

WORKDAY FOR MANAGERS

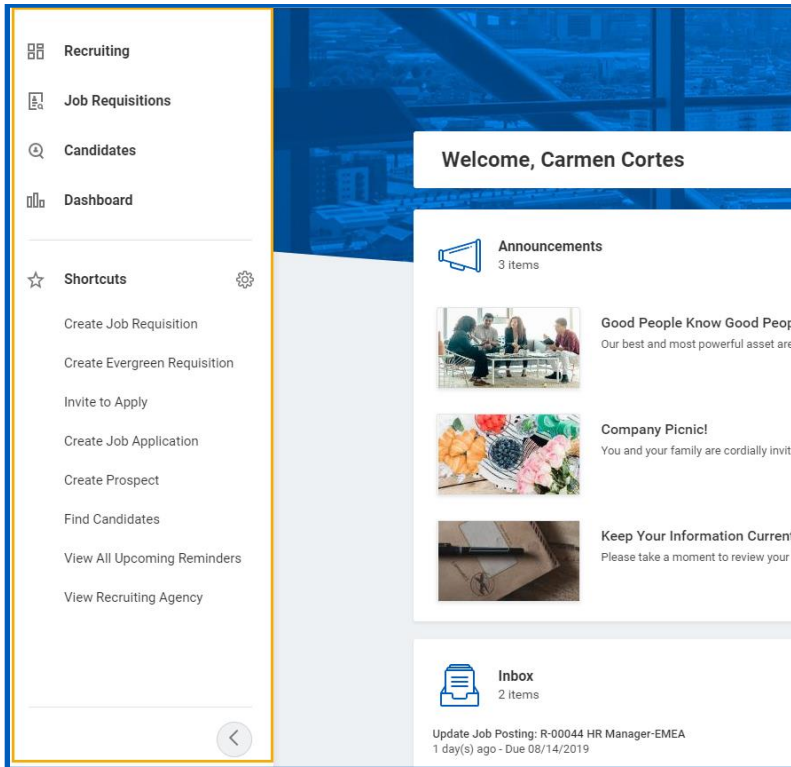
RECRUITING

The Recruiting Navigation Toolbar



THE RECRUITING NAVIGATION TOOLBAR

The Recruiting navigation toolbar offers recruiters a central view of action items, outstanding tasks, and recruiting information. Recruiters can configure the toolbar to more efficiently manage their workload by quickly monitoring candidate activity, and easily navigating between pages. The toolbar also expands and collapses and persists throughout the user experience.



The navigation toolbar displays what actions and reports are available to you. It contains:

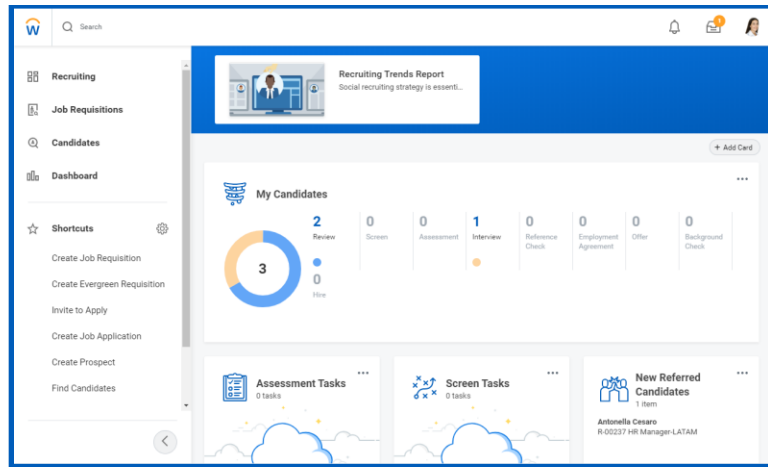
- Recruiting
- Job Requisitions

- Candidates
- Dashboard
- Shortcuts

RECRUITING

When you select Recruiting on the navigation toolbar, the Recruiting Hub displays. The Recruiting Hub provides a centralized location where you can take action on candidates, see candidates across job requisitions, and access common tasks and reports. The cards available are:

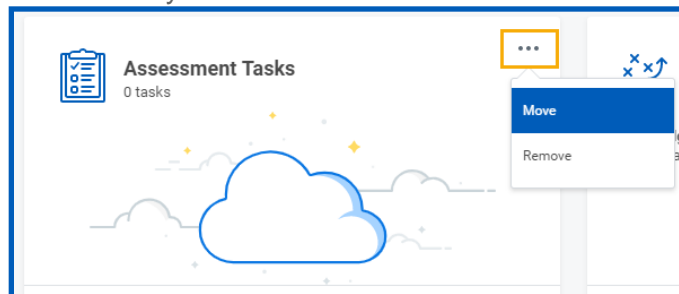
- Assessment Tasks
- Background Check Tasks
- Employment Agreement Tasks
- Interview Tasks
- My Inbox Tasks
- New Internal Candidates
- New Referred Candidates
- Offer Tasks
- Hire Tasks
- Reference Check Tasks
- Screen Tasks



You can display up to 10 cards at a time. The cards display up to five tasks each. However, you can click a link at the bottom of the card to see the entire list.

