KEAN | workday

My Guide

Manager Interview / Offer



The Kean | Workday MyGuide is intended for the following users :

Hiring Managers

KEAN | workday

My Guide

Manager Interview / Offer

Step 1: On the left hand side of your landing page is your To-Do action items. Click on the candidate designated as Manager Interview screen by your committee. As you have already had conversations with your committee, you are reviewing the candidate and can choose to interview if needed. Otherwise, please move the candidate forward to Manager Offer.

Step 2: The Manager Offer screen allows you to generate the offer stages of the candidate profile:

• Step 2.1 : using the pencil Icon on the right hand side under Details, enter the proposed hire date.

• Step 2.2 : Under Hire Reason – choose the category that matches. Click the orange submit button on the bottom left.

• Step 2.3: Under the Compensation Guidelines screen, please click the pencil to edit.

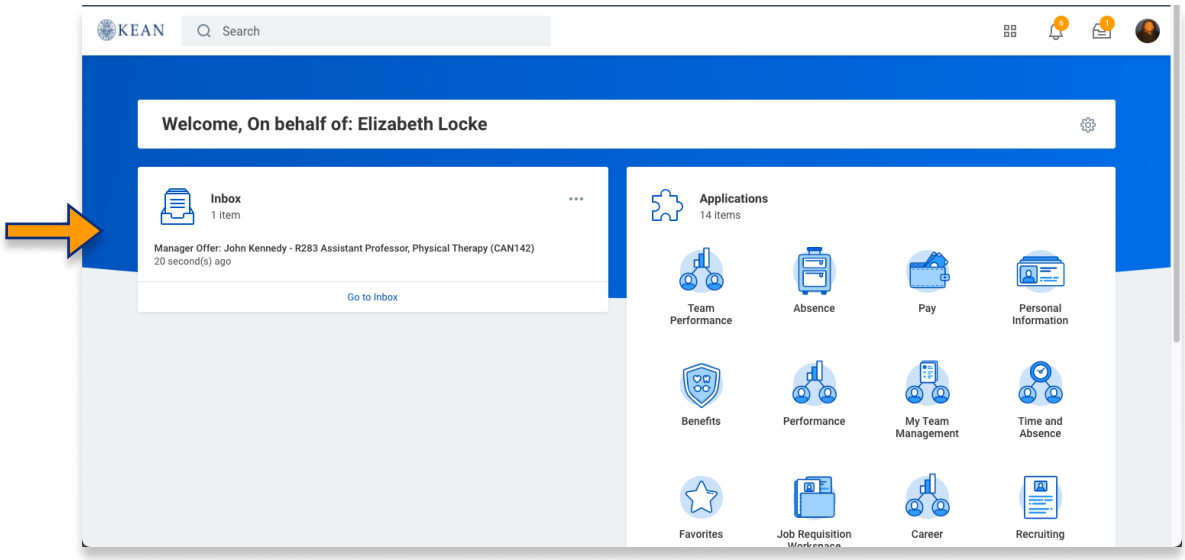
• Step 2.4: You are looking for the recommended Step. This step must also be in line with what the approved budget for the position is. Click Submit on the bottom left.

• Step 2.5: Review the offer and click submit. This action will send the offer for review to the Executive Director, the Dean, or the VPAA depending on the chain-of-command.

Step 3: The next level supervisor will review the offer from their inbox on their landing page. Once they approve and send the offer forward they will additionally approve in a similar fashion from their inbox, sending the offer up the chain of command.

