KEAN | workday

My Guide

Search Committee Guide

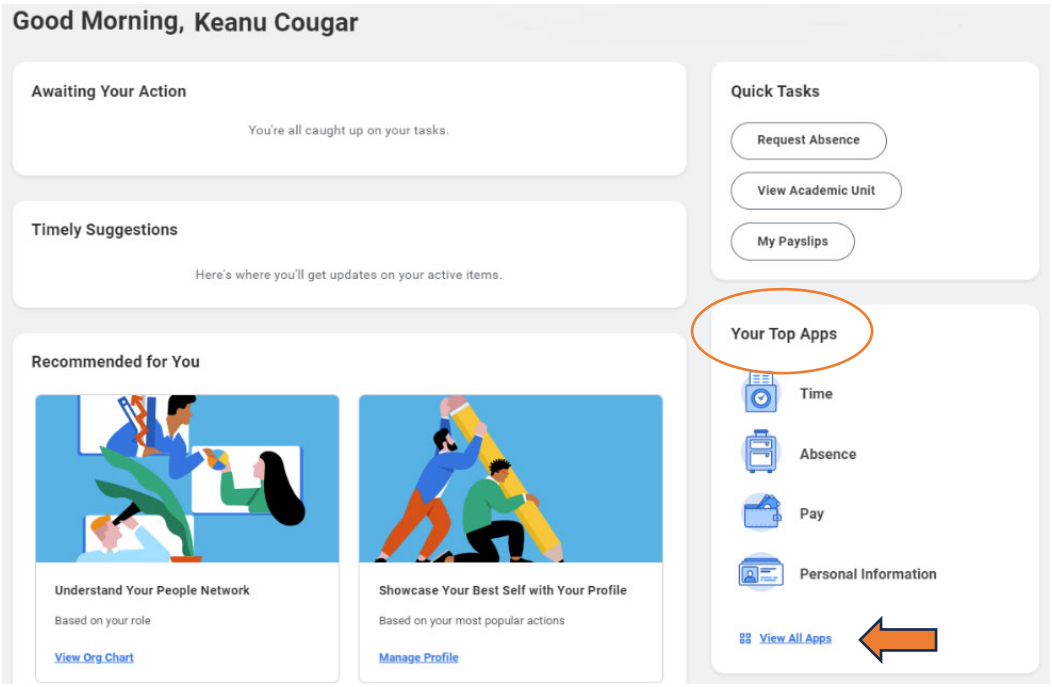


<u>This Kean Workday MyGuide is intended for the following users:</u>

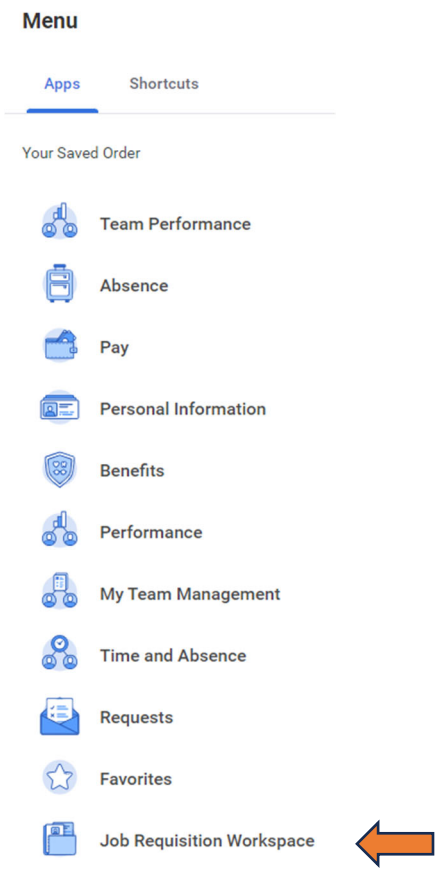
Search Committee Members

Search Committee Members – How to View Resumes

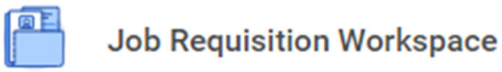
Step 1



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".



