

## Reviewing Applications in [Workday](#)

### Hiring Manager

If you are the Hiring Manager for the position (the job requisition has been opened in your name), you are able to access the role via both **My Recruiting Jobs** OR **Recruiting Dashboard**.

Instructions to access via **My Recruiting Jobs**

1 - Go to the **Workday home page** > Menu > Recruiting.

### Menu

Apps

Shortcuts



My Flexible Work



My Benefits



My Payslips



My Absence



My Career



My Learning



My Onboarding



My Pay



My Personal Information



My Requests



My Talent & Performance



Recruiting

2 - Select My Recruiting Jobs



3 – Type your name into the hiring manager field

My Recruiting Jobs

Job Requisition Status \*  Frozen  Open

Hiring Manager

4 – You can then click on the requisitions and it will take you to the requisition and candidate view

**My Recruiting Jobs** 🗨️ 🔍

Job Requisition Status: Frozen, Open | Hiring Manager: Professor Michael Zyphur

2 items

Job Requisition	Candidates in Review Stage	Active Candidates	Recruiting Start Date
R-26041 Casual Research Assistant (Open)	0	12	01/04/2023 - 1 month ago
R-26181 Casual Research Assistant (Open)	0	1	28/04/2023 - 20 days ago

### Selection Panel Members (including Chair and ABSC Representative)

All members of the Selection Committee (including the Hiring Manager) may review applications and the job requisition details via **Recruiting Dashboard**. If you have any issues with downloading the applications, please let your Talent Acquisition Advisor know.











1- Navigate to your **Workday home page** > Menu (top left corner) and review your listed Apps. If Recruiting Dashboard does **not** show, click the Add Apps button

**Menu**
×

Apps
Shortcuts

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Your Saved Order
↑↓

-  My Personal Information
-  My Requests
-  My Talent & Performance
-  My Team Management
-  General Management
-  Team Performance
-  Recruiting
-  Birthdays
-  Directory
-  Client Partnering

i A max of 20 Apps can be displayed here.  
Edit your Apps to customize menu.






+ Add Apps

✎ Edit

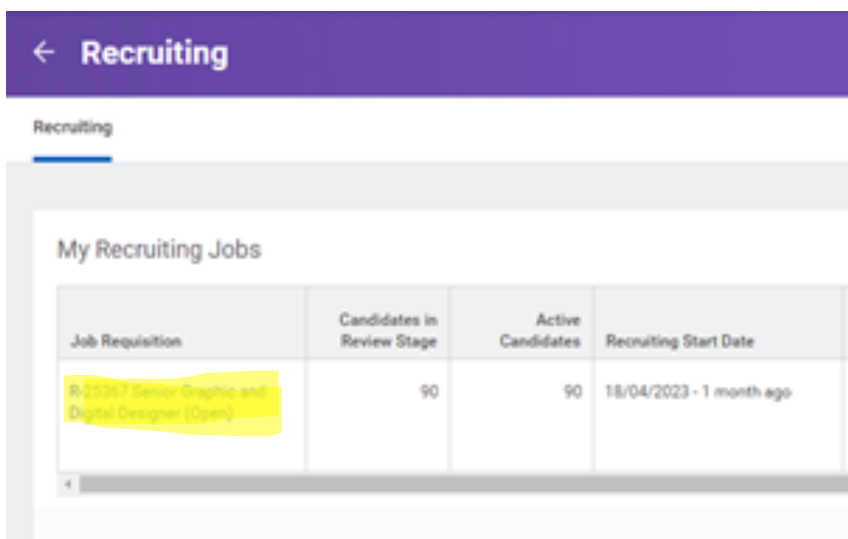
2 – Search for ‘Recruiting Dashboard’ and press the plus button to add

### Add Apps

Personalize your menu with useful Apps.

-  My Recruiting Dashboard +
-  Pending Job Requisitions +
-  Employment Agreement... +
-  My Recruiting Jobs +
-  Recruiting Dashboard +

3 – This will now remain in your menu for easy access and will display a full list of any job requisitions where you have been entered by the Talent Acquisition team as a member of the selection committee.



Please contact the Talent Acquisition team should a particular position you are on the Selection Committee for not be displayed.