

## ADJUNCT FACULTY RECRUITING PROCESS

### JOB MANAGEMENT REQUISITIONS

Job management (JM) requisitions allows us to develop a pool of candidates per discipline, while giving hiring managers the ability to hire from one requisition during the fiscal year. Adjunct/CE requisitions will be posted under JM requisitions and will be shared with other associate deans/directors across the district.

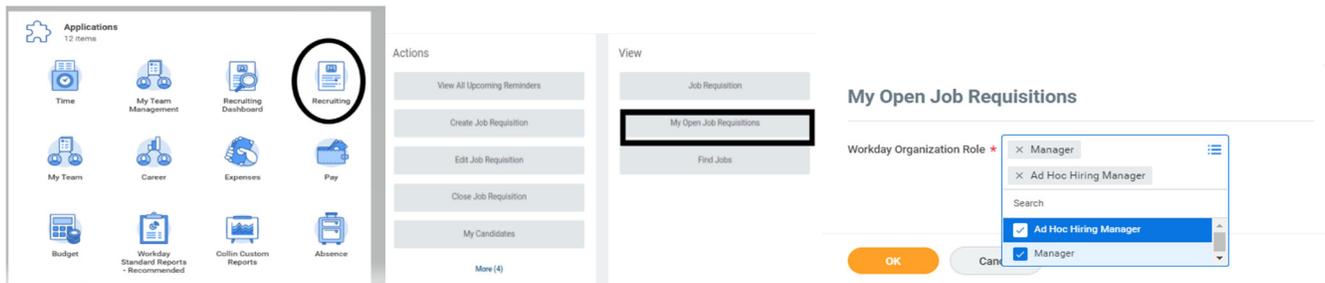


Note: Associate deans/directors who are the sole hiring manager for a specific discipline can open a req under their JM (Job Management) Org. JM requisitions will be set up by Human Resources and will be re-posted each academic year.

## LOCATING THE JOB REQUISITION

### THE RECRUITING WORKLET

1. Go to your Workday Dashboard and select the Recruiting Worklet.
  - a. From the “View” column, select “My Open Job Requisition.”
  - b. “Workday Organization Role” field should populate with “Manager.” Add “Ad Hoc Manager,” then select “OK.”
  - c. Select your requisition.



### WORKDAY SEARCH BAR

## Recruitment:

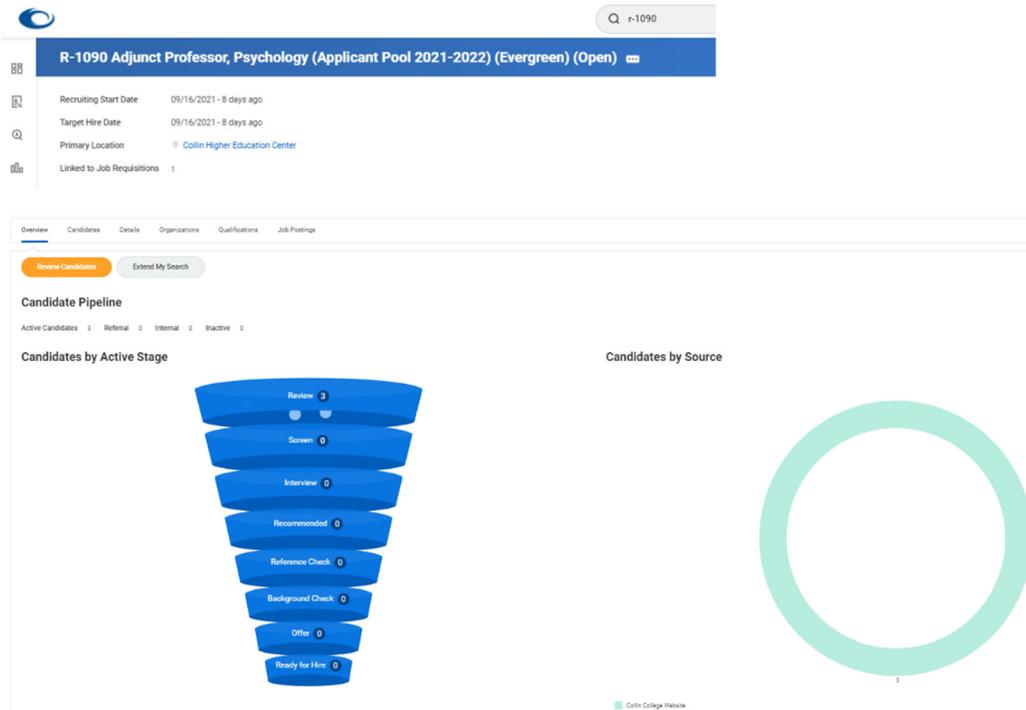
# Adjunct Faculty Recruiting Process



If you know your req number from the general Workday search bar, type in the job requisition number. If no results appear, be sure to select “All of Workday” or “Recruiting” in the sidebar menu as your search categories.

