

Workday's Approach to Recruiting

In Workday, there will be many benefits to the recruiting process. See below for an overview of some of the upcoming changes.

What's Changing?

- **Electronic Recruiting Process** – Currently, there is limited functionality of a dynamic recruitment process to support multiple workflows within the consortium. For certain institutions, recruiting teams do not have access to a centralized location to take action on candidates, view candidates across job requisitions and easily obtain common tasks and reports.
 - With Workday, Recruiters will have an electronic process to decline, review or move forward a candidate for a job requisition.
 - Workday will also have recruiting dashboards, reports, and a recruiting hub to help manage candidates and streamline the recruiting process in Workday.
 - In Workday, all active applications and application data will be in one system separated by job requisition.
 - Each candidate will have their own candidate profile in Workday that is easily viewable for those involved in the requisition that the candidate applied to.
 - In Workday, all candidate information gathered from the recruiting process will flow seamlessly into the hire and onboarding process, lessening the amount of manual entry needed.
 - In Workday, interview scheduling functionality provides the opportunity for transparency regarding interviews scheduled and interview feedback from Search Committees.
 - In Workday, automated communications can be sent to candidates regarding their application status.
- **Offer Letters and Contract Templates** – Currently, offer letters and contract templates are housed in an offline repository and vary by institution.
 - In Workday, custom Workday Doc templates have been created to provide a more efficient and consistent recruiting experience for both the candidate and recruiting team.
 - Offer letters and contract templates contain conditional paragraphs, triggering verbiage only when applicable to the applicant. Workday Docs also support data fields, where candidate or job requisition data is automatically populated into the template, reducing manual data entry efforts.
 - In Workday, staff offer letters will be signed by the Recruiters instead of the Hiring Manager (as it is for certain institutions today).
- **Duplicate Management** – Currently, legacy systems don't capture duplicates as efficiently as Workday.
 - Workday enables users to easily find, merge, and unmerge duplicate person records, improving efficiency and simplifying record management.
 - Workday allows the consortium to customize their own set of match rules and automatically merge person records when applicable.
- **Search Chair and Committee Members access to Candidate Pool** – Currently,

Search Chairs/Committee Members are incorporated at different parts of the recruiting process at each institution.

- With Workday, the assigned Search Chair/Committee Members will be able to access the application materials as soon as a candidate applies.
- **Non-Competitive Recruitment Processes** - Currently, Adjunct faculty and C1 recruitment processes vary by institution.
 - With Workday, recruiting teams can leverage the evergreen functionality to post for positions they source and track continuously, such as adjunct faculty or C1 positions. Hiring departments can work directly with recruiters to ensure jobs are posted externally to receive a constant flow of applicants and review applications directly within Workday. Once a candidate is ready to be hired, the department can leverage USM Workday's direct hire process.



Visit our website!

Place visit our MD Connect website for training information, our Workday sneak preview video series, monthly newsletters, and more!

[Maryland Connect Website](#)

University System of Maryland | 3300 Metzert Road, University System of Maryland, Adelphi, MD 20783

[Unsubscribe jcampbell@ubalt.edu](mailto:jcampbell@ubalt.edu)

[Constant Contact Data Notice](#)

Sent by bymdconnect@usmd.edu powered by



Try email marketing for free today!