



Workday Training

UAF Job Application Process *A Step-by-Step Guide*

Last Updated: November 2021

Click the title to skip to that section.

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

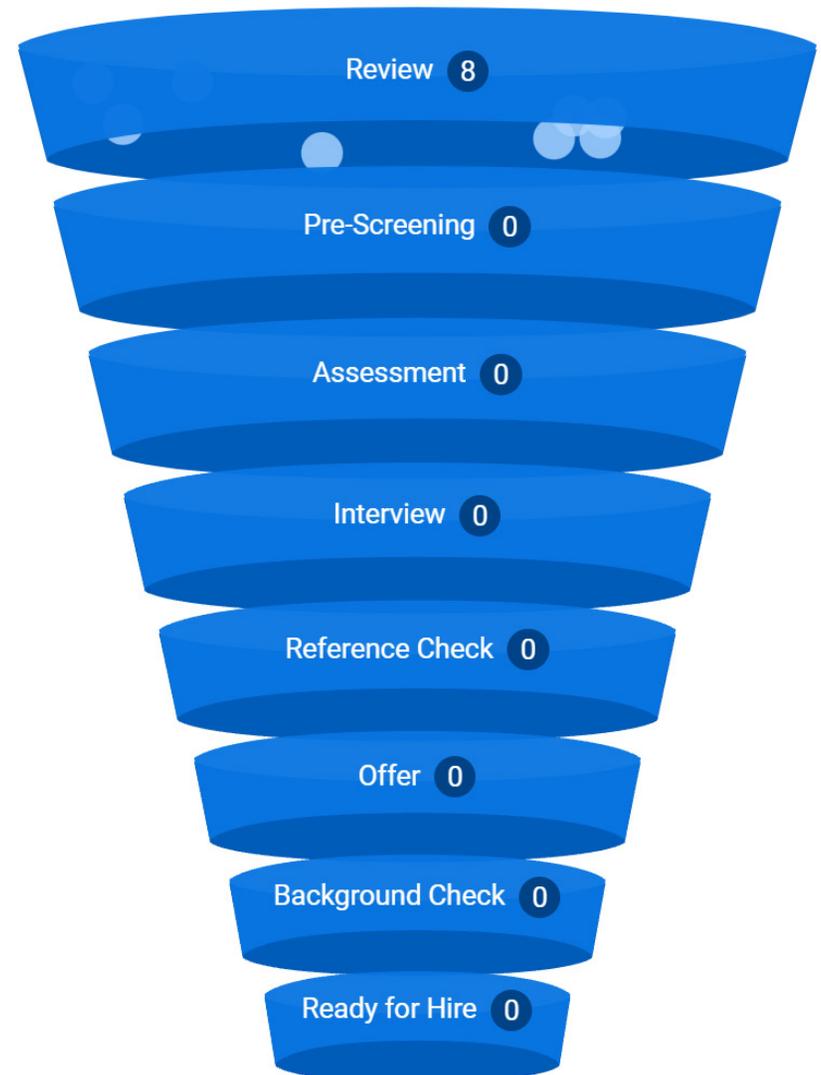


Introduction

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*



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

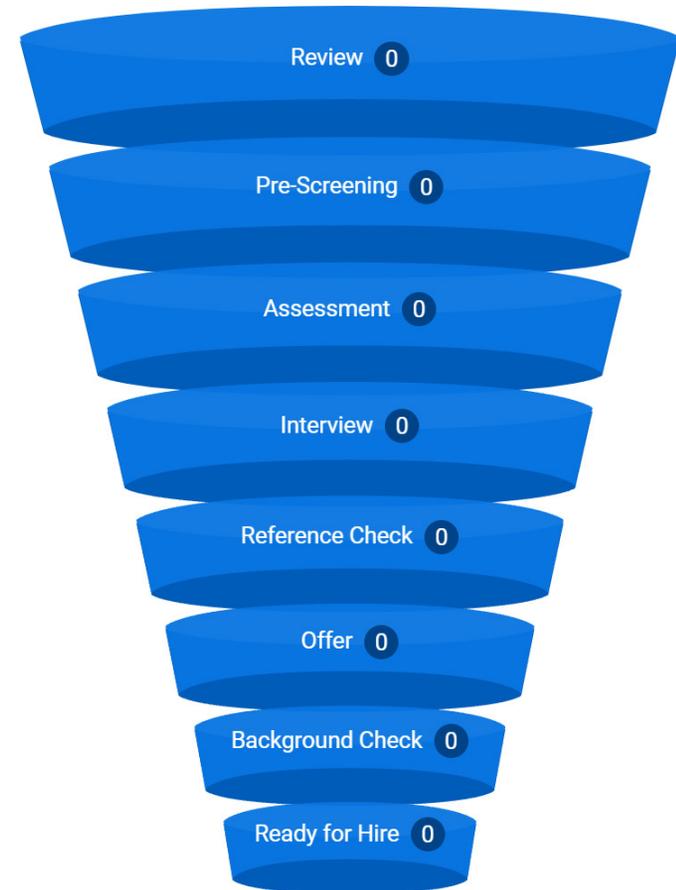
- Schedule Interview
- Rate Interview

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

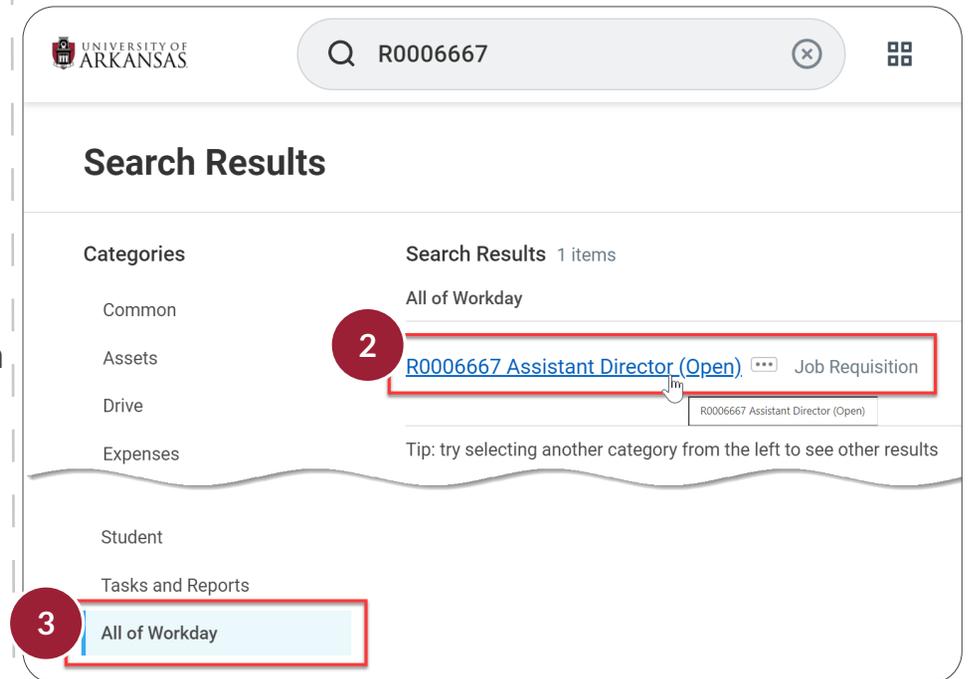
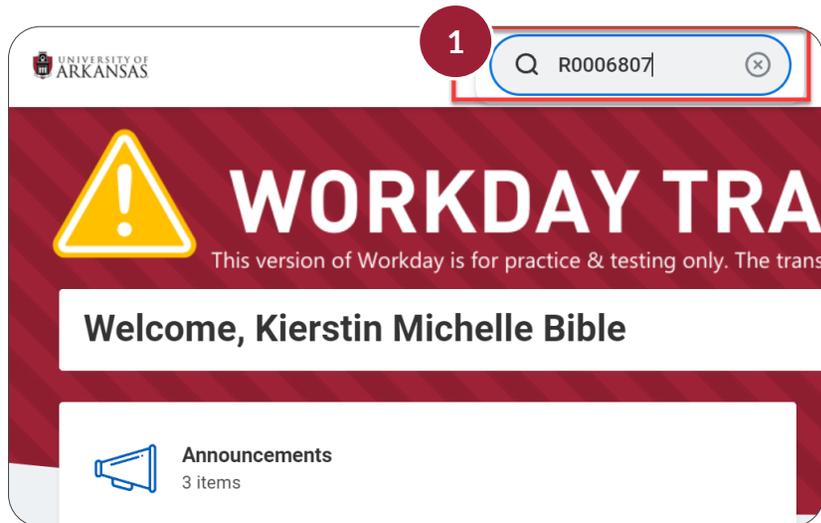


When a candidate has applied for a job that has been posted for UAF, their materials become available for initial review. The *Recruiting Coordinator for Job Requisition*, *Recruiter for Job Requisition* (Central HR), *Hiring Manager* and *Search Committee* members can access candidate materials through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



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

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Arkansas Veterans Preference	No Show	Date Applied	Current Title
<input type="checkbox"/>	• Pamela Martin (Internal) (C011156)	Review	Review	3	0	10/25/2021	Technical Assistant I
<input type="checkbox"/>	• Kara Newcomb (Internal) (C014743)	Review	Review	3	0	10/25/2021	Instructional Designer II
<input type="checkbox"/>	• Kierstin Michelle Bible (Internal) (C025554)	Review	Review	3	0	10/25/2021	HCM/Workday Training Coordinator

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.

← 3 of 3

Kierstin Michelle Bible (Internal) (C025554)
For: R0006807 Communication Specialist

1 Resume

2 Questionnaire Results

3

4

Initial Application

Questionnaire Primary Internal Questionnaire

Respondent Kierstin Michelle Bible

Submission Date 10/25/2021

11 Items

Question	Answers
Are you authorized to work indefinitely in the United States for any employer?	Yes
Will you now or in the future require sponsorship or other assistance to obtain employment authorization? (e.g., H-1B, J-1, O-1, etc)?* If yes, please feel free to explain.	No
Have you ever been convicted of a crime (other than a minor traffic violation) or do you have criminal charges currently pending? For positions involving care or supervision of children or health care, answer for all time periods. For all other positions, answer for the past seven years.	No
I therefore swear or affirm under penalty of perjury that I have registered with the Selective Service System, or I am exempted from such registration because of one of the following provisions of the Military Selective Service Act or Act 228 of the Arkansas General Assembly	I am female
Are you a person that falls within either of the below statuses? - A person, surviving spouse who remains unmarried, or a spouse of a person who has been honorably discharged from a tour of active duty, other than active duty for training only, with the armed forces of the United States, who is a citizen and resident of Arkansas. (If your discharge was Honorable or General, or was changed to Honorable or General by a Discharge Review Board, answer "yes". If you received a clemency discharge	No

How has your experience prepared you to be effective in an inclusive environment that values diversity, equity and inclusion?

Please upload cover letter/letter of application.

Please upload names and contact information for at least three professional references.

If applicable, please upload proof of veterans document.

TEST

Cover Letter - Dr. Kierstin Bible.pdf
Uploaded by Kierstin Michelle Bible 3 hours ago

References - Dr. Kierstin Bible.pdf
Uploaded by Kierstin Michelle Bible 3 hours ago

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.

