Candidate Flow

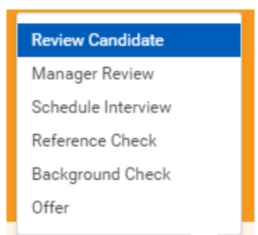
Summary:

This job aid outlines the flow of candidates after they are received by the recruiter, and manager expectations throughout this process.

Steps to Complete:

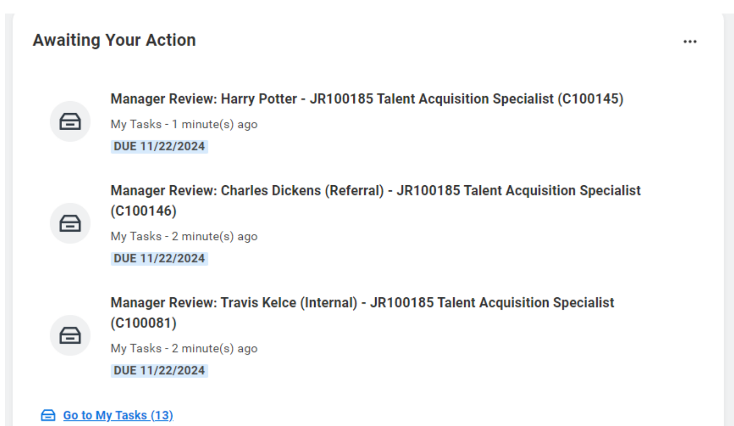
Step 1: Recruiter Review

When candidates apply, they first sit with the recruiter to review. Each recruiter has specific instruction from managers (either from prior experience or the intake session) on if a phone screen with the recruiter should occur before or after manager review. If the recruiter identifies a strong candidate, they will forward the candidate to the manager for review at the appropriate time, as per the given instructions.

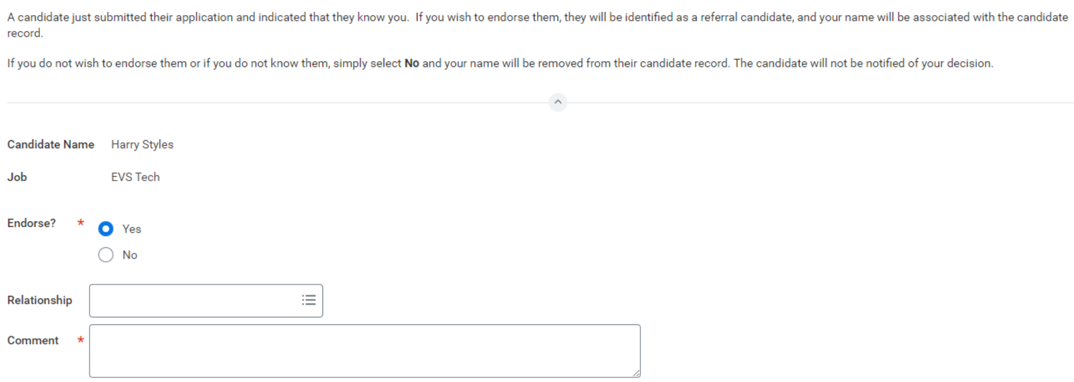


Step 2: Manager Inbox Task to Review

If a candidate is moved to manager review by the recruiter, the manager will receive an inbox task item to review each candidate. Note, it will call out specifically if the candidate is internal, if the candidate is a prior worker, or if the candidate is a referral. See below for how this will appear.



NOTE: For referred candidates that specify who referred them on their application, the referring employee must "endorse" the candidate through a task in their inbox in order to receive a referral bonus.