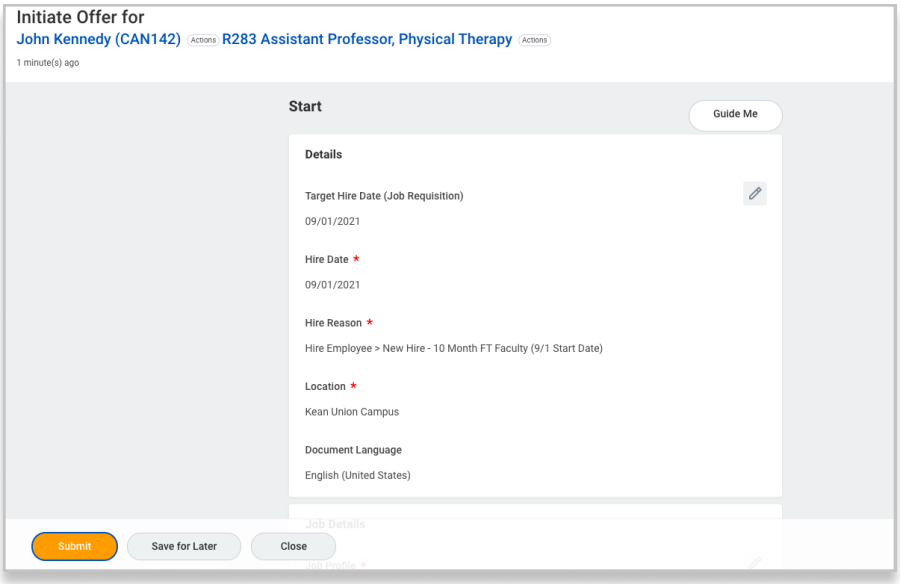
Step 1

On the left hand side of your landing page is your To-Do action items. Click on the candidate designated as Manager Interview screen by your committee. As you have already had conversations with your committee, you are reviewing the candidate and can choose to interview if needed. Otherwise, please move the candidate forward to Manager Offer.

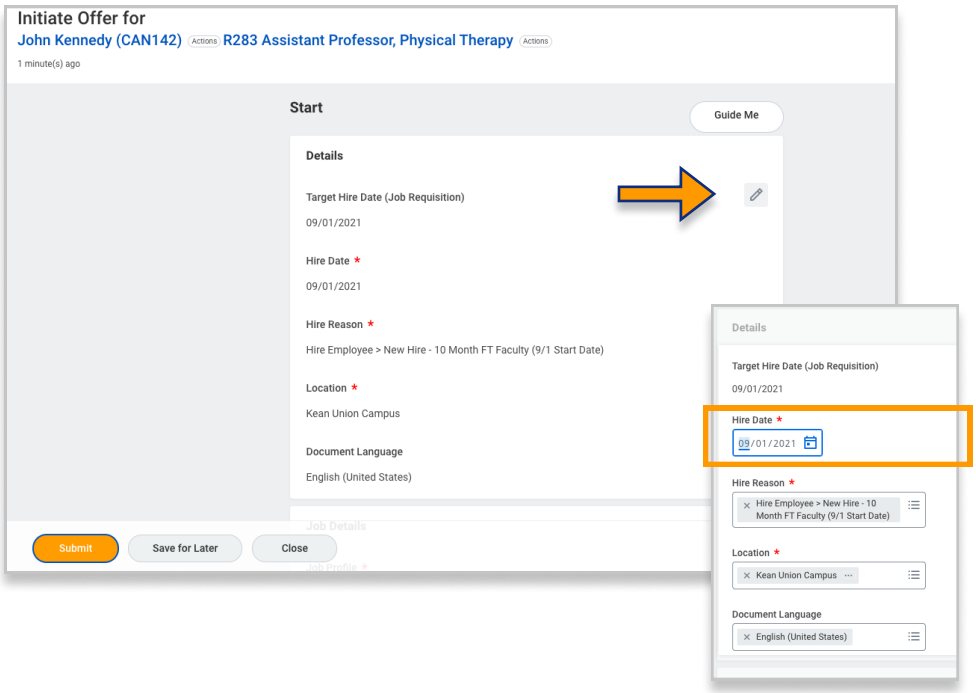


Step 2

The Manager Offer screen allows you to generate the offer stages of the candidate profile. There are five actions that need to be performed within this step. Following along the next page for more details.