The screenshot shows the Workday search interface. At the top, a search bar contains the text 'r-1183'. Below the search bar is a blue header with the text 'Search Results'. On the left side, there is a vertical list of categories: Common, Drive, Expenses, Financial Accounting, Grants, Learning, Organizations, People, Processes, Procurement, Projects, Recruiting, Staffing, Student, Tasks and Reports, and All of Workday. The 'All of Workday' category is highlighted with a blue bar. The main content area shows 'Search Results: 1 items' and 'All of Workday'. Below this, a single result is listed: 'R-1183 Adjunct Professor, Communications ( Plano Campus) (Open) Job Requisition'. A tip message reads: 'Tip: try selecting another category from the left to see other results'.

## REVIEW OF THE JOB REQUISITION LANDING PAGE



**HEADER:** This area displays the Recruiting Start Date, Target Hire Date, and Primary Location. In addition, the assigned primary recruiter for this requisition, and the hiring manager are shown on left. **For Adjunct JM reqs., all requisitions will show the Adjunct Recruiting Coordinator and CHEC as the primary location.**

**OVERVIEW:** This section is displayed when a requisition is opened and provides the following:

- A. Applicant funnel, a high-level overview of the number of candidates and the number in each stage of the process. The funnel provides an automatic filter; clicking each level displays information on candidates in the respective stages.
- B. A graph showing a breakdown of sources where candidates found the job posting.

**CANDIDATES:** This section displays candidate information in grid format.

**DETAILS:** This section provides all requisition details.

**JOB POSTING:** Here you will find the posting start and end date and the link to the external job posting.

## MOVING CANDIDATE THROUGH THE STAGES



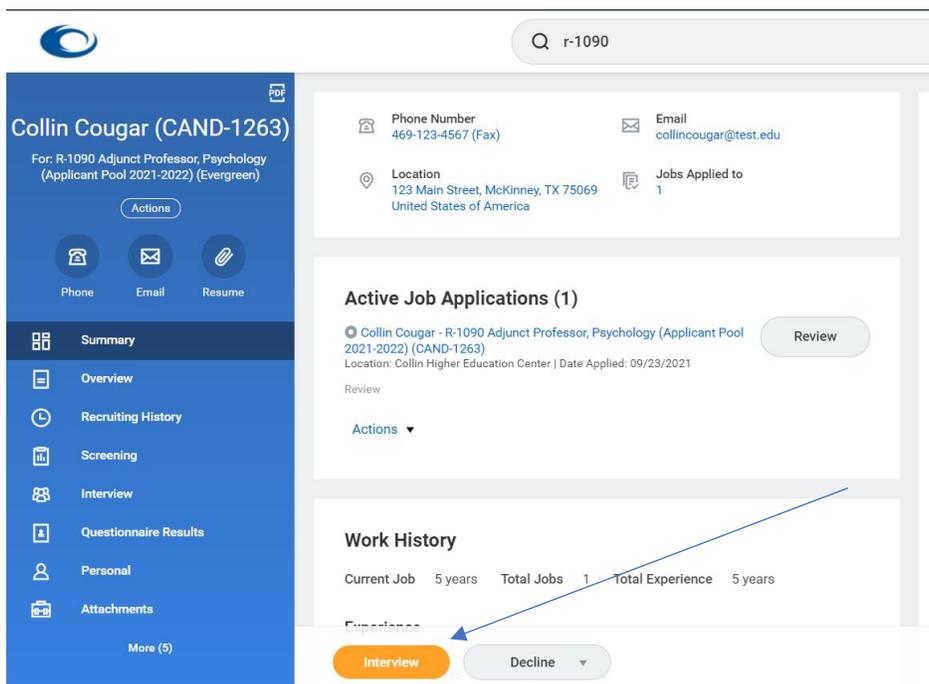
Note: Adjunct JM requisitions are shared with other associate deans/directors across the district. If you receive an inbox task for a candidate that you are not moving through, it should be ignored. Once the applicable associate dean completes the task, it will no longer be visible.

**REVIEW:** All applicants will start in the “Review” stage.

The ad hoc manager/associate dean/director moves the candidates through the various stages using the “Awaiting Me” actions or inbox task. You will not receive an inbox status for applicants that are in the “Review” status.

