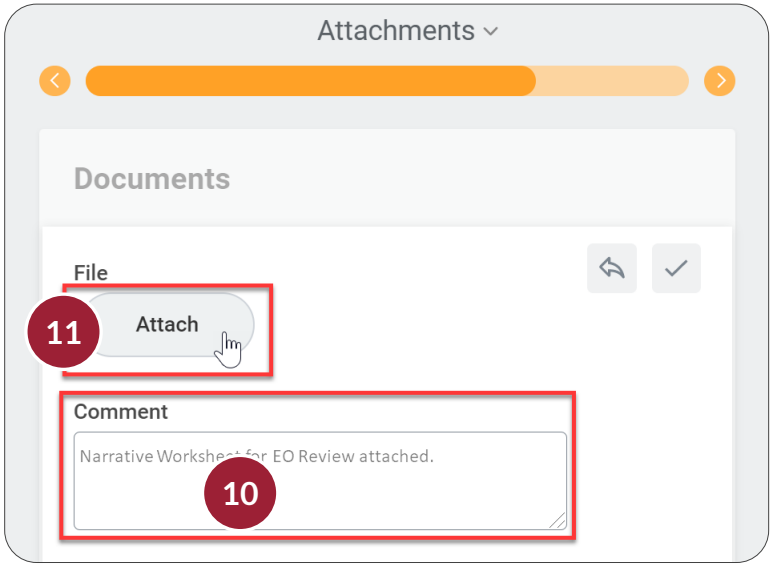


Job Application Process: EO Review

6. Select **Edit Job Requisition>Add Attachment.**
7. Click the **Check Mark** icon when you are finished with this section.
8. Navigate to the **Attachments** section using the **Next** button.
9. Click **Add**.
10. Enter in a **Comment** for the document.
11. Click **Attach**.

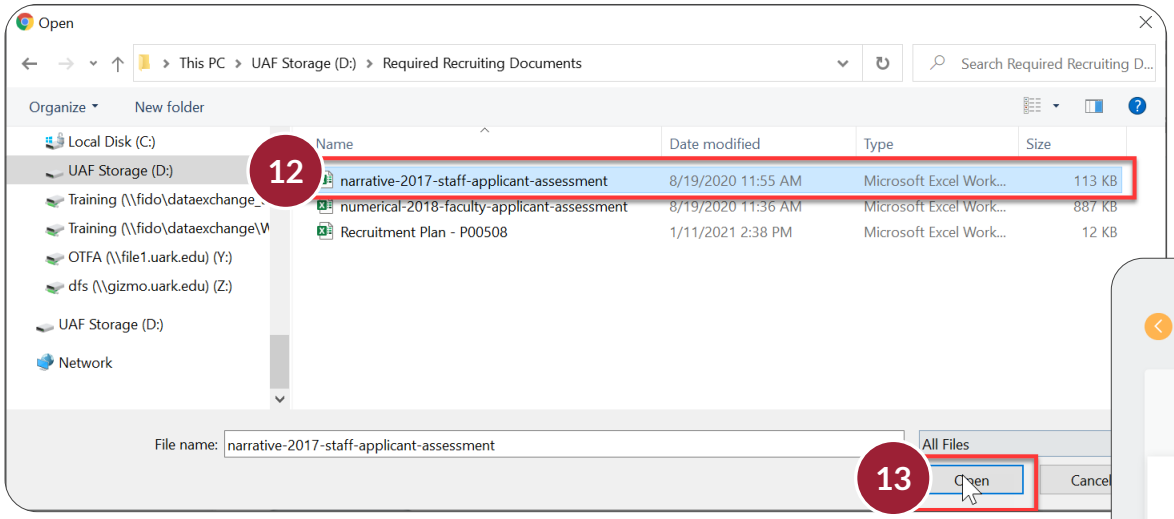




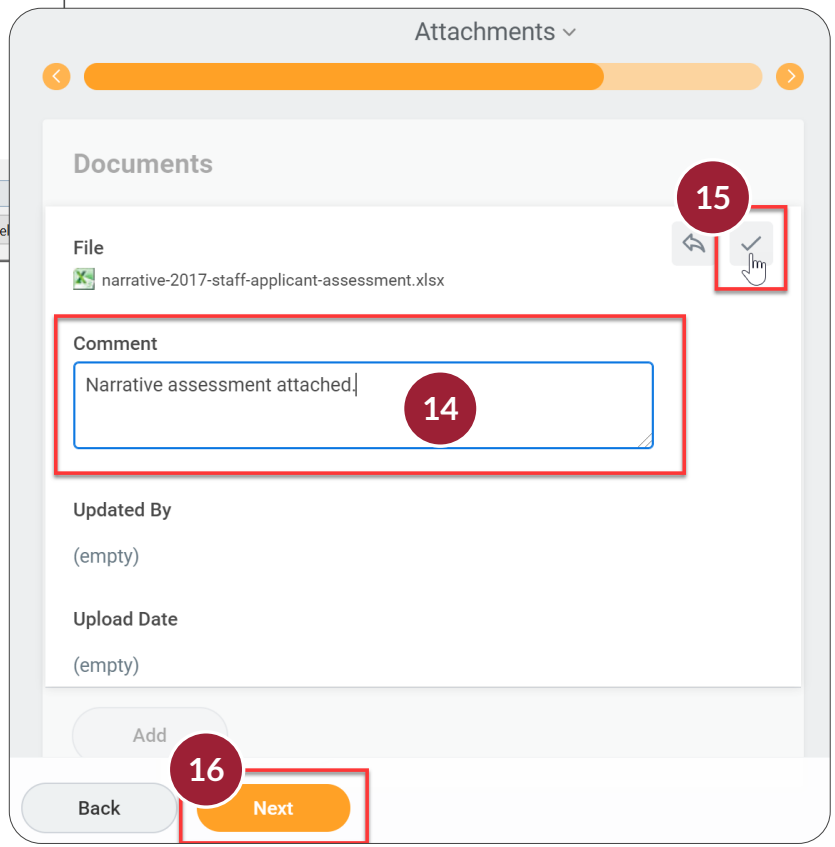


12. Select the file to be attached.
13. Click **Open**.
    - *Repeat as necessary to attach additional files.*

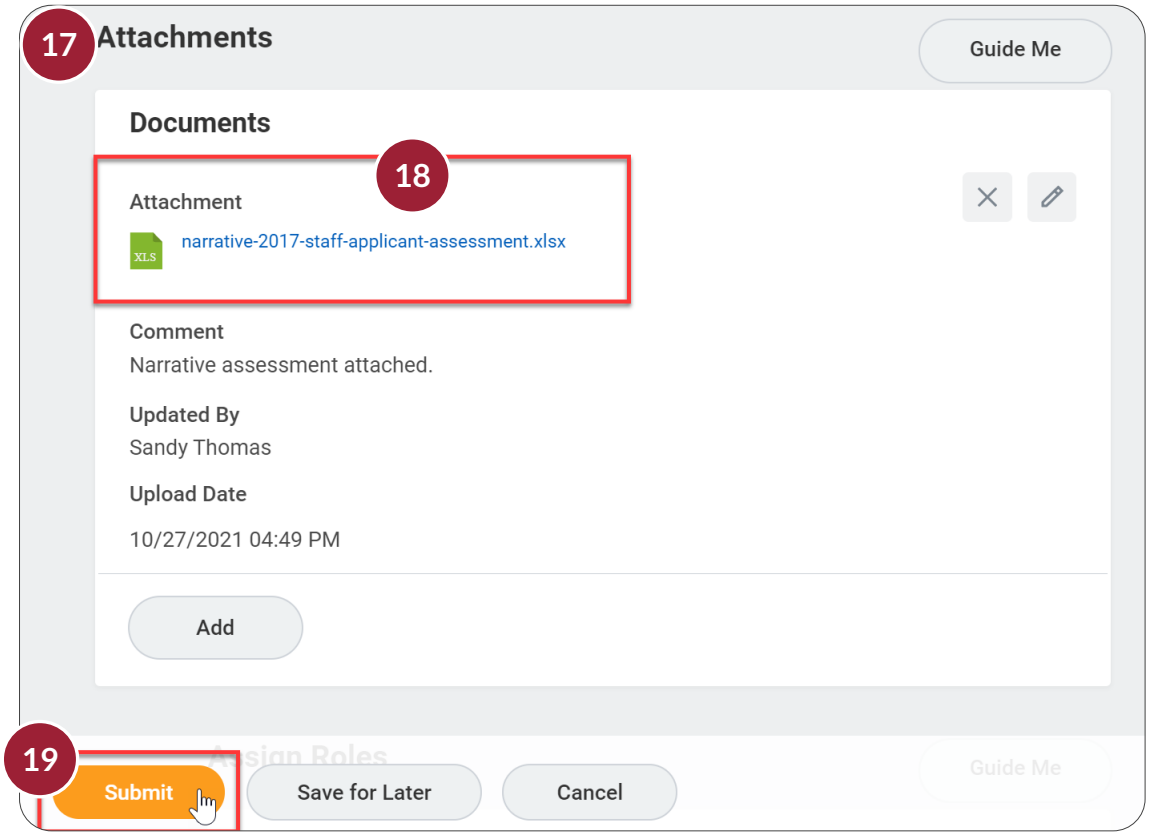
NOTE: If you were unable to attach the **Recruitment Plan** during the **Review Create Job Requisition** process, use the **Edit Job Requisition** process to attach it at this time.



14. Double-check that you've entered a comment for each document attached, so that the *Office of Equal Opportunity & Compliance* knows what documentation you have attached.
15. Click the **Check Mark**.
16. Navigate to the **Summary** section using the **Next** button.



17. Scroll down to the **Attachments** section.
18. Check that all required documents are attached.
19. Click **Submit**.



Job Application Process: EO Review

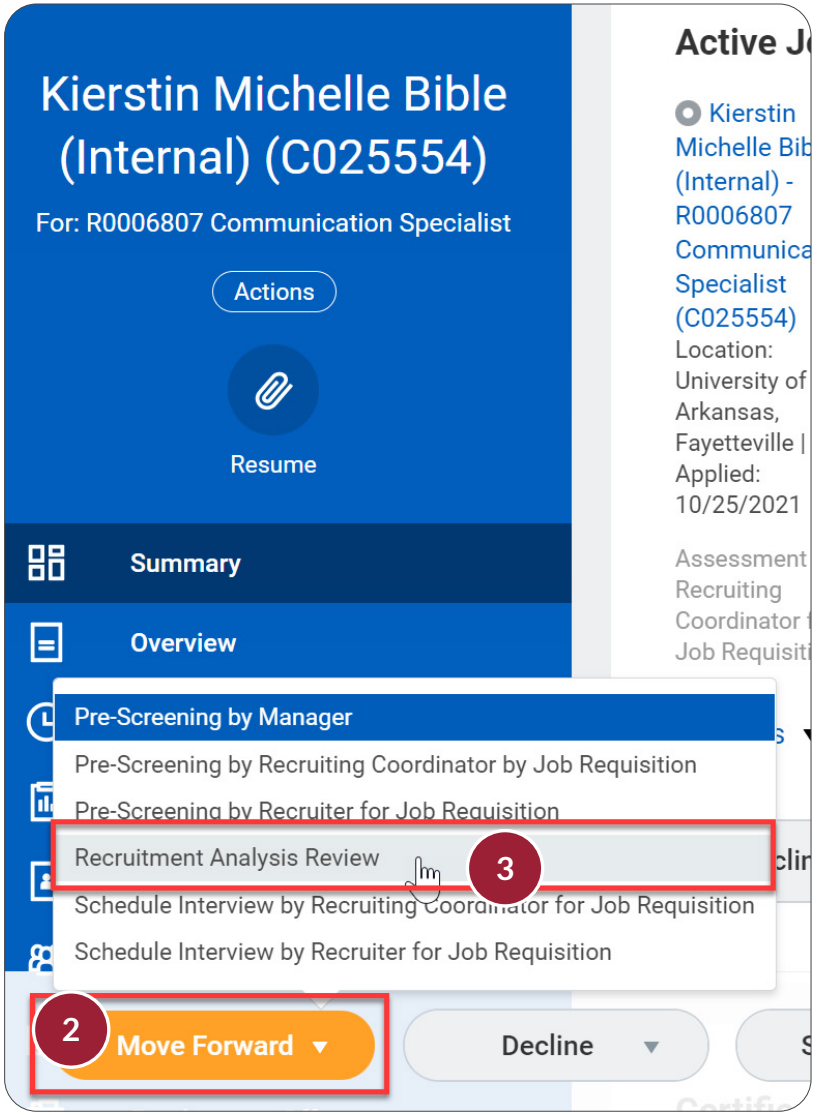
Once you have completed and attached the required OEOC documents, it is time to return to the *Job Application Process* so that you can request a **Recruitment Analysis Review** for the candidates you wish to invite for an interview. This sends a notification to OEOC that you have completed the required documents and are ready for the EO Review.