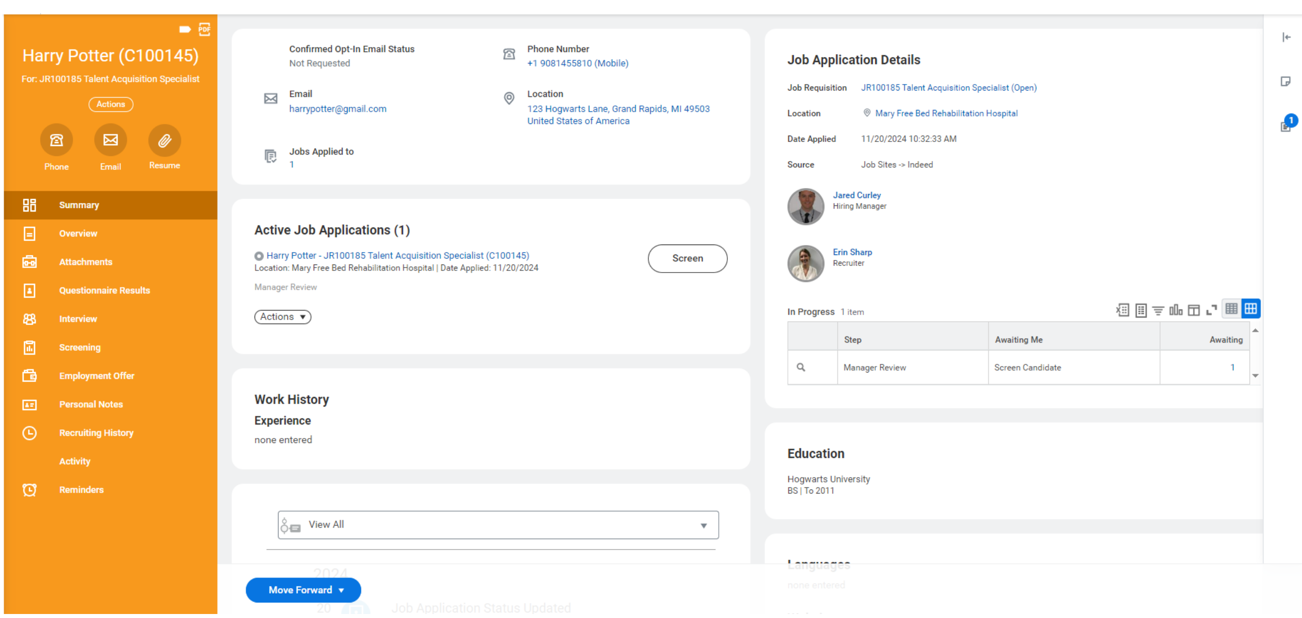


You can also access any candidates that have been sent to you in the top right corner: My Tasks

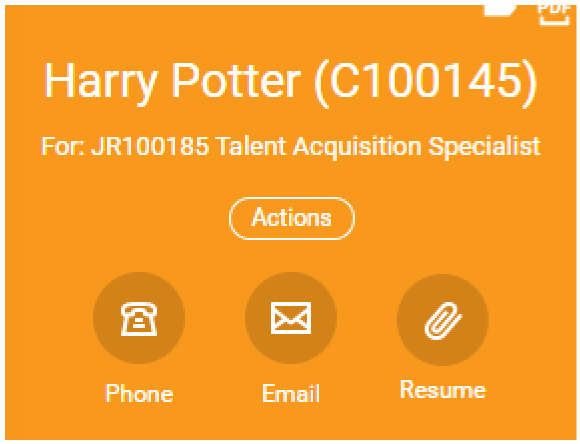
Additionally, you can review ALL candidates who have applied for your requisition under the "Recruiting" hub in the menu. Please note that not all candidates will appear as tasks in your inbox; they will only be sent there if the recruiter has directly forwarded them to you. Since the recruiter is responsible for vetting each candidate, you can generally expect all viable candidates to appear in your inbox. Nonetheless, it is something that will now be widely accessible.

Step 3: Manager Reviews Candidate

When clicking your inbox task to review, you will be taken to the candidate profile, which contains all candidate information including resume, experience, and contact information.

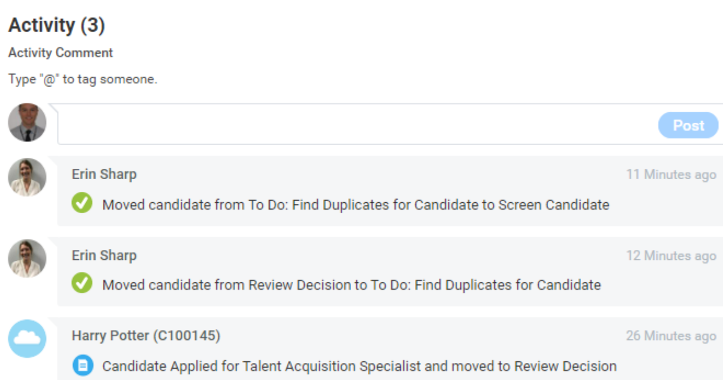


The candidate's name and job requisition they applied for appear in the top right corner with links to their email, phone number, and resume.