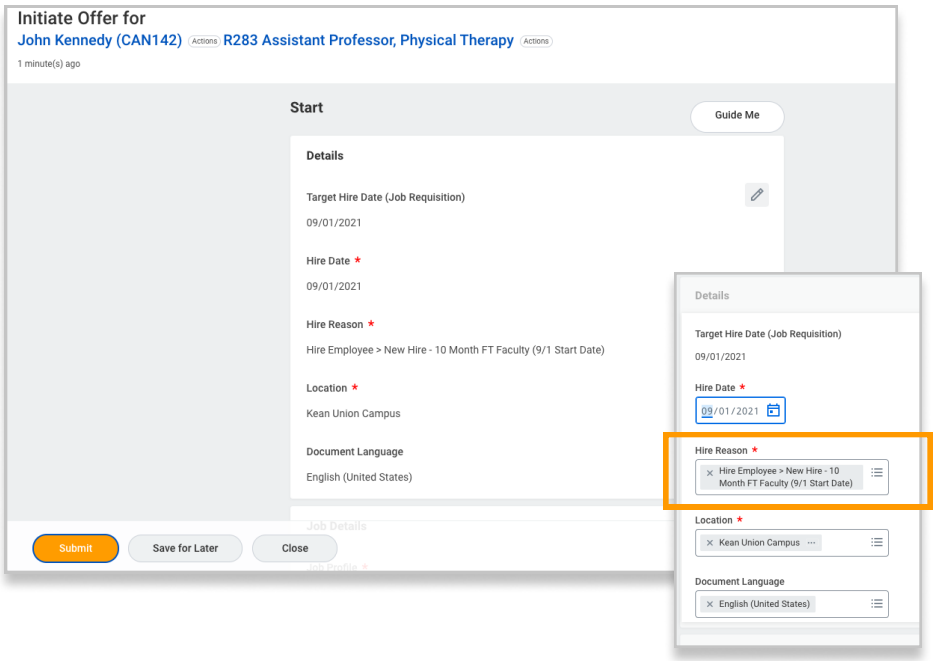


Step 2.1



Under the Compensation Guidelines screen, please click the pencil to edit.

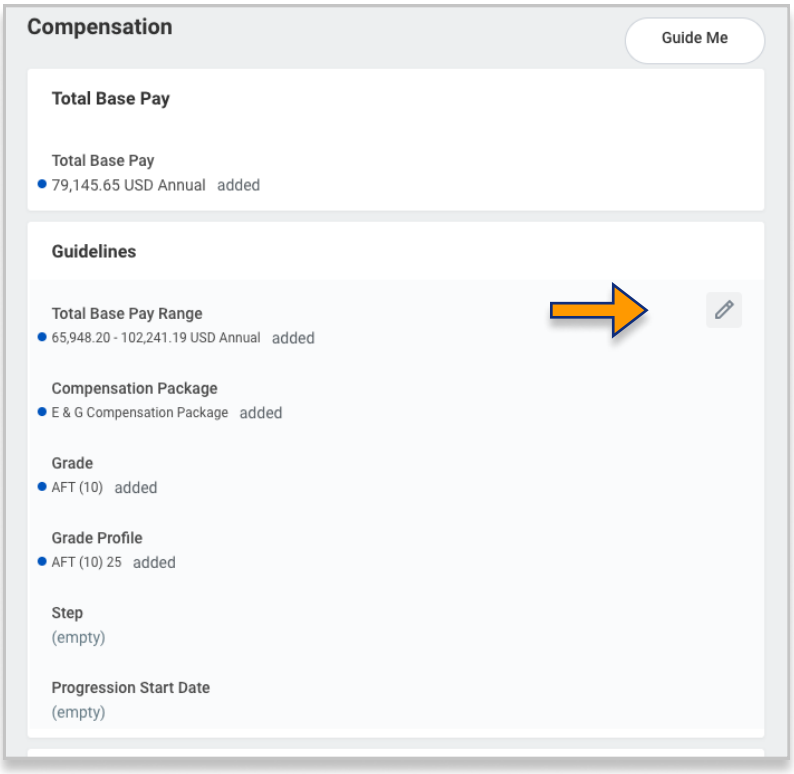
Step 2.2



Under Hire Reason – choose the category that matches.

