This document lists each status in Workday and clarifies Who is responsible for moving candidates to each Status and When in the process the candidate should be moved.

Review:

- Who: Applicant
- When: When the applicant submits their application, it automatically goes into Review status

Recruiter Phone Screen/Interview (this status is optional): (please note these options will remain in your task box until you move forward with the candidate whether it is an offer or candidate is moved to a disposition.)

- Who: Hiring Manager or Primary Recruiter
- When: After reviewing the applications and deciding to move the candidate forward in the
  hiring process.

Offer: (this is the last step for any Administrative Staff/Hiring Managers please do not proceed with hiring any candidates. The TA/HR Team will handle the rest. Please look out for tasks to complete in your inbox.)

- Who: Hiring Manager or Primary Recruiter
- When: After the decision has been made to hire the Candidate and a verbal offer will be made.

*At this point, the system will auto-generate a task for the hiring team to complete in your inbox, after you (hiring manager/primary recruiter) have created the offer and sent it off for approval the offer letter will be sent to the reporting DM, or VP **for salaried positions and select hourly positions**, then sent over to the TA team to approve and send over to the candidate.*

Background Check:

- Who: Talent Acquisition (corporate)

- When: Once the completed offer letter is accepted by the candidate the TA Team will move the candidate forward by submitting the disclosure form through workday, this will be sent to the candidate via email. Please remember that the candidate is in full control of submitting this form to court records search and not the TA/HR team.

Ready for Hire:

- Who: Talent Team & HR staff (corporate)
- When: After the background results come back favorably.

Attention Managers/HR staff (Primary Recruiters), you will receive a task in your inbox that looks like this, this ensures you have met the positions you have available in your unit as filled, it is ok to move forward with submitting this disposition. Please be sure to submit the correct number of positions you have open for any req you submit.

Hire:

- Who: **HR ONLY (corporate)**
- When: After all onboarding documents are complete.
  Once HR hires the team member, the direct manager of the position will get a task to approve the hire before the EID is assigned/onboarding docs are assigned. The system will then send an email to the candidate with the login information for workday to complete the onboarding.

Closed: Req will automatically close unless you have chosen a date further out for hiring needs.

- Who: Hiring Manager or Primary Recruiter
- When: At any point in the process at which the Candidate is no longer being considered for the position. Choose the appropriate disposition by choosing the "Decline" option for why that Candidate is being moved to Closed Status.