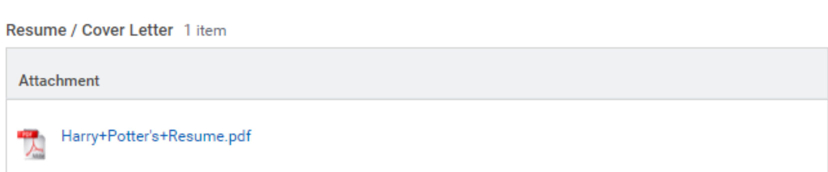


In addition to this, the summary page of the candidate profile includes any work history that was entered manually or parsed from their resume, languages, education, date of application, applicant source, and stage of application.

The activity stream, which can be found at the bottom of each tab on the candidate profile, will include the movement of a candidate through the recruitment process as well as any messaging they have been sent.



The Attachments tab will include any resume, cover letter, CV, portfolio, etc that the candidate included with their application when they applied. They can be clicked on to view.



The Questionnaires tab includes the bulk of the application questions we ask to candidates outside of work history and personal information. For example, "what is your desired annual salary" or "have you ever volunteered, completed a clinical rotation, or an internship at Mary Free Bed?" are among additional questions that may help inform position alignment.

Questionnaire External Candidate Questionnaire

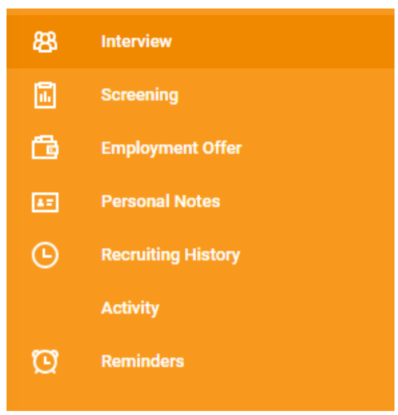
Respondent Harry Potter (C100145)

Submission Date 11/20/2024

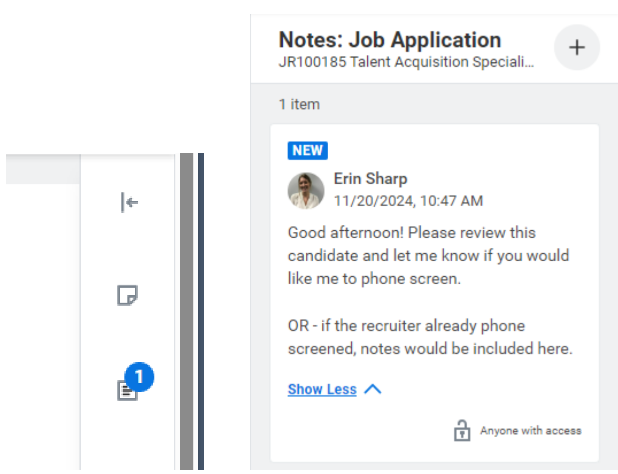
14 items

Question	Answers
What is your desired start date?	11/25/2024
Are you 16 years or older? Any applicant who is 16-17 years of age will need a parent/guardian consent for background check, drug testing, physical examination, immunization record access.	Yes
Are you legally authorized to work in the United States?	Yes
Do you now, or will you in the future, require sponsorship for employment visa status (e.g. H-1B visa status, etc.) to work legally in the United States.	Yes
What is your desired Annual Salary?	60000
Do you have any limitations that would affect your ability to perform the essential functions of the position(s), with or without reasonable accommodations?	No

There are additional tabs that will not be relevant in the initial review of the candidate.

