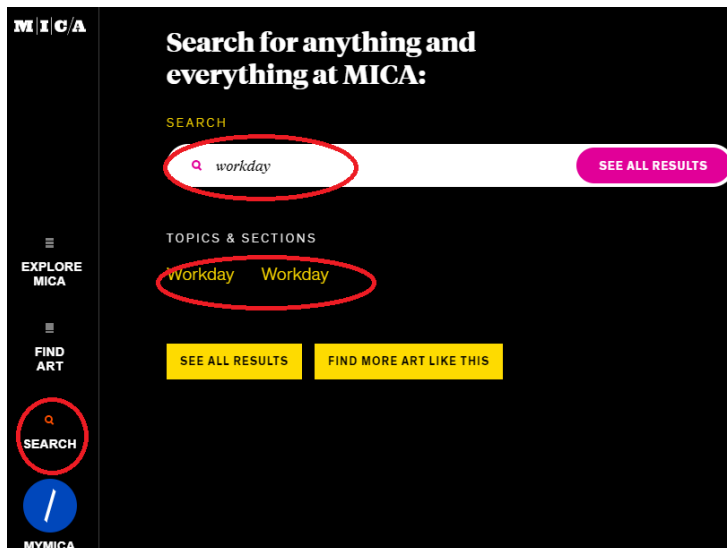


Workday Quick Reference Guide

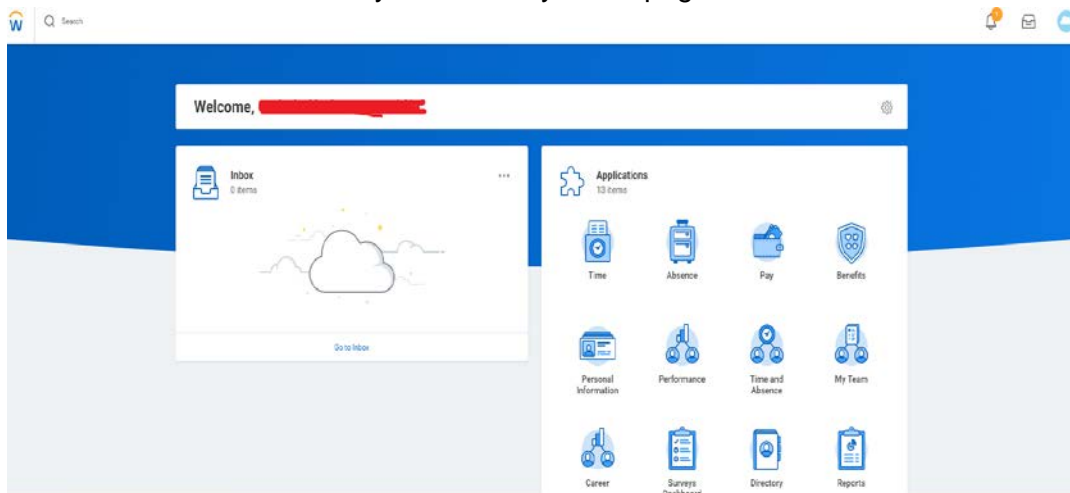
Recruiting

To log in

Log in to the MICA portal, using the Search tab on the left of your screen, search for Workday. Click on the search result.



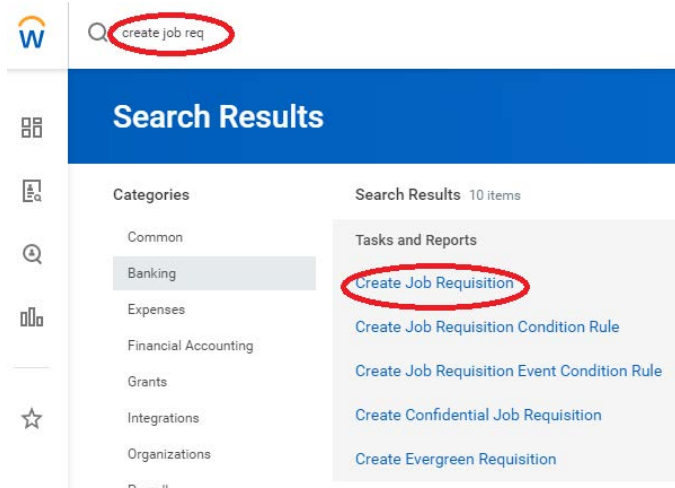
You should be redirected to your Workday home page



