



Search Committee



The Kean | Workday MyGuide is intended for the following users :

Search Committee Members



The logo features the word "KEAN" in a dark blue serif font, followed by a vertical bar and the word "workday" in an orange sans-serif font. An orange arch is positioned above "KEAN" and "workday". Below the logo, the words "My Guide" are written in a dark blue serif font. A horizontal line is drawn below "My Guide".

Search Committee

Step 1: Log into Workday and access the Job Requisitions Workspace Worklet Icon on the right hand side of your screen below the header Applications.

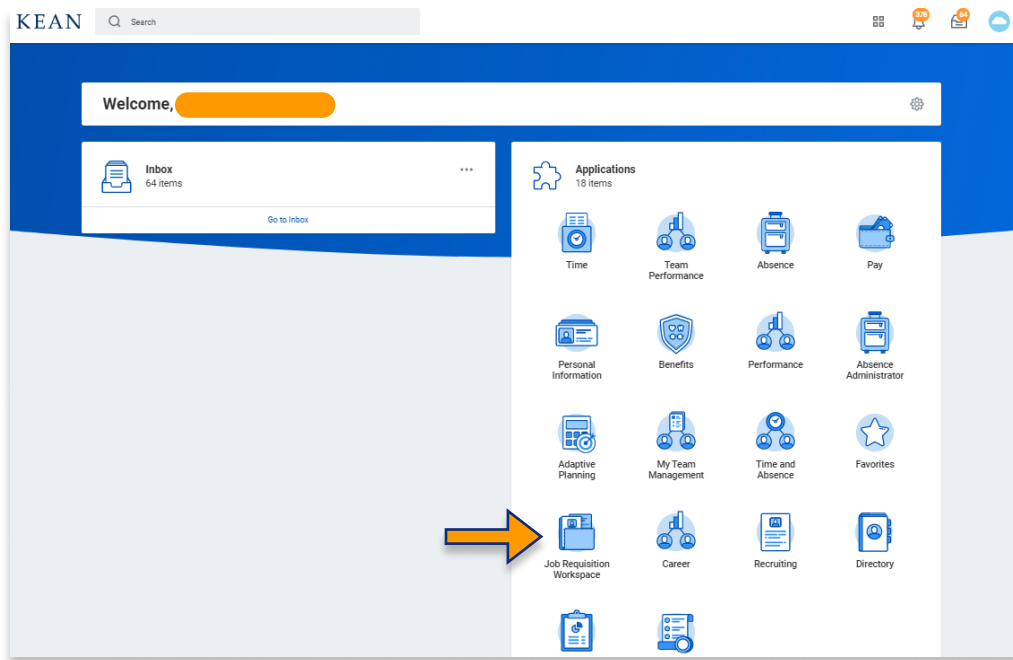
Step 2: On this screen you have multiple options. You can view a detailed version of the requisition (top left corner under the requisition name). Primarily you will be viewing candidates from the middle section of the screen. To review each candidate, click on the hyperlinked name.

Step 3: The next screen is known as the Candidate Profile. Information from the Resume/CV will parse here, and you can click on the linked documents to review. You are reviewing if a candidate meets the minimum qualifications, if they do, the search committee chair will go to the lower left hand of the screen, click the orange "Move Forward" button and move the candidate to Committee Screen (screening is external of the system). Do not hit "Decline these Applications". Only the search committee chair should move qualified candidates forward to committee screen.

Step 4: Once the search committee has selected the candidates to interview, the search chair will return to their candidate profile page and click the orange "Move Forward" button again, this time to Committee Interview (interviewing is external of the system).

Step 5: When the committee makes a selection, move the candidate forward again, from the Candidate Profile screen to Manager Screen.

