

Workday: Recruiting Process for Hiring Managers

Job Aid | Role: Hiring Manager

Document Information

Organization: Florida A&M University (FAMU) | System: Workday Recruiting

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Overview

The process in Workday guides Hiring Managers through the steps required to fill an approved position. The process begins with Interviewing candidates, Completing the Offer and Ready to Hire process.

Recruiting Process

Recruiting Process Overview

HR screens candidates

Recruiter presents screened resumes to Department Hiring Manager for review & selection

Hiring Manager interviews selected candidates

Recruiter schedules additional interviews per HM selection

Interviewer's complete candidate interviews

Recruiter conducts debrief with HM & Interviewers to collect feedback

Hiring Manager selects final candidate

Recruiter moves candidate to Background Check

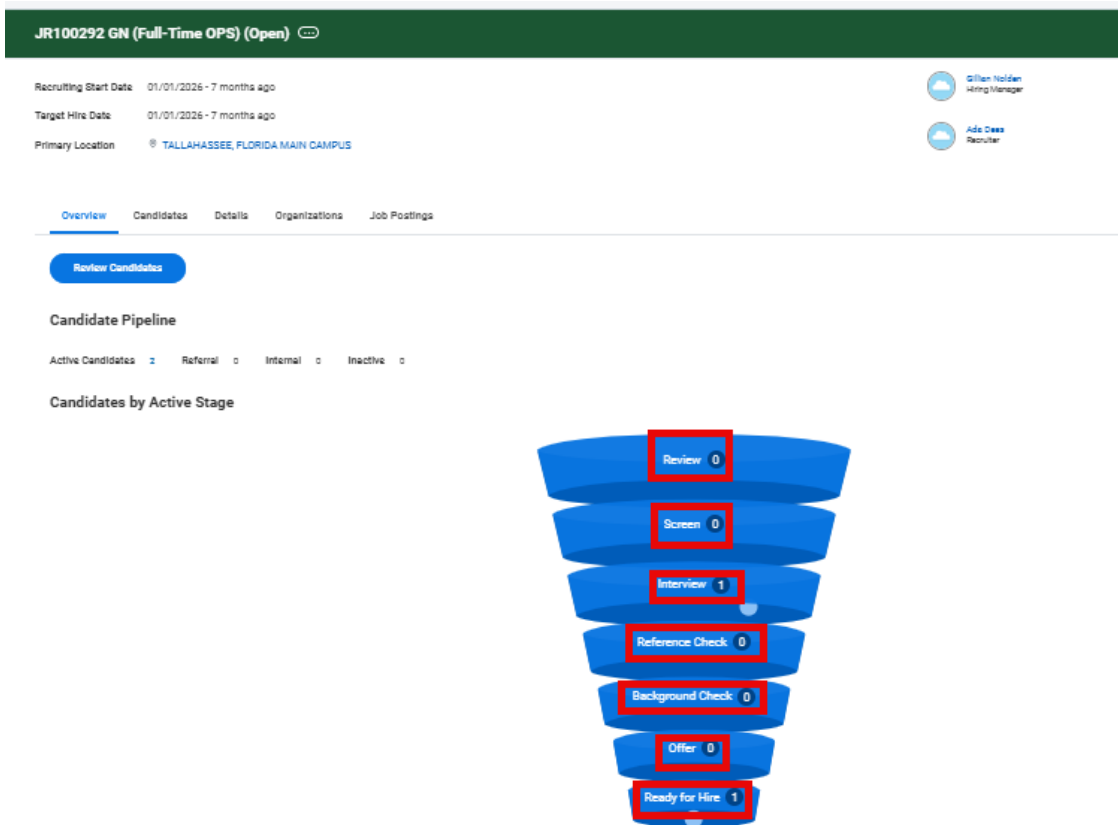
Recruiter initiates offer process (may require Compensation & HR input)

Recruiter enters approved offer details in Workday which routes for approvals*

Recruiter makes Send offer to candidate through Workday

Recruiter moves candidate to Ready for Hire in Workday

3. Candidate Stages in Recruiting



Review by HR but not move to Screen. Before Interview Candidate pool need to be reviewed by HM.

