Batch Hires in Workday

For units hiring multiples candidates from a single job requisition

Quick Reference Guide

Steps to Batch Hire in Workday

Human Resource Partner (HRP)

As an HRP, there are two ways in which this process can begin.
1) The unit knows from the beginning of the process that the position will have multiple openings.
2) During the recruitment process the unit determines there are multiple candidates that they would like to hire.

Please follow the instructions according to the scenario described above.

Scenario One:
The unit knows from the beginning of the process that the position will have multiple openings:

1. Create Position.

From the Create Position business process, indicate the number of positions needed to fill.

For reference, follow the Create Position/Edit Position Restrictions QRG

2. Create one Job Requisition by following the instructions on Create Job Requisition QRG.

Keep in mind

- This process is a multi-phase process which involves the HRP, Primary Recruiter and Shared Services to complete in the order documented on this guide.
- Job Requisitions are built from positions that have been approved by the Budget Office either via the Create Position or Edit Position Restrictions business processes.
- There must be a 1:1 relationship between Job Requisition and Position.
- When creating the position, indicate the number of positions needed to hire.

Information needed

- Total Number of candidates to be hired for existing positions.
- Position numbers
- Name of candidate(s) and associated candidate ID number(s) to be hired on a copied job requisition. These candidates must have their reference checks completed and must be in the Reference Check stage.
Scenario Two:
During the recruitment process the unit determines there are multiple candidates that they would like to hire:

1. Complete the Create Position process for the additional position(s) that will be filled. For reference, follow the Create Position/Edit Position Restrictions QRG
   i. Skip To-Do create Job Requisition
   ii. Complete To-Do Enter Time Approvers for Position

Primary Recruiter of Job Requisition

ဓNote: The original job requisition must post for at least 7 days to generate an applicant pool before proceeding further.

Candidates identified for hire must have completed reference checks and be in the Reference Check stage before a batch hire request is submitted in ServiceNow.

When the department has identified at least the first candidate to hire:

1. Move each identified candidate to the Reference Check stage and complete reference checks.
2. Create an Ask a Human Resources Question Service Now Ticket to request a copy of the job requisition.

Provide the following details in the ticket:
- Original Job Requisition Number
- Each Position Number
- First and last name(s) of candidate(s) and associated candidate ID(s) to be copied into the copied job requisition(s).
  i. Note: each candidate that needs to be copied to a copied job requisition should be in the Reference Check stage. The final candidate that will be hired must be hired into the original job requisition that was posted.
- Target Hire Date
- Name of Primary Recruiter (limit two)
  (this should be a primary recruiter from the original requisition)

3. Return to the original job requisition. Add Comment: “Requested copy of job requisition per Service Now Ticket [Insert Ticket Number]”

4. Continue the process until all candidates have been hired.

Note: The offer letter for the candidate will generate in the newly copied job requisition after the candidate has been copied.
Shared Services- Recruitment and Retention Specialists

5. Confirm that the job requisition has been posted for at least 7 days before taking action on the ticket.
   i. If the job requisition has not been posted for 7 days, inform the requestor that the process cannot begin until the requisition has been posted for 7 days. They will need to create a new ticket at that time. Close the ticket.

6. Copy the Requisition
   i. Click the Related Actions on the Job Requisition, select Job Change, and then select Copy Job Requisition.

   ii. Confirm that the Job Requisition Number and Supervisory Organization populate correctly.

   iii. In the For Existing Position field, use the Prompt Icon to select the open position listed on the ServiceNow ticket.
iv. Select the last Reason Code: Create Job Requisition > Shared Services Only – DO NOT USE
   
   ![Reason Code Selection]

   This reason was specifically created for Shared Services use in creating batch hires.

v. Select the only available Code: Copied Job Requisition – Do Not Post

   ![Reason Code Selection]

vi. Enter the Target Hire Date based in the ServiceNow ticket.

vii. Assign roles based on the information listed in the ServiceNow ticket.

viii. Add comment: “Copied [Insert Original Job Req. #], per Service Now Ticket [Insert Ticket Number].”

ix. Skip Post Job Task
   i. Return to the Workday Inbox. Find and select the Post Job task.
   ii. From the right hand corner, select the gear and click Skip This Task from the menu.
Or from the Workflow, select **Skip** on the **Post Job** task.

7. Copy Candidate(s)

   x. Go to the original Job Requisition. Navigate to the candidate grid and click the check box next to the identified candidate listed in the ServiceNow ticket.

      i. **Confirm that the candidate is in the Reference Check stage.**

   xi. Once the candidate is selected, two options are now activated at the bottom of the candidate grid. Select **Copy to Another Job Requisition.**

   xii. Type the copied job requisition number in the Job Requisition field, and confirm the candidate’s name is correct. Select **OK.**

   xiii. Select **Done.**

8. Repeat process until all requested job requisitions have been copied and candidates have been copied into the new job requisitions.

9. Return to the ServiceNow ticket. Inform the requestor that the task is complete. Provide a list of the candidates and their corresponding job requisition number(s). Close the ticket.
Primary Recruiter of Job Requisition

10. Once the ServiceNow ticket is complete, search for the new job requisition(s) to ensure that the candidate(s) have been copied over correctly.

11. For each of the newly copied job requisitions, the primary recruiter will move the candidate(s) forward from the New Applicant stage to the Ready for Hire stage. For guidance on moving a candidate forward through the stages, please review the Applicant Review Process for the Primary Recruiter QRG.

12. Return to the original job requisition. Go to the candidate’s profile and upload all relevant documentation (reference check notes, interview notes, etc.).

13. Disposition the copied candidate(s) on the original job requisition with the disposition reason: Batch Hire- Copied to new requisition

This disposition reason is available only in the Reference Check stage of the process.

💡 Note: The final candidate being hired, must be hired on the original job requisition.