

Hiring Process Checklist Workday & Phenom



This checklist provides the steps Hiring Managers will need to take between Workday and Phenom to manage the hiring process. *Active links have been supplied throughout the checklist for quick reference.*

1  **workday. Create Job Requisition** [Login to Workday](#) to begin the process. click [Job Posting Guide](#) located in Zipline Library for complete steps.

- Once logged in from the home screen **Type "Start Job Requisition"** in the Search Bar and select that option to begin the task.
- Complete the *required fields and **click "Submit."** Your requisition request will be reviewed, approved, and posted.

Required fields

- Basic Information
- Job Information
- Worker Information
- Cost Information
- Recruiter Information

2  **Rally House Manage Candidates** [Login to Phenom](#) to begin click [Phenom Candidate Management Guide](#) located in Zipline Library for complete steps.

- Once logged in from the Phenom home screen **Mark each profile** as either.
 - "No, Not Interested"** candidates will be automatically notified that we are moving forward with other candidates.
 - "Yes, I'm interested"** follow the prompt with the option to schedule them for an interview. You can use the scheduling feature, or use the contact information to directly contact the candidate call /text /email.

 **Add note comments** on your selection.

3  **workday. Make an Offer in Workday** [Login to Workday](#) to begin the process. click [Create Offer Guide](#) located in Zipline Library for complete steps.

- Once logged in from the Workday from the home screen **Select Menu>Recruiting>My Recruiting Jobs**

Job disappeared or not visible?

Select "filled" along with "open" after selecting "Requisitions" or "My Recruiting Jobs"

Tip

 If the candidate is not visible in Workday they need to complete their application to be eligible for hire.

- Send them the external posting URL link from "Job Posting" section of the requisition to complete their application.

Link is accessed by selecting the Job Posting from the top navigation bar in Job Openings

- From within the requisition, select "Candidates." Choose the candidate you would like to hire, and **click the "Move Forward" button. Move the selected candidate to "Offer" and click OK.**

Workday Tasks Management

- Task 1 "Initiate Offer"** task will populate in your "My Tasks" on the top right corner of the screen.

- Enter the "Hire Date" as the new employee's start date, and click "next".
- Edit or confirm the starting pay rate and click "Next." Click "Next" to bypass the one time payment screen and review the offer details before clicking "Submit".

- Task 2 "Generate Document"** task will appear in your "My Tasks" section. Confirm the offer letter looks correct and hit **"Submit"** to send the offer to your new hire.

- Task 3 "Final Offer"** will populate in your "My Task" **after** the offer is accepted by the candidate, select

- Sales Associates** select "Move Forward" and then "Ready for Hire" to initiate onboarding.
- TSL or higher** select "Move forward" and then "Background Check" to initiate onboarding.