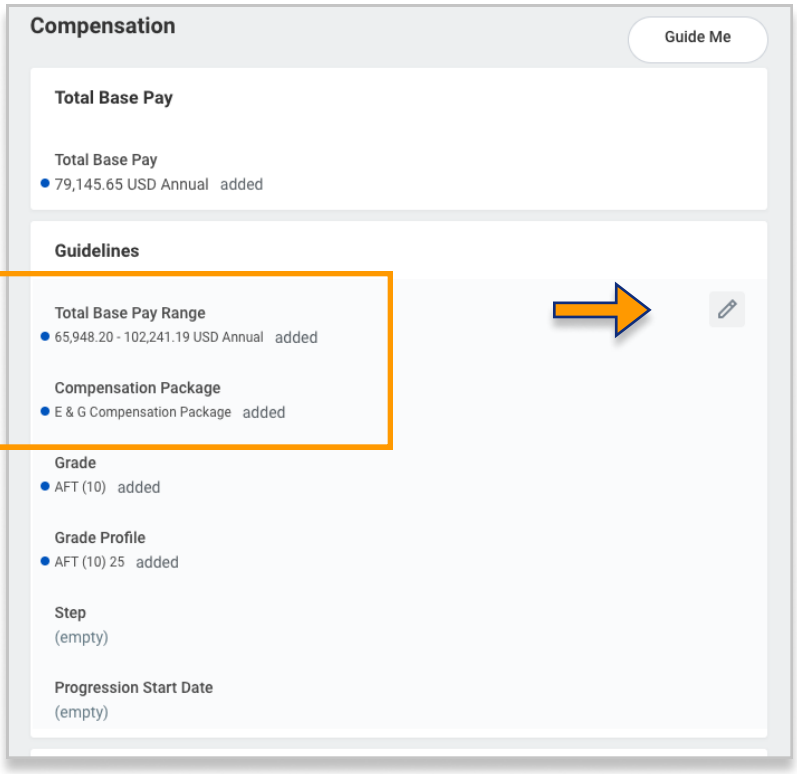
Consult with HR for assistance.

Click the orange Submit button on the bottom left.



Step 2.3

Under the Compensation Guidelines screen, please click the pencil to edit.