Steps

STEP 1 Schedule Interview (Dept/Hiring Manager)

1. Job Req Hiring Manager will receive a workday inbox task to **schedule an interview** with the candidate.
2. Enter **Date, Time Zone, Interview details** and Interview Type and Click **Next**.

☆ ⚙️ ↗️ Created: 08/19/2026

Schedule Interview ([redacted]) **JR100286 Coordinator,**
Academic Programs (C100169)

Sign in to Microsoft Outlook to authorize access to your calendar.

Sign In

Created: 08/20/2026

Schedule Interview [Redacted] JR100292 GN (Full-Time OPS) (C100190)

Date *

MM / DD / YYYY 

Time Zone *

X GMT-05:00 Eastern Time (New York) 

Order	*Interviewers	*Duration (in minutes)	Interview Type	Notes
+	X Gillian Nolden 	45	X In Person 	
+	X Moeub Lanh 	45	X In Person 	

Location Selection

Use Same Location or Room

☐

Overall Comment

Next

Cancel

3. Click **Schedule** to add the Time on each Interviewer Calander. Click **Next**

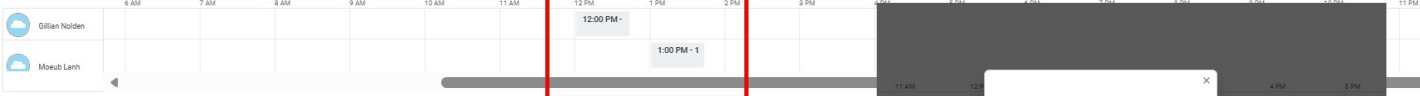
Schedule Interview Donald Duck - JR100292 GN (Full-Time OPS) (C100190)

Time Zone
GMT-05:00 Eastern Time (New York)

Today < > Saturday, August 22, 2026

Gillian Nolden

Moeub Lanh



Schedule Interview

Time Zone
GMT-05:00 Eastern Time (New York)

Interviewers *

Start Time *

08 / 22 / 2026



08:00 AM

Cancel

OK

Schedule

Back

Next

Cancel

3. Verify all the details in next screen and Click **Submit**.

4. Interviewers receive the **Upload Completed Interview Rubric** once the interview is completed.

☆ ⓘ L Created: 08/21/2026

Upload Completed Interview Rubric Interview Rubric for Interview: Donald Duck - JR100292 GN (Full-Time OPS) (C100190)

Interview Rubric

Instructions:
Please upload a completed copy of the Interview Rubric for the candidate.

Please attach a completed copy of the candidate's interview rubric and notes.
(Required)

Drop files here
or
Select files

Submit Save for Later Cancel

STEP 2 Interview Feedback (Interviewers):

Interview Panelists should enter their interview feedback directly into Workday within the 24 hrs of the interview.

1. Go to **Give Interview Feedback** task in Workday inbox and select an **Overall Rating** from the menu and enter your **Overall Comment** (Optional), then Click **Submit** and **Done**.

Give Interview Feedback

Donald Duck

For: JR100292 GN (Full-Time OPS)

+1 (678) 4789875 (Mobile) Stage 1st Round Interview Hiring Manager Gillian Nolden
jessica.matson@fam.u.edu Source Career Websites -> FAMU Website Recruiter Ada Dees

Interview Feedback

Interview Details

Time Zone GMT-05:00 Eastern Time (New York)
Start Time 08/22/2026 08:00 AM
End Time 08/22/2026 08:45 AM
Notes (empty)

Overall Feedback

Overall Rating * select one
Overall Comment 3 - Do Not Recommend
2 - Recommend with Reservations
1 - Highly Recommend

Process History

Gillian Nolden
Give Interview Feedback for Donald Duck - JR100292 GN (Full-Time OPS) (C100190) by Gillian Nolden-- Awaiting Action

Submit Save Cancel

STEP 3 Manage Interview Feedback (Dept/Hiring Manager)

The **Dept/Hiring Manager** will receive a Workday Inbox task to review and submit all the feedback received from the interview team after the interview has been completed.