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Date Applied
<input type="checkbox"/>	• Collin Cougar (CAND-1427)	Review	Review	5	4	09/30/2021

The ad hoc manager/manager selects “Review” to view the applicant's profile and application details. The ad hoc manager will review qualifications and select “Interview” or “Decline.” To move the candidate forward to “Interview” status, select the “Interview” button icon. Only decline if the candidate does not meet the minimum qualifications for the position.



The screenshot displays the Workday recruitment interface for candidate Collin Cougar (CAND-1263). The interface includes a search bar at the top with the text 'r-1090'. On the left, there is a navigation menu with options: Summary, Overview, Recruiting History, Screening, Interview, Questionnaire Results, Personal, and Attachments. The main content area shows the candidate's profile with contact details (Phone Number: 469-123-4567 (Fax), Email: collincougar@test.edu, Location: 123 Main Street, McKinney, TX 75069, United States of America) and 'Jobs Applied to: 1'. Below this, the 'Active Job Applications (1)' section lists the application for 'Collin Cougar - R-1090 Adjunct Professor, Psychology (Applicant Pool 2021-2022) (CAND-1263)' with a 'Review' button. The 'Work History' section shows 'Current Job: 5 years', 'Total Jobs: 1', and 'Total Experience: 5 years'. At the bottom, there are buttons for 'Interview' and 'Decline'.

INTERVIEW



Note: Please confirm date and time with the candidate via email and/or phone. The schedule interview task is no longer required via Workday.

1. The ad hoc hiring manager will receive a to-do task to “Attach Interview Notes.” Please attach interview notes to the candidate's profile per the instructions. The task must also be completed by selecting “Submit” in your inbox.



**Inbox**  
2 items

Attach Interview Notes: Interview: Collin Cougar - R-1090 Adjunct Professor, Psychology (Applica...  
8 second(s) ago - Due 09/25/2021

**Complete To Do** Attach Interview Notes

3 minute(s) ago - Due 09/25/2021

For [Collin Cougar - R-1090 Adjunct Professor, Psychology \(Applicant Pool 2021-2022\) \(CAND-1263\)](#)

Overall Process [Job Application: Collin Cougar - R-1090 Adjunct Professor, Psychology \(Applicant Pool 2021-2022\) \(CAND-1263\) on 09/23/2021](#)

Overall Status In Progress

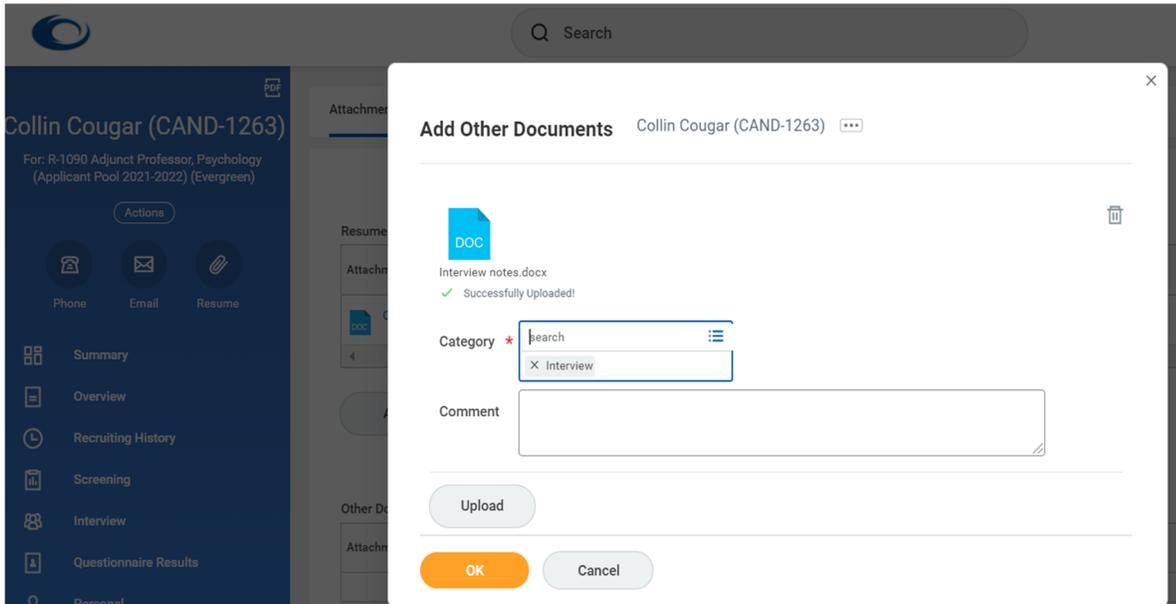
Instructions Please attach interview notes to the candidates record. Pull up your candidate's record either by [clicking link above next to "For: candidate name and job requisition number"](#) or searching their name or from the job requisition itself. On the left side below the candidate you will see a list of pages, select "Attachments", once on attachment page, select ADD button under "Other Documents". Select the file you want to add, you will then receive a pop up and will need to select a Category, select Workday delivered categories, "INTERVIEW" or you can also just type "Interview".