The screenshot displays the HCM Job Application Process interface. It shows two candidate profiles, Pamela Martin (Internal) (C011156) and Kara Newcomb (Internal) (C014743), both for the position of R0006807 Communication Specialist. The interface includes a navigation menu on the left, a central section for Active Job Applications, and a right section for Job Application Details. Callout 5 points to the up and down arrows on the top right of the candidate cards, used for navigating between candidates. Callout 6 points to the '1 of 3' and '2 of 3' indicators on the top left of the candidate cards, which show the current candidate's position in the list.

Callout 5: Points to the up and down arrows on the top right of the candidate cards, used for navigating between candidates.

Callout 6: Points to the '1 of 3' and '2 of 3' indicators on the top left of the candidate cards, which show the current candidate's position in the list.

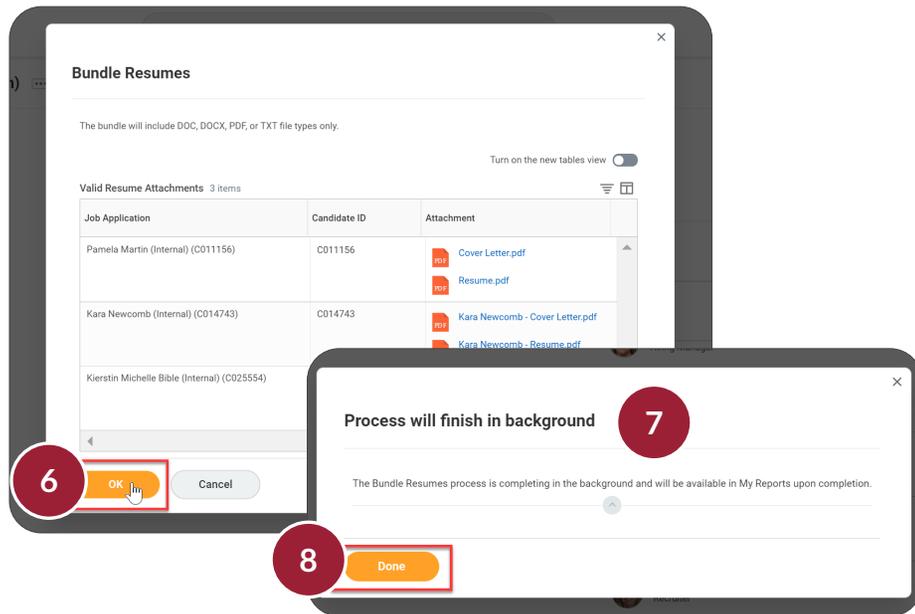
The *Hiring Manager* and *Recruiting Coordinator for Job Requisition* have the option to bundle resumes and download them for bulk review.

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**.

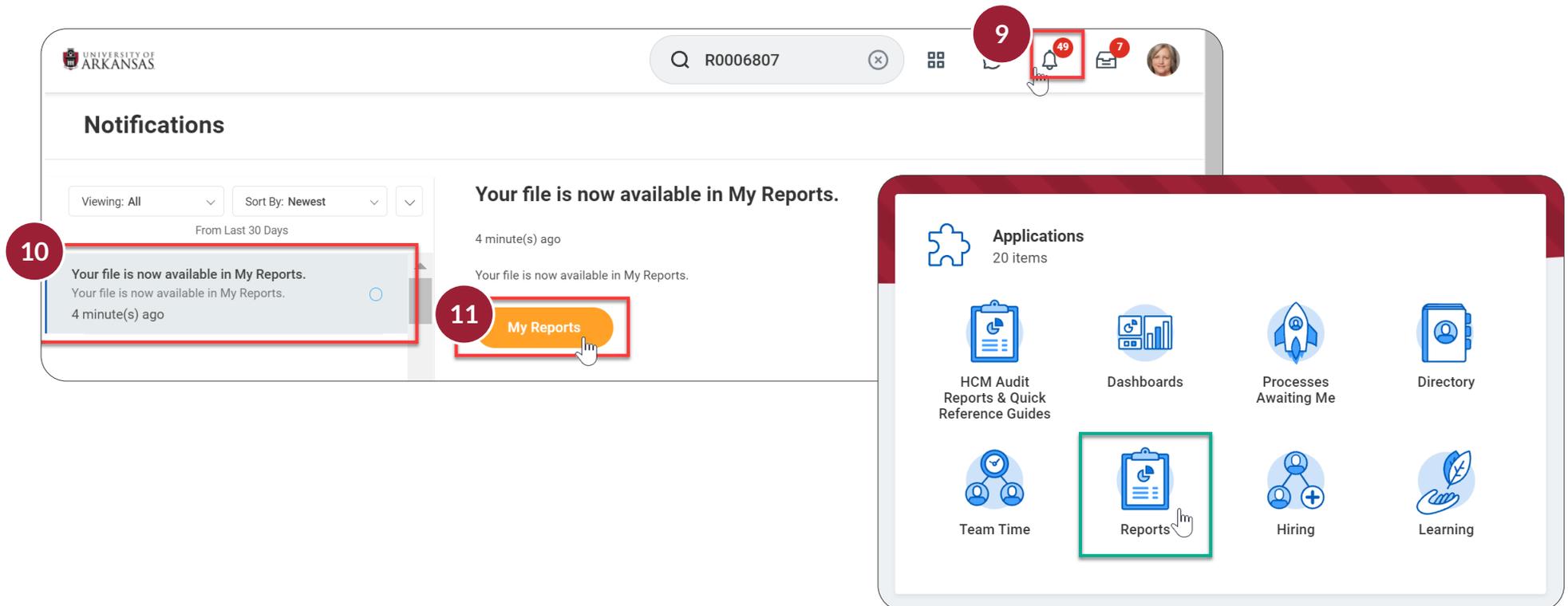
The screenshot displays the HCM interface for reviewing candidates. The 'Candidates' tab is selected, showing a list of candidates with checkboxes for selection. The 'More' menu at the bottom right is open, and the 'Bundle Resumes' option is highlighted. The table below shows the candidate details.

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Arkansas Veterans Preference	No Show	Date Applied	Current Title	Current Company	Resume	Source
<input checked="" type="checkbox"/>	Pamela Martin (Internal) (C011156)	Review	Review	3	0	10/25/2021	Technical Assistant I	University of Arkansas System	Cover Letter.pdf Resume.pdf	Internal
<input checked="" type="checkbox"/>	Kara Newcomb (Internal) (C014743)	Review	Review	3	0	10/25/2021	Instructional Designer II		Kara Newcomb - Cover Letter.pdf Kara Newcomb - Resume.pdf	Internal
<input checked="" type="checkbox"/>	Kierstin Michelle Bible (Internal) (C025554)	Review	Review	3	0	10/25/2021	HCM/Workday Training Coordinator	University of Arkansas System	Cover Letter - Dr. Kierstin Bible.pdf Dr. Kierstin Bible - Resume.pdf	Internal



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.



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.

Job Requisition	Created On	Full Name	Current Job Title	Email	Phone Number	Candidate City	Country / Postal Code	Candidate Recruiting Status	Workday Resume/CV Attachment	Other Attachments	Questionnaire Answers for Application
R0006807 Communication Specialist (Open)	10/25/2021	Kierstin Michelle Bible	HCM/Workday Training Coordinator		4797870873		US / 72701	Applied	PDF Cover Letter - Dr. Kierstin Bible.pdf PDF Dr. Kierstin Bible - Resume.pdf		PDF Department Requested Attachments PDF Cover Letter - Dr. Kierstin Bible.pdf PDF References - Dr. Kierstin Bible.pdf
R0006807 Communication Specialist (Open)	10/25/2021	Kara Newcomb	Instructional Designer II		4797392663		US / 72701	Applied	PDF Kara Newcomb - Cover Letter.pdf PDF Kara Newcomb - Resume.pdf		PDF Kara Newcomb - Cover Letter.pdf PDF Kara Newcomb - References.pdf
R0006807 Communication Specialist (Open)	10/25/2021	Pamela Martin	Technical Assistant I		4796847909		US / 72701	Applied	PDF Cover Letter.pdf PDF Resume.pdf		PDF Cover Letter.pdf PDF References.pdf

Although the *Hiring Manager* 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

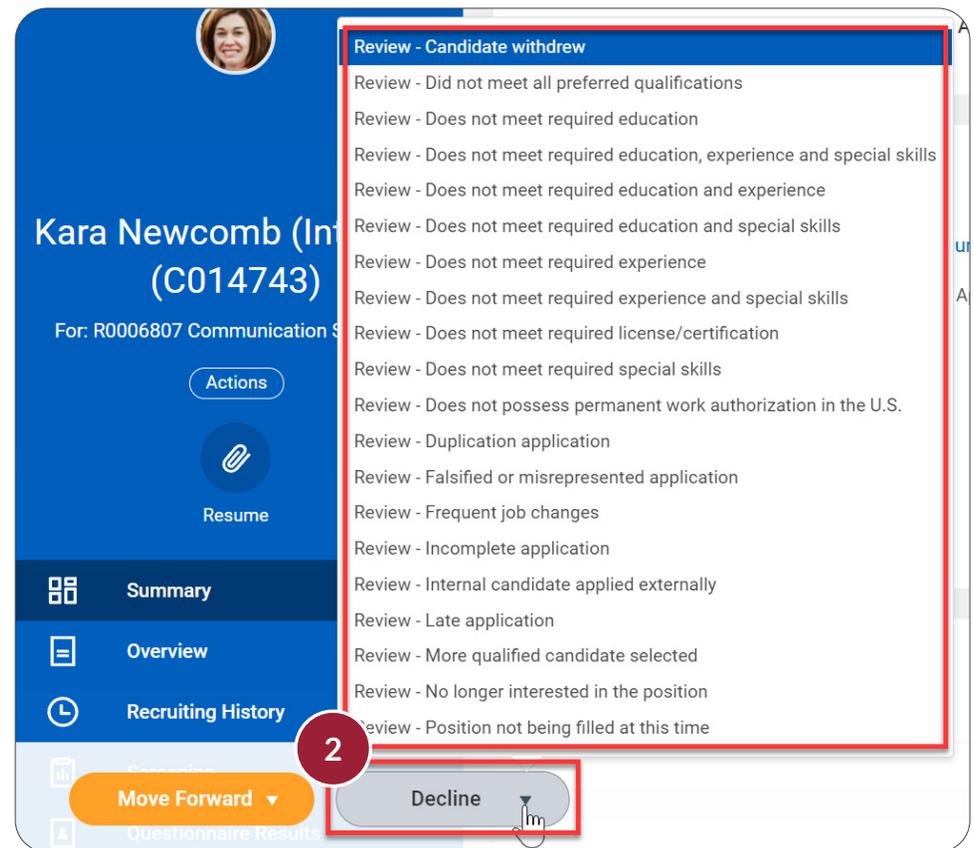
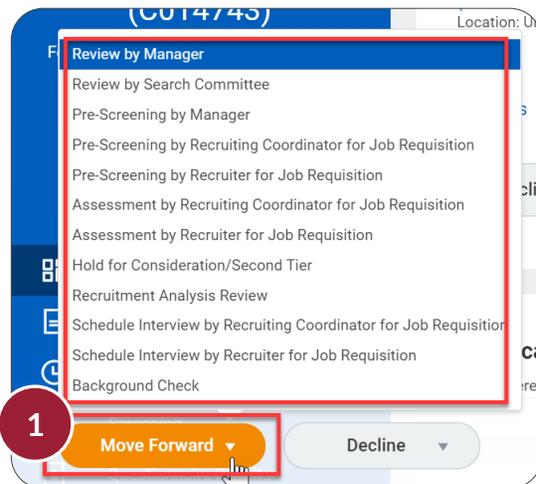
Open the **Candidate Profile** (*as previously shown*) and **Move Forward** or **Decline** as appropriate. *The options to Move Forward and Decline will change throughout the Job Application Process, depending upon your role and which step you are at in the process.*

1. Move Forward

- Click **Move Forward**.
- Select the desired next step.