This process can be initiated by either the ***Recruiting Coordinator for Job Requisition*** or ***Hiring Manager*** – depending upon where you are at in the overall process.

1. Open the **Candidate Profile** (*as previously shown*).
   - If the candidate is in the **Pre-Screening by Manager** or **Review by Manager** stage, the ***Hiring Manager*** will initiate this. Otherwise, the ***Recruiting Coordinator for Job Requisition*** will initiate.
2. Click **Move Forward**.
3. Select **Recruitment Analysis Review**.

   NOTE: If you **Move Forward** to **Recruitment Analysis Review** without attaching the required documentation (OEOC Screening Documents and Recruitment Plan) to the **Job Requisition**, the process will be delayed.

After OEOC has concluded the **Recruitment Analysis Review,** they will either move the candidate(s) forward to **Schedule Interview** or they will reach out to the department to discuss any concerns and allow them to make necessary corrections.



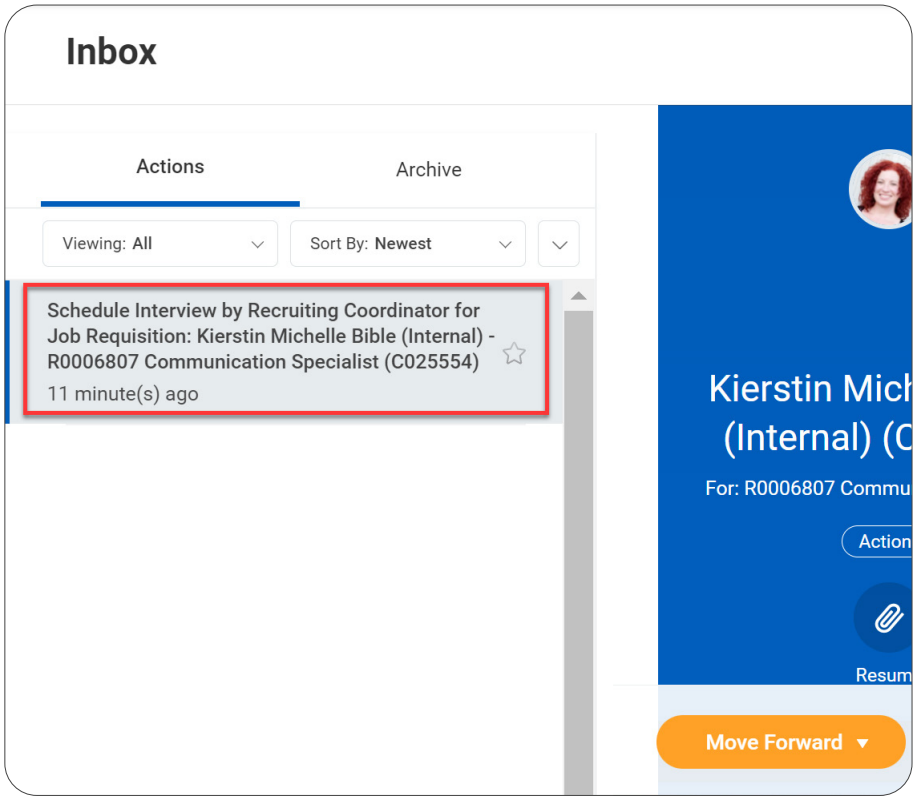
When OEOC moves candidate forward to **Schedule Interview by Recruiting Coordinator for Job Requisition**, they are letting them know that they have completed their review and the candidate(s) may be interviewed or dispositioned as requested.

At this time, the interview functionality has been disabled in Workday. The interview itself will be scheduled, conducted and rated offline. *When the functionality of scheduling and rating the interview had been enabled (including an integration with Outlook), this training guide will be updated.*

Interview

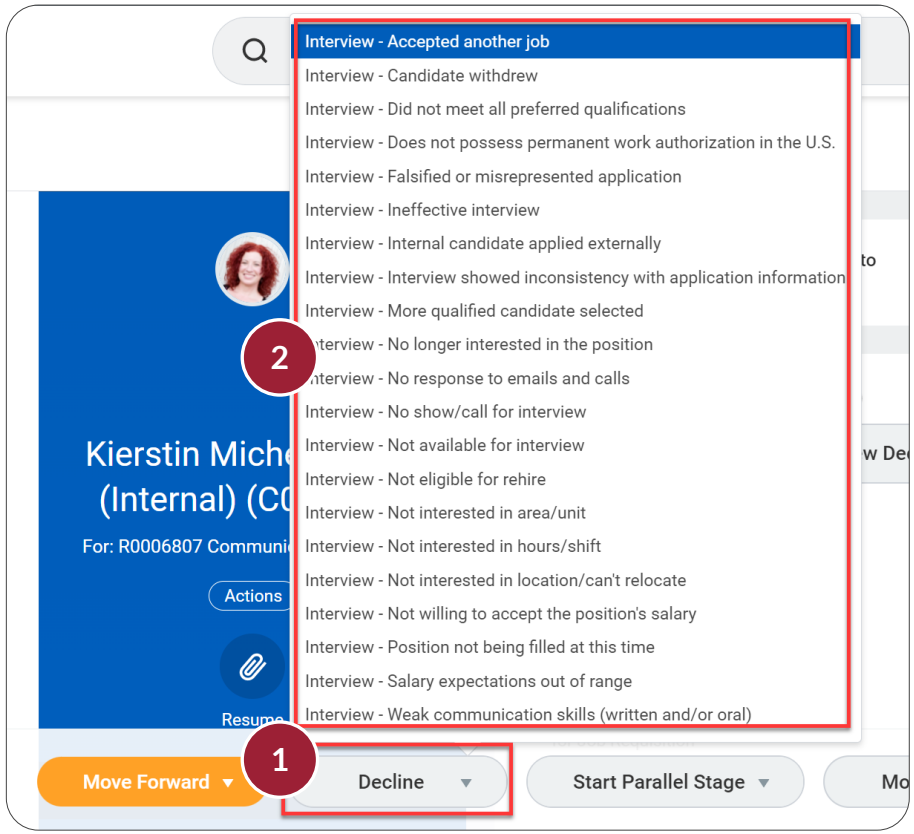
- The R***ecruiting Coordinator for Job Requisition*** receives an **Inbox Item** "Schedule Interview by Recruiting Coordinator for Job Requisition", which opens directly into the **Candidate Profile**.
- The interview will be scheduled, conducted and rated offline, according to the needs of the department.

  NOTE: If you click **Interview Decision**, it will take you into the **Candidate Profile** (no longer within the **Inbox**).



Once the interview has been completed, the ***Recruiting Coordinator for Job Requisition*** will use the **Move Forward** or **Decline** options to indicate the **Interview Decision**.

We will first look at the **Decline** and **Hold** options before demonstrating the optimal path to moving a candidate forward.



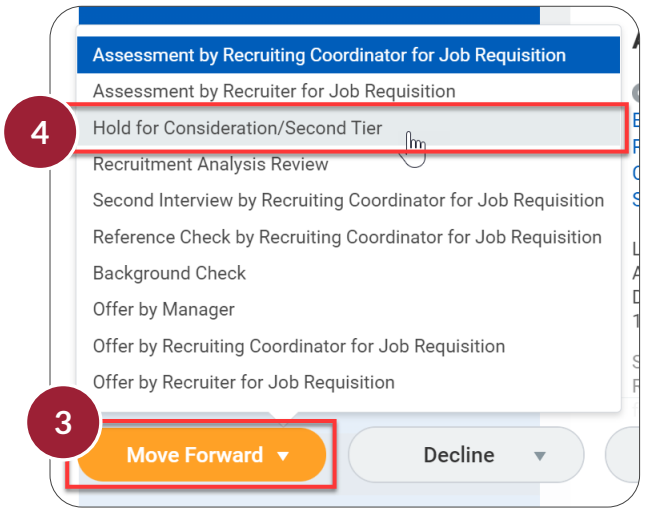
Declining a Candidate After the Interview

1. Click **Decline**.
2. Select the appropriate **Decline** reason (*Interview*)

Hold a Candidate

Instead of declining a candidate immediately after the interview, you have the option of holding them for later consideration if your first choice does not accept your offer.

3. Click **Move Forward**.
4. Select **Hold for Consideration/Second Tier.**



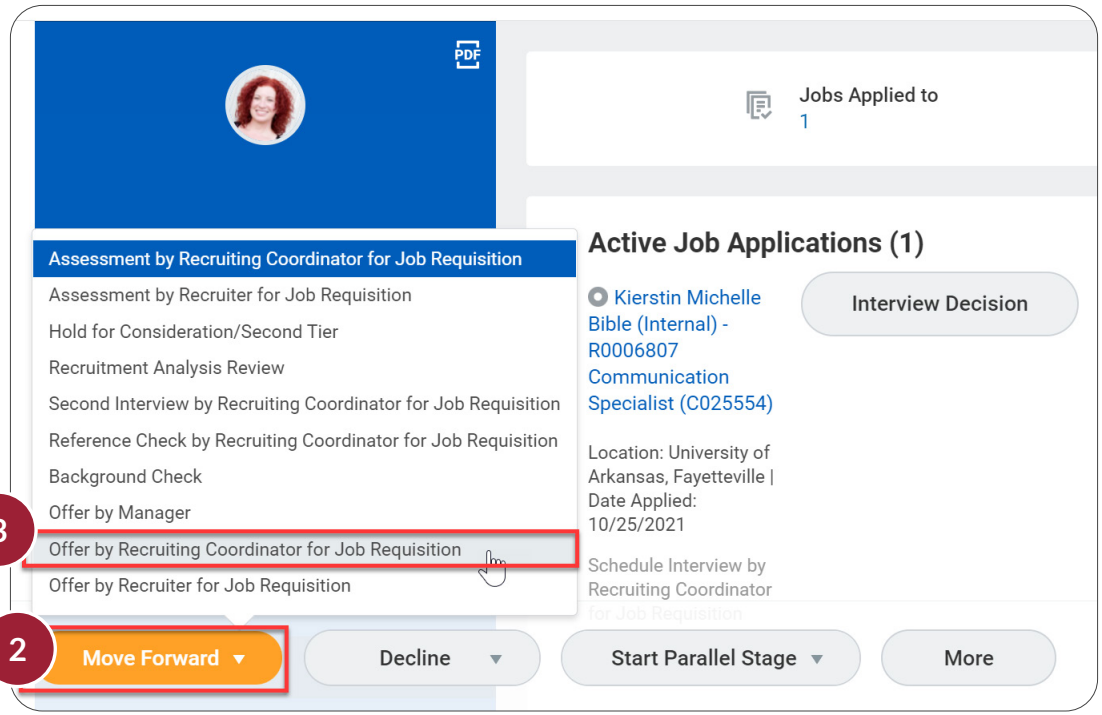
After the interview, there are several options available to move the candidate forward, including a **Second Interview**, the **Reference Check,** the **Background Check** and the **Offer**. Due to Workday functionality, it is recommended to move to the **Offer** before the **Reference Check** and **Background Check**.

Offer

The **Offer** process can be initiated by the ***Hiring Manager***, the ***Recruiting Coordinator for Job Requisition*** and the ***Recruiter for Job Requisition***. The example shown here is the optimal path forward to hiring a candidate.

Initiate Offer Process

1. Open the **Candidate Profile** (*as shown previously*).
2. Click **Move Forward**.
3. Select **Offer by Recruiting Coordinator for Job Requisition**.

