



Search Committee Guide



This Kean Workday MyGuide is intended for the following users:

Search Committee Members

Search Committee Members – How to View Resumes

Step 1

Good Morning, Keanu Cougar

Awaiting Your Action
You're all caught up on your tasks.

Timely Suggestions
Here's where you'll get updates on your active items.

Recommended for You

- Understand Your People Network**
Based on your role
[View Org Chart](#)
- Showcase Your Best Self with Your Profile**
Based on your most popular actions
[Manage Profile](#)

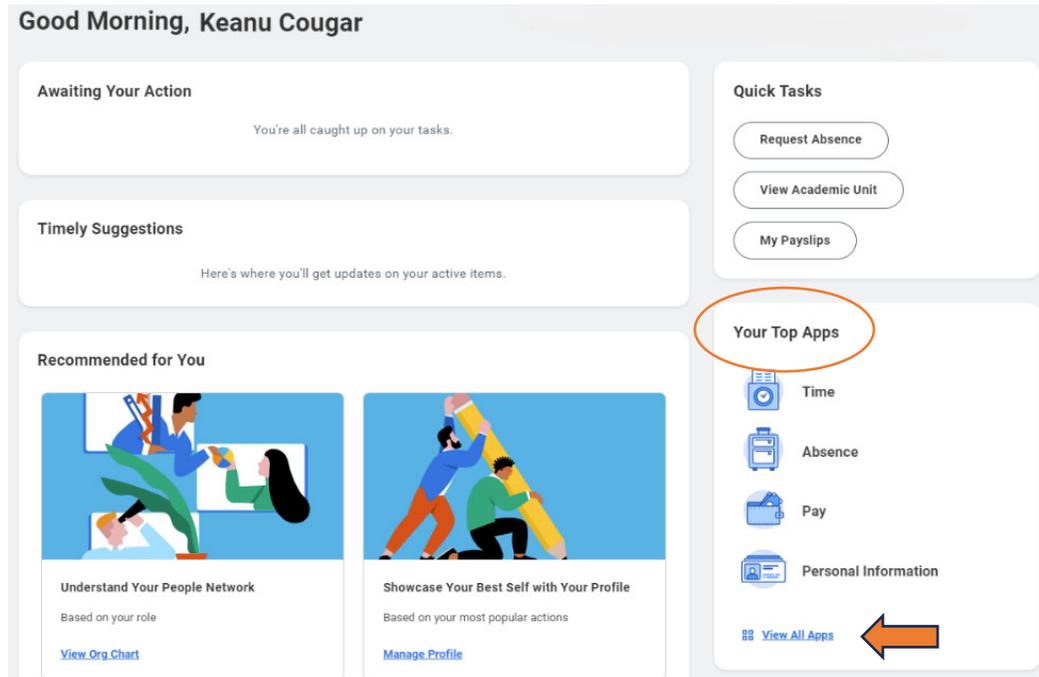
Quick Tasks

- [Request Absence](#)
- [View Academic Unit](#)
- [My Payslips](#)

Your Top Apps

- [Time](#)
- [Absence](#)
- [Pay](#)
- [Personal Information](#)

[View All Apps](#)



From your home page, click on the “Job Requisition Workspace” worklet icon. If it is not listed under “Your Top Apps”, click on “View All Apps”.

Menu

[Apps](#) [Shortcuts](#)

Your Saved Order

-  Team Performance
 -  Absence
 -  Pay
 -  Personal Information
 -  Benefits
 -  Performance
 -  My Team Management
 -  Time and Absence
 -  Requests
 -  Favorites
 -  Job Requisition Workspace
- 

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

 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.

Do not select Decline these Applications.

The screenshot shows the recruitment system interface for the position of R1633 Assistant/Associate Professor, School of Criminal Justice & Public Administration (Criminal Justice). The interface includes a search bar, a menu, and a table of candidates. The table has columns for Job Application, Step / Disposition, Awaiting Me, Awaiting Action, No Show, Date Applied, Current Title, Current Company, Resume, Source, and Jobs Applied to. The 'Move Forward' button is highlighted.

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	No Show	Date Applied	Current Title	Current Company	Resume	Source	Jobs Applied to
Matthew Hralik (Internal) (CAN1979)	Review		2		09/27/2022			Matthew Hralik coverletter.docx Matthew Resuma10.docx REF.docx	Internal -> Current Employee	3
William Pruitt (CAN12227)	Review		2		09/26/2022	Visiting Assistant Professor of Criminology		Keen Uni cover letter.pdf Pruitt CV.docx Pruitt references.docx Pruitt Teaching Philosophy.pdf	Job Sites -> Higher Ed Jobs website	1
FARAH VERLUS (CAN12216)	Review		2		09/25/2022	Supervised visitation		Farah Verlus Resume Update.pdf	Job Sites -> CareerBuilder	1
YAMINI JHA (CAN1188)	Review		2		09/23/2022	Lecturer		Jha_Yamini_Vha_Sep_2022.docx	Job Sites -> Higher Ed Jobs website	1
Fangzhou Wang	Review		2		09/22/2022	Graduate-Research Assistant		Keen University_Cover Letter.pdf	Job Sites -> Inside Higher Ed website	1

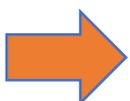
Step 3

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.