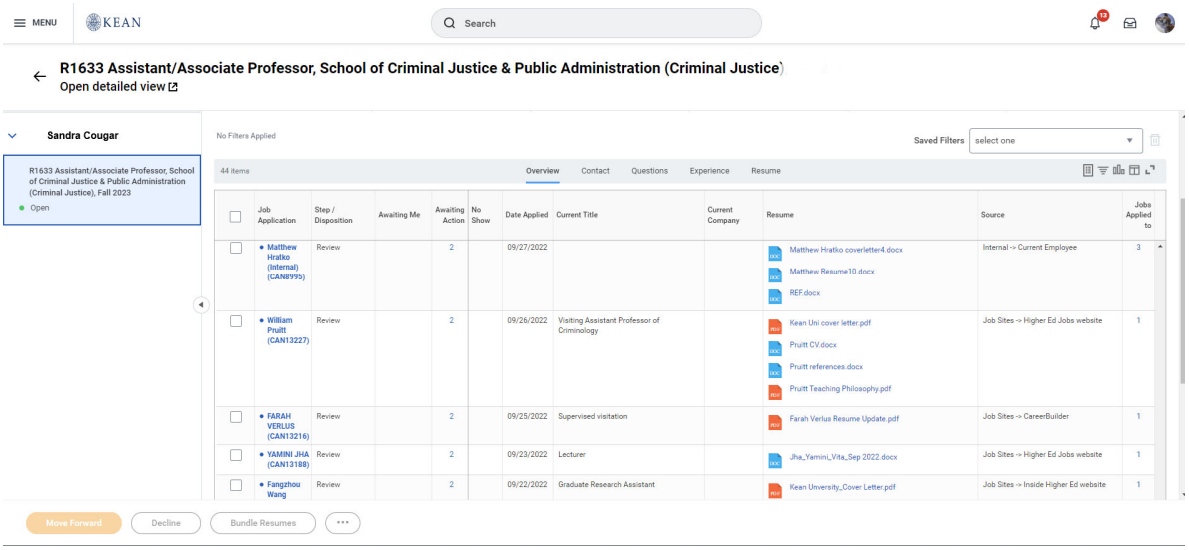
****Note that not all homepages are the same therefore your icon may not be in any particular order. The icon you are looking for says "Job Requisition Workspace".**



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.

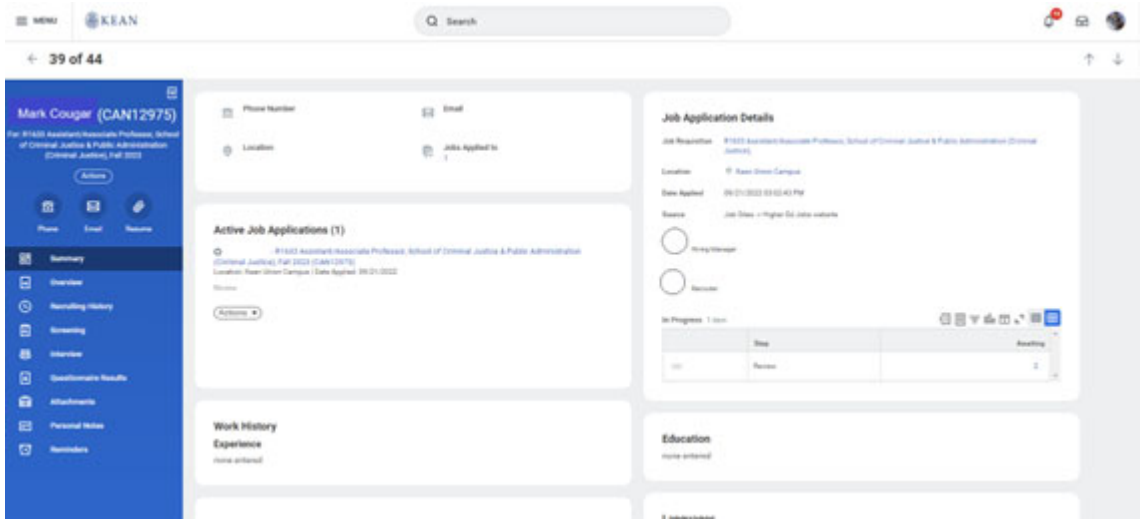


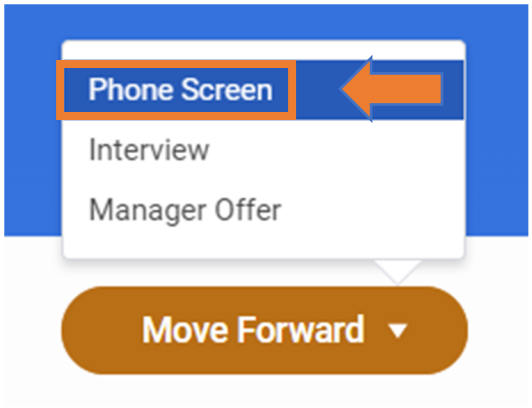
Step 3

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).