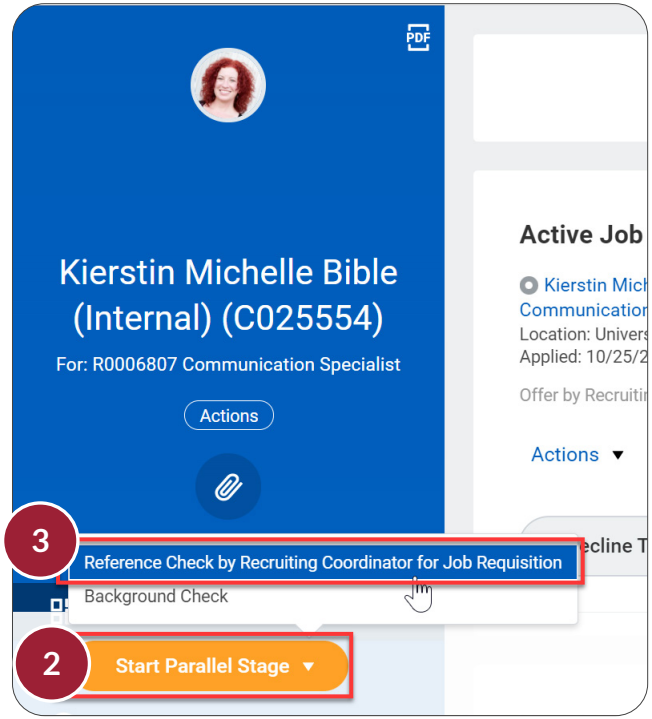


Immediately after moving the candidate forward to the **Offer** stage, parallel stages can be initiated for **Reference Check** and **Background Check**. The **Reference Check** is completed by the ***Recruiting Coordinator for Job Requisition***, with the references and results being entered into Workday.
The **Background Check** is completed by the ***Recruiter for Job Requisition*** (Central HR).

Initiate Reference Check – Parallel to Offer

1. Open the **Candidate Profile** (*as shown previously*).
2. Click **Start Parallel Stage**.

   NOTE: Because the candidate has been moved forward to the **Offer** stage, there is only the option to do parallel stages, rather than **Move Forward** or **Decline**.
3. Select **Reference Check by Recruiting Coordinator for Job Requisition**.

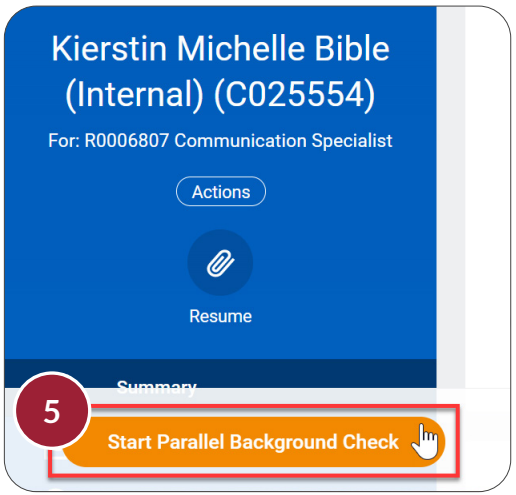


The **Background Check** will also be initiated via a parallel stage.

Initiate Background Check – Parallel to Offer

4. Open the **Candidate Profile** (*as shown previously*).
5. Click **Start Parallel Background Check**.

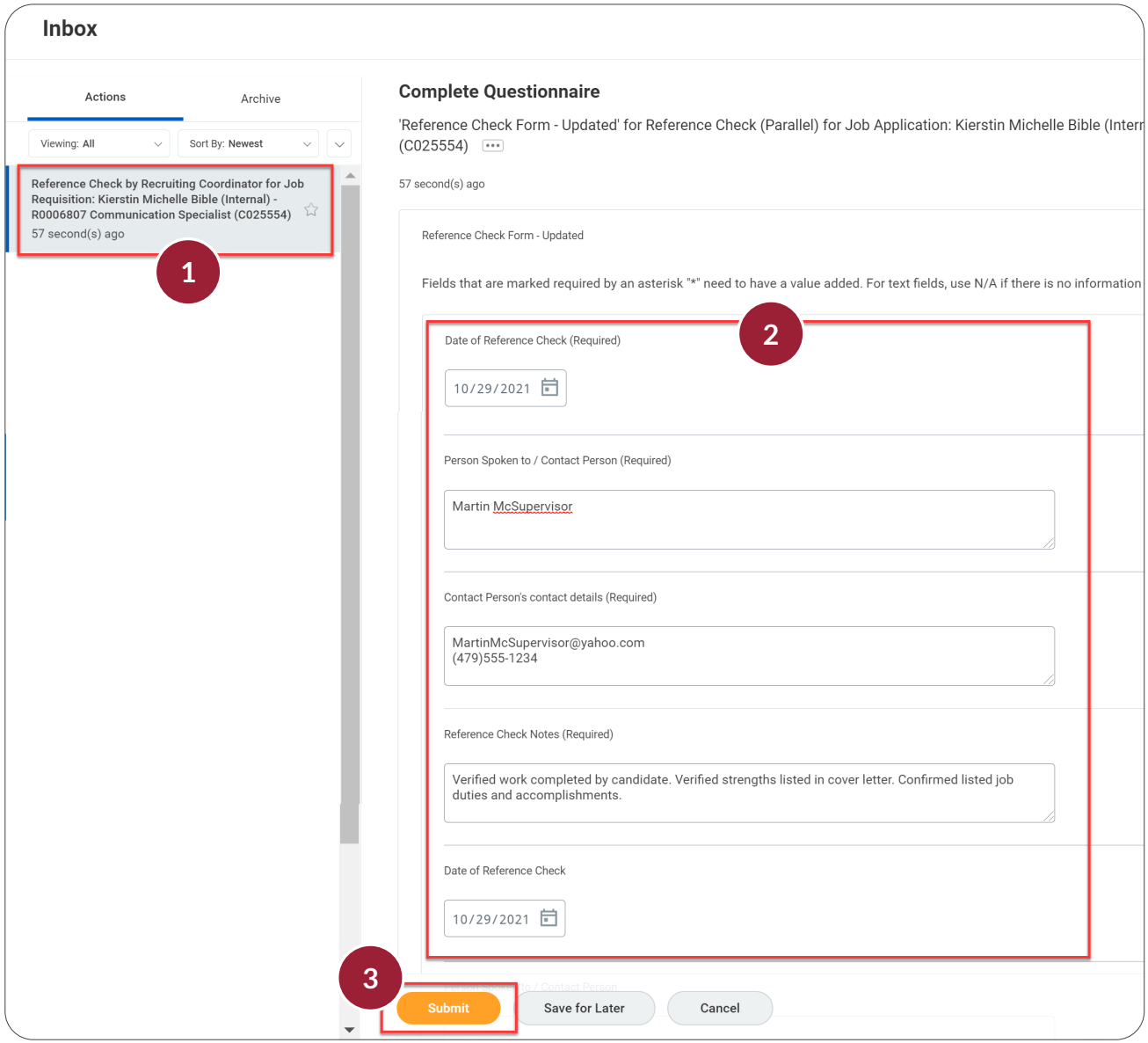
   NOTE: Because the candidate has been moved forward to the **Offer** stage, and the **Reference Check** has been initiated, there is only one option.



Although the actual checking of references occurs offline, the ***Recruiting Coordinator for Job Requisition*** has the option to record the list of references and the overall outcome in *Workday*. This is not required.

Continue Reference Check

1. Open the **Inbox Item** "Reference Check by Recruiting Coordinator for Job Requisition".
2. Fill in the information on **Complete Questionnaire**.
3. Click **Submit**. *At least one reference must be listed to* **Submit**.



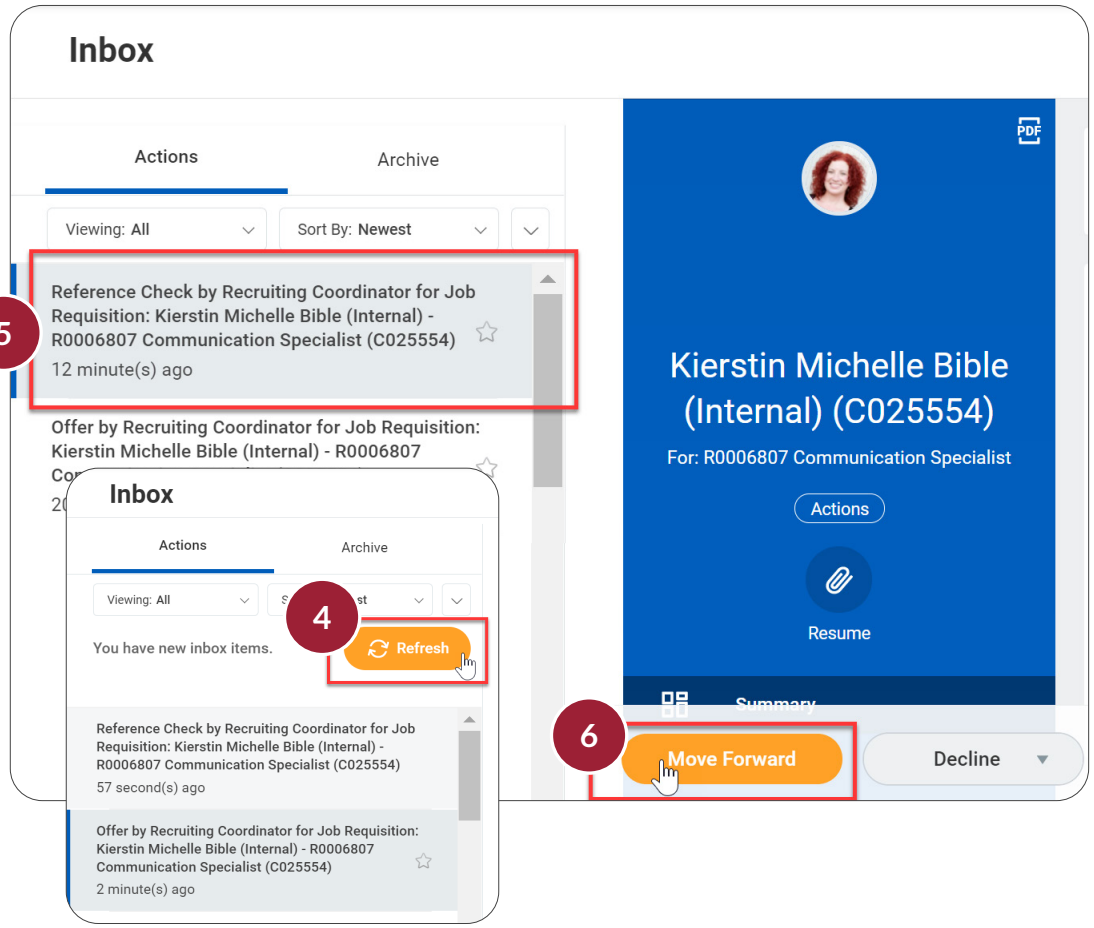
If you want to immediately continue with the **Reference Check**, you will need to refresh your inbox.

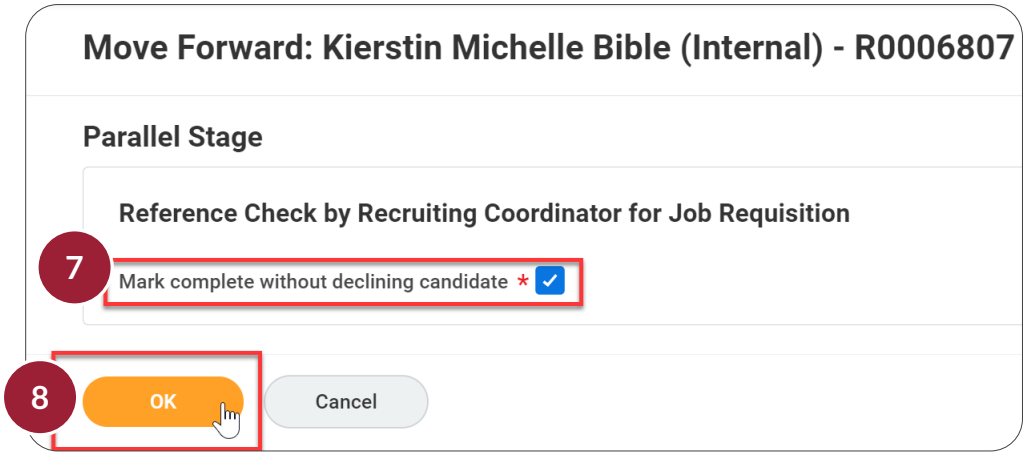
4. Click **Refresh** to view new **Inbox Items**.
5. Click on **Reference Check by Recruiting Coordinator for Job Requisition**.
6. Click **Move Forward**.
7. Check **Mark complete without declining candidate**.
8. Click **OK**.

Continue Background Check

As soon as the **Background Check** process is initiated, the ***Recruiter for Job Requisition*** (Central HR) will receive an **Inbox Item** to start the **Background Check** process. Remember that the best option is to run the **Reference Check** and **Background Check** in parallel to the **Offer**.

As you are working on the **Reference Check** and **Offer** processes, the ***Recruiter for Job Requisition*** will select the **Background Check Package.** Once it has been completed, they will enter the **Background Check Overall Status** via **Inbox Items**.