To change the items on the Recruiting Hub:

1. Click the **Add Card** button at the top of the page to add a card.
2. To Move and Remove a card, click the **Related Actions** **...** icon on the card you want to edit.



JOB REQUISITION

When you select Job Requisition on the navigation toolbar, Workday displays the Job Requisition Workspace report, enabling you to manage your requisitions from one place. This workspace gives you an overview of candidate pipeline activity across all your job requisitions. With this workspace, you can:

- View your job requisitions grouped by hiring manager.
- Filter and sort your job requisitions by the number of candidates in each stage.
- Hide or display report columns.
- Filter your job requisitions by criteria.

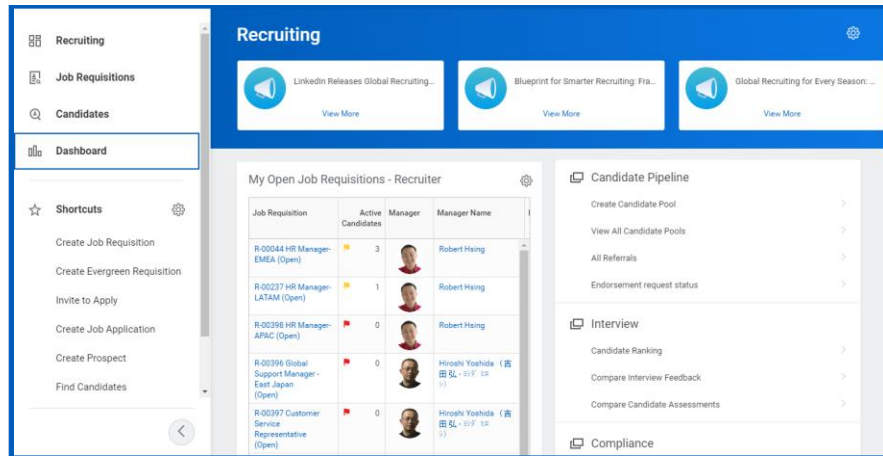
CANDIDATES

When you select Candidates on the navigation toolbar, Workday displays the Candidate Job Applications report, enabling you to view all candidate job applications. This report does not display if there are more than 5,000 applications.

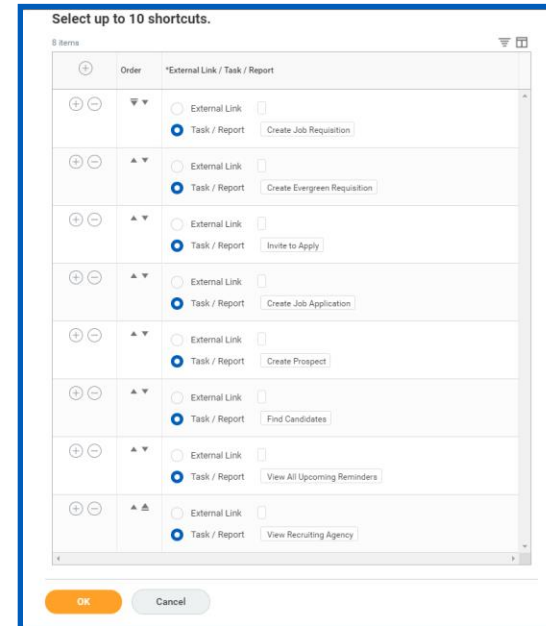
You can also take action on one or more candidates. When you move or decline one or more candidates, Workday updates the Candidate Search Audit report.

DASHBOARD

When you select Dashboard on the navigation toolbar, Workday displays the Recruiting dashboard or a custom dashboard, if configured.



2. Select up to 10 shortcut options you want displayed in your Shortcuts menu and then click **OK** to save.



SHORTCUTS

Shortcuts are links to external URLs, reports, and tasks. Workday permits a maximum of 10 items.

1. To edit the links, click the **Gear** icon in the Shortcuts menu.