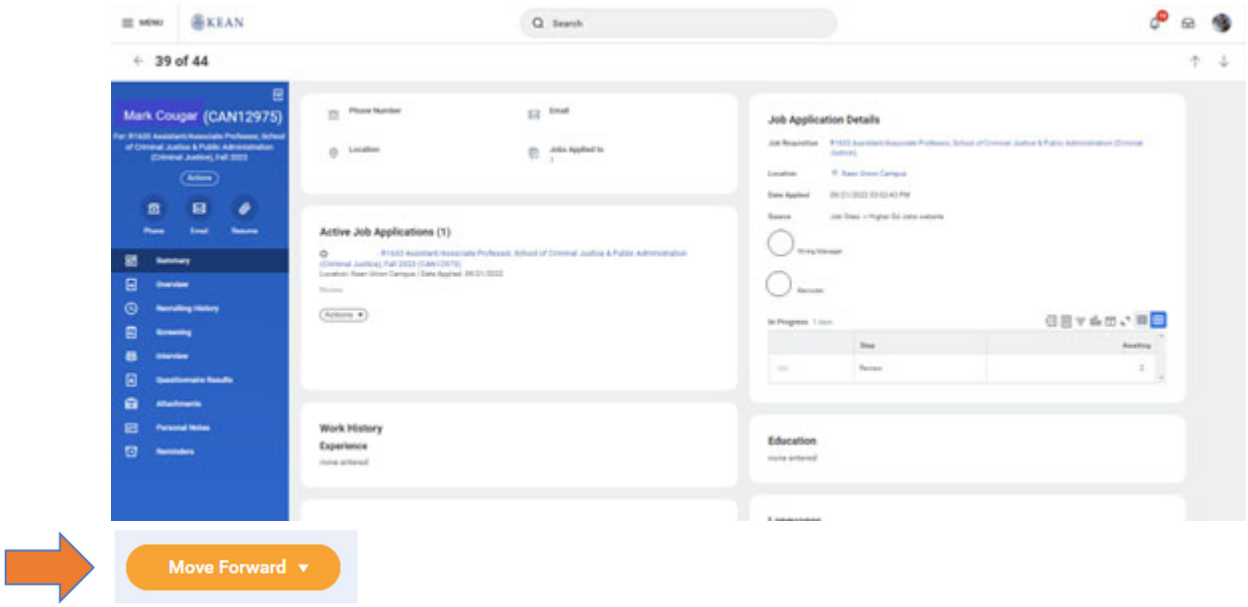
Only the Search Committee Chair should move qualified candidates forward to Phone Screen.

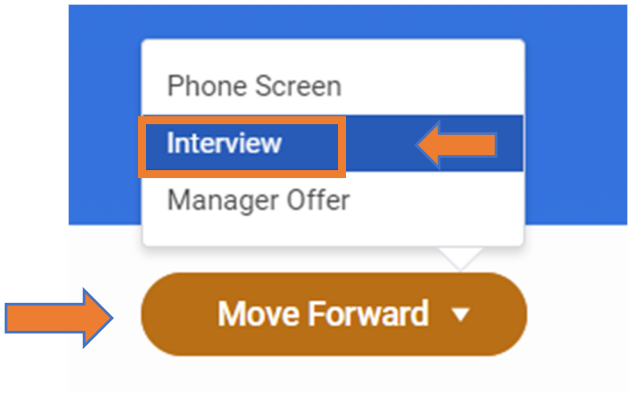




Step 4

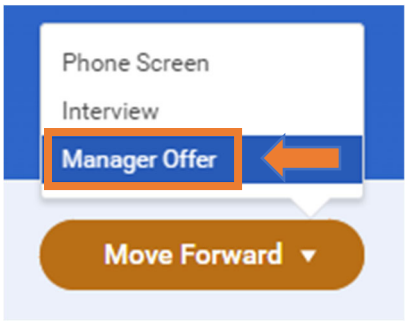
Once the Search Committee has conducted phone screens and selected candidates to interview, the Search Chair will return to their candidate profile page and click the orange "Move Forward" button again, this time moving the candidates to "Interview" (interviewing is conducted external of the system).





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 Seach 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.