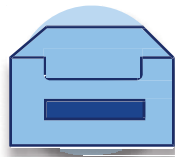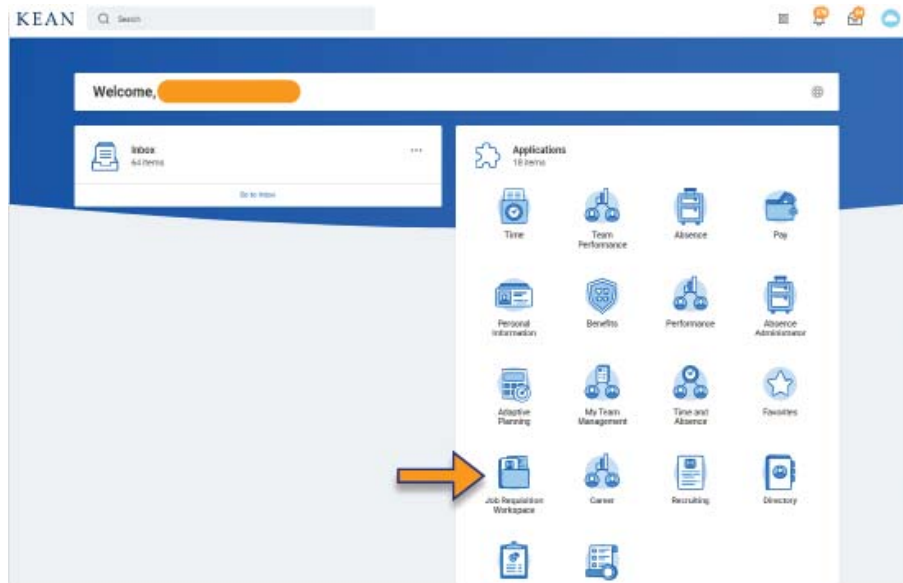# KEAN | workday

