

The candidate lifecycle – reviewing applications and progressing candidates

Purpose

To help recruiters and hiring managers understand and execute the key steps involved in managing candidates in Workday—form, reviewing applications to extending offers and onboarding.

Overview

The Candidate Lifecycle in Workday HCM covers the end-to-end process of evaluating and progressing applicants. This includes reviewing applications, conducting interviews, managing offers, and completing onboarding tasks.

Step-by-Step Instructions

Step 1: Review Applications

- Recruiters check the candidate’s application against job requirements.
- Navigate to the Job Requisition and open the Candidate List.
- Select a candidate to view their profile and application details.

Step 2: Screening

- Conduct an initial evaluation (e.g., phone or virtual screen).
- Record screening feedback in Workday.

Step 3: Interview

- Schedule structured interviews with the hiring team.
- Capture interview feedback directly in Workday.

Step 4: Offer Process

- Recruiters initiate the offer.
- Hiring Manager reviews and approves the offer.
- Extend the offer to the candidate via Workday.
- Candidate reviews and accepts the offer.

Step 5: Post-Offer Actions

- Conduct background checks and pre-employment verification.
- Initiate the Hire business process to add the employee record.

JR100178 Accounts Manager (Open)

Recruiting Start Date: 02/09/2025 - Today
 Target Hire Date: 02/09/2025 - Today
 Primary Location: DNU DNU Training Demo Rabbit Hill

Hiring Manager: Roosa Brooklyn
 Recruiter: Hilda Hebert

1 Review | 0 Interviewing | 0 Offered

Overview | Candidates | Details | Organizations | Qualifications | Job Postings

Review Candidates | Extend My Search

Candidate Pipeline

Active Candidates: 1 | Referral: 0 | Internal: 0 | Inactive: 0

Candidates by Active Stage | Candidates by Source

Review Candidates - JR100178 Accounts Manager (Open)

Active Candidates: 1 of 1 | Active Referrals: 0 of 0 | Active Internal Candidates: 0 of 0 | Converted Prospects: 0 of 0

All Active Candidates | Awaiting Action | Extend My Search

1 Review | 0 Screen | 0 Interview | 0 Offer | 0 Background Check | 0 Ready for Hire

No Filters Applied | Saved Filters: select one

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Task Name	Date Applied	Candidate Has Resupplied	Source	Resume	Jobs Applied To
Thijs Wilens [C100947]	Review	Review	1	Review Decision	02/19/2025		Corporate Website - Company Career Site	resume.docx	1

Move Forward | Decline | Send Message | ...