To create a Job Requisition

Job Requisitions MUST be created for each position you have available BEFORE you can hire an employee or contingent worker. All applicants will apply through the postings you create.

In the search bar, search for **Create Job req** and click on the task in the search results.

A screenshot of the 'Create Job Requisition' form. The title 'Create Job Requisition' is in a blue header. Below the header, there are several fields and options. The first field is 'Copy Details from Existing Job Requisition', which is empty and has a red circle around its right-hand menu icon. Below this is the 'Supervisory Organization' field, which is also empty and has a red circle around its right-hand menu icon. There are two radio button options: 'Create New Position' and 'For Existing Position'. Below these is the 'Worker Type' field, which is set to 'Employee' and has a red asterisk next to it.

- **Copy Details from an Existing Job Requisition:** You are able to copy details from one of your existing job requisitions. Click on the three lines on the far right of the field to select one of your existing requisitions. If you do not have an existing requisition, you will not be able to use this feature.
- **Supervisory Organization:** Search by the Supervisor's name. This should autofill if you already have a team reporting to you.
 - If you are completing this task for a manager who has delegated this task to you, click in the box and search for the Supervisor's name.
- **Create a position:** Select if you are requesting a new position to be created.
- **For existing Position:** select this if you are refilling an existing position.
- **Worker Type:** Select Contingent worker for Agency employees or Independent Contractors. For all others, select Staff.

Create Job Requisition

Start
Recruiting Information
Job
Organizations
Attachments
Compensation
Assign Roles
Summary

Recruiting Details

Reason *
Spotlight Job
Replacement For
Jason Kremer
Recruiting Instruction *
Recruiting Start Date *
08/03/2019
Target Hire Date *
Target End Date

- **Number of Openings:** *only if you selected “Create a position” in the previous screen*. Enter the number of spots you have open for this position. Once you have hired the total # of openings you entered, the job will close and you cannot hire anyone else into it.
- **Reason:** Addition if you are creating a new job OR Replacement if you are refilling an existing position.
 - If you select replacement, the incumbent in the role will be automatically populated.
- **Recruiting Instruction:** Select posting instructions for the position.
- **Recruiting Start Date:** First date this requisition should be available for posting and hiring activities. You cannot hire someone into this job prior to the Recruiting Start Date, so enter today’s date in this field unless it is a retro-hire.
- **Target Hire Date:** Earliest date you want to hire someone into this position. This cannot be earlier than the Recruiting Start Date.
- **Target End Date:** Latest date you want to hire someone into this position.

Job Posting Title *
Faculty PT

Justification

Job Profile *
136 - Adjunct Faculty

Additional Job Profiles

Job Description

Job Families for Job Profiles
Faculty

Worker Sub-Type *
Faculty

Time Type *
Part time

If this requisition is to refill an existing position, a lot of the next set of fields will automatically populate. Review to ensure the information is accurate.

- **Job Posting Title:** Title of the job posting.
- **Job Profile:** Classification of the position (check with HR if not sure).
- **Additional Job Profile:** only use for Workstudy and non-workstudy positions.
- **Job Description:** Description of job for the requisition.
- **Worker Sub-Type:** Worker sub-category assigned to the position (check with HR if not sure).
- **Time Type:** Full-time or Part-time.

