# Concept: Recruiting Process

## Overview

The Workday **Recruiting** process leads hiring managers through the correct sequence of stages to review—and advance—qualified job candidates. Job requisitions provide the means of tracking candidates and recruitment steps, many of which happen offline.

This guide separates the individual *stages* of the recruiting process from the more general recruitment *functions* you may need to utilize at one or more stage(s).

## General Workday Recruiting Functions

To move candidates through the required recruiting stages (see section below), you need to be able to navigate the **Candidates** tab of your open job requisitions.

# Access Candidate Applications & Information

The **Candidates** tab of an open job requisition displays a table, which summarizes information on each of your current applicants. Use the table tabs to view different types of information (such as **Contact** info or **Experience**).

To view an application in full, click the candidate's name in either the **Candidate** or **Candidate Name** column. This will take you to the candidate's profile, which contains all application details/materials (see [Concept: Candidate Profile](#) for more information).

The candidate's profile will also incorporate and track relevant information as they advance through various recruiting stages.

# Advancing or Declining Candidates

As mentioned, you need to move or "advance" an applicant through each recruiting stage before they can be hired. Read [Advance, Decline, or Email Job Candidates](#) for steps on how to do this, as well as how to decline applicants.

# Recruiting Stages

There are seven stages in the recruiting process. Some steps are mandatory, while others may be skipped for certain types of positions. You can repeat some stages or even revert to an earlier stage. Essentially, you'll need to advance a candidate through all mandatory recruiting stages to reach the [point of hire](#).

1. **Review** - *Default first step*
2. **Screen** - *Mandatory for all positions*
3. **Interview**
4. **Reference Check**
5. **Offer**
6. **Background Check** - *HR requires background checks only for certain staff positions*
7. **Ready for Hire** - *Final step to start processing the candidate for hire*

## Required Steps for Student Positions:

**Review** > **Screen** > **Interview** > **Ready for Hire**

Required Steps for Staff Positions:

**Review** > **Screen** > **Interview** > **Reference Check** > **Offer** > **Ready for Hire**

Read [Recruiting Process Stage by Stage](#) for a detailed breakdown of each step.

# Hiring Without Recruiting

## Non-Recruiting Positions

Some positions do not require recruiting in Workday. In such cases, you can skip right to processing the new hire. See the [Processing Non-recruiting Hires](#) guide for initial steps.

## Job Changes

In cases where a current CCA employee is changing jobs, job requisitions are often required, but sometimes they aren't needed at

all. In any case, job changes don't follow the typical recruiting workflow. See [Manage Job Changes](#) for more information.

# Up Next:

- [Recruiting Process Stage by Stage](#)