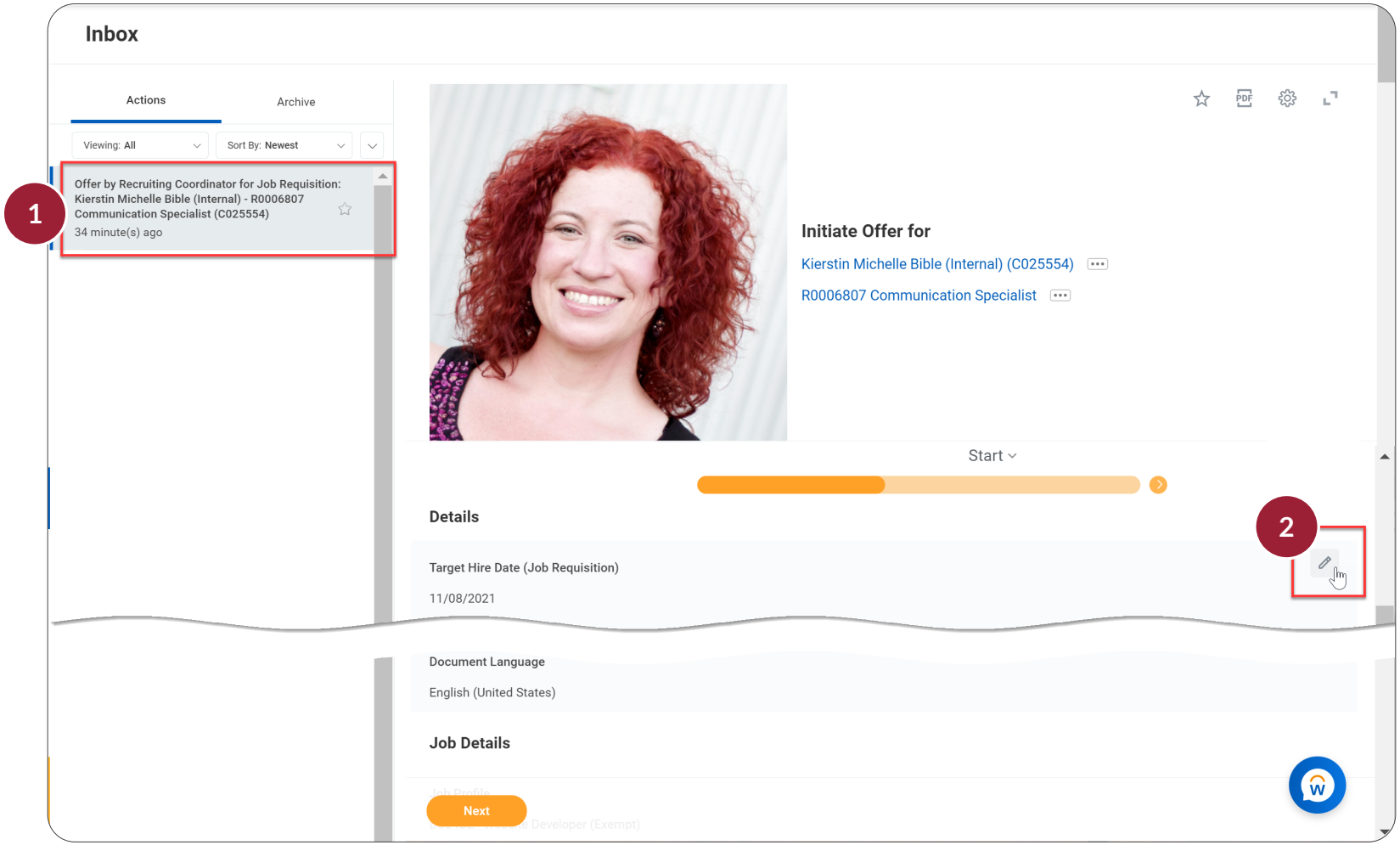


While the **Reference Check** and **Background Check** are being completed in parallel stages, you will continue with the **Offer** process via **Inbox Items**.

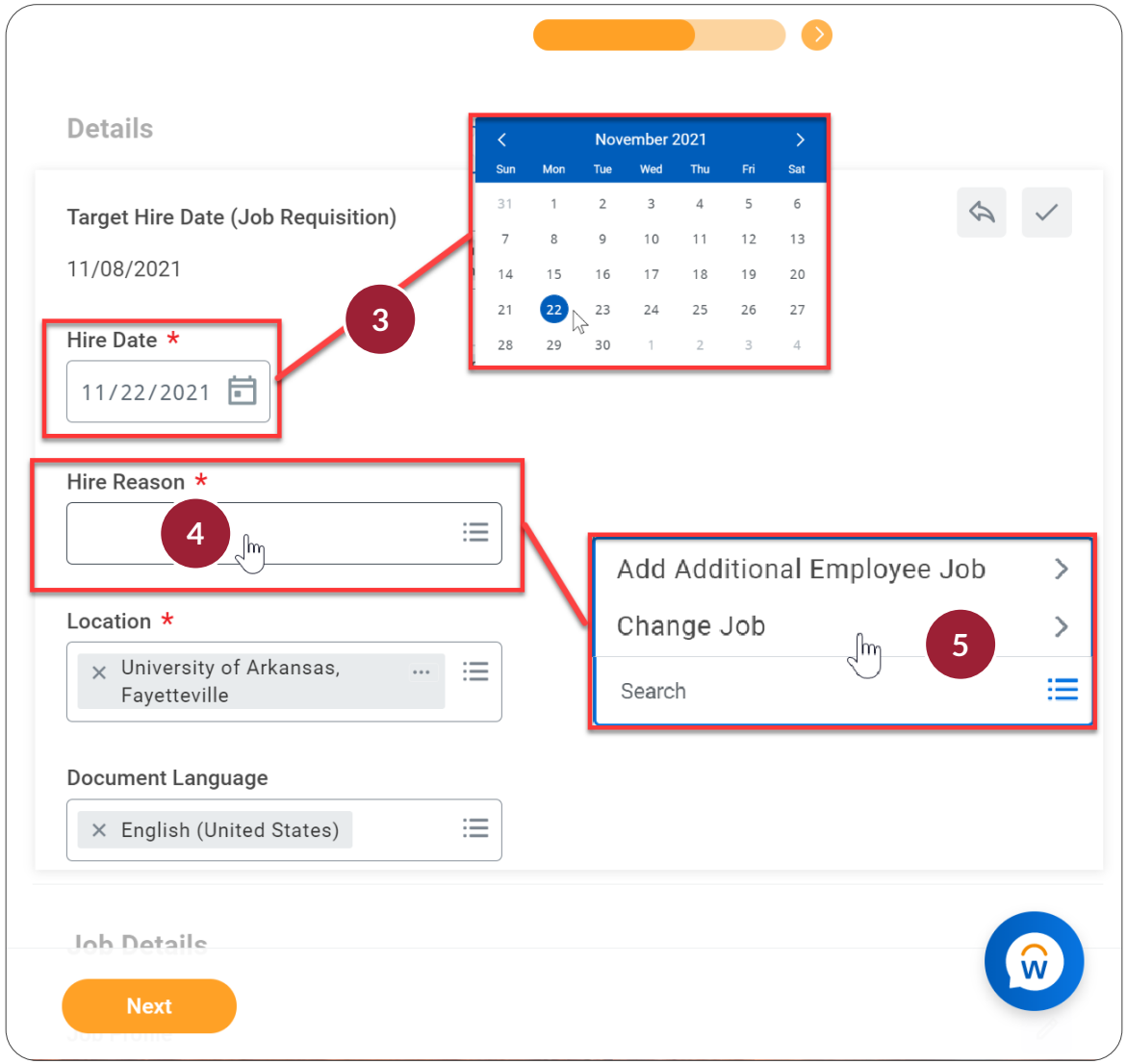
Continue Offer Process

Details

1. Open the **Inbox Item** "Offer by Recruiting Coordinator for Job Requisition".
2. Click on the **Edit** icon in the **Details** section.

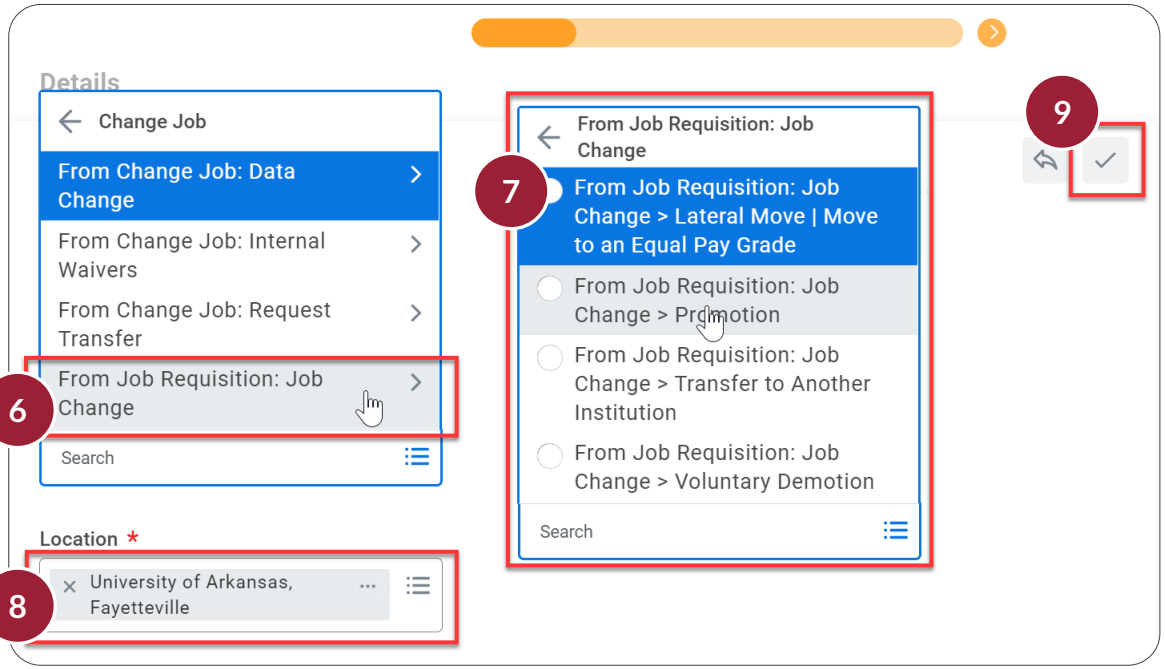


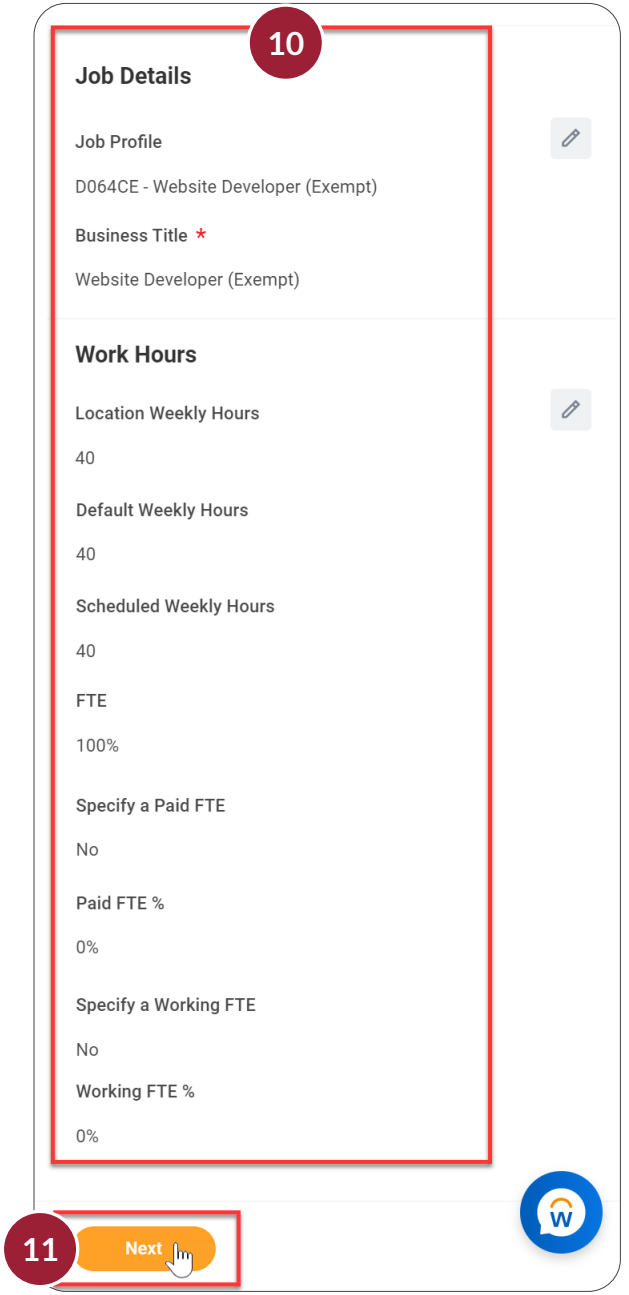
3. Select the **Hire Date**.
4. Click on **Hire Reason**.
5. Select the appropriate **Hire Reason.**
   - For an external employee select **Hire Employee>New Hire** (*not shown*).
   - For an internal employee select either **Add Additional Employee Job** or **Change Job** as appropriate.