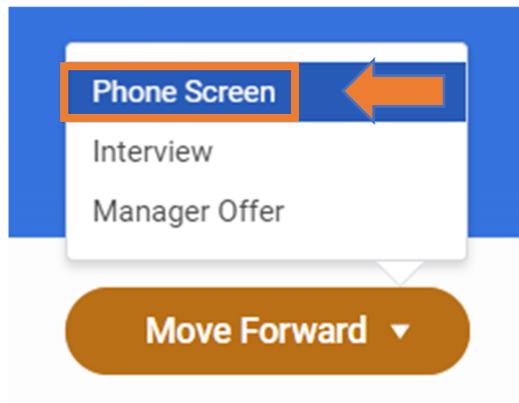
If a candidate is selected for a phone screen, and the Search Committee is cleared by the Office of Affirmative Action to proceed with their selected applicants, the Search Committee Chair will go to the lower left hand of the screen, click the orange "Move Forward" button and move the candidate to Phone Screen (screening is external of the system).

Only the Search Committee Chair should move qualified candidates forward to Phone Screen.

The screenshot shows the Candidate Profile page for Mark Cougar (CAN12975). The page includes a navigation menu on the left with options like Summary, Overview, Recruiting History, Screening, Interview, Qualifications Results, Attachments, Personal Notes, and Reminders. The main content area displays the candidate's information, including their phone number, email, location, and active job applications. A 'Move Forward' button is visible at the bottom left.

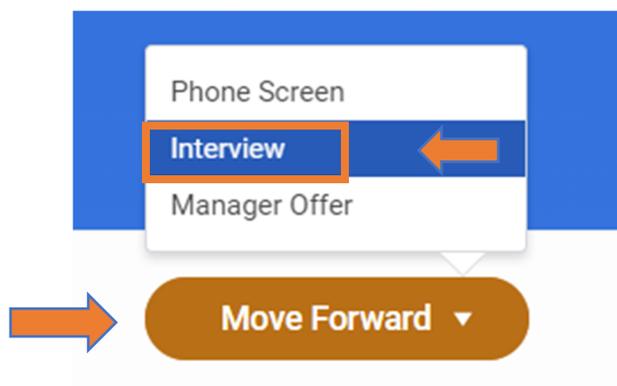
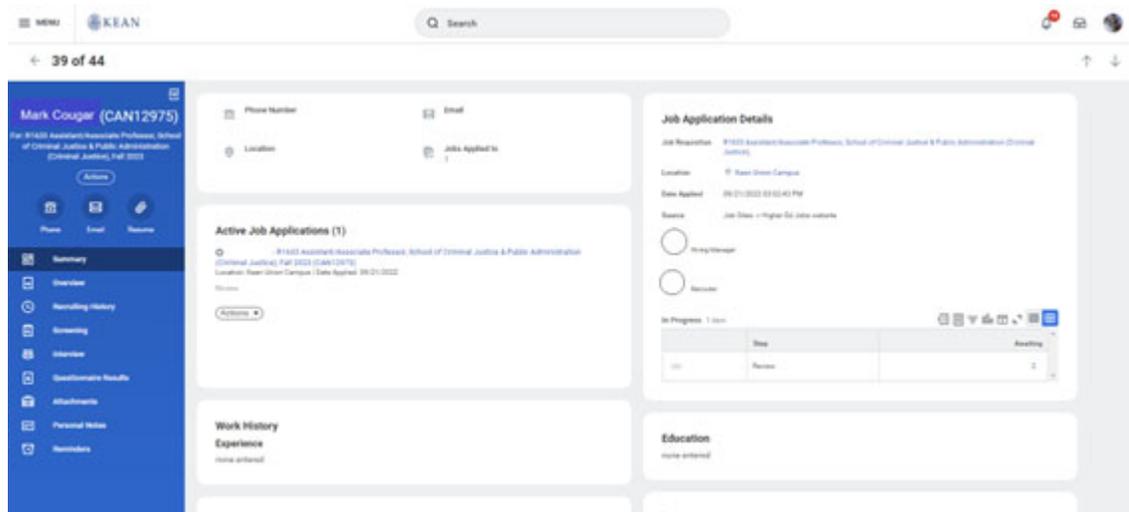


Move Forward ▾



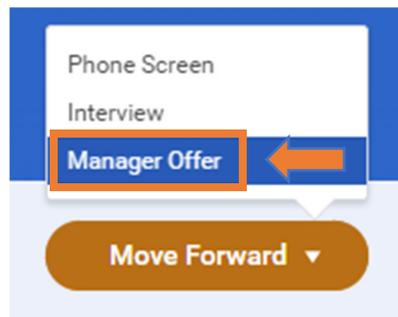
Step 4

Once the Search Committee has conducted phone screens and selected candidates to interview, the Search Chair will return to their candidate profile page and click the orange “Move Forward” button again, this time moving the candidates to “Interview” (interviewing is conducted external of the system).



All applicants should be left in “Review” “Phone Screen” or “Interview” if they are not selected to move forward. Declination notices will be automatically sent from the system when a search is completed and an official offer is accepted.

When the Search Committee makes a selection for a finalist, the Search Chair will move the candidate forward again, from the Candidate Profile screen, to “Manager Offer”.



This completes the Search Chair’s responsibilities in Workday, as the hiring manager will take over at the next level.

For Search related questions you may reach out to our Recruitment Team via email at recruitment@kean.edu.