Step 1

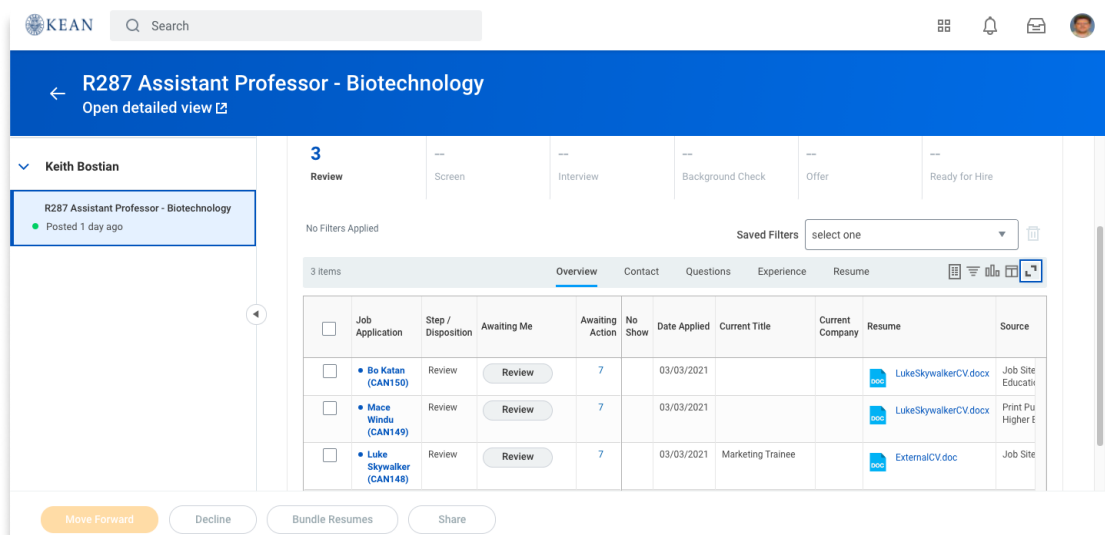


From your Home page, click on the "Job Requisition Workspace" worklet icon.