2. Decline

- Click **Decline**.
- Select the appropriate **Decline** reason (*Review reasons are shown*).



Hyperlinks are red font.

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.”

Kara Newcomb (Internal) (C014743)
For: R0006807 Communication Specialist

Active Job Applications (1)

- Review Kara Newcomb (Internal) - R0006807 Communication Specialist (C014743)
Location: University of Arkansas, Fayetteville | Date Applied: 10/25/2021

Review

Actions

~~Decline These Applications~~

Review - Candidate withdrew

- Review - Did not meet all preferred qualifications
- Review - Does not meet required education
- Review - Does not meet required education, experience and special skills
- Review - Does not meet required education and experience
- Review - Does not meet required education and special skills
- Review - Does not meet required experience
- Review - Does not meet required experience and special skills
- Review - Does not meet required license/certification
- Review - Does not meet required special skills
- Review - Does not possess permanent work authorization in the U.S.
- Review - Duplication application
- Review - Falsified or misrepresented application
- Review - Frequent job changes
- Review - Incomplete application
- Review - Internal candidate applied externally
- Review - Late application

Move Forward

Decline

Job Application	App / Disposition	Awaiting Me	Awaiting Action	Arkansas Veterans Preference	No Show	Date Applied	Current Title	Current Company	Resu
<input type="checkbox"/>	Pamela Martin (Internal) (C011156)	Review	Review	3	0	10/25/2021	Technical Assistant I	University of Arkansas System	...
<input checked="" type="checkbox"/>	Kara Newcomb (Internal) (C014743)	Review	Review	3	0	10/25/2021	Instructional Designer II		...

Move Forward

Decline

Start Parallel Stage

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

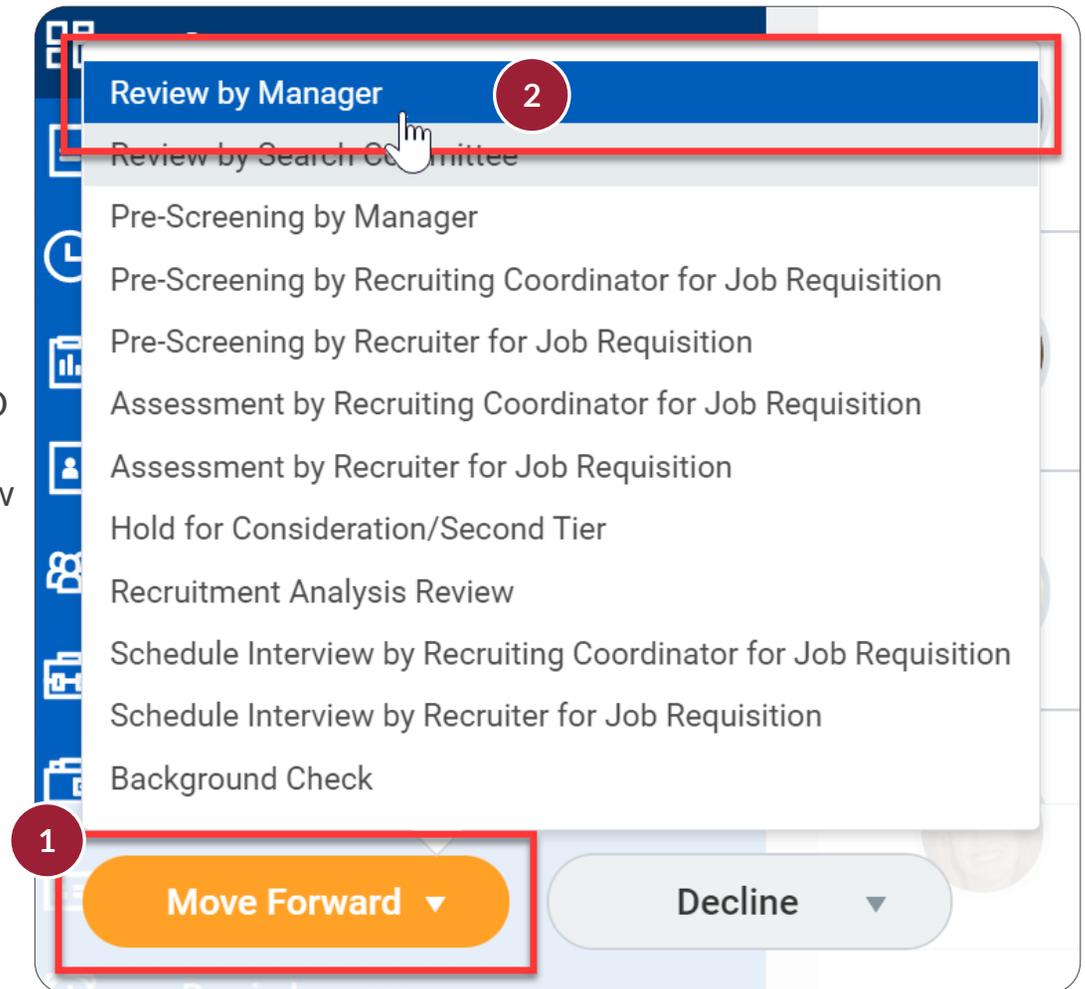
Access the **Candidate Profile** through the **Job Requisition** (*as previously shown*).

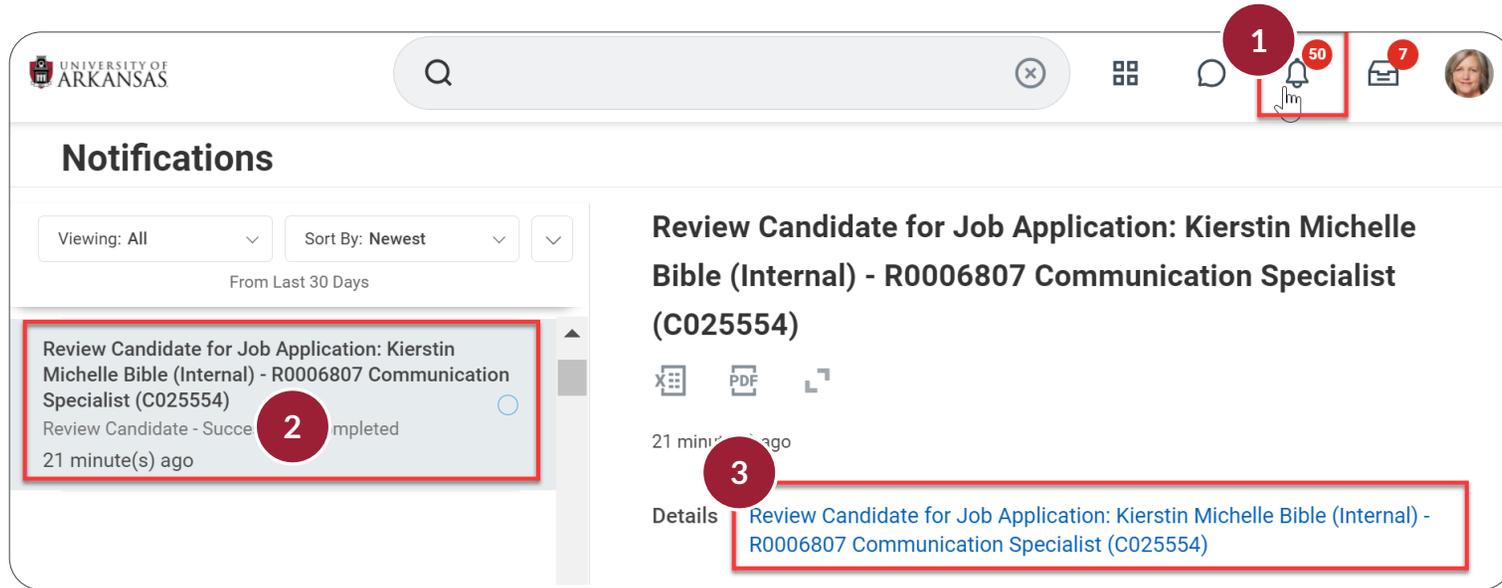
1. Click on **Move Forward**.
2. Select **Review by Manager**.

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**.

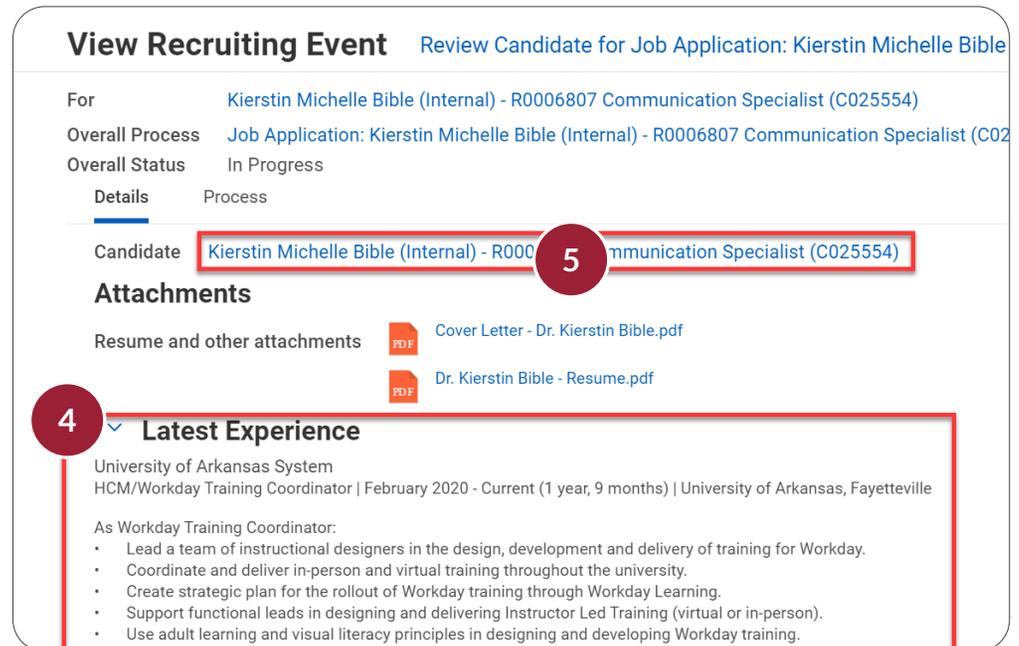
If the **Hiring Manager** chooses to review the candidate via the **Inbox Item**, they will be taken directly into the **Candidate Profile**.





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**.



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”.

The screenshot displays the HCM interface. At the top right, a notification bell icon has a red circle with the number '53' next to it, and an 'Inbox' icon has a red circle with the number '10' next to it. A red box labeled '1' highlights the 'Inbox' icon. Below the header, the 'Inbox' section shows a list of items. A red box labeled '2' highlights the item 'Review by Manager: Kierstin Michelle Bible (Internal) - R0006807 Communication Specialist (C025554)'. The main content area shows the candidate profile for Kierstin Michelle Bible, including her photo, name, job title, and location. The 'Active Job Application' section shows the application details, and the 'Job Application Details' sidebar on the right lists the hiring manager and other staff members.