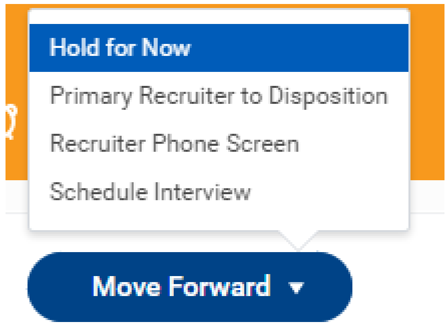


The final piece of the candidate profile is the ability to add notes onto it. The recruiter for your role will add in any screen notes or what is important to know when sending over a candidates. The notes are found all the way to the right of the candidate profile, make sure it is in your process to check notes while reviewing candidates.



Step 3: Manager Sends Recruiter Next Step

Once a decision is made on how you would like to move forward with the candidate, you will need to give your recruiter instruction to proceed. There are four directions a manager can send to a recruiter.

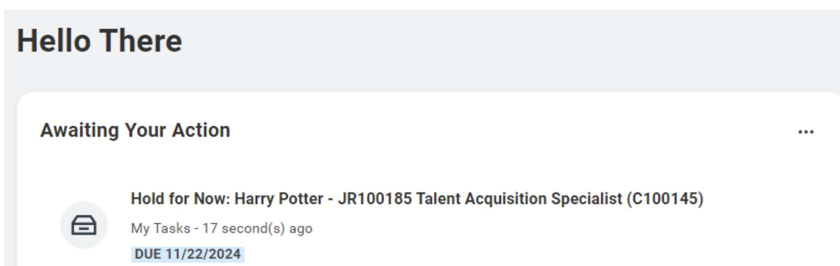


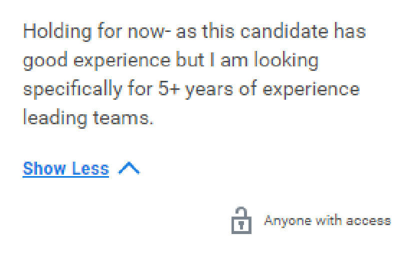
With these options, it is important to add a note in to add context for the recruiter.

1. If holding, indicate the reason for holding.
2. If you would like to disposition, add feedback as to why.
3. For scheduling an interview, let the recruiter know which days work best if your outlook calendar does not accurately reflect your availability.

Once you have added your note, send back to the recruiter.

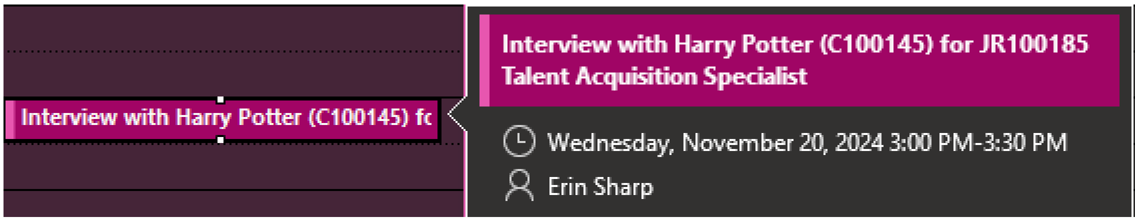
The recruiter will see the next step in their inbox, along with the note, and take appropriate next steps.