Job Application Process: Offer

6. If you selected **Change Job** (for an internal employee), click on **From Job Requisition: Job Change.**
7. Select the appropriate **Change Job** option:
   - **Lateral Move** *(to an Equal Pay Grade)*
   - **Promotion**
   - **Transfer to Another Institution** *(w/in the UA System)*
   - **Voluntary Demotion**
8. Double check that the **Location** is ***University of Arkansas, Fayetteville***.
9. Once you have finished the **Details** section, click the **Check Mark** icon.
10. The **Job Details** and **Work Hours** should auto-populate from the **Job Requisition**.
11. Click **Next**.

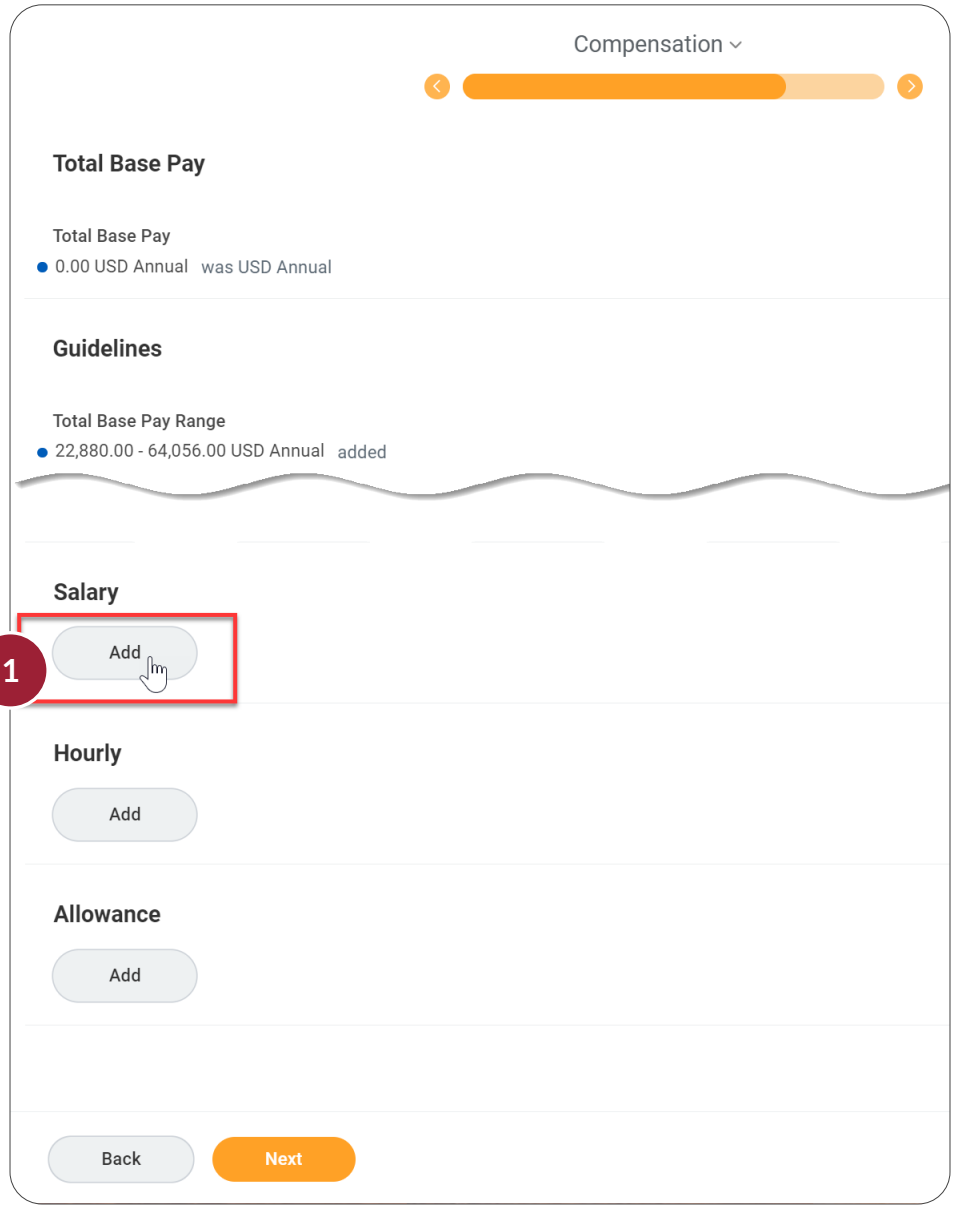




Compensation

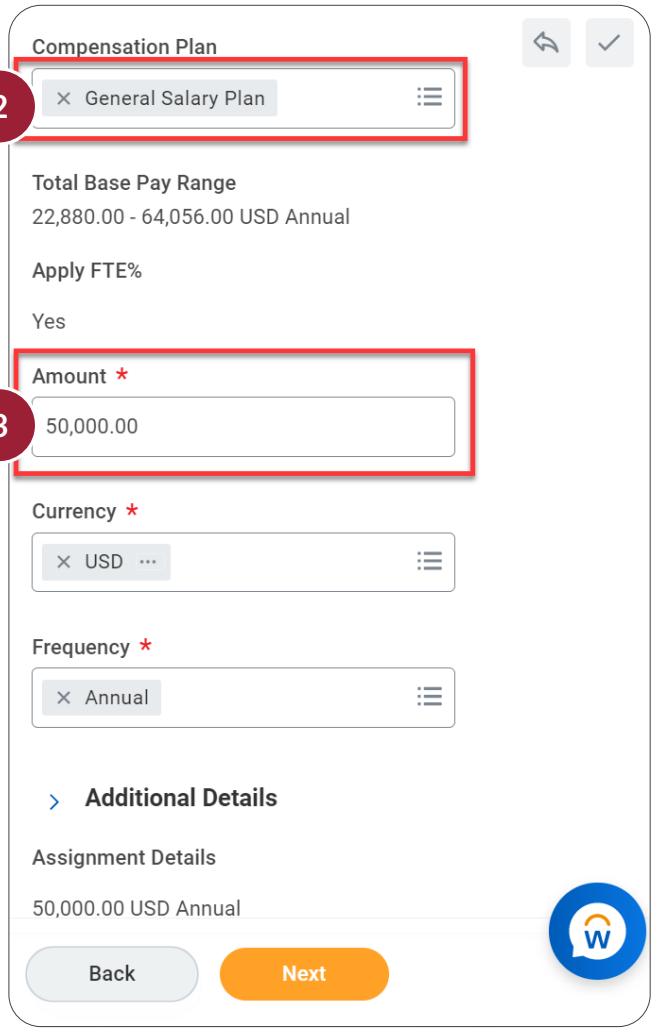
The next section to review/edit in the **Offer** process is **Compensation**. This is the step where you add the specific salary or hourly rate and select a **Compensation Plan**. *The example is for a salaried position.*

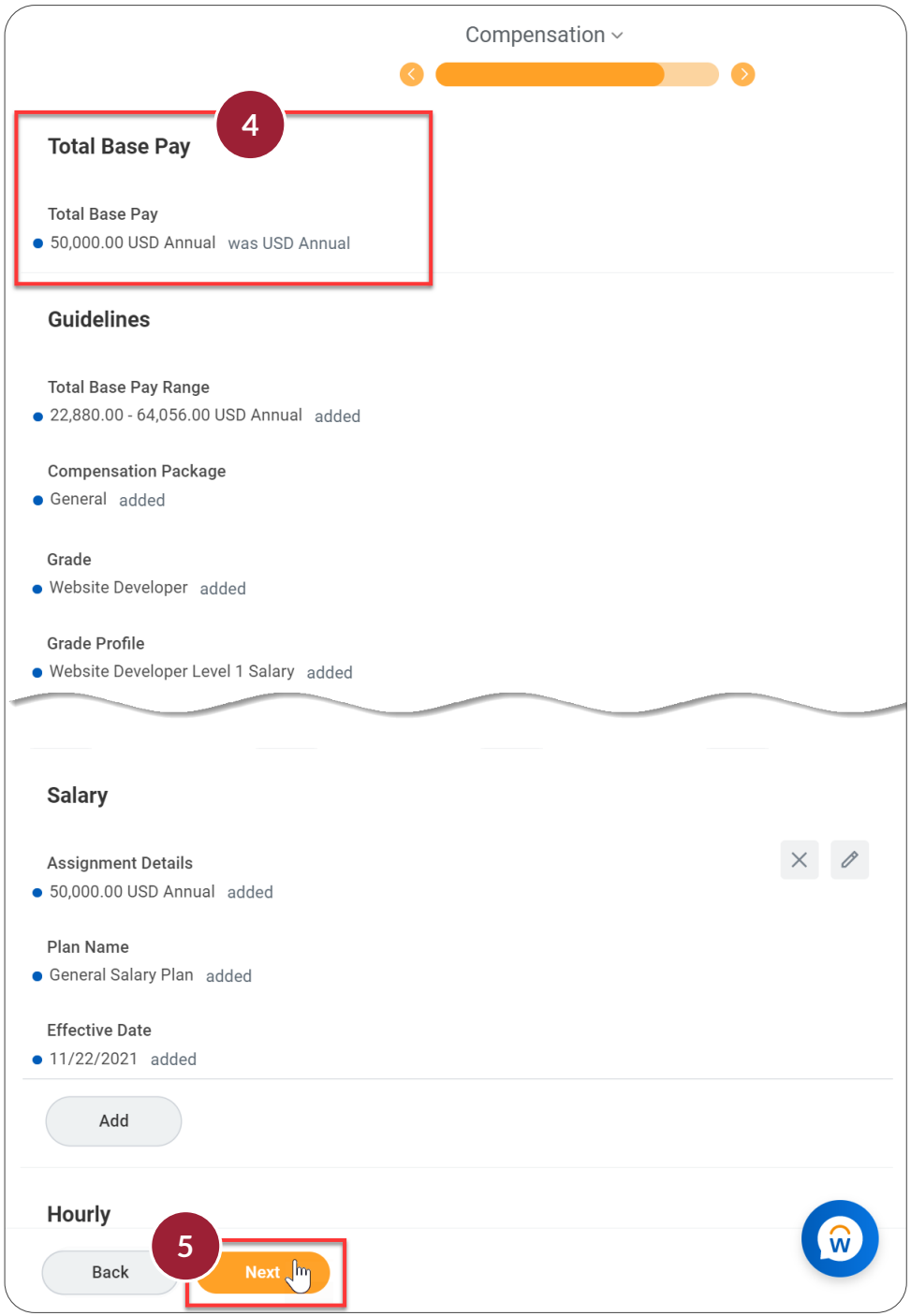
1. Click the **Add** button in the **Salary** section.