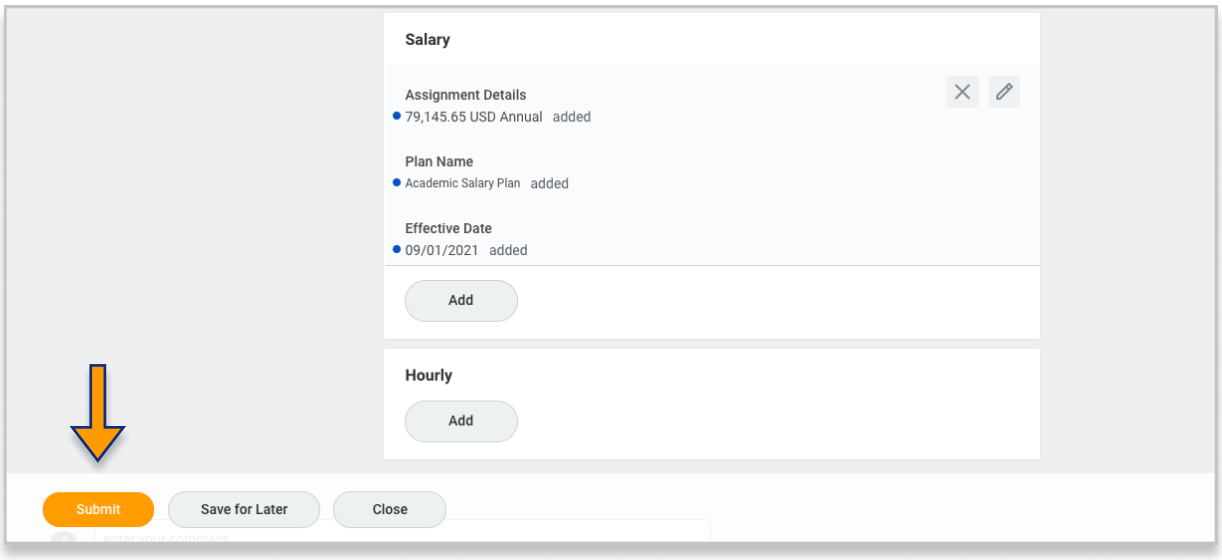


Step 2.4

You are looking for the recommended Step. This step must also be in line with what the approved budget for the position is. Click Submit on the bottom left.

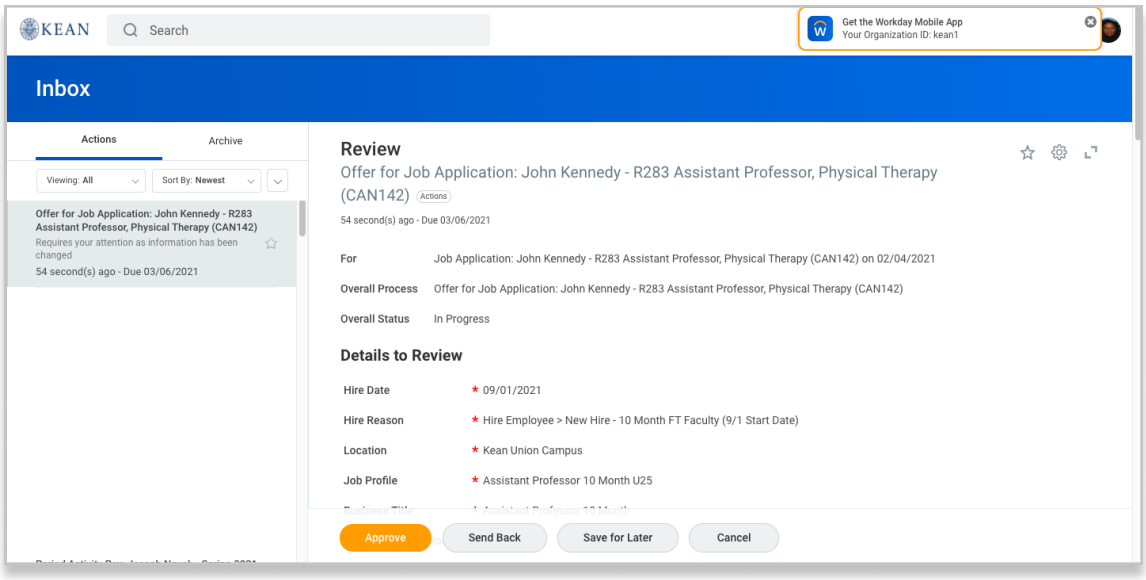
Step 2.5

Review the offer and click submit. This action will send the offer for review to the Executive Director, the Dean, or the VPAA depending on the chain-of-command.



Step 3

The next level supervisor will review the offer from their inbox on their landing page. Once they approve and send the offer forward they will additionally approve in a similar fashion from their inbox, sending the offer up the chain of command.



***If you have any further questions related to the "My Guide - Search Committee Members / Hiring Manager" as well as Workday, please contact the following:

Recruitment Supervisor :
Gina Kendra - (908) 737-3304 - gkuensel@kean.edu

Managing Assistant Director II :
Walter McGee - (908) 737-3316 - mcgeew@kean.edu

Program Assistant :
Bryant Ramirez - (908) 737-3311 - bramirez@kean.edu