



Screen Candidates

Overview

This job aid outlines the process of screening candidates. For Faculty and Staff jobs, this process will be done by the recruiter. This job aid outlines the process from a recruiter role. For student jobs, this process will most likely be done by the manager.

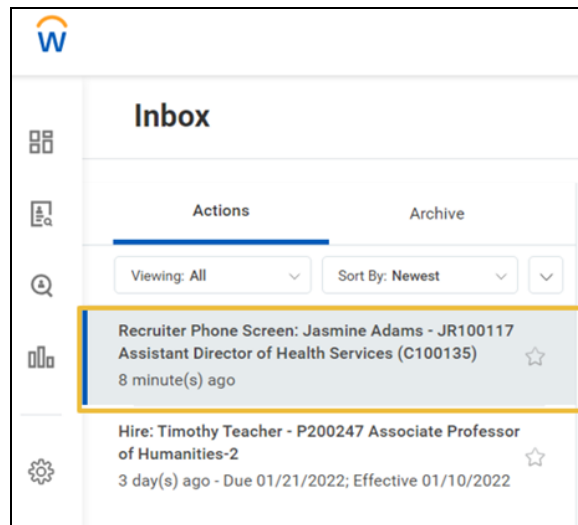
Screen Candidate

Security Role(s): Primary Recruiter, Recruiter, Recruiting Administrator, Manager.

1. Select your Workday **Inbox**.



2. Select the **Recruiter Phone Screen** task in your inbox for this candidate.



3. The Complete Questionnaire for the Candidate Screen has one question for you to answer based on your conversation with the candidate (specific questions provided outside of Workday).
Select **Submit**.

Note: The candidate cannot move forward in the recruiting process until this step is submitted.

The screenshot shows the Workday interface for a 'Complete Questionnaire'. On the left is an 'Inbox' sidebar with a list of tasks, including 'Recruiter Phone Screen: Jasmine Adams - JR100117' and 'Hire: Timothy Teacher - P200247'. The main area is titled 'Complete Questionnaire' and contains the following text: 'Candidate Screen Questionnaire for Screen: Jasmine Adams - JR100117 Assistant Director of Health Services (C100139)'. Below this, it says 'Please conduct a phone screen with the candidate and answer the questions below. The candidate's contact information can be found on their Candidate Profile.' A yellow box highlights the question: 'Please provide your recommendation for this candidate to move forward in the recruitment process. (Required)'. The options are: 'Yes, I recommend for an interview.' and 'No, I do not recommend.' At the bottom, there is a 'Submit' button, a 'Save for Later' button, and a 'Cancel' button.

Remaining Process

Depending on the action selected, the candidate will move to the interview step or will be dispositioned from the search.