1. Select the **Interview task** from the inbox.
2. Review the **interview feedback**. The **Overall rating** and the number of ratings submitted will be displayed. Click **Submit**.

☆ ⓘ ↻ Created: 08/21/2026

Manage Interview Feedback JR100292 GN (Full-Time OPS) (C100190)

+1 (678) 4789875 (Mobile)
jessica.matson@famu.edu

Send Back

Interview Schedule
Reschedule Interview

Interview: Donald Duck - JR100292 GN (Full-Time OPS) (C100190) 08/22/2026 2 items

Interviewers	Start Time	End Time	Location	Interview Type	Notes
Gillian Nolden	08/22/2026 8:00 AM	08/22/2026 8:45 AM		In Person	
Moeub Lanh	08/22/2026 10:00 AM	08/22/2026 10:45 AM		In Person	

Time Zone
GMT-05:00 Eastern Time (New York)

Overall Comment
(empty)

Interview Feedback
Overall Average Rating 1.5 (out of 3)
Ratings Submitted 2 of 2 Interviewer Feedback Received

Submit Cancel

Interview Feedback

Overall Average Rating ★ 1.5 (out of 3)

Ratings Submitted ★ 2 of 2 Interviewer Feedback Received

▼ Gillian Nolden - Submitted

Program Assistant

08/21/2026

Overall Rating: 2 - Recommend with Reservations

▼ Moeub Lanh - Submitted

Assoc Dir, Univ Budgets

08/21/2026

Overall Rating: 1 - Highly Recommend

Process History



Gillian Nolden

1st Round Interview- Automatic Complete

Yesterday



Gillian Nolden

Schedule Interview- Submitted

8 minutes ago



Gillian Nolden

Upload Completed Interview Rubric- Step Completed

6 minutes ago



Gillian Nolden

Manage Interview Feedback by Job Requisition Hiring Manager- Awaiting Action

Submit

Cancel

3. Hiring Manager will receive the Inbox task to **Move Forward/ Decline candidate** after the Interview Feedback received.

Reminders

Timeline Filter

2026

- 21 August** **Job Application Results: Interview Feedback Received**
JR100292 GN (Full-Time OPS): Average Rating = 1.5 (out of 3) for 2 of 2 interviewer feedback received
- 20 August** **Job Application Status Updated**
JR100292 GN (Full-Time OPS): Moved from "Review" to "1st Round Interview"
- 20 August** **Job Application Status Updated**
JR100286 Coordinator, Academic Programs: Moved from "Offer" to "Position Filled"
- 21 July** **Automatic Message Sent**
System sent "We appreciate your interest!" Email for JR100292 GN (Full-Time OPS)
- 13 July** **Automatic Message Sent**
System sent "We appreciate your interest!" Email for JR100286 Coordinator, Academic Programs

Personal Reminders
Create Reminder
none entered

Activity (8)
Activity Comment
enter your comment
Post

Reference Check
Background Check
Move Forward

Decline

STEP 4 Initiate Offer (Dept/Hiring Manager)

Job Req Hiring Manager will open Offer task in their Workday Inbox. Follow the remaining steps to complete the Process.

1. **Start:**

- Enter the **Hire Date**
- Select the **Hire**
- **Reason** from the Drop down list.
- **Location** will auto populate
- **Job Details** and **Work Hours** will auto populate
- Click **Next**

Initiate Offer for JR100286 Coordinator, Academic Programs Start

Details

Target Hire Date (Job Requisition)
03/03/2026

Hire Date

Hire Reason

Location
ORLANDO, FLORIDA-COLLEGE OF LAIR

Job Details

Job Profile
9241 - Coordinator, Academic Prog

Business Title
Coordinator, Academic Prog

Working Time

Location Weekly Hours
40

Default Weekly Hours
40

Scheduled Weekly Hours
40

FTE
100%

Next

2. Verify the **Compensation** details, Click **Next**.

3. On the next page, review the information then click **Submit**.

4. **Generate Offer Document** Task will appear in Job Req Hiring Manager Inbox.

