

## Offer and hire process – managing interviews and candidate evaluations

### Purpose

To guide recruiters and hiring managers through the interview, offer, and hiring stages in Workday, ensuring a structured and compliant process for selecting and onboarding new employees.

### Overview

The Offer and Hire Process in Workday includes evaluating candidates through interviews, extending offers, and completing the hiring process. This ensures that all steps are tracked, approved, and compliant with organizational policies.

### Step-by-Step Instructions

#### Step 1: Candidate Review

- **Recruiter/Hiring Manager** evaluates the candidate's application.
- Progress the candidate through the defined stages in Workday.

#### Step 2: Screening

- Conduct an **initial screening** (phone or virtual).
- Record 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 in Workday.
- **Hiring Manager** reviews and approves the offer.
- Offer is extended to the candidate via Workday.
- Candidate reviews and accepts the offer.

### Step 5: Background Checks

- Conduct **background verification** and **pre-employment checks**.

### Step 6: Hire Process

- Initiate the **Hire** business process in Workday.
- This creates the employee record and completes the hiring cycle.

The screenshot shows the Workday interface for job JR100178 Accounts Manager (Open). At the top, there are navigation menus and a search bar. Below that, the job title and status are displayed. Key dates and location are listed: Recruiting Start Date (02/09/2025 - Today), Target Hire Date (02/09/2025 - Today), and Primary Location (DNU DNU Training Demo Rabbit Hill). The hiring manager is Roos Brooklyn and the recruiter is Hilda Hebert. A progress bar shows 1 Review, 0 Interviewing, and 0 Offered. Below the progress bar, there are tabs for Overview, Candidates, Details, Organizations, Qualifications, and Job Postings. The 'Review Candidates' button is highlighted with a red box. Other buttons include 'Extend My Search'. Below this, the 'Candidate Pipeline' shows 1 Active Candidate, 0 Referrals, 0 Internals, and 0 Inactives. At the bottom, there are sections for 'Candidates by Active Stage' and 'Candidates by Source'.

The screenshot shows the 'Review Candidates' page for job JR100174 Accounts Manager (Open). At the top, there are statistics: Active Candidates (1 of 1), Active Referrals (0 of 0), Active Internal Candidates (0 of 0), and Converted Prospects (0 of 0). Below these are buttons for 'All Active Candidates', 'Awaiting Action', and 'Extend My Search'. A progress bar shows 1 Review, 0 Screen, 0 Interview, 0 Offer, 0 Background Checks, and 0 Ready for Hire. Below the progress bar, there are filters and a 'Saved Filters' dropdown. A table lists the candidate details:

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Task Name	Date Applied	Candidate Has Resigned	Source	Resume	Jobs Applied to
Thijs Wilens (C100047)	Review	Review	1	Review Decision	02/09/2025		Corporate Website - Company Career Site	resume.docx	1

At the bottom, there are buttons for 'Move Forward', 'Decline', 'Send Message', and a menu icon. The 'Move Forward' button is highlighted with a red box.