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 screenshot displays the HCM interface for a candidate profile. The candidate's name is Kierstin Michelle Bible (Internal) (C025554), and the position is R0006807 Communication Specialist. The interface includes a 'Review by Manager' section with a list of review actions. A red box labeled '1' highlights the 'Review by Manager' dropdown menu, which lists various review actions such as 'Review by Search Committee', 'Pre-Screening by Manager', 'Assessment by Recruiting Coordinator for Job Requisition', 'Assessment by Recruiter for Job Requisition', 'Hold for Consideration/Second Tier', 'Recruitment Analysis Review', 'Schedule Interview by Recruiting Coordinator for Job Requisition', 'Schedule Interview by Recruiter for Job Requisition', and 'Background Check'. Below this menu is a 'Move Forward' button. A second red box labeled '2' highlights the 'Decline' dropdown menu, which lists various decline reasons such as 'Review - Candidate withdrew', 'Review - Did not meet all preferred qualifications', 'Review - Does not meet required education', 'Review - Does not meet required education, experience and special skills', 'Review - Does not meet required education and experience', 'Review - Does not meet required education and special skills', 'Review - Does not meet required experience', 'Review - Does not meet required experience and special skills', 'Review - Does not meet required license/certification', 'Review - Does not meet required special skills', 'Review - Does not possess permanent work authorization in the U.S.', 'Review - Duplication application', 'Review - Falsified or misrepresented application', 'Review - Frequent job changes', 'Review - Incomplete application', 'Review - Internal candidate applied externally', 'Review - Late application', 'Review - More qualified candidate selected', 'Review - No longer interested in the position', and 'Review - Position not being filled at this time'. Below this menu is a 'Decline' button and a 'More' button.

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.

The screenshot displays the Workday interface for a job application review. The candidate is Pamela Martin (Internal) (C011156), applying for the position of Communication Specialist (R0006807) at the University of Arkansas, Fayetteville. The interface shows a blue header with the candidate's name and ID, followed by a 'Resume' button. A dropdown menu is open, showing options for pre-screening and assessment. The 'Move Forward' button is highlighted with a red box and a '1' in a red circle. The dropdown menu is also highlighted with a red box and a '2' in a red circle. The page also displays job application details such as Job Requisition (R0006807 Communication Specialist), Location (University of Arkansas, Fayetteville), Date Applied (10/25/2021 10:33:54 AM), and Source (Internal Current Worker). The Hiring Manager is Sandy Thomas and the Recruiter is Miriam Burns.

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*.

The screenshot displays the Workday job application interface for Pamela Martin (Internal, ID: C011156) applying for the R0006807 Communication Specialist position. The interface includes a left-hand navigation menu with options like Summary, Overview, Recruiting History, Screening, Questionnaire Results, and Interview. The main content area shows job application details such as Job Requisition (R0006807 Communication Specialist (Open)), Location (University of Arkansas, Fayetteville), Date Applied (10/25/2021 10:33:54 AM), and Source (Internal -> Current Worker). A hiring manager, Sandy Thomas, is listed. A dropdown menu is open under the 'Start Parallel Stage' button, listing options: 'Assessment by Recruiting Coordinator for Job Requisition' (highlighted), 'Assessment by Recruiter for Job Requisition', and 'Background Check'. Other buttons visible include 'Move Forward', 'Decline', and 'More'.

← 3 of 3

Kierstin Michelle Bible
(Internal) (C025554)

PDF

Active Job Application

● Kierstin Michelle Bible
Location: University of Arkansas

Review by Manager

- Review by Manager
- Review by Search Committee
- Pre-Screening by Manager
- Pre-Screening by Recruiting Coordinator for Job Requisition
- Pre-Screening by Recruiter for Job Requisition
- Assessment by Recruiting Coordinator for Job Requisition**
- Assessment by Recruiter for Job Requisition
- Hold for Consideration/Second Tier
- Recruitment Analysis Review
- Schedule Interview by Recruiting Coordinator for Job Requisition
- Schedule Interview by Recruiter for Job Requisition
- Background Check

1 Move Forward ▾

Decline ▾

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**.

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**.

The screenshot shows the 'Assess Candidate' interface for Kierstin Michelle Bible (Internal) (C025554). The interface includes an 'Inbox' sidebar with a highlighted item (1), a candidate profile picture, a search dropdown for assessment results (4), and a form with fields for 'Overall Date' (2), 'Overall Status' (3), and a 'Comment' field (5) containing 'Excel skills test.'. At the bottom, there is a 'Submit' button (6), 'Save for Later', and 'Cancel' buttons. A table below the form shows '0 items' with columns for '*Assessment Test', 'Score', 'Status', and 'Date', displaying 'No Data'. A 'Process History' section at the bottom shows two entries by Sandy Thomas: 'Assessment by Recruiting Coordinator for Job Requisition - Automatic Complete' (1 minute ago) and 'Assess Candidate - Awaiting Action' (Due 10/29/2021).

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.

The screenshot shows the 'Equal Opportunity and Compliance' website. The main content area is titled 'Checklists Forms and Documents' and contains a list of links. A red box highlights the 'Evaluating Applicants' section, which includes links for 'Applicant Numerical Evaluative Criteria Worksheets: Classified and Non-Classified (XLS)', 'Faculty (XLS)', 'Applicant Narrative Evaluative Criteria Worksheets: Classified and Non-Classified (XLS)', and 'Faculty (XLS)'. Another red box highlights the 'Posting/Advertising' section, which includes links for 'Example External Position Announcement' and 'Affirmative Action/Diversity Statements'. The 'Interviewing' section includes links for 'Lawful Inquiries During Interviews (DOC)', 'Interview Questions (Sample) (DOC)', 'Faculty Interview Evaluation Form (Sample No. 1) (DOC)', 'Faculty Interview Evaluation Form (Sample No. 2) (DOC)', 'Staff Interview Evaluation Form (DOC)', 'Legal and Illegal Inquiries during Interview Process (DOC)', and 'Diversity Questions for Interview Process (DOC)'. The left sidebar contains a navigation menu with items like 'Diverse Recruitment Sources', 'Veterans Resources', 'Recruitment Manual', 'Checklists, Forms, Docs.', 'Example Position Announcements', and 'AA Diversity Statements'.

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 \(XLS\)](#)

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 \(XLS\)](#)

Interviewing

[Lawful Inquiries During Interviews \(DOC\)](#)

[Interview Questions \(Sample\) \(DOC\)](#)

[Faculty Interview Evaluation Form \(Sample No. 1\) \(DOC\)](#)

[Faculty Interview Evaluation Form \(Sample No. 2\) \(DOC\)](#)

[Staff Interview Evaluation Form \(DOC\)](#)

[Legal and Illegal Inquiries during Interview Process \(DOC\)](#)

[Diversity Questions for Interview Process \(DOC\)](#)

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.

The screenshot shows the University of Arkansas website's 'Equal Opportunity and Compliance' section. The main heading is 'Diverse Recruitment Sources'. A navigation menu includes 'REPORTING', 'RECRUITMENT', 'EQUAL OPPORTUNITY', 'TRAINING', 'RESOURCES', 'STAFF', and 'POLICIES'. A search bar is located in the top right corner. The page content includes a definition of diversity and instructions on how to use the Recruitment Plan Template. A red box highlights the following text:

Use the spreadsheet [Recruitment Plan Template](#) *to document the outreach efforts for the job requisition(s).
 *The required fields on the spreadsheet are in red. They are as follows:

- Date Contacted
- Activity Type (Select from Drop Down)
- Organization
- Organization type (Select from Drop Down)
- City, State, Zip.
- Organizational Contact (This can a person, organization name, etc.)
- Rating (Select from Drop Down) – Most often you will select “Unknown”
- Category – Add Requisition #

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
	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
1															
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**.

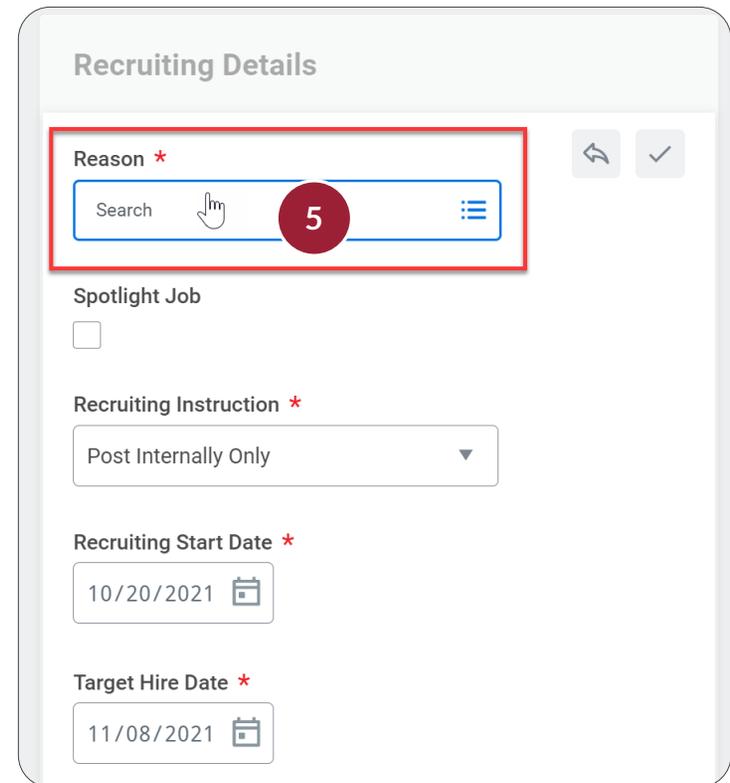
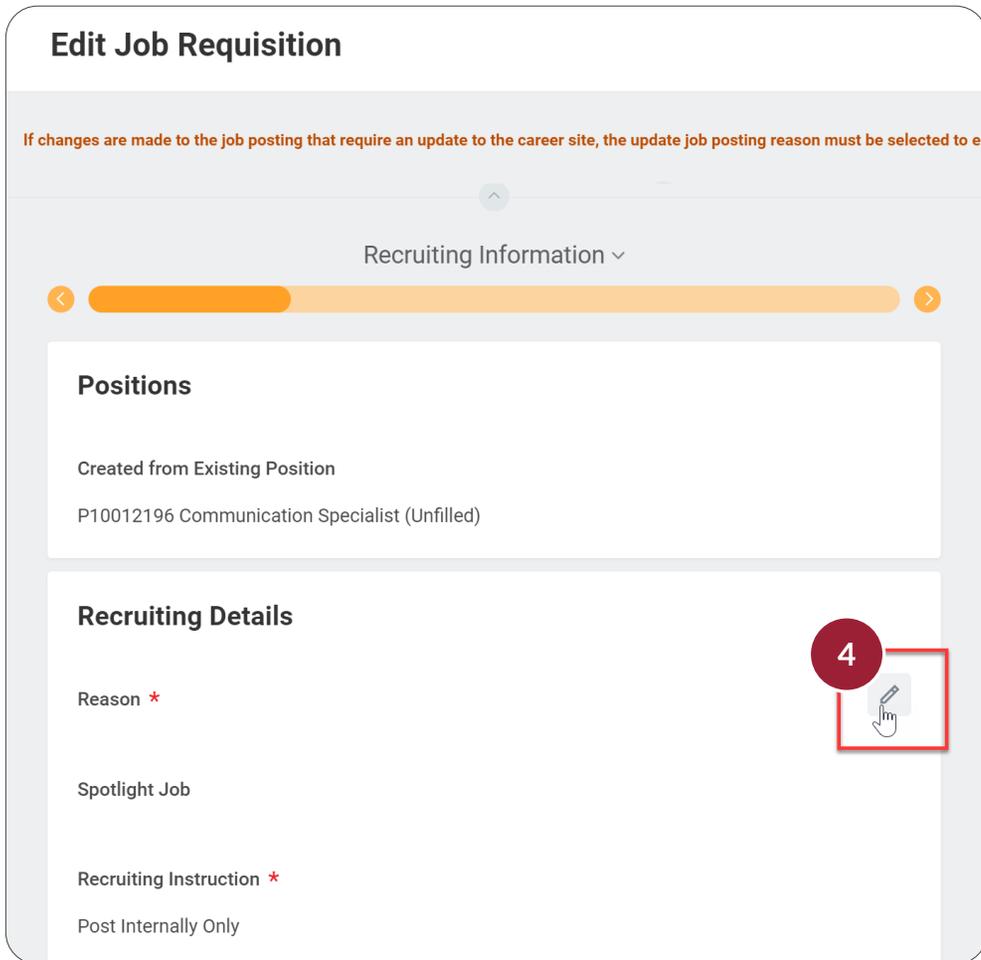
Attach OEOC Documents to Job Requisition

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**.

