MOVING JOB APPLICANTS AS A FACILITATOR

Workday has a distinct process on the coordination of applicants. This document will help an assigned facilitator, who is appointed during the create job requisition, complete the tasks necessary to move applicants through the interview and hiring process. NOTE: much of this process will be done outside of Workday.

FACILITATOR PROCESS

1. An Inbox Action Item is delivered to the facilitator after HR has qualified a candidate.
2. Once a candidate appears in your inbox, notify the Manager and Search Committee members for review. NOTE: You may need to provide them with the Job Requisition number (ex: R-012) to view the candidates. Leave all qualified candidates in your inbox until the Search Committee has decided who to interview.
3. Once the Manager and Search Committee have decided who to interview, call and set up interviews for the candidates. *REMINDER: Have candidates complete Southeastern's Background Check Authorization Forms during the interviews.*
4. Once the interviews have been completed, navigate to the candidate in your inbox and select **Move Forward: Interview**. (This needs to be done on each candidate interviewed.) Click **Submit**.
5. From the pop-up window, close out of the window if the Search Committee is still deliberating on who to move forward. You can move them forward from your inbox after they have made a decision. However, if you know the candidate that is being moved forward, from the pop-up window, click **Interview Decision**.
6. Select **Move Forward: Reference Check**. Select **Submit**.
7. From the pop-up window, select **Complete Questionnaire**. Here is where you will document the notes regarding the candidate's reference check. NOTE: This step is done outside of Workday and will be given to the Facilitator to document. You can also upload the Reference Check document.
8. When finished, select **Submit**.
9. Once reference checks are documented and the top candidate has been selected, call your top candidate(s) and state that they are our one of your top candidates and are going to begin a background check on them. Be sure to remind them of the salary and tell them that if they are chosen, they will be notified at a later date with the official job offer.
10. Once the bverbal offer has been made, find their Inbox Action Item. Select **Move Forward: Verbal Offer** and **Submit**. A standardized verbal offer questionnaire is populated to review with the candidate. Be sure to tell them that their offer is contingent upon a successful background check. Document the name and title of who made the verbal offer. Once the verbal offer is complete, fill out the form and select **Submit**.
11. After the verbal offer has been submitted, find the candidate's inbox action item and select **Move Forward: Background Check** and select **Submit.** Review and select **Submit again**.
12. The Background Check is handled outside of Workday and will route to HR for initiation of this process.
13. Once the background check comes back clear, your HR Partner will move the candidate to Ready for Hire. **Only the HR Partner can move a Classified candidate to the final offer step.** When the HR Partner makes the final offer, the Manager and Facilitator will then get an Inbox Action Item to start the hire process.

Note: For additional support contact your Talent Acquisition Partner.