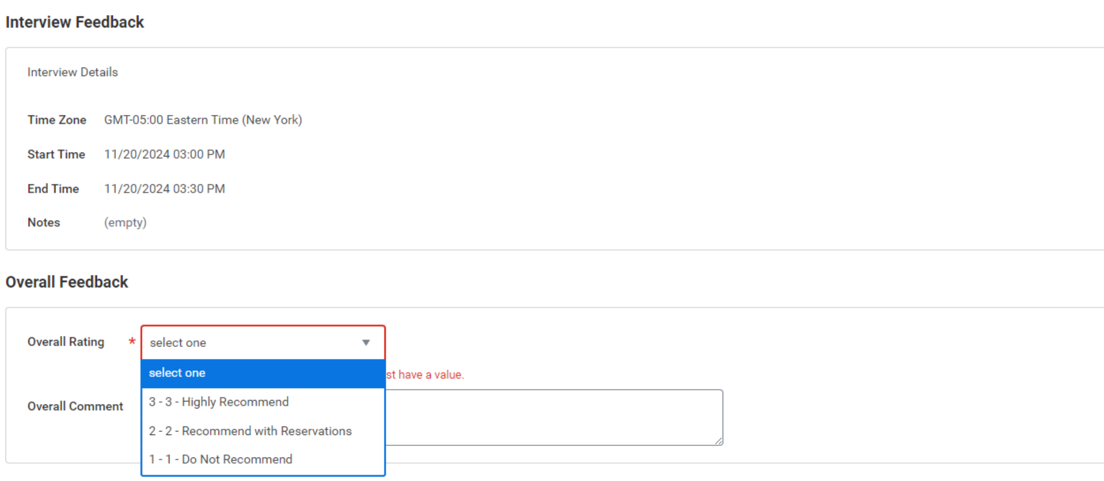
Step 4: Scheduling Interviews

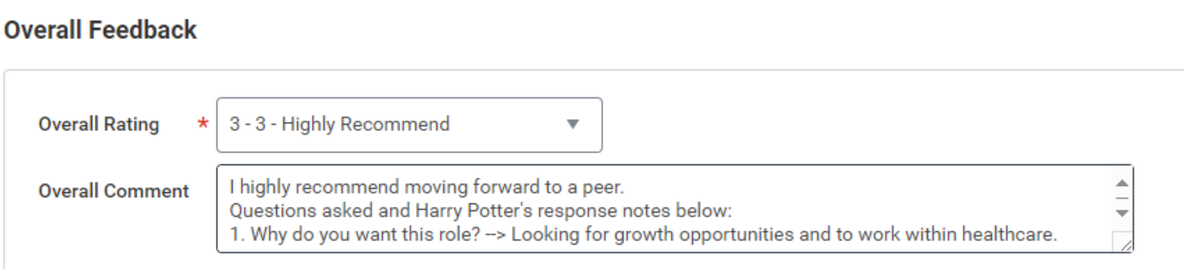
This is a recruiter-led step. Interviews will be scheduled directly through Workday using an Outlook Calendar integration. You will still see this come through on your calendar and it will include a link directly to the candidate profile for ease.



Step 4: Providing Interview Feedback

The task Schedule Interview: Candidate Name will pop up in your inbox and will prompt you to provide feedback on your candidate. You have the option to select a rating from 1-3 and a comment. Both are required. Our goal is to create a more central location for manager interview feedback notes within Workday.





After submitting, your recruiter will read your feedback and proceed accordingly. Feel free to use this space to indicate who you would like to participate on your peer team if you have not previously indicated this to the recruiter.

Step 5: Peer Interview

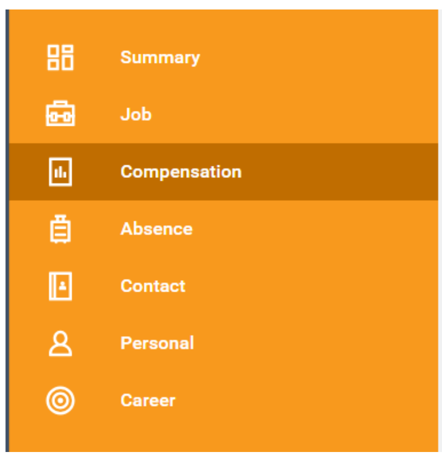
The peer interview process will continue to exist within SharePoint (i.e. the existing matrices) until further notice. Ensure the team you indicate for the peer interview has received the necessary training. If you need to be or a team member needs to be trained, reach out to recruitment@maryfreebed.com.

Step 6: Reference Request/Background Check

The recruitment team will continue to request references and ensure background checks are being completed for each new hire, among other compliance items. Integrations within Workday will assist with making these processes more seamless. Managers are able to request reference assessments be sent to them for review after they are completed by the candidates' references.

Step 7: Offer

To compile the offer, the recruiter will still collaborate closely with manager, look at the compensation grade, and look at internal equity of the team to land on an appropriate pay rate. Note, managers will now have more transparency surrounding the pay scales for positions on their team and will also be able to access their employee's compensation on their employee profile, and where they fall within the scale.



Revision History

Revision Date	Author	Description	
11/25/2024	Erin Sharp	Initial Draft	