The screenshot displays the HCM interface for a job requisition. On the left, the job title 'R0006807 Communication Specialist (Open)' is shown with a three-dot menu icon. A red circle with the number '2' highlights this icon. Below the title, details are listed: Recruiting Start Date (10/20/2021 - 7 days ago), Target Hire Date (11/08/2021 - 12 days to go), and Primary Location (University of Arkansas, Fayetteville). On the right, the 'Actions' menu is open, showing options like 'Additional Data', 'Compensation', 'Employment Agreement', 'Favorite', 'Hire', 'Job Change', 'Reporting', and 'Roles'. A red circle with the number '3' highlights the 'Job Change' section, which is expanded to show 'Edit Job Requisition', 'Close Job Requisition', 'Manage Interview Scheduling Settings', and 'Manage Job Requisition Freeze'. A mouse cursor is pointing at 'Edit Job Requisition'. Below the menu, a list of users is visible, including Lisa H Milam, Lucciana Lorenzetti, and a 'More (4)' link.

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**.



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**.

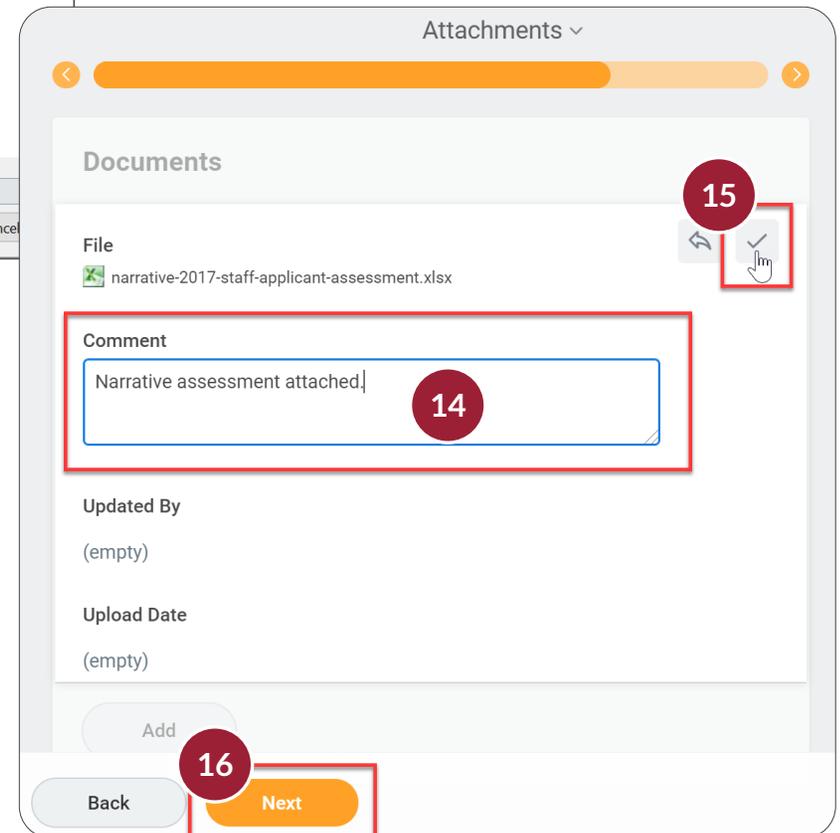
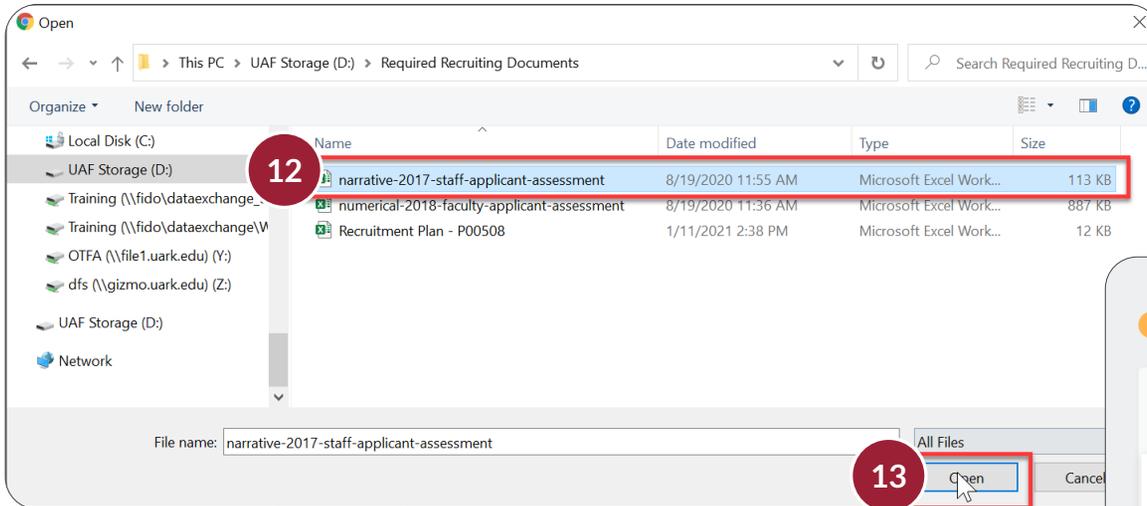
The screenshot shows the 'Recruiting Details' form. A red box highlights the 'Reason *' dropdown menu, with a red circle containing the number 6 next to the 'Edit Job Requisition > Add Attachment' option. A red box highlights the checkmark icon in the top right corner of the dropdown menu, with a red circle containing the number 7 next to it. A red box highlights the 'Next' button at the bottom of the form, with a red circle containing the number 8 next to it. The form also shows fields for 'Recruiting Start Date *' (10/20/2021) and 'Target Hire Date *' (11/08/2021).

The screenshot shows the 'Edit Job Requisition' screen. A red box highlights the 'Add' button in the 'Documents' section, with a red circle containing the number 9 next to it. The screen also shows a progress bar and an 'Attachments' dropdown menu.

The screenshot shows the 'Attachments' screen. A red box highlights the 'Attach' button in the 'File' section, with a red circle containing the number 11 next to it. A red box highlights the 'Comment' text area, with a red circle containing the number 10 next to it. The comment text reads 'Narrative Worksheet for EO Review attached.' The screen also shows a progress bar and an 'Attachments' dropdown menu.

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**.

17 Attachments Guide Me

Documents

18

Attachment ✕ ✎

 [narrative-2017-staff-applicant-assessment.xlsx](#)

Comment
Narrative assessment attached.

Updated By
Sandy Thomas

Upload Date
10/27/2021 04:49 PM

Add

19 Submit Save for Later Cancel Guide Me

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.

Kierstin Michelle Bible (Internal) (C025554)
For: R0006807 Communication Specialist

Actions

Resume

Summary

Overview

Pre-Screening by Manager

Pre-Screening by Recruiting Coordinator by Job Requisition

Pre-Screening by Recruiter for Job Requisition

Recruitment Analysis Review 3

Schedule Interview by Recruiting Coordinator for Job Requisition

Schedule Interview by Recruiter for Job Requisition

2 Move Forward

Decline

Active J

Kierstin Michelle Bible (Internal) - R0006807 Communication Specialist (C025554)
Location: University of Arkansas, Fayetteville |
Applied: 10/25/2021

Assessment Recruiting Coordinator for Job Requisition

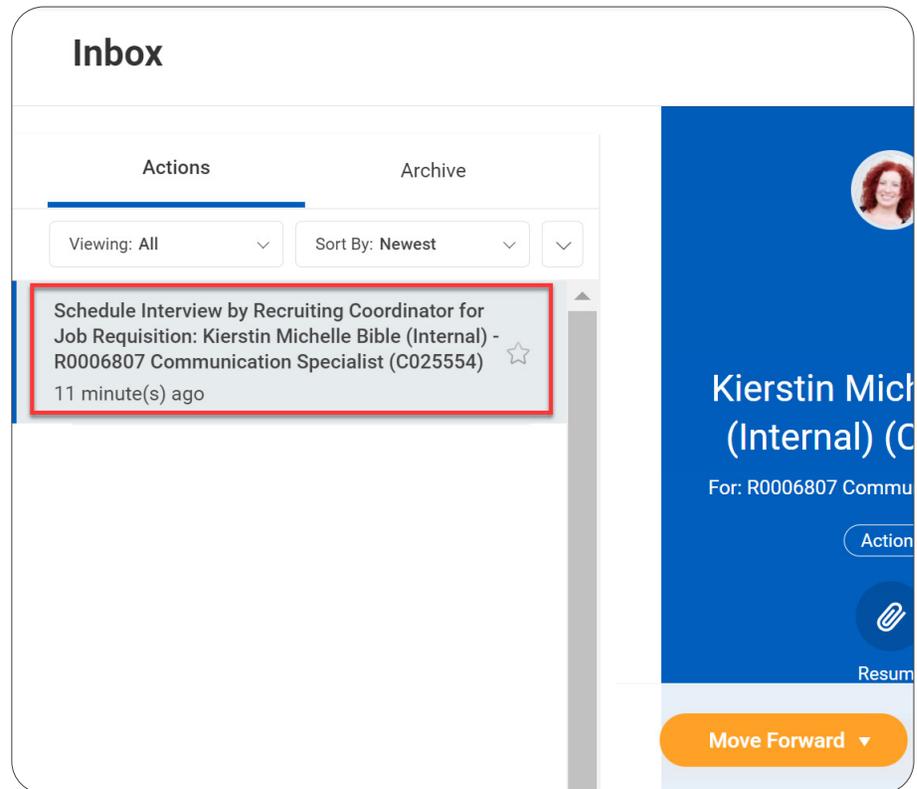
When OEOC moves candidate forward to **Schedule Interview by Recruiting Coordinator for Job Requisition**, they are letting them know that they have completed their review and the candidate(s) may be interviewed or dispositioned as requested.