Generate Document [Generate Document for Offer \(Default Definition\): FAMU Offer Letter](#)

Drive Document Template FAMU Offer Letter

Generated Document FAMU Offer Letter

Created On 08/20/2026 12:42:57.041 AM



5. Click **Review**.
6. Any green items have been approved, don't Edit. Any other Yellow Highlighted Verbiage can be edited at this point. Click **Submit**

FAMU Offer Letter Source: Offer
File Edit Format Insert Layout

Paragraph 12 B I U

FAMU FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
1801 S. MARTIN LUTHER KING, JR. BLVD. | TALLAHASSEE, FL 32301

OFFICE OF [INSERT TEXT HERE] TELEPHONE: (850) XXX-XXXX
FAX: (850) XXX-XXXX

08/19/2025

Dear Mr./Ms. [REDACTED]

Welcome to Florida A&M University! We are excited to have you join our team! It is my pleasure to extend a contingent offer of employment as a [Coordinator, Academic Prog.] in the [CC230330 College of Law - Career Services]. Your annual salary will be \$50,000.00, subject to regular taxation and with standard fringe benefits accorded to employees in the University Support Personnel System or Administrative & Professional pay plan. You will report directly to Mildred Graham, Executive Director. This offer is contingent upon a criminal history background check and submission of official college transcripts for verification of education and references.

Please review the anticipated start date communicated below. Upon acceptance of this job offer, a Human Resources Representative will contact you to schedule your employee orientation date. If your anticipated start date is different than what is listed below, please email Mildred Graham, Executive Director at mildred.graham@famu.edu with the correct date.

If you have any questions, please contact Mildred Graham, Executive Director at x1 (407) 2543206. I look forward to your favorable response and welcoming you to Florida A&M University.

Sincerely,

President or VP Title

Anticipated Start Date: 08/31/2026

Submit Save for Later Cancel

7. Next Manager/VP/Provost (depends on the job Family group) will receive the Review Offer Letter Task. Click I agree Check Box and **Submit**.

Review Candidate Offer Letter Review Documents for Offer for Job Application: [redacted] - JR100286 Coordinator, Academic Programs (C100192)

Documents

Document FAMU Offer Letter 2024-08-20.pdf

Instructions Please review the attached candidate offer letter. If the letter is approved, click below. If you want changes made to the offer letter, click Don't Accept and provide comments regarding changes needed. The letter will go back to the generator, Job Requisition Hiring Manager, for those changes and will route back to you for review.

Signature Statement By providing my electronic signature, I am indicating I have reviewed the offer letter and approve.

I Agree ☐

Comment

Submit Don't Accept Save for Later Cancel

- The document will be sent to the Candidate for Review. Candidates click signature and **submit** the Offer letter.

STEP 5 Offer Decision (Dept/Hiring Manager)

Once the candidate signs and submits the documents, the Job Req Hiring Manager will receive the **Make Offer Decision** task in their Workday Inbox.

Click **Offer** in the side Menu, select the **Offer Attachments** tab to view and confirm the signed Documents.

Offer

Move Selected Candidates to Next Stage

Move Selected Candidates to Next Step ☐ Offer ☒ Ready for Hire

1 item

Job Application	Current Step	Next Step
JR100286 Coordinator, Academic Programs (C100192)	Offer	☒ Ready for Hire

Click **Move Forward > Ready for Hire**.

Cancel **OK**

Once the candidate moves to **Ready for Hire**, automatically Unposted the job Requisition and disposition the Remaining candidates will complete.