Job Application Process: Offer

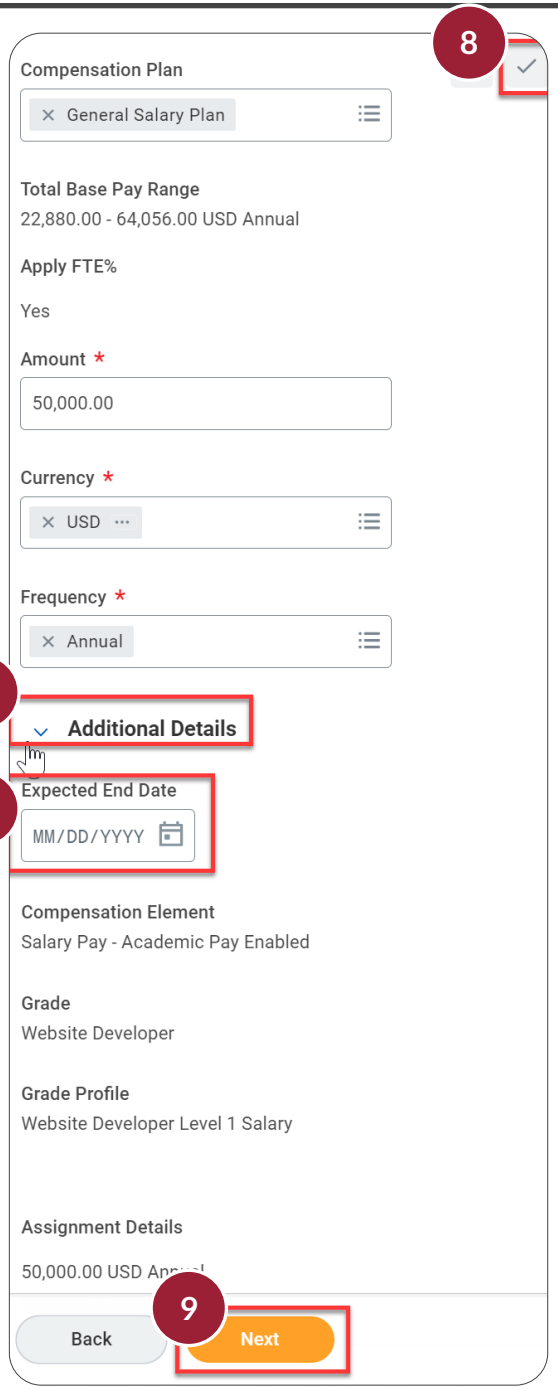
2. For **Compensation Plan**, enter **General Salary Plan**.
3. Enter in the appropriate **Amount**.
4. The **Total Base Pay** and **Guidelines** will auto-populate from the **Job Requisition** and the **Salary.**
5. If it is not a **Fixed Term Position,** click **Next** and skip to Step 11.

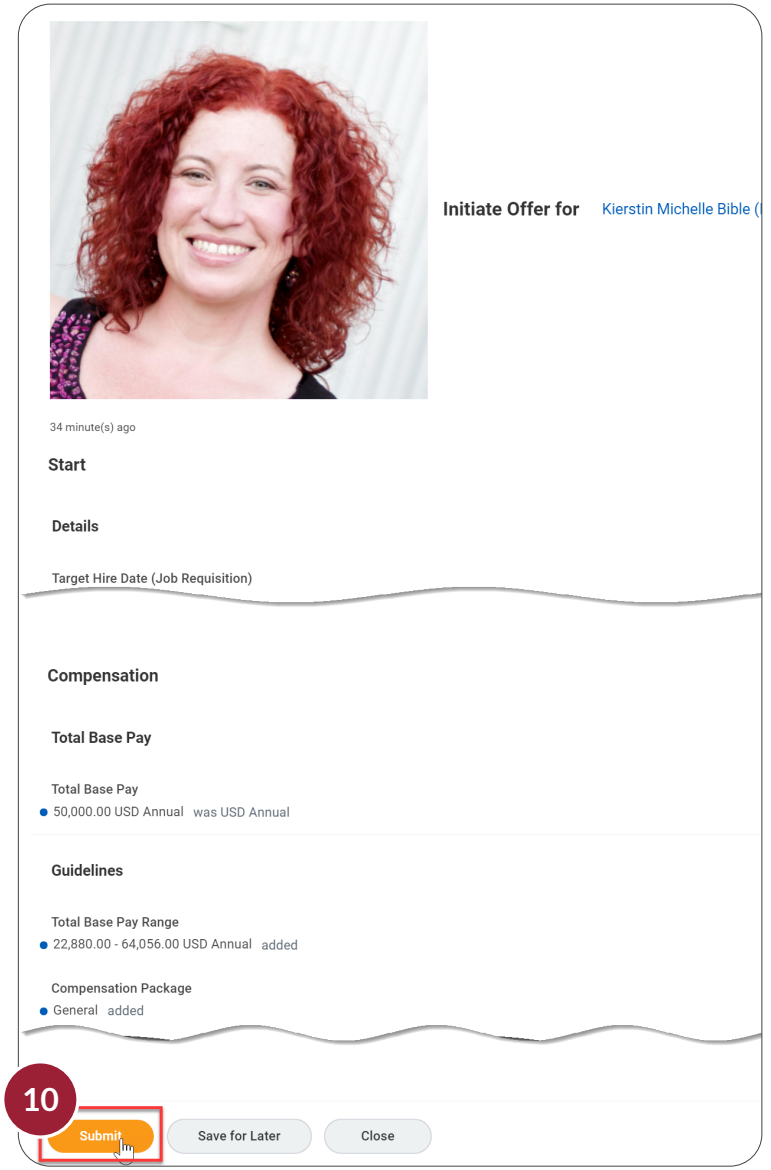




Fixed Term Compensation

6. If it is a **Fixed Term** position, click the caret next to **Additional Details.**
7. Enter the **Expected End Date**.
8. Click the **Check Mark** icon.
9. Click **Next.**
10. Click **Submit.**





Approvals

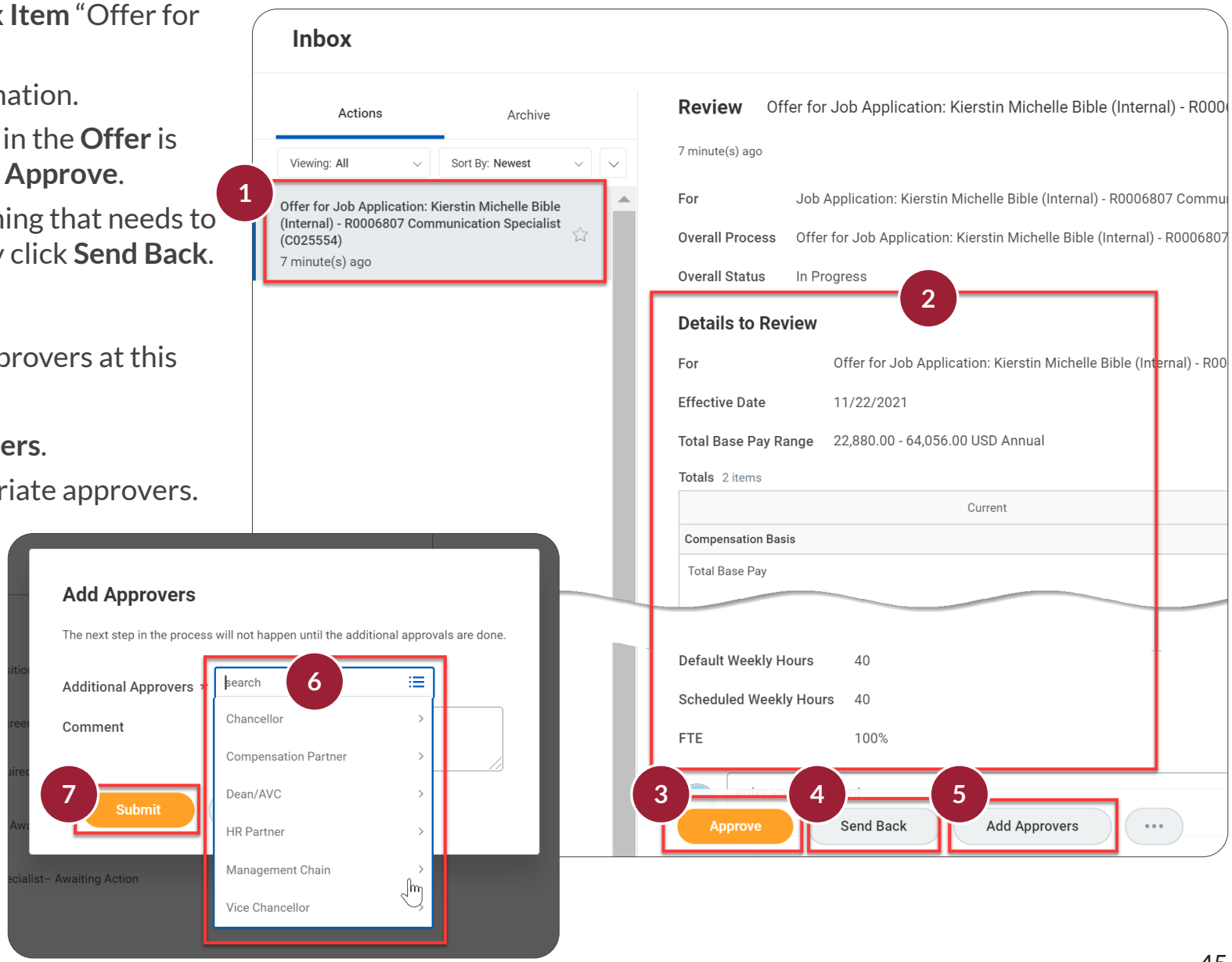
After the **Offer** has been submitted, it goes through several approvals: the ***Hiring Manager*** (shown), ***Department Head***, ***Position Budget Specialist*** and the ***Compensation Partner.*** They all follow the same steps:

1. Click on the **Inbox Item** "Offer for Job Application".
2. Review the information.
3. If the information in the **Offer** is correct, they click **Approve**.
4. If they see something that needs to be corrected, they click **Send Back**.

Add Approvers

They can also add approvers at this point.

5. Click **Add Approvers**.
6. Select the appropriate approvers.
7. Click **Submit.**



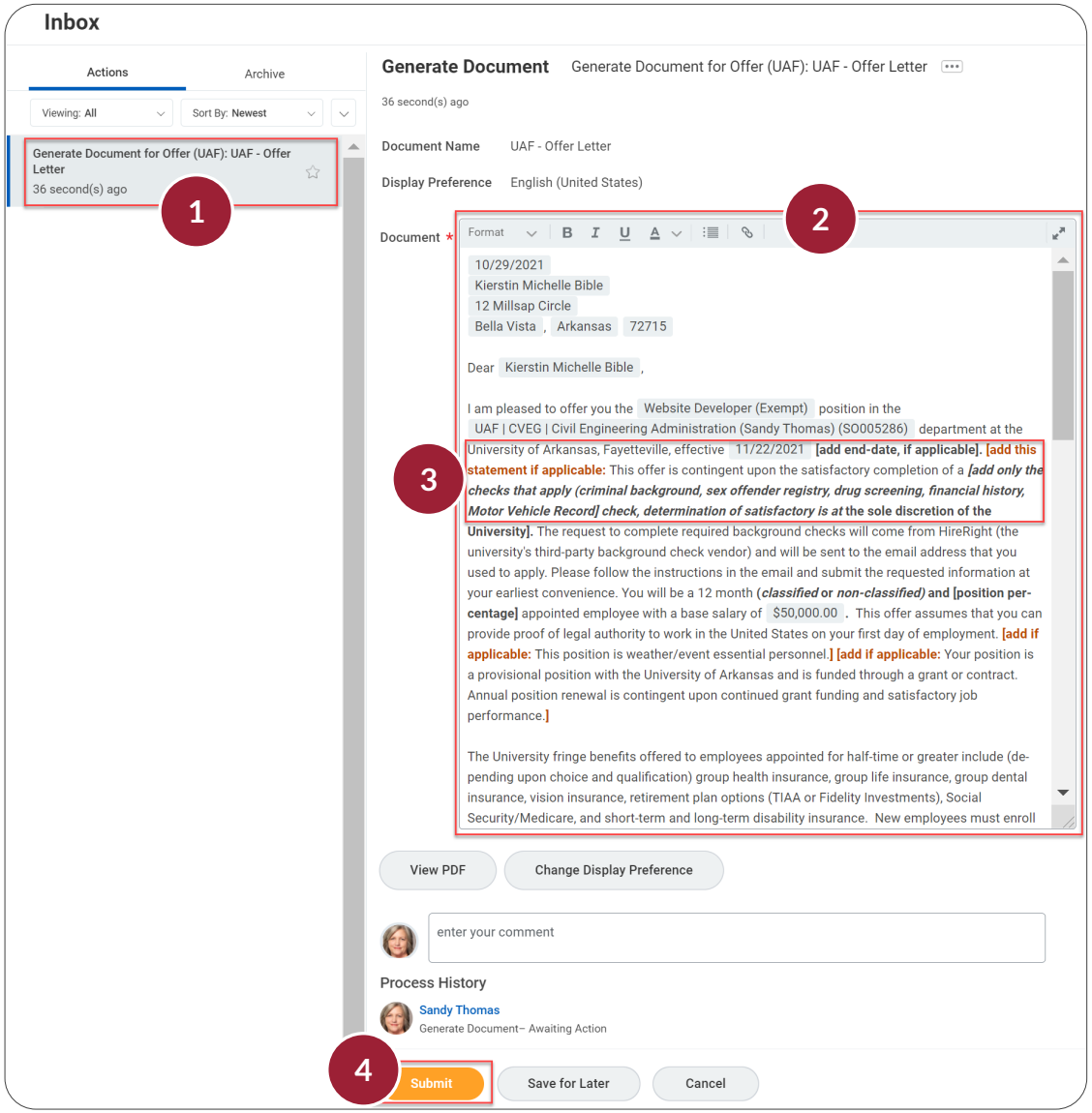
After the ***Compensation Partner*** has approved the offer, it will return to the ***Recruiting Coordinator for Job Requisition*** to generate the **Offer Letter**. This document comes from a template that is built into *Workday*. Key information for the job profile is auto-populated and it is editable, so you can make changes as necessary. You will also see directions on how to edit the letter for specific situations, so be sure to scroll through the entire template to look at all the directions. **Do NOT send the offer letter outside of *Workday*.**

Generate the Offer Letter

1. Click on the **Inbox Item** to "Generate Document for Offer".
2. Make appropriate edits, being sure to scroll down to see the entire letter.
3. Bold text (gray or orange) indicates possible edits/additions.