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

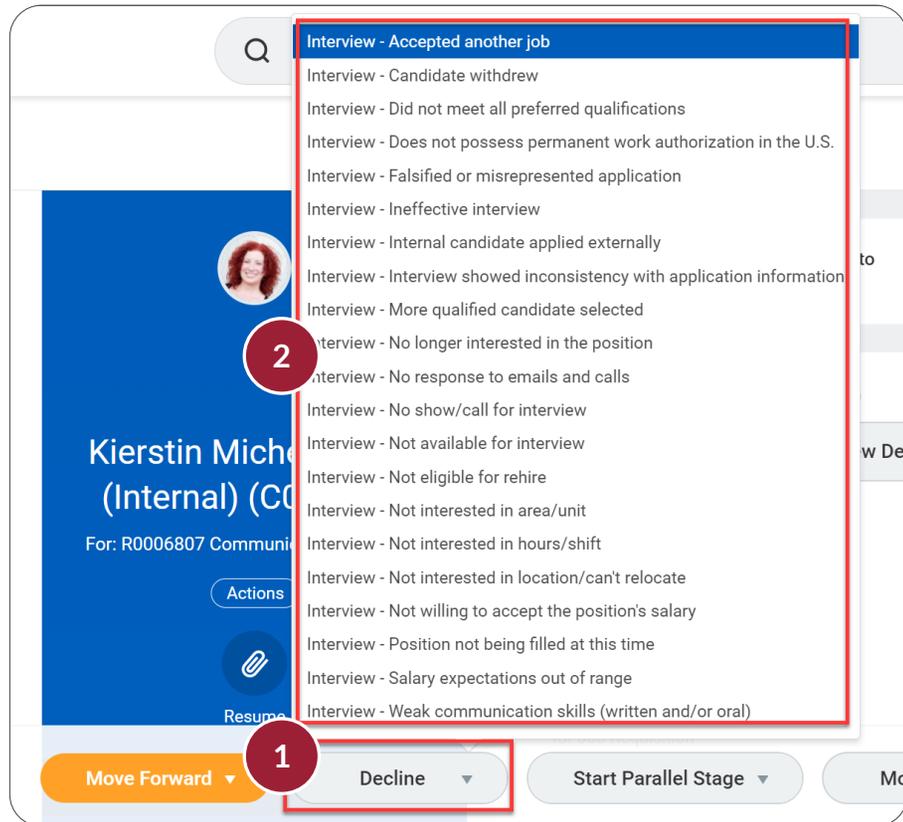
- The **Recruiting Coordinator for Job Requisition** receives an **Inbox Item** “Schedule Interview by Recruiting Coordinator for Job Requisition”, which opens directly into the **Candidate Profile**.
- The interview will be scheduled, conducted and rated offline, according to the needs of the department.

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.



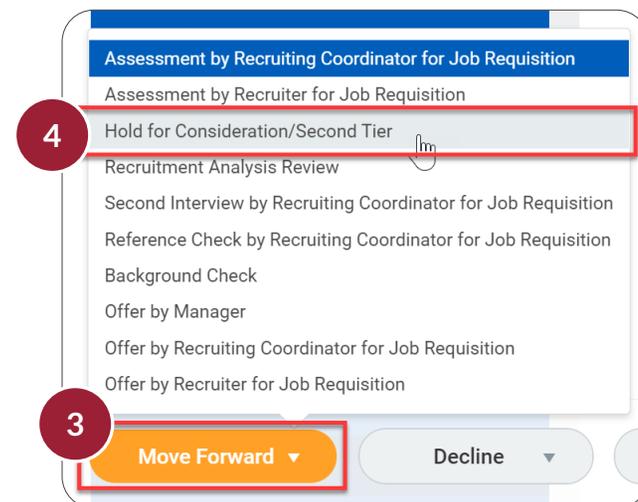
Declining a Candidate After the Interview

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**.



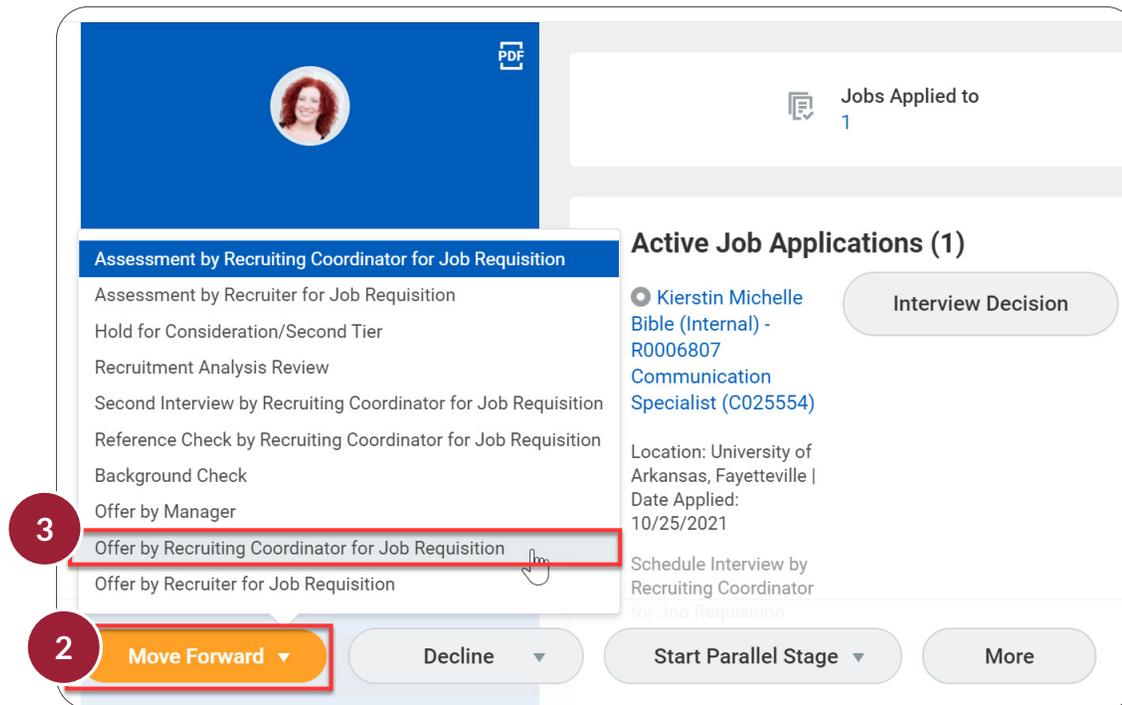
After the interview, there are several options available to move the candidate forward, including a **Second Interview**, the **Reference Check**, the **Background Check** and the **Offer**. Due to Workday functionality, it is recommended to move to the **Offer** before the **Reference Check** and **Background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

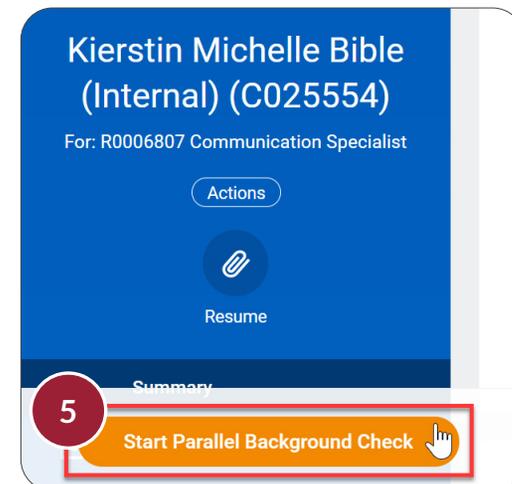
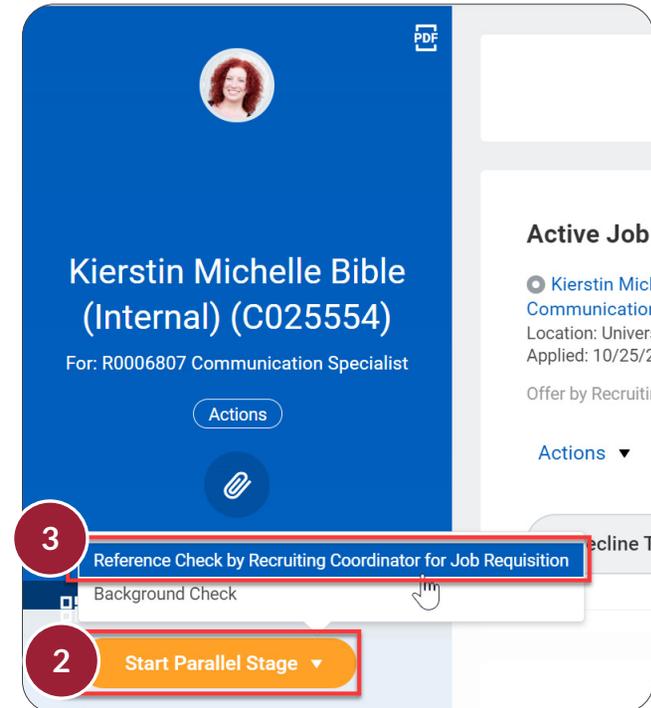
Initiate Reference Check – Parallel to Offer

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.*

The screenshot displays the Workday interface for a reference check. On the left, the 'Inbox' section shows an item titled 'Reference Check by Recruiting Coordinator for Job Requisition: Kierstin Michelle Bible (Internal) - R0006807 Communication Specialist (C025554)' with a red box and the number '1' highlighting it. On the right, the 'Complete Questionnaire' form is shown with a red box and the number '2' highlighting the main input fields. The form includes the following fields:

- Date of Reference Check (Required): 10/29/2021
- Person Spoken to / Contact Person (Required): Martin McSupervisor
- Contact Person's contact details (Required): MartinMcSupervisor@yahoo.com (479)555-1234
- Reference Check Notes (Required): Verified work completed by candidate. Verified strengths listed in cover letter. Confirmed listed job duties and accomplishments.
- Date of Reference Check: 10/29/2021

At the bottom of the form, there are three buttons: 'Submit' (highlighted with a red box and the number '3'), 'Save for Later', and 'Cancel'.

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**.

The screenshot displays the HCM system interface. On the left, an 'Inbox' view shows a list of items. A red box highlights the first item: 'Reference Check by Recruiting Coordinator for Job Requisition: Kierstin Michelle Bible (Internal) - R0006807 Communication Specialist (C025554)' with a star icon and '12 minute(s) ago'. A red circle with the number '5' is next to this item. Below it, a smaller 'Inbox' window is shown with a red box around a 'Refresh' button and a red circle with the number '4'. On the right, a blue offer card for 'Kierstin Michelle Bible (Internal) (C025554)' is shown. A red box highlights the 'Move Forward' button, with a red circle with the number '6' next to it. The card also shows 'Actions', 'Resume', and 'Decline' options.