My Guide

**Hiring a Student Assistant in Workday**

Hiring a Student Assistant in Workday

**Step 1:** From your Home page, click on the "Job Requisition Workspace" worklet icon.

**Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Job Requisition Workspace"


Step 2: Under "View", select "My Recruiting Jobs" to see a list of the positions available in your area.
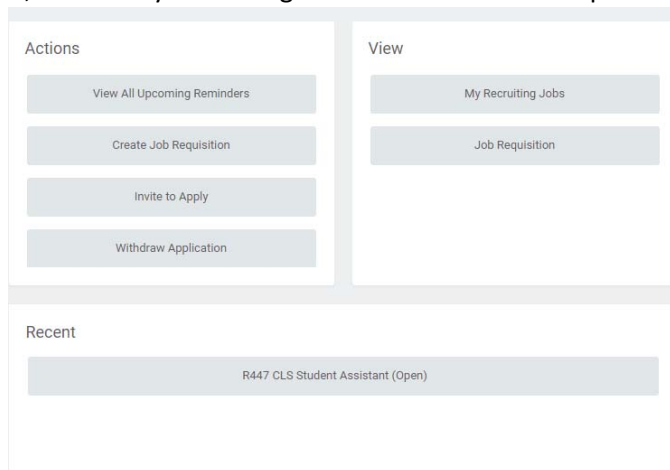
Step 3: To view all candidates, select the Candidates tab. To review each candidate, click on the hyperlinked name.
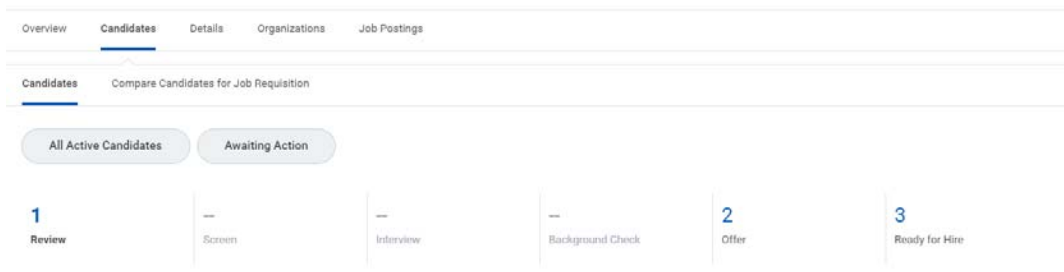
Step 4: The next screen is known as the Candidate Profile. Information from the Resume/CV will be available to view here, and you can click on the linked documents to review. Please do not press the "Decline these Applications" button. The candidate's contact information will also be listed here.
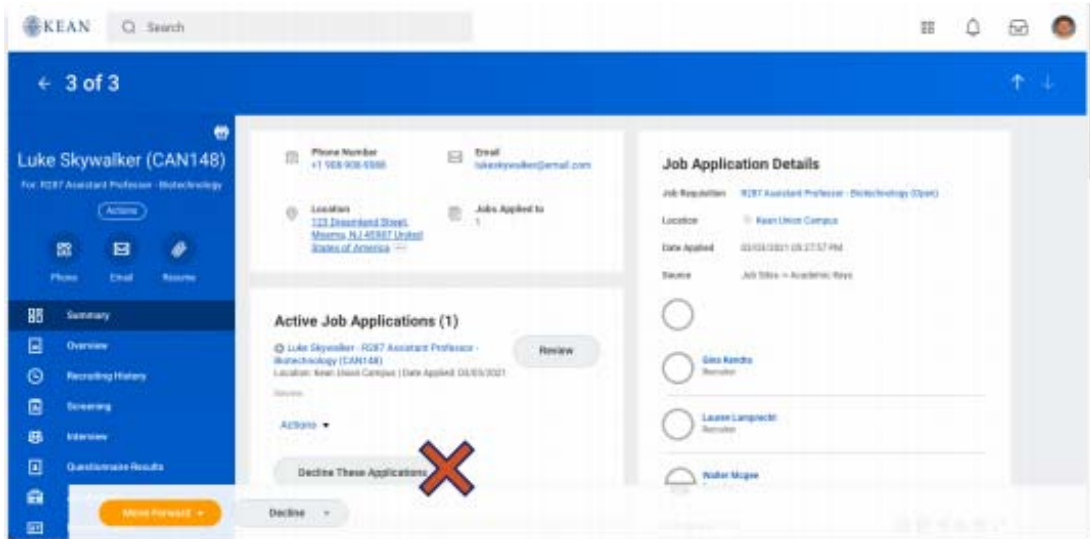
Step 5: After Interviews have been conducted, and a selection has been made, please use the back button to navigate back to the Candidates tab on the requisition and check the box next to the name of the student you wish to move forward with hiring.
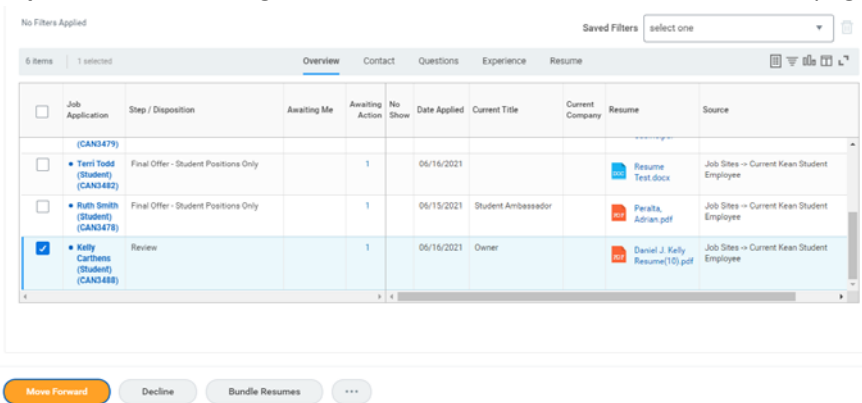

Step 6: Select the orange Move Forward button at the bottom of the page to move the student forward.

Step 6: In the Move Candidates Forward box, under Move Selected Candidates to Next Stage, select Offer. Under Move Selected Candidates to Next Step, select Final Offer – Student/Adjunct Positions Only. Then, select the OK button at the bottom of the screen.

×

Move Candidates Forward

Review

Move Selected Candidates to Next Stage	✕ Offer ☰
Move Selected Candidates to Next Step	✕ Final Offer - Student/Adjunct Positions Only ☰

1 item

Job Application	Current Step	Next Step
Roseann Fakhoury (Student) - R450 MSC Student Assistant (CAN3705)	Review	✕ Final Offer - Student/Adjunct Positions Only ☰

OK   Cancel

After this step is complete, the action will go back to the Primary Recruiter to complete the hiring process.

Please remember to leave all applicants in the review stage so they can be properly notified of non-selection when the position is filled.