Primary Location *

× MICA - 35

Primary Job Posting Location *

× Baltimore, MD

Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours

20

- **Primary Location:** MICA-40 (for full-time positions with standard hours of 40 per week For e.g Security Guards) OR MICA-35 (for all other full-time positions positions).
 - For part-time positions, select MICA-35. You will indicate hours per week later on the form.
- **Primary Job Posting Location:** will default to Baltimore.
- **Additional Locations:** Only use if position is Remote in Open Studies.
- **Additional Job Posting Locations:** will default to Remote-USA .
- **Scheduled Weekly Hours:** Enter the number of hours per week the position is scheduled to work.
- **Organizations:** Cost Center information.

Company

Company *
Maryland Institute College of Art

Cost Center

Cost Center * 

Costing

Program 

Fund 

Other

Legacy Cost Center 

- **Cost Center:** The cost centre for the position, searchable using department name.
- **Program:** Program code if available, searchable by Program name.

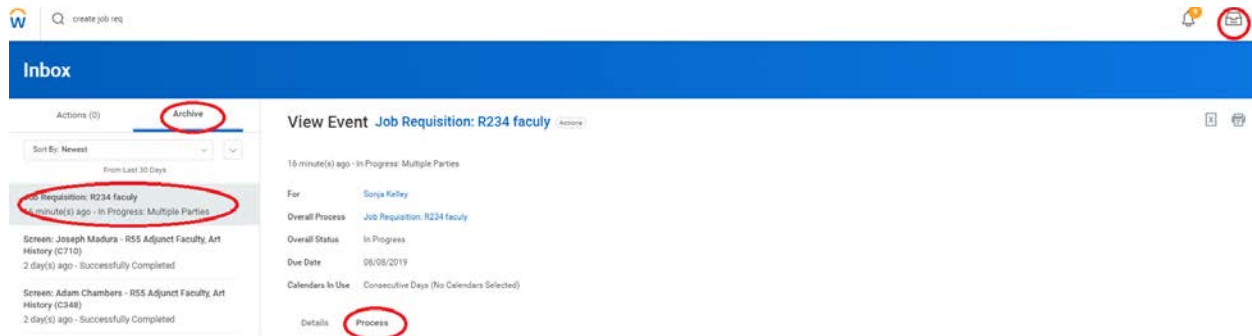
- **Fund:** Fund code, searchable by 3-digit code.
- **Legacy Cost Center:** Old Cost Center number in PeopleSoft, searchable using department name.
- **Documents:** Attach any documents you want Approvers to review .
- **Compensation Page:** Ensure that the compensation elements are correct for the position.
 - Salary section for all salaried positions.
 - Plan Name:
 - Faculty Salary for all faculty positions.
 - Activity Salary for all Staff positions where compensation is paid in equal installments within the service dates.
 - Salary for all salaried Staff positions.
 - Hourly Section for all positions paid by the hour.
 - Plan Name:
 - Hourly.

Note: Positions are either hourly or salary and can only have one hourly or one salary section.

- **Assign Roles:**

- **Primary Recruiter:** Required for all requisitions. This is the HR Partner working on your position.
- **Search Committee Chair:** Required for all Faculty positions.
- **Search Committee Group:** Anyone else in the Search Committee. This role will allow them to access Resumes and application materials.
- **Summary:** This is a summary of the details you just entered. Review, make any necessary changes and click Submit.

To check the status of a requisition



- On the Workday Homepage, click the inbox icon on the top right of the screen
- Click **Archives**
- Click the requisition listed in your Archives and click **Process**. You are able to see the Process History, Status and who is up next to approve