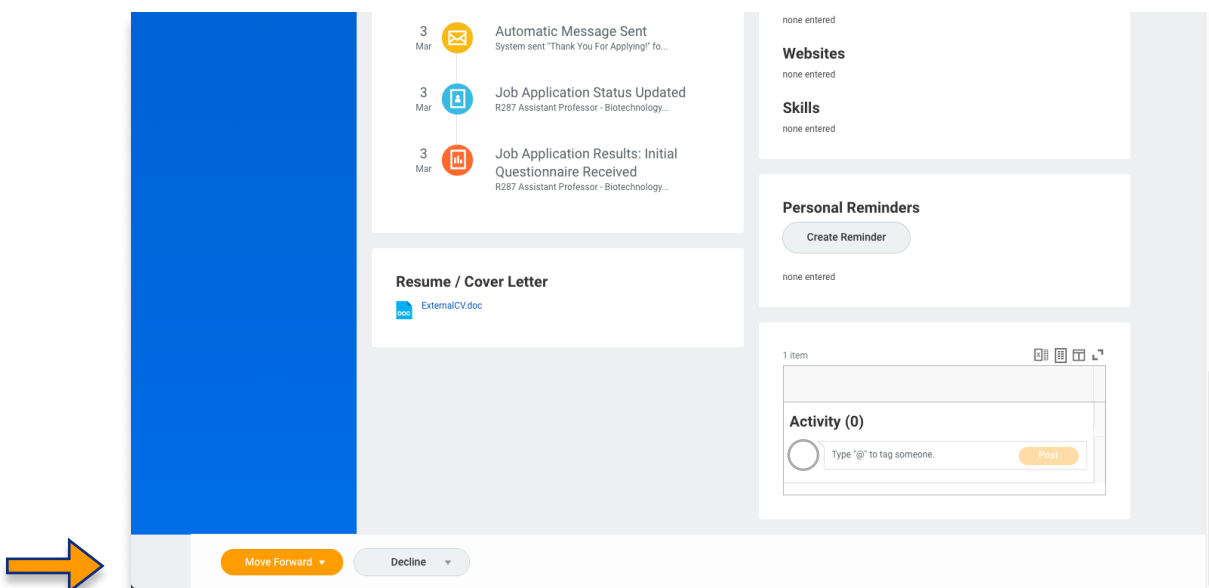
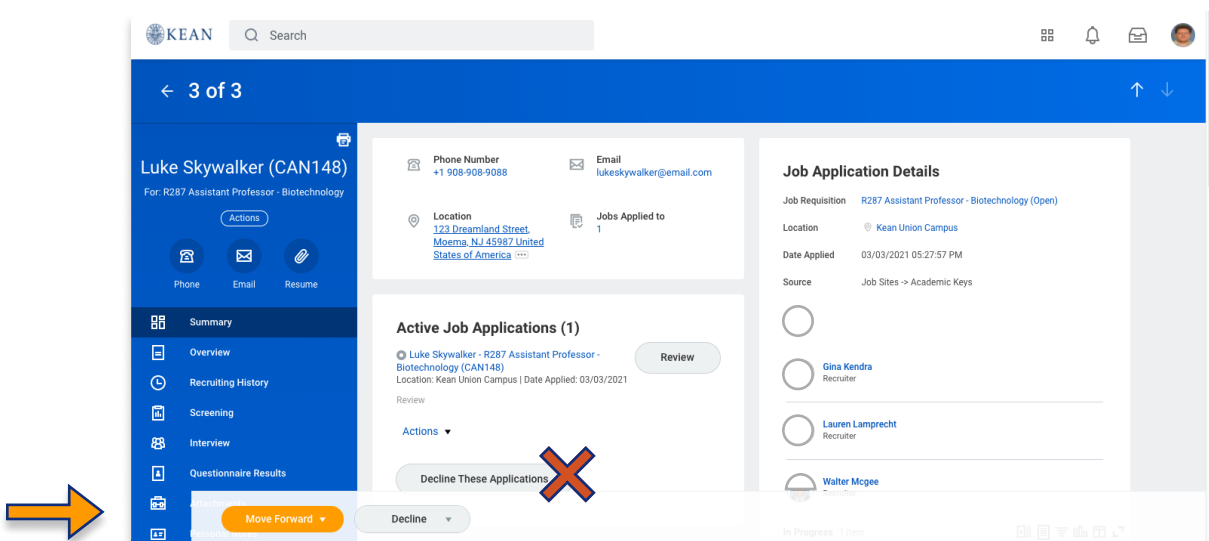
**Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Job Requisition Workspace"

