

# STAFF

## ...A HIRE JOURNEY

INSIDE OF WORKDAY

OUTSIDE OF WORKDAY

### BEGIN

YOU WILL FOLLOW THIS HIRE JOURNEY IF YOU ARE HIRING:

- PROFESSIONAL STAFF
- CLASSIFIED STAFF (UNION OR NON-UNION)
- TEMPORARY STAFF (NON-UTEMP, INCLUDES TEMPORARY PROFESSIONAL STAFF)

### DETERMINE

DOES THE POSITION ALREADY EXIST IN WORKDAY?

HCM INITIATE 2,  
HR PARTNER,  
OR ACADEMIC PARTNER

NO

### CREATE POSITION

GATHER THE DETAILS OF THE POSITION WITH THE HIRING MANAGER, AND CREATE THE POSITION IN WORKDAY:

- SUPERVISORY ORGANIZATION?
- JOB TITLE?
- JOB PROFILE?
  - NON-EXEMPT OR EXEMPT?
  - HOURLY OR SALARY?
  - WFSE/SEIU 925/TEAMSTER?
- DESCRIPTIONS/REQUIREMENTS?
- LOCATION?
- WORKER TYPE/SUB-TYPE?

USER GUIDE  
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### APPROVE

APPROVALS FOR THE NEW POSITION WILL NEED TO GO THROUGH THE FOLLOWING ROLES:

1. HR/ACADEMIC PARTNER
2. ADDITIONAL APPROVER I
3. RECRUITING OFFICE PARTNER
4. THE ISC
5. THE COMP. OFFICE PARTNER

APPROVERS

### CREATE JOB REQUISITION

CREATE THE JOB REQUISITION FOR THE POSITION YOU EITHER JUST CREATED/GOT APPROVED, OR FOR THE ONE THAT ALREADY EXISTS:

1. REVIEW THE JOB DETAILS.
2. SKIP THE QUALIFICATIONS AND THE ORGANIZATIONS SECTIONS.
3. FILL OUT THE RECRUITING QUESTIONNAIRE.

USER GUIDE  
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YOUR R.O.P. IS A GREAT RESOURCE ON THIS STEP!

HCM INITIATE 2,  
HR PARTNER,  
OR ACADEMIC PARTNER

### APPROVE

APPROVALS FOR THE JOB REQUISITION WILL NEED TO GO THROUGH THE FOLLOWING ROLES:

- HR/ACADEMIC PARTNER
- ADDITIONAL APPROVER I
- RECRUITING OFFICE PARTNER

AFTER THE RECRUITING OFFICE PARTNER APPROVES, WORKDAY SENDS THE POSITION AND JOB REQUISITION DATA OVER TO UWHIRES.

APPROVERS

### RECRUIT (UWHIRES)

RECRUIT FOR THE POSITION, SELECT CANDIDATE, AND MAKE THE OFFER.

1. JOB GETS POSTED BY RECRUITING OFFICE PARTNER AND INITIAL RESUME SCREENINGS HAPPEN.
2. HIRING MANAGER WILL REVIEW RESUMES, INTERVIEW, AND SELECT THE CANDIDATE VIA THEIR UWHIRES WORKBENCH.
3. COMPENSATION IS NEGOTIATED BY DEPT. AND APPROVED IN UWHIRES.

HIRING MANAGER,  
RECRUITING OFFICE, &  
COMPENSATION OFFICE

### SELECT A CANDIDATE (UWHIRES)

VIA ADD ACTIVITY, SELECT "DEPT. HIRE PRE-HIRE" TO INITIATE THE HIRING PROCESS IN UWHIRES.

HIRING MANAGER

ONCE THESE ARE SENT, THE CANDIDATE BEGINS ENTERING INFORMATION AND THE RECRUITING OFFICE PARTNER RUNS THE BACKGROUND CHECK AT THIS POINT.

### SEND HIRE /CHANGE JOB/REHIRE / ADD JOB (UWHIRES)

DETERMINE WHETHER THIS IS A HIRE, REHIRE, CHANGE JOB, REHIRE, OR ADD JOB BASED ON EMPLOYEE'S CURRENT EMPLOYMENT STATUS AT UW AND SEND TO WORKDAY.

HIRE/REHIRE → USER GUIDE CLICK HERE → CHANGE JOB → USER GUIDE CLICK HERE → ADD JOB → USER GUIDE CLICK HERE

RECRUITING OFFICE PARTNER

THIS WILL SEND THIS HIRE/CHANGE JOB/REHIRE INFORMATION BACK TO THE HCM INITIATE 2'S INBOX IN WORKDAY

### APPROVE

APPROVALS FOR THE HIRE WILL NEED TO GO THROUGH THE FOLLOWING ROLES:

1. HCM INITIATE 2
2. HR/ACADEMIC PARTNER
3. THE ISC

APPROVERS

### END

EMPLOYEE WILL COMPLETE ONBOARDING TO-DO IN INBOX.

EMPLOYEE

UNIVERSITY of WASHINGTON

INTEGRATED SERVICE CENTER