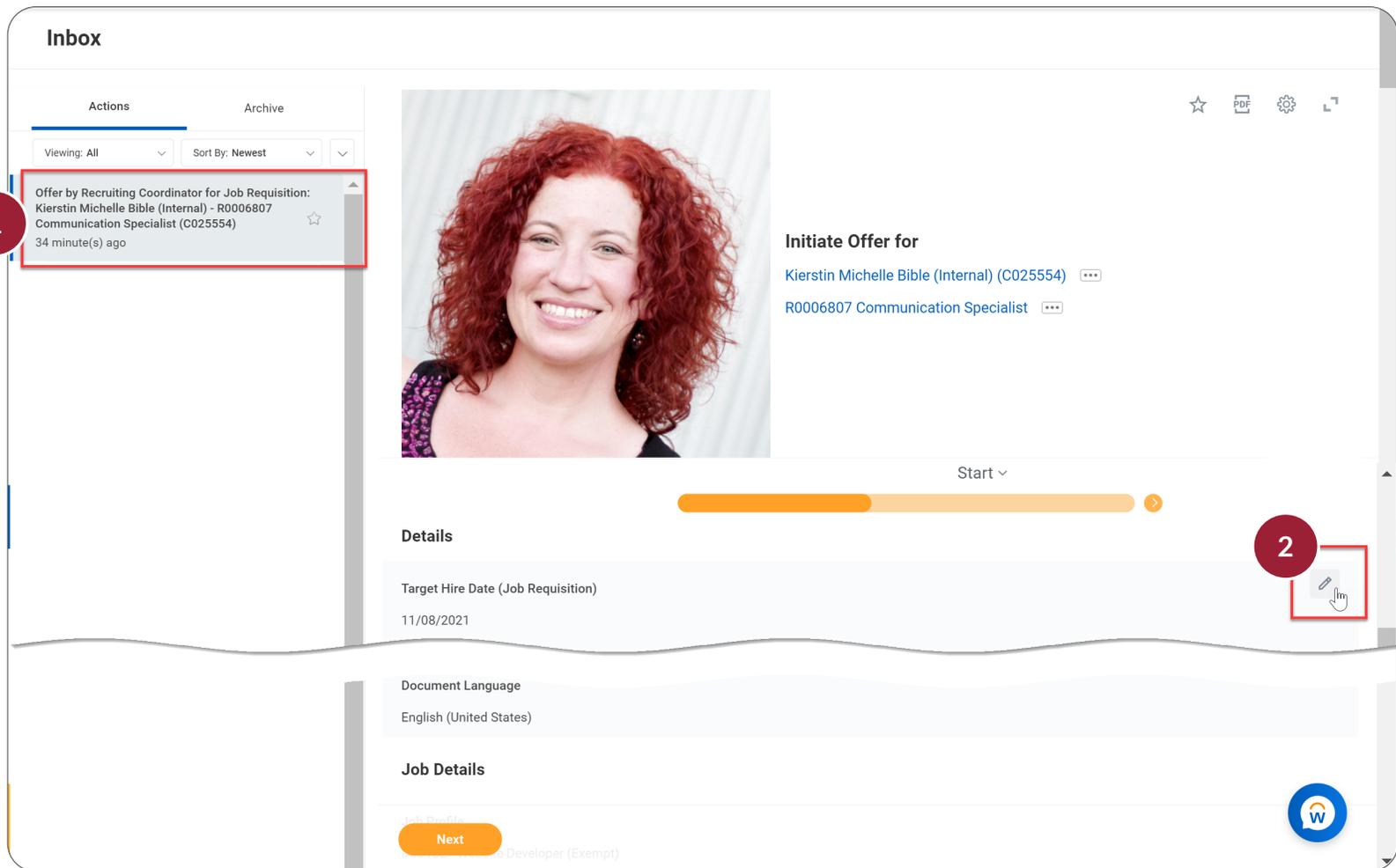
The screenshot shows a dialog box titled 'Move Forward: Kierstin Michelle Bible (Internal) - R0006807'. Under the 'Parallel Stage' section, there is a checkbox labeled 'Reference Check by Recruiting Coordinator for Job Requisition' with the text 'Mark complete without declining candidate *' and a checked checkbox. A red box highlights this checkbox, with a red circle with the number '7' next to it. At the bottom, there are two buttons: 'OK' and 'Cancel'. A red box highlights the 'OK' button, with a red circle with the number '8' next to it.

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.

The screenshot shows a 'Details' form for a job offer. The form includes the following fields and options:

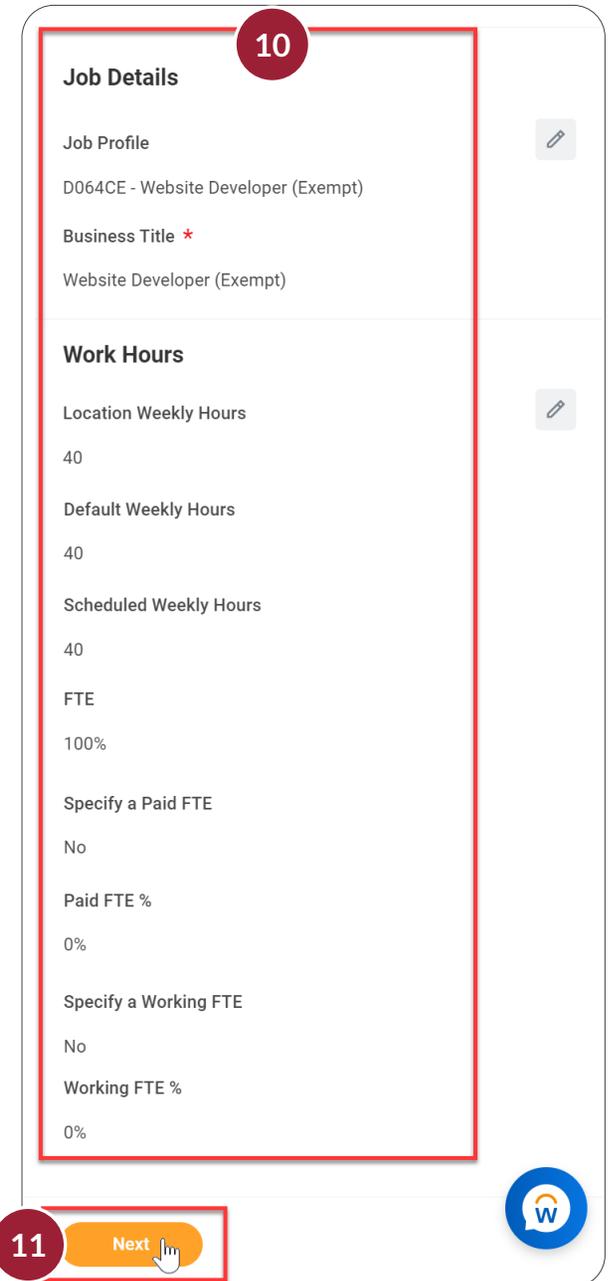
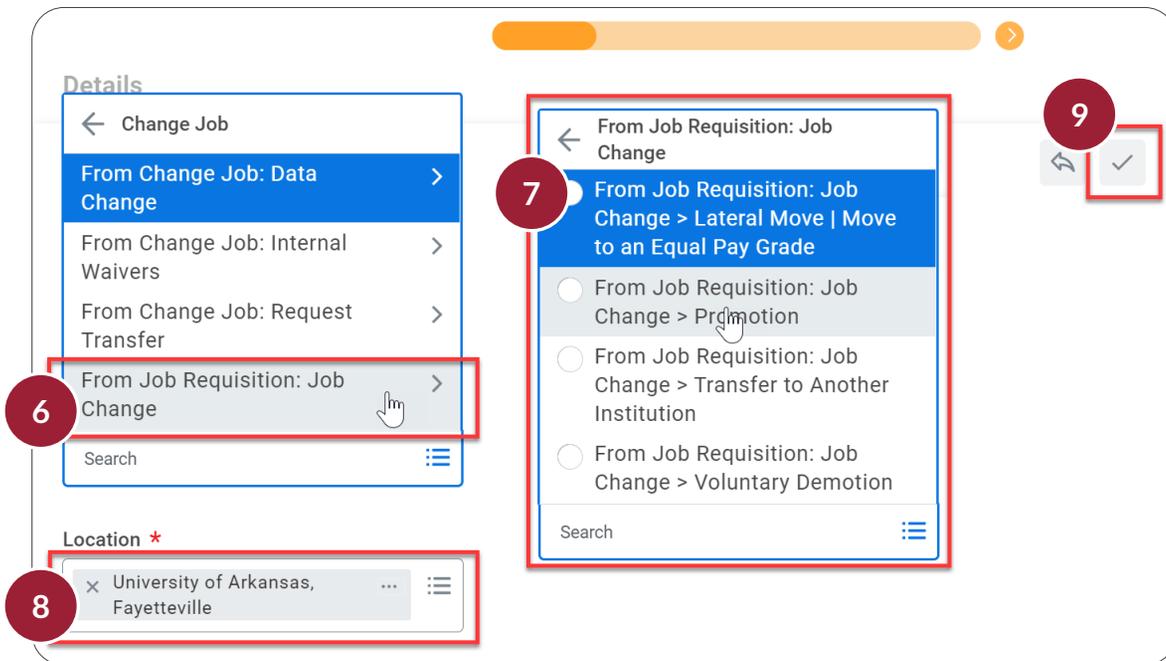
- Target Hire Date (Job Requisition):** 11/08/2021
- Hire Date ***: 11/22/2021 (with a calendar icon)
- Hire Reason ***: A dropdown menu with a hand cursor pointing to it.
- Location ***: University of Arkansas, Fayetteville
- Document Language**: English (United States)
- Job Reason Options:** Add Additional Employee Job, Change Job, and Search.

Annotations are placed on the form:

- 3**: A red circle with the number 3, connected by a red line to the calendar icon in the Hire Date field.
- 4**: A red circle with the number 4, placed over the Hire Reason dropdown menu.
- 5**: A red circle with the number 5, placed over the 'Change Job' option in the Job Reason dropdown menu.

At the bottom of the form, there is a 'Next' button and a 'W' icon in a blue circle.

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.

Compensation ▾

Total Base Pay

Total Base Pay
● 0.00 USD Annual was USD Annual

Guidelines

Total Base Pay Range
● 22,880.00 - 64,056.00 USD Annual added

Salary

1 Add

Hourly

Add

Allowance

Add

Back Next

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.

Compensation Plan

2

Total Base Pay Range
22,880.00 - 64,056.00 USD Annual

Apply FTE%
Yes

3 Amount *

Currency *

Frequency *

> Additional Details

Assignment Details
50,000.00 USD Annual

Back Next

Compensation

4 Total Base Pay
Total Base Pay
50,000.00 USD Annual was USD Annual

Guidelines

Total Base Pay Range
22,880.00 - 64,056.00 USD Annual added

Compensation Package
General added

Grade
Website Developer added

Grade Profile
Website Developer Level 1 Salary added

Salary

Assignment Details
50,000.00 USD Annual added

Plan Name
General Salary Plan added

Effective Date
11/22/2021 added

Add

Hourly

5 Back Next

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**.

8

Compensation Plan

Total Base Pay Range
22,880.00 - 64,056.00 USD Annual

Apply FTE%
Yes

Amount *

Currency *

Frequency *

6 **Additional Details**

7

Expected End Date

Compensation Element
Salary Pay - Academic Pay Enabled

Grade
Website Developer

Grade Profile
Website Developer Level 1 Salary

Assignment Details
50,000.00 USD Annual

9



Initiate Offer for [Kierstin Michelle Bible](#)

34 minute(s) ago

Start

Details

Target Hire Date (Job Requisition)

Compensation

Total Base Pay

Total Base Pay
• 50,000.00 USD Annual was USD Annual

Guidelines

Total Base Pay Range
• 22,880.00 - 64,056.00 USD Annual added

Compensation Package
• General added

10

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**.