Details **Process**

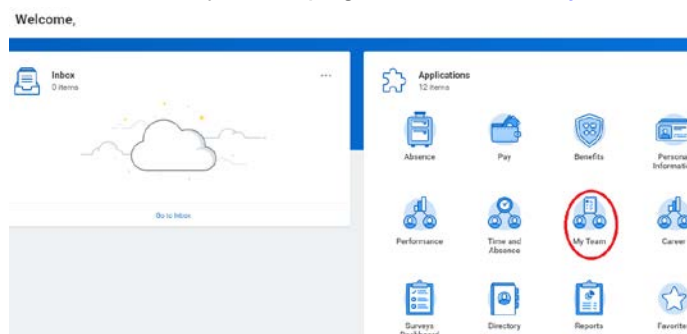
Process History 7 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Job Requisition	Job Requisition	Submitted	08/03/2019 03:56:42 PM	08/08/2019		
Job Requisition	Review Create Job Requisition	Not Required		08/08/2019		
Job Requisition	Review Create Job Requisition	Awaiting Action		08/05/2019	(Recruiter)	
					(Recruiter)	
					(Recruiter)	
					(Recruiter)	
					(Recruiter)	

To review application materials in Workday

*For Faculty positions that are posted in SlideRoom, please review all application materials in SlideRoom.

On the Workday Homepage, click on the **My Team** Worklet.



- Click **My Organization's Open Job Requisitions**. You should see a list of all open and approved Job requisitions. Click on the requisition you want to review applicants and click **Review Candidates**

Actions

Business Title Change

Change Organizations

Create Job Requisition

Edit Job Requisition

End Additional Job

More (2)

View

My Organization's Open Job Requisitions

My Org Chart

Timeline

Headcount

Organization Directory

More (22)

Recruiting Start Date

06/14/2019 - 1 month ago

Target Hire Date

07/31/2019 - 3 days ago

Primary Location

MICA - 35

Hiring Manager

Recruiter

Overview

Candidates

Details

Organizations

Qualifications

Job Postings

Review Candidates

Extend My Search

Candidate Pipeline

Active Candidates

11

Referral

1

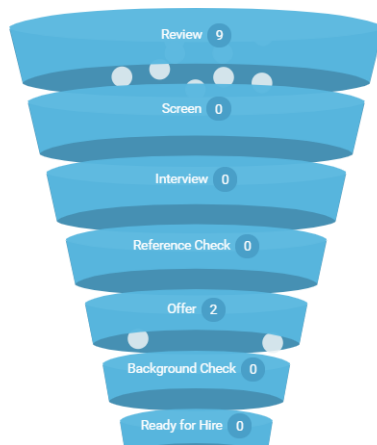
Internal

1

Inactive

0

Candidates by Active Stage



Tip: The funnel shows how many applicants are in each stage

<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Previous Worker	Reasonable Accommodation Needed	No Show	Date Applied	Current Title	Current Company	Resume
<input checked="" type="checkbox"/>	CHARLOTTE MARRA (C160)	Review	Review	1	0				07/26/2019	Manager of Artist Editions		CHARLOTTE_MARRA.pdf
<input checked="" type="checkbox"/>	KRISTIN SQUIRE (C618)	Review	Review	1	0				07/25/2019	Lead Legal Administrative Specialist/PETE		KSResume_2019.pdf



- Click on the resume to review
- After review of all candidates is complete, check the box next to each candidate you want to take action on
- Click **Move Forward** or choose another option from the More menu
- Click the prompt icon to choose the stage for the selected candidate(s)
 - Manager Screen: The Hiring Manager will screen the candidate.
 - Send to Recruiter to Decline: Will send the candidate to HR to decline.
 - Appointment Letter: will send the candidate to the next approver (Contracts manager, Associate Dean or HR) to enter the hire details like start date, step, etc.

Move Candidates Forward

Review

Move Selected Candidates to Next Stage

Move Selected Candidates to Next Step

2 items

Job Application		
CHARLOTTE MARRA - R55 Adjunct Faculty, Art History (C160)		<input type="text"/>
KRISTIN SQUIRE - R55 Adjunct Faculty, Art History (C618)	Review	Appointment Letter

- Click OK

After all approvals are complete, HR will generate the Appointment letter (faculty) or Offer letter (staff and student) and send electronically to the candidate.