   NOTE: This is the only place the offer letter is editable. If mistakes are found later, i.e., misspelled name, grammar issues, etc., it will have to be kicked back to the ***Recruiting Coordinator for Job Requisition*** for edits.

   TIP: If you want to share the letter with anyone else, click **View PDF** and download the letter. To share an editable version, copy/paste into a Word document.
4. Once the letter is ready, click **Submit**.



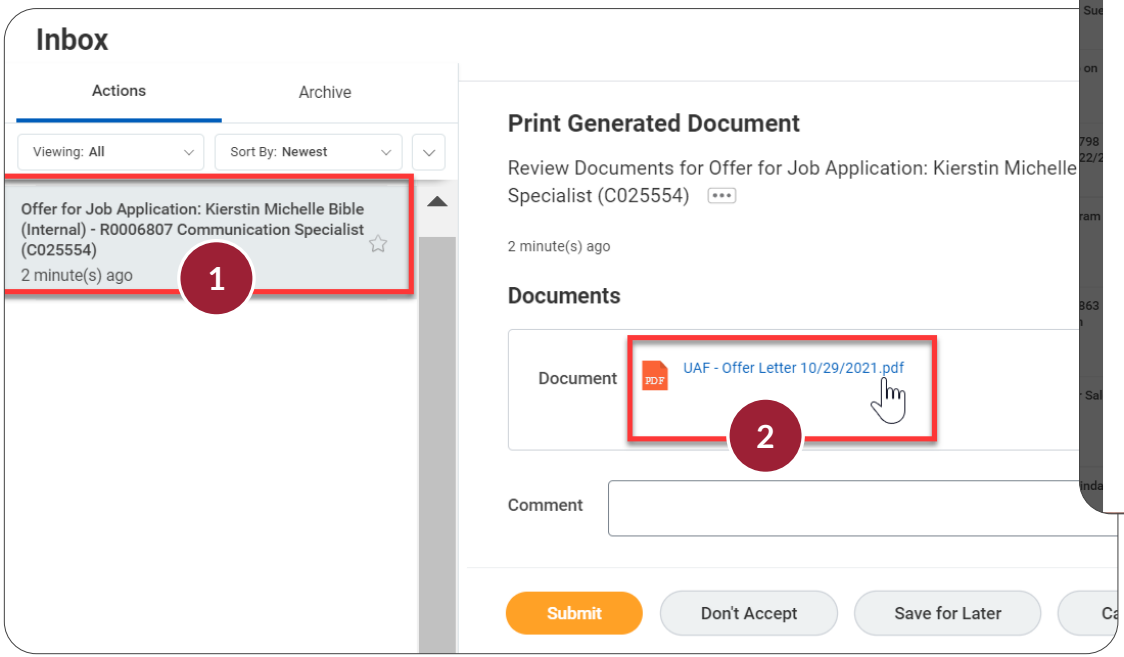
Review the Offer

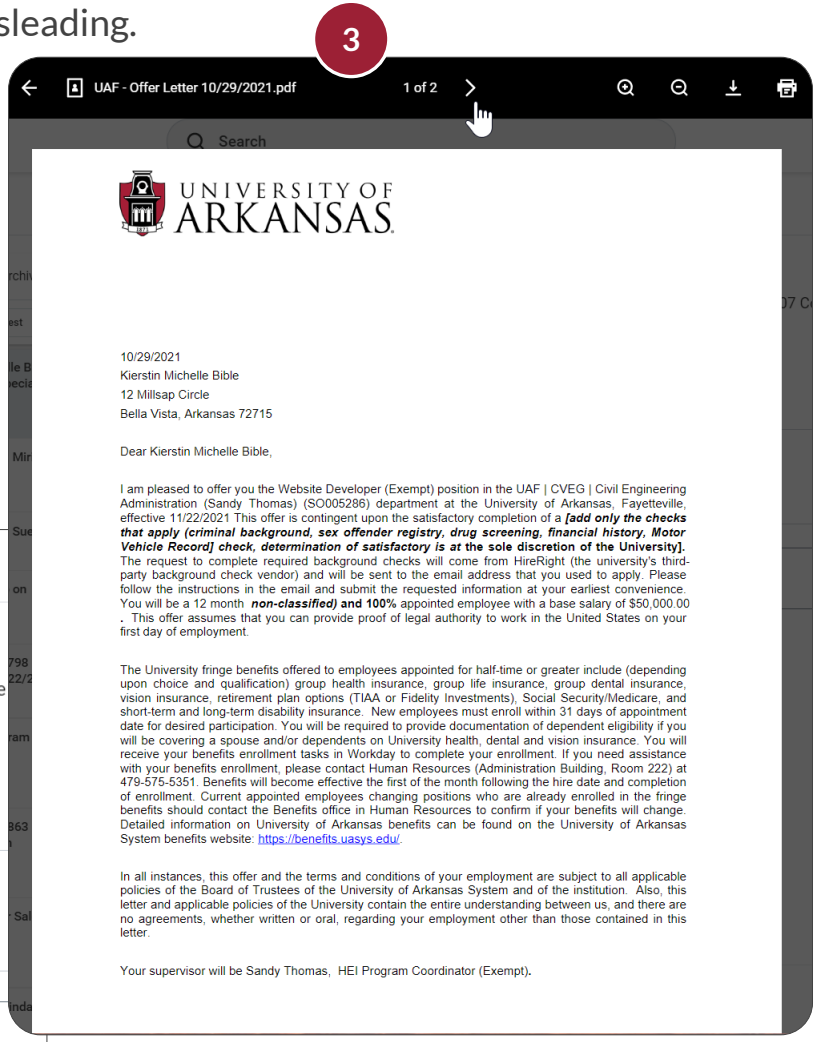
The ***Recruiter for Job Requisition*** (Central HR) now reviews the offer.

1. The ***Recruiter for Job Requisition*** receives an **Inbox Item** on the **Offer**.

   NOTE: The **Inbox Item** does not say "Review", which can be misleading.
2. They click on the document link to view the **Offer Letter**.
3. After clicking on the document link, the offer letter appears on the UAF letterhead, which is how it will appear to the candidate.

Other reviews, including **Eligibility for Rehire, Minimum Qualifications**, etc. will also be completed by the ***Recruiter for Job Requisition*** at this time. *If you create or send the* **Offer Letter** *outside of Workday, none of the required reviews and approvals will be completed.*

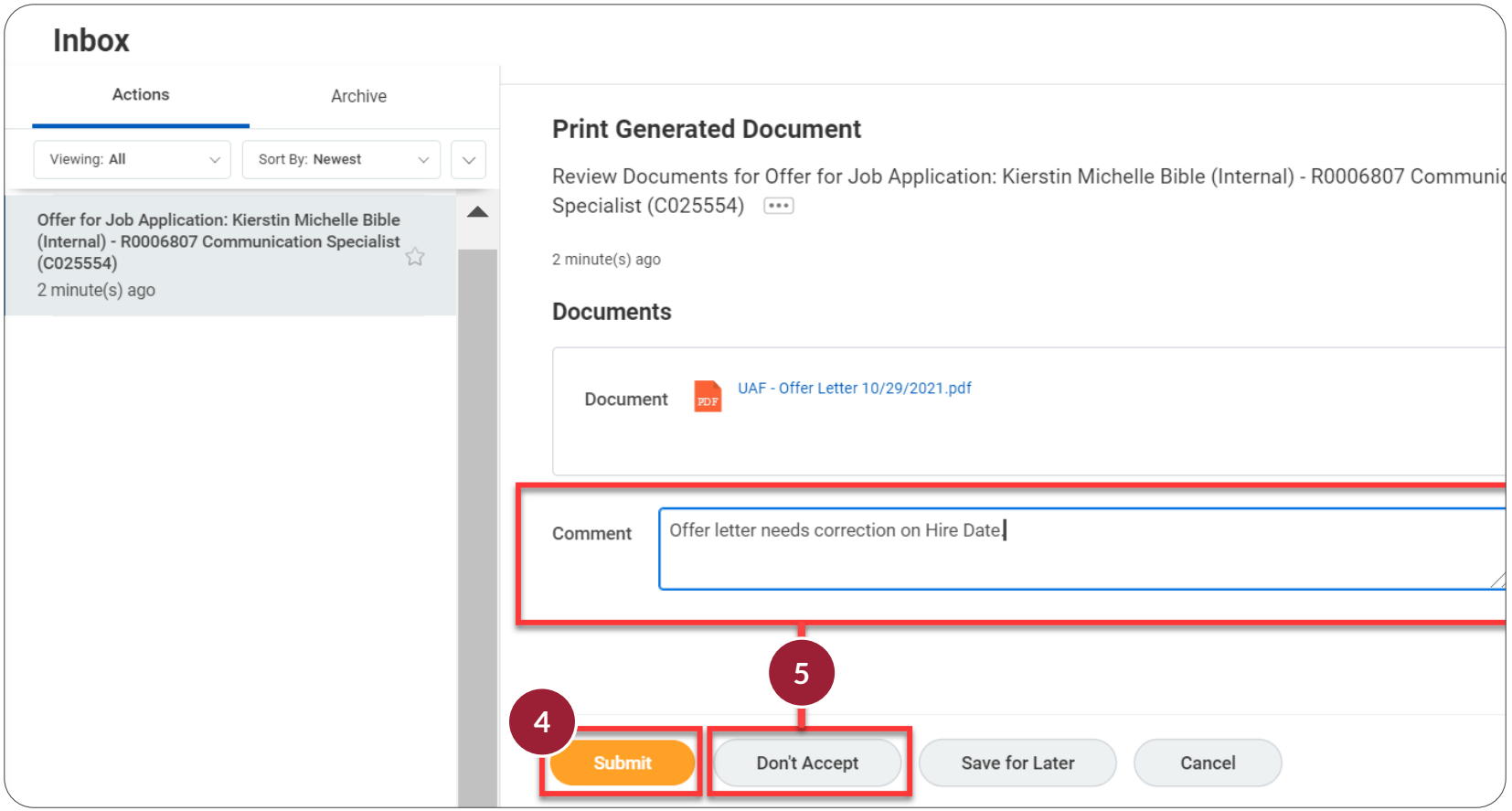




4. To approve, click **Submit**.
5. To make corrections:
   - Enter in a **Comment** concerning issues.
   - Click **Don't Accept**.

If approved, the **Offer Letter** goes to Central HR and the ***Hiring Manager*** for review. For faculty, the ***Academic HR Lead*** will be an additional reviewer.

The approving role receives an **Inbox Item** "Offer for Job Application". They review the letter and either click **Don't Accept** (with the appropriate comments) or approve and click **Submit**. An **Inbox Item** then goes to the ***Provost*** for review. They will follow the same process listed above (*Steps 1 through 5*) to either **Submit** or **Don't Accept**.