The image illustrates the approval process through three screenshots:

- Inbox Screenshot:** Shows an item titled "Offer for Job Application: Kierstin Michelle Bible (Internal) - R0006807 Communication Specialist (C025554)" selected. A red circle with the number 1 is placed over the item.
- Review Screenshot:** Shows the "Details to Review" section with fields for "Effective Date" (11/22/2021) and "Total Base Pay Range" (22,880.00 - 64,056.00 USD Annual). At the bottom, three buttons are highlighted: "Approve" (3), "Send Back" (4), and "Add Approvers" (5).
- Add Approvers Screenshot:** Shows a list of potential approvers including "Chancellor", "Compensation Partner", "Dean/AVC", "HR Partner", "Management Chain", and "Vice Chancellor". A red circle with the number 6 is placed over the search bar. A "Submit" button is highlighted with a red circle and the number 7.

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**.

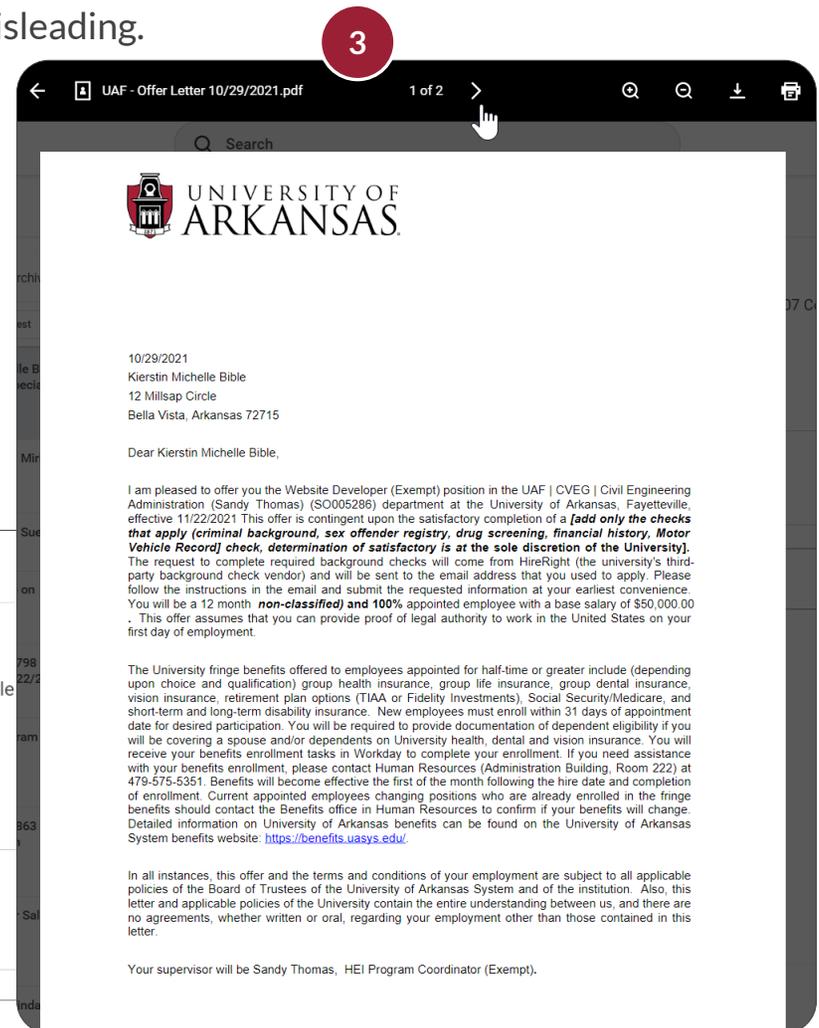
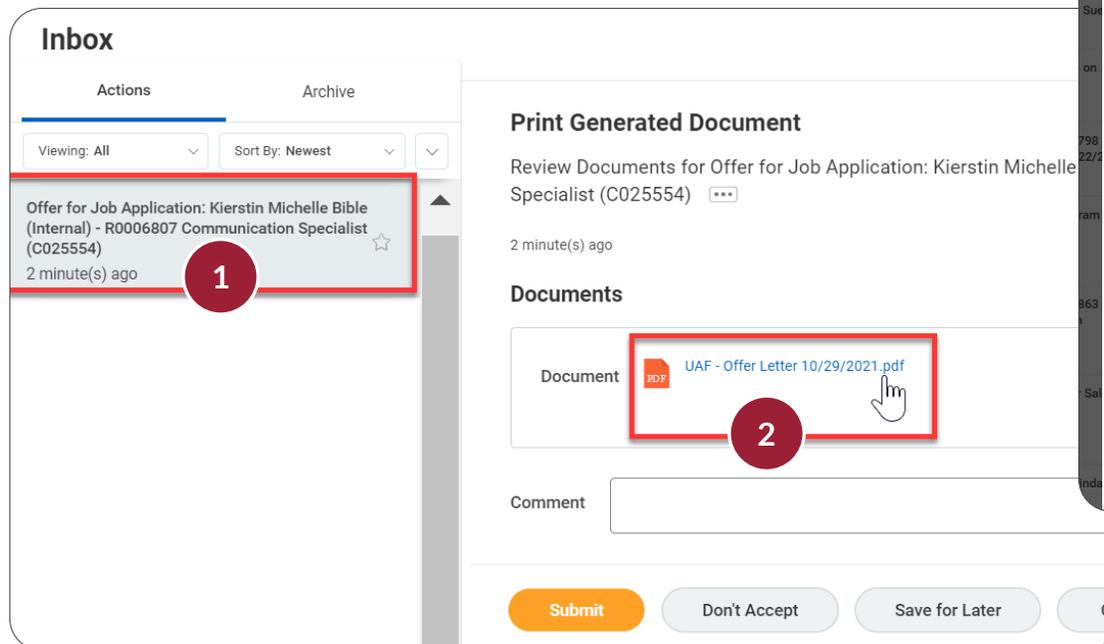
The screenshot displays the Workday 'Generate Document' interface. On the left, an 'Inbox' panel shows an item titled 'Generate Document for Offer (UAF): UAF - Offer Letter' (1). The main area is titled 'Generate Document' and shows details for the document: 'Generate Document for Offer (UAF): UAF - Offer Letter', '36 second(s) ago', 'Document Name: UAF - Offer Letter', and 'Display Preference: English (United States)'. The document content is shown in a rich text editor (2) with a toolbar. The document text includes the date '10/29/2021', the recipient's name 'Kierstin Michelle Bible', and address '12 Millsap Circle, Bella Vista, Arkansas 72715'. The salutation is 'Dear Kierstin Michelle Bible,'. The main body of the letter states: 'I am pleased to offer you the Website Developer (Exempt) position in the UAF | CVEG | Civil Engineering Administration (Sandy Thomas) (S0005286) department at the University of Arkansas, Fayetteville, effective 11/22/2021 [add end-date, if applicable]. [add this statement if applicable: This offer is contingent upon the satisfactory completion of a [add only the checks that apply (criminal background, sex offender registry, drug screening, financial history, Motor Vehicle Record) check, determination of satisfactory is at the sole discretion of the University]. The request to complete required background checks will come from HireRight (the university's third-party background check vendor) and will be sent to the email address that you used to apply. Please follow the instructions in the email and submit the requested information at your earliest convenience. You will be a 12 month (classified or non-classified) and [position percentage] appointed employee with a base salary of \$50,000.00. This offer assumes that you can provide proof of legal authority to work in the United States on your first day of employment. [add if applicable: This position is weather/event essential personnel.] [add if applicable: Your position is a provisional position with the University of Arkansas and is funded through a grant or contract. Annual position renewal is contingent upon continued grant funding and satisfactory job performance.]' The letter concludes with 'The University fringe benefits offered to employees appointed for half-time or greater include (depending upon choice and qualification) group health insurance, group life insurance, group dental insurance, vision insurance, retirement plan options (TIAA or Fidelity Investments), Social Security/Medicare, and short-term and long-term disability insurance. New employees must enroll'. Below the document, there are buttons for 'View PDF' and 'Change Display Preference', a comment field, and a 'Process History' section showing 'Sandy Thomas' with the action 'Generate Document - Awaiting Action'. At the bottom, there are buttons for 'Submit' (4), 'Save for Later', and 'Cancel'.

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**.

The screenshot displays a user interface for reviewing a job application offer. On the left, an 'Inbox' panel shows a list of items, with the selected item being 'Offer for Job Application: Kierstin Michelle Bible (Internal) - R0006807 Communication Specialist (C025554)'. The main area is titled 'Print Generated Document' and contains the following elements:

- Document Title:** Review Documents for Offer for Job Application: Kierstin Michelle Bible (Internal) - R0006807 Communication Specialist (C025554)
- Time:** 2 minute(s) ago
- Documents:** A PDF document titled 'UAF - Offer Letter 10/29/2021.pdf' is displayed.
- Comment:** A text input field containing the text 'Offer letter needs correction on Hire Date|'. This field is highlighted with a red border and a red circle containing the number '5' above it.
- Action Buttons:** At the bottom, there are four buttons: 'Submit' (highlighted with a red border and a red circle containing the number '4' above it), 'Don't Accept' (highlighted with a red border), 'Save for Later', and 'Cancel'.

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*).

Review Redirect Redirect Review Documents for Offer for Job Ap

Step Details

For K... Communication Specia

Overall Process J... (l) - R0006807 Com

Overall Status In

Document PDF U

Redirect Action

Sandy Thomas - Offer by Recruiting Coordinator for Job Requisition

Micah Hale - Consolidated Approval by Department Head

Larry Esch - Consolidated Approval by Position Budget Specialist

Michele Burns - Consolidated Approval by Compensation Partner

Sandy Thomas - Generate Document

Send Back Search

enter your comment

View Comments (1)

Kierstin Michelle Bible on behalf of **Sandy Thomas**
Offer letter doesn't have correct hire date.

Process History

Sandy Thomas
Offer by Recruiting Coordinator for Job Requisition - Submitted

Sandy Thomas
Propose Compensation Offer/Employment Agreement - Automatic Complete

Submit **Save for Later** **Cancel**

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.

The screenshot shows the 'Review Offer Letter' interface in Workday. The title is 'Review Offer Letter' and the subject is 'Review Documents for Offer for Job Application: Kierstin Michelle Bible (Internal) - R0006807 Communication Specialist (C025554)'. The interface includes a list of documents, a signature statement, a comment field, and action buttons. Red boxes and numbers highlight the following elements:

- 1:** The 'I Agree' checkbox, which is checked.
- 2:** The 'Submit' button.
- 3:** The comment text area.
- 4:** The 'Don't Accept' button.

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).

The screenshot displays the HCM system's 'Inbox' interface. At the top, there are 'Actions' and 'Archive' tabs. Below them are filters for 'Viewing: All' and 'Sort By: Newest'. The main content area shows an 'Offer for Job Application' item for Kierstin Michelle Bible, with a red box and a circled '1' highlighting the item. To the right, a blue sidebar contains the candidate's profile, including a photo, name, and job details. Below the profile is a 'Resume' button and a list of navigation options: 'Summary', 'Overview', 'Recruiting History', 'Screening', and 'Questionnaire Results'. A dropdown menu is open, showing options like 'Reinitiate Offer', 'Counter Offer by Manager', and 'Ready for Hire'. The 'Ready for Hire' option is highlighted with a red box and a circled '3'. Below the dropdown, a 'Move Forward' button is highlighted with a red box and a circled '2'.