Step 2

On this screen you have multiple options. You can view a detailed version of the requisition (top left corner under the requisition name). Primarily you will be viewing candidates from the middle section of the screen. To review each candidate, click on the hyperlinked name.

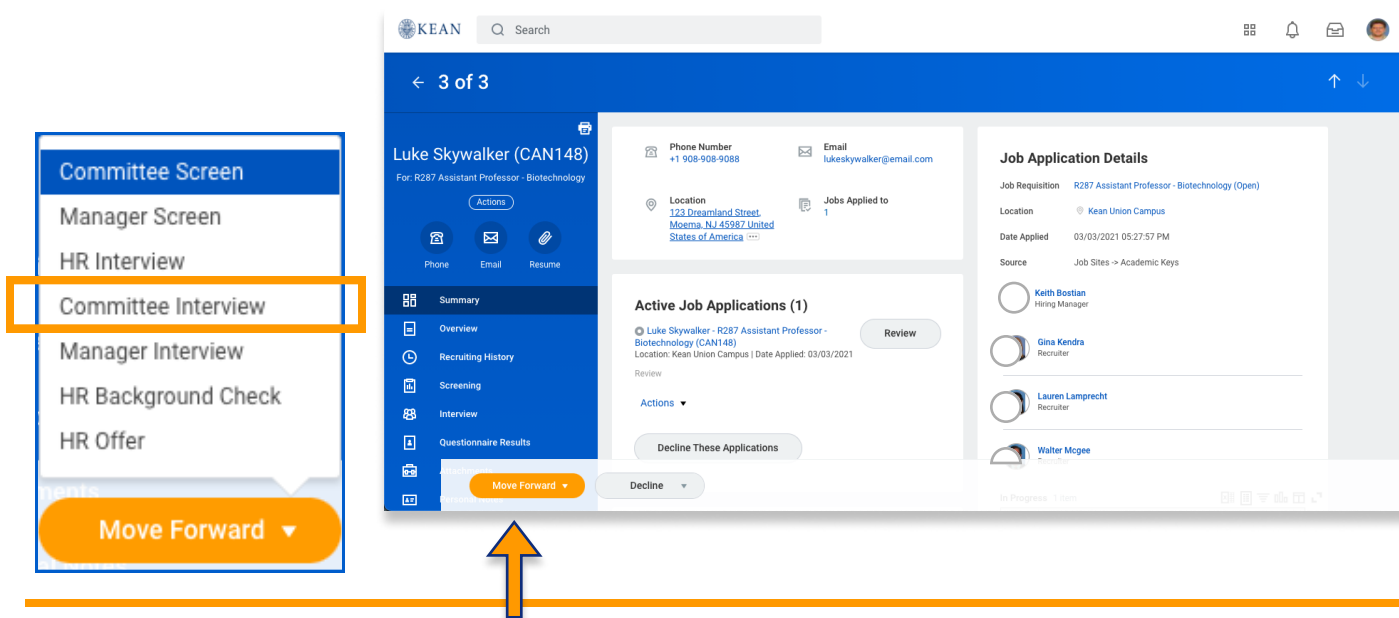


Step 3: The next screen is known as the Candidate Profile. Information from the Resume/CV will parse here, and you can click on the linked documents to review. You are reviewing if a candidate meets the minimum qualifications, if they do, the search committee chair will go to the lower left hand of the screen, click the orange "Move Forward" button and move the candidate to Committee Screen (screening is external of the system). Do not hit Decline these Applications. Only the search committee chair should move qualified candidates forward to committee screen.



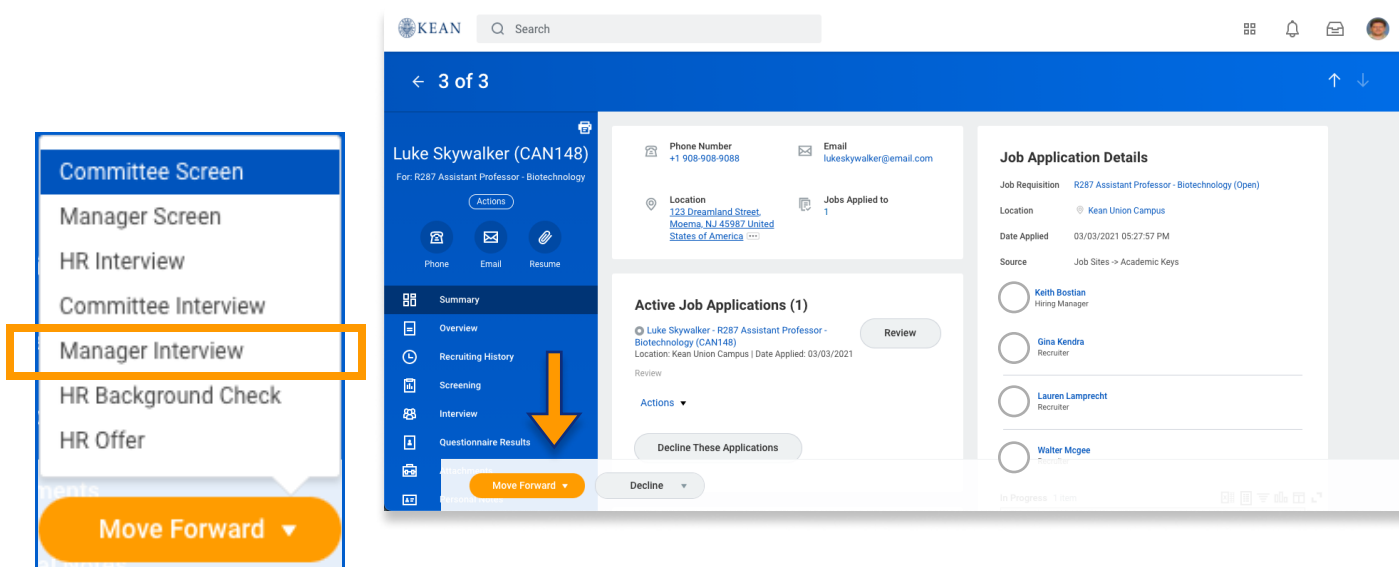
Step 4

Once the search committee has selected the candidates to interview, the search chair will return to their candidate profile page and click the orange "Move Forward" button again, this time to Committee Interview (interviewing is external of the system).



Step 5

When the committee makes a selection the search chair will move the candidate forward again, from the Candidate Profile screen to Manager Screen. Note that the menu will have the top item already highlighted; move down to Manager Interview.



***If you have any further questions related to the "My Guide - Search Committee Members" as well as Workday, please contact the following:

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