enter your comment

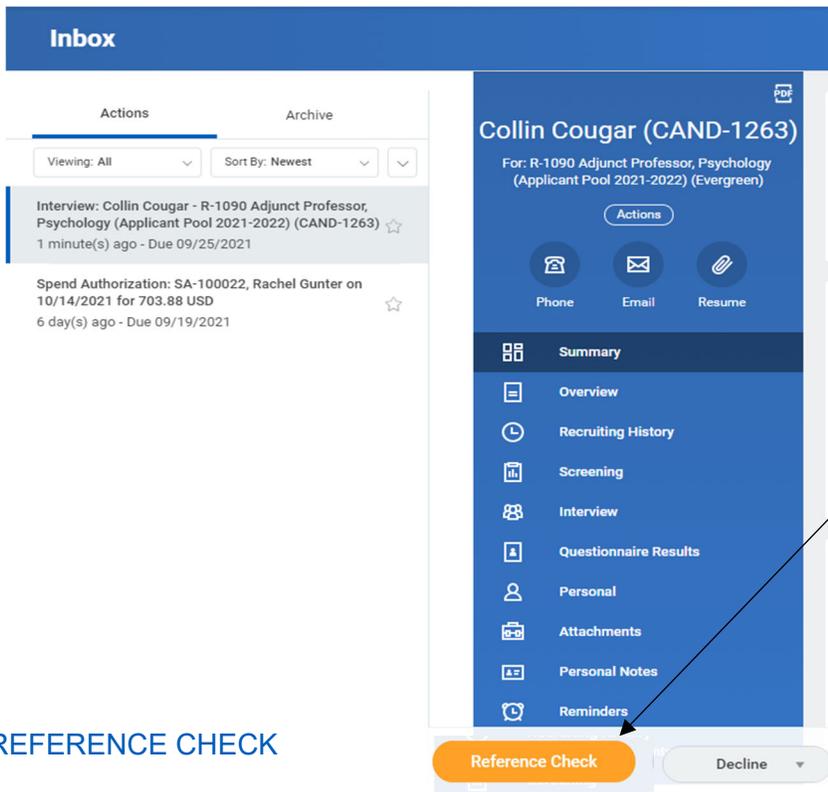
Submit Save for Later Close

# Recruitment:

# Adjunct Faculty Recruiting Process



- 2. The ad hoc hiring manager will receive an inbox task to provide their decision after the interview notes are submitted. If interested in moving the applicant forward, the ad hoc hiring manager will select "Reference Check".

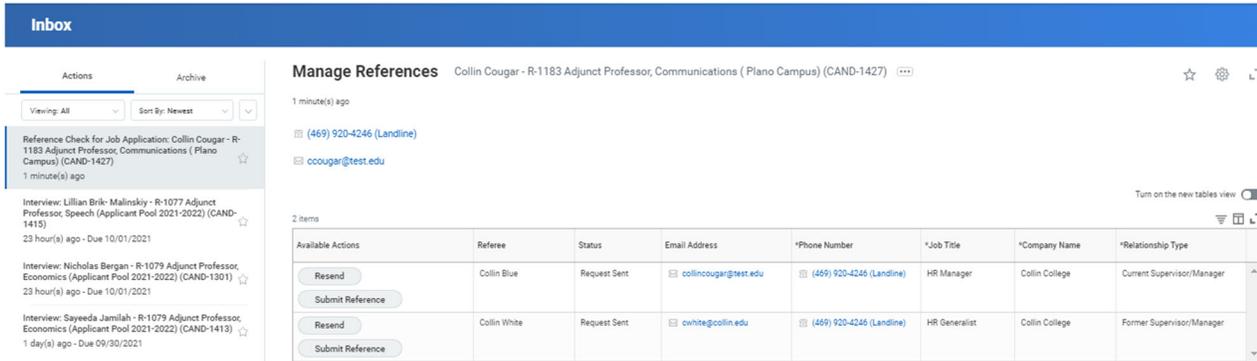


## REFERENCE CHECK



Your screens and processes may vary from this document. 6

1. The external candidate will be sent a link to add reference contact information.
2. Once the references have been added by the candidate, the hiring manager will receive the “Manage Reference” inbox task.