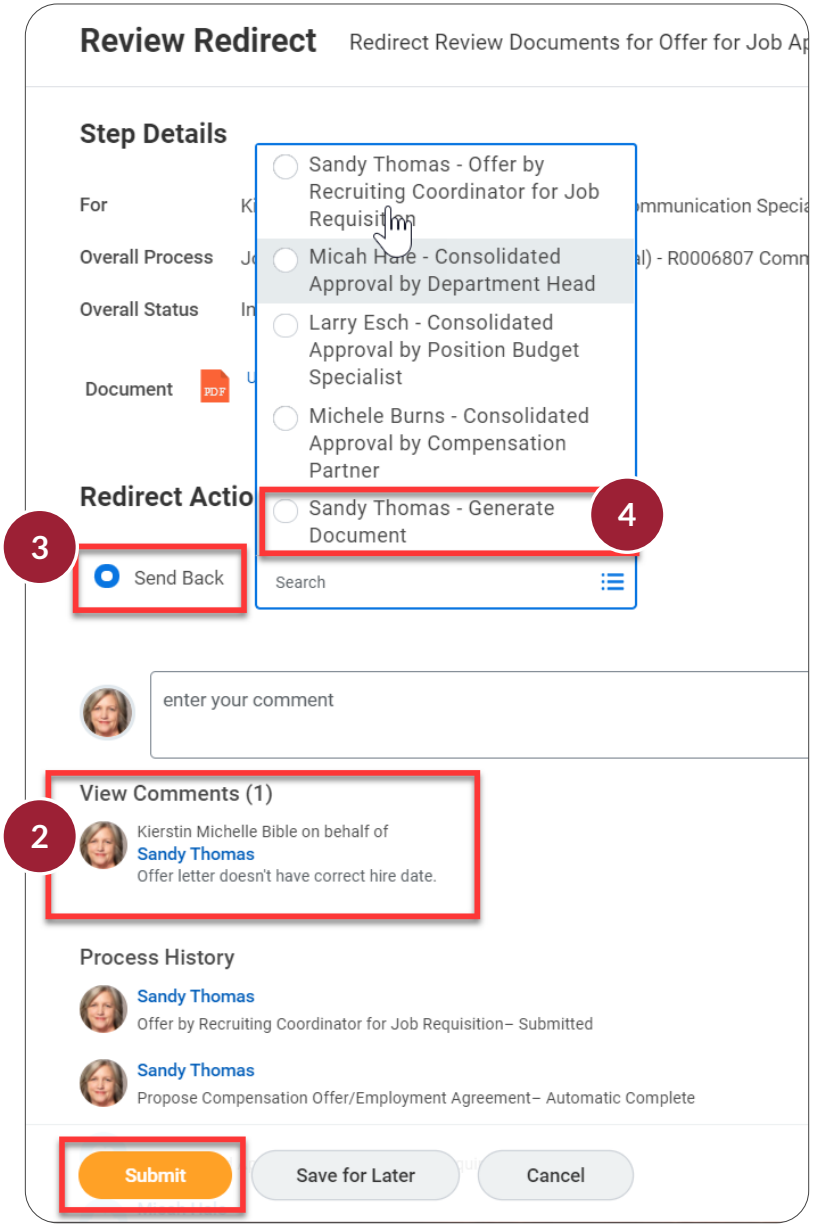
Job Application Process: Offer

The ***Hiring Manager*** and the ***Department Head*** can send the **Offer Letter** back for edits. Request for edits will be directed to the ***Recruiting Coordinator for Job Requisition***, who will receive an **Inbox Item** called "Review Redirect".

Review Redirect

The ***Recruiting Coordinator for Job Requisition*** will:

1. Open the ***Inbox Item*** "Review Redirect" (*not shown*).
2. Read the **View Comments** section and note what changes should be made in the **Offer Letter.**
3. Under **Redirect Actions**, click in **Send Back**.
4. Select the **Generate Document** option. This will roll the process back to the **Generate Document** step.
5. Adjust the **Offer Letter** as necessary and resubmit (*not shown*).



Job Application Process: Offer

The offer letter is then sent to the candidate, who receives an **Inbox Item** to "Review Offer Letter" (external candidates must create a Workday account, while internal candidates will already have one). *Do* **NOT** *use email to send offer letters when a candidate has gone through the recruitment process in Workday.*

NOTE: The *Recruitment Plan* should be utilized as SOON as the job is posted,

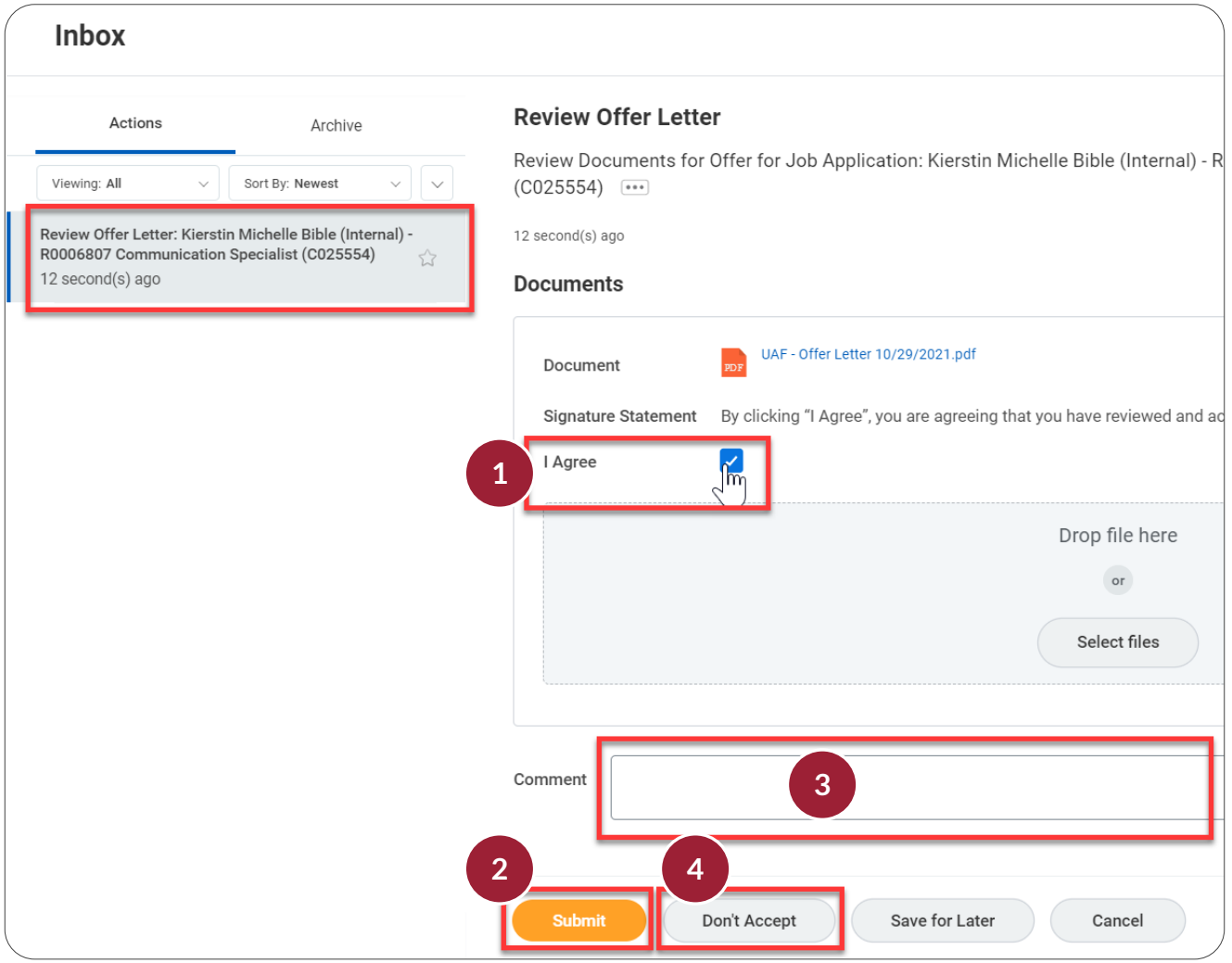
To accept the offer:

1. Check the **I Agree** box.
2. Click **Submit**.

   NOTE: Although the Offer is accepted by checking the "I Agree" box, it is a good practice for the candidate to download, sign and attach the offer letter.

To negotiate changes to the offer:

3. Leave a detailed **Comment**.
4. Click **Don't Accept**.



Possible Additional Steps for Candidate

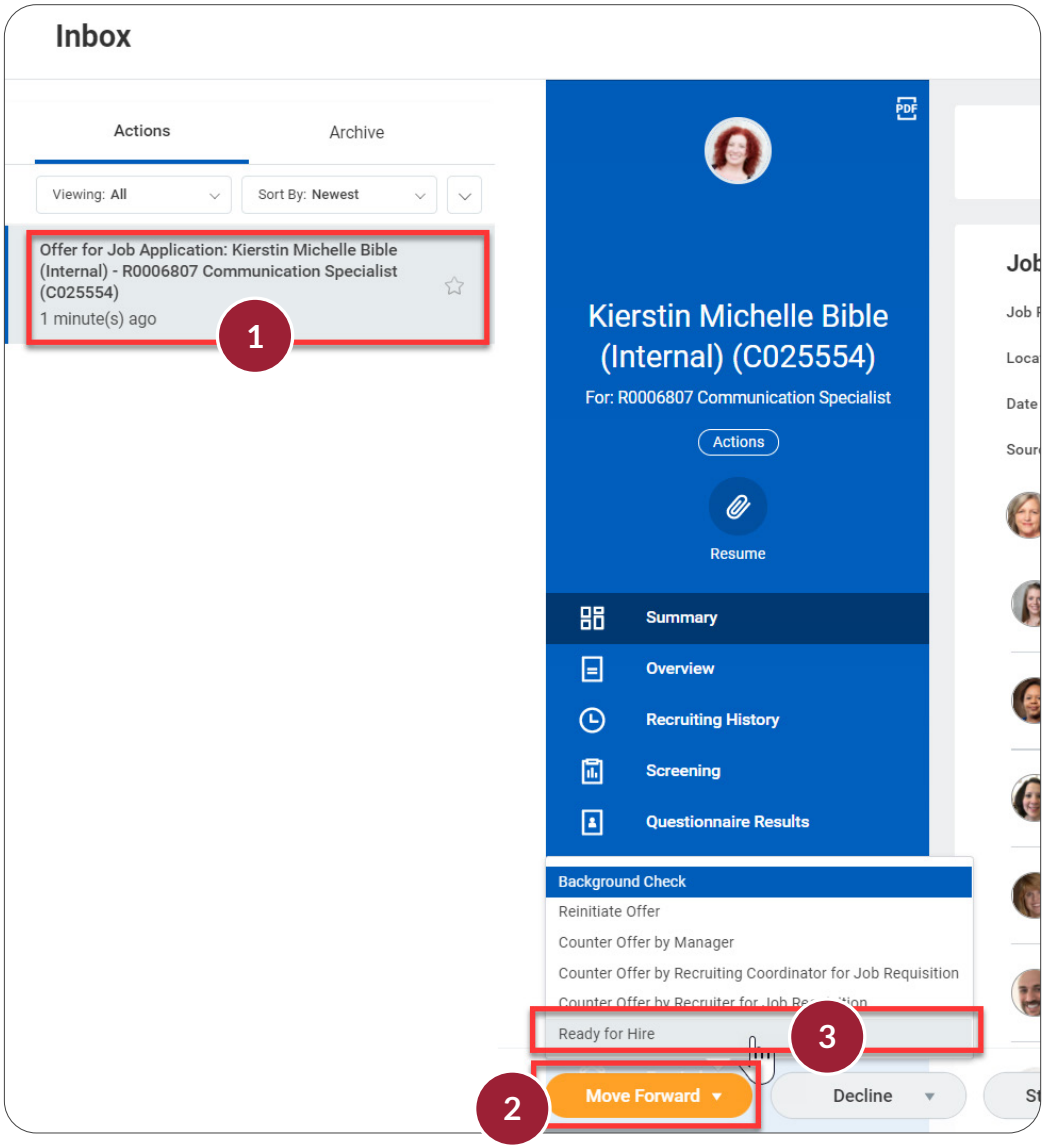
External candidates may have additional steps:

- **Change Personal Information**
- **Change Government Identifiers**

If candidates miss these steps, their offers will not continue through the process.

After the candidate has accepted the offer, it goes back to the role that extended the offer (either the ***Hiring Manager*** or the ***Recruiting Coordinator for Job Requisition***). They then have the option to either accept the offer or counter the offer. In the event of a counteroffer, the ***Recruiting Coordinator for Job Requisition*** is responsible to coordinate with the ***Hiring Manager***, make any necessary changes and generate a new offer letter. Any changes in salary will require additional approvals.

Ready for Hire

1. The ***Recruiting Coordinator for Job Requisition*** receives an **Inbox Item** "Offer for Job Application".
2. Click **Move Forward**.
3. Select **Ready for Hire**.

   NOTE: This will create a "**Ready for Hire" Inbox Item** for the ***Recruiter*** (Central HR).