FREQUENTLY ASKED QUESTIONS FOR HIRING MANAGERS

Need a quick answer to your hiring questions? You may find it in the FAQ! If not, submit a support ticket here.

Q: How do I create a Job Requisition?

You should start this process as soon as you process a termination in Workday or get approval for a new position.

Getting Started: Go to the Workday search bar and select the **"Create Job Requisition"** task.

Choose whether to copy details from an Existing Requisition.

- Search for the Job Requisition Number.
- Before submitting the final Job Requisition, review the content to make sure it is correct and make any edits. All information is copied exactly as it appeared in the original requisition.

Choose whether to **create a new position** or **use an existing one**.

- **If creating a new position:** Confirm that it's been approved and funding is available.
- **If using an existing position**: Select the position from the drop-down list of available positions in your supervisory organization. If an employee is still in the role, confirm that a termination event is in-progress in Workday.
- **Multiple Existing Positions**: Confirm the default position has the same job profile and time type as the others.

Q: How do I find a list of Job Profiles?

A: If you are looking for a specific position, such as a list of Assistants, type "Job: Assistant" into the Workday search bar.

To find job profiles listed by job family, category, or management level, select the **"Find Job Profile"** report in Workday. The left-hand menu allows you to choose the relevant categories. You can then select individual job descriptions to view them. Select the Compensation tab to view the pay grade associated with each position.

You can also type “Jobs Hub” into the Workday search bar, select the report, and then select “Find Job Profile” on the left menu. You can then search by job family, job category, or management level.

How do I review candidate applications?

1. Log into Workday
2. Click on MENU at the top-left of the home page to view the navigation menu
3. Within the navigation menu, click RECRUITING DASHBOARD from the Recruiting section of the menu
4. Click the appropriate Job Requisition
5. Click on the CANDIDATES tab to view submitted applications (NOTE: Check marks for veteran and foster care preference are visible)
6. Click on each candidate's name to view their profile and any uploaded attachments
7. After reviewing a candidate’s application, click the left arrow at the top-left of the page to return to the list of candidates

Q: How do I fill a Temporary/Hourly position?

A: You can create a requisition for a new or existing position. Be sure to select the job profile of a Temporary/Hourly position. These job profiles typically end with “Temporary” or “Hourly” and you can find the list of titles and pay rates here.

If you plan to add an hourly position to an employee who already reports to you, select **“Posting Not Required”** in the requisition. Once it is approved, use the **“Add Job”** task to assign the role to the employee.

If you intend to add the job to end another job for the employee and they only have one position, be sure to add the new job at least one day before ending their current role; otherwise, you will choose **“Competitive Fill.”**

Q: How do I create a search committee and assign roles to my requisition?

A: Go to your requisition and, using the **"related actions"** button, select **Roles** then **Assign Roles.** Assign roles in any order, including Search Committee Chair, Members, and Recruiting Coordinator, to specific participants. You can add multiple employees to each role per line, however, an employee should be assigned only to one role.

Q: What are the different roles in a Search committee?

A: There are four distinct assignable roles in a Search Committee. Each person assigned should hold only one role in the Search Committee. *If an employee holds two roles in a search committee the role with more restrictions will determine their access.*

The hiring manager is ultimately responsible for ensuring the appropriate SMEs and stakeholders are involved in the process and their feedback is heard and considered in the decision; however, the hiring manager is the ultimate decision-maker on the hire.

- **Search Committee Chair:** Acts as the representative for the Search Committee, responsible for directing the search process and coordinating the efforts of the committee members. Duties include moving candidates through the various stages of the process, contacting potential candidates, reviewing reference checks, and working with Human Resources on actions such as requesting background checks for the identified finalist.
- **Recruiting Coordinator:** Assists the hiring manager by advancing candidates through the Job Application process, with the exception of the Background Check stage. This role is typically designed for Administrative Assistants or direct reports. Assigning a Recruiting Coordinator is optional.
- **Search Committee Member:** Evaluates and assesses candidates for a specific job opening. Responsibilities include participating in the interview process, reviewing resumes, conducting candidate assessments, and providing input on hiring decisions. Committee members are often SMEs and/or stakeholders related to the position being hired for.
- **Primary Recruiter:** This is a predetermined HR Representative assigned by the Compensation team and whose role should not be changed.

Click here for an easy-to-read chart listing accessibility for each member of the hiring committee.

Q: Can the Recruiting Coordinator role be assigned to an Administrative Assistant (AA) supporting a hiring committee for someone not their manager but in the same department and level?

A: Yes, the Recruiting Coordinator role can be assigned to any position within the college, but it should not be assigned to HR members or hiring managers.

Q: How do we review interview questionnaires submitted by candidates?

A: Responses are in the Questionnaire section of the employment application. Interview Feedback/Evaluations are sent to committee members via Workday inbox.

Q: Can we upload our own rubric, and in what formats? Can committee members enter feedback directly in Workday?

A: Yes, rubrics can be uploaded in any format. Search Committee Members must also complete the Interview Feedback/Evaluations in Workday or they upload the evaluations manually under "other documents" in the ATTACHMENT section of the candidate's WD profile.

Q: Can we expand advertising beyond Indeed if we are not getting a strong applicant pool?

A: Yes, contact your Primary Recruiter to request specialty advertising. This is subject to available funding. Your Primary Recruiter will be listed at the top of the Job Requisition. They can be contacted via email or by submitting an HR Support Mojo Ticket.

Q: How do we collect candidate references?

A: When an external candidate is moved to the reference check stage, Workday automatically sends a link to update the references. For internal candidates, however, there is no link sent. The hiring manager must reach out to the candidate and their references to complete the same manually. There is a reference check form that can be used for references outside of WD.

Q: What kind of references should a candidate provide?

For manager-level staff and above, three professional references are required, including at least one who is a current or former supervisor.

All other staff positions require two professional references, including at least one current or former supervisor

Q: Why is my candidate's background check taking so long?

A background check can take longer if the candidate has lived in multiple states or countries, if there are discrepancies to investigate, or if large courthouses like those in major cities have backlogs in processing requests.

Q: How do we document that a candidate has passed the Health Science Background/Drug Screen?

A: HR moves only candidates who pass background checks. The Executive Dean of Health Sciences is contacted for questionable reports.

Q: Do candidates have to complete drug screens?

A: All Health science positions require drug screens. Other positions do not.

Q: How is salary determined and who is notified?

A: HR determines the salary based on related work experience. Ten years of relevant experience is required for external candidates to receive the midpoint of the pay range. The candidate and the hiring manager are notified.

Q: Is salary negotiation possible at the offer stage?

A: Typically, no. Offers are based on structured hiring grids and negotiation is rare.

Q: How long should we tell potential candidates the hiring process will take?

- **Staff Positions:** Approximately 6-8 weeks
- **Faculty Positions:** Advertised 4-6 months before the close of positions
- **Temporary Positions:** Approximately 8-10 days

Q: Why does it sometimes take so long after potential hires are submitted to HR?

A: The recruitment process often slows due to delays in candidate responses to background checks and job offers.

Q: When do new employees activate their ACCe-ID?

A: Staff and Faculty can activate their ACCe-ID upon receiving their Activation Instruction email from HR. Provided the candidate has accepted the offer in their Workday Candidate Profile at least 3 business days before their hire date, they will receive their email before their first day of hire.

Q: Who assists an employee unable to log into Workday?

A: For first-time login issues, contact HR. For lost access, contact ACC Tech Support.

Q: Who processes I-9s?

A: HR processes all new employee I-9s, which must be completed in person no later than the third day of employment.