Invite to Apply

For Primary Recruiter and Recruiting Screener

Quick Reference Guide

Steps to Invite a Prospect to a Job Posting:

1. There are two ways to access the Invite to Apply task.
   a. From the search field in Workday at the top left corner, type Invite to Apply.
   b. Search from the Recruiting Worklet and select Invite to Apply from the Actions column.

2. Type the candidate’s or prospect’s name in the Candidate field, select OK.

3. Select OK

The process brings you to a Guided Tour, where the primary recruiter or recruiting screen can select the job requisition, set up the message and send the message.

Context:

4. From the related prompt, search for the job requisition number (or type the job requisition number) to complete Job Posting field. Click Next.

Keep in mind

- An individual must have a candidate record in order to apply. If a candidate record needs to be created, then the Create Prospect task must be completed. Please see the Create Prospect QRG for instructions.
- When the Invite to Apply task is complete, the prospect receives an email with a link to the specific job posting.
- When inviting an internal prospect to apply, be sure to select amongst the “internal postings”, so the prospect receives the correct link for internal candidates.
- Only those with the primary recruiter or a recruiting screener role has the ability to “Invite to Apply”

Information needed

- Prospect’s biographical information.
- Posted Job and Job Requisition Number

FOR ASSISTANCE:
Submit your question here
Call 773-702-5800, M-F 8am-5pm
Set up
5. Channels will automatically default to E-mail. Next, select the Message Template. From the related prompt, select **Invite to Apply**. Click **Next**.

Message
6. Update **From Display Name**. This is the name the prospect will see when opening the email.

   From Display Name

7. Update **Reply To** email. This is the email that will receive all replies from the prospect.

   Reply To

8. Update **Subject**. Use the **at the top right corner to expand the field, to type and proofread with ease.**

   Subject

   Please apply to the Job Posting | Job Posting Title
9. Update **Body** of the email.

![Email Body](image)

**Note,** the greyed in fields automatically populates name of candidate and job title when it is sent. Do not delete the greyed in fields.

**Review**

10. Review the contents of the e-mail to ensure everything is accurate. After confirming everything is accurate, click **Send.**

If edits are needed, using the guided tour menu on the left hand side, select the section that needs updating. Make the edits and click the Review on the guided to tour to send the notification.

Once **Send** is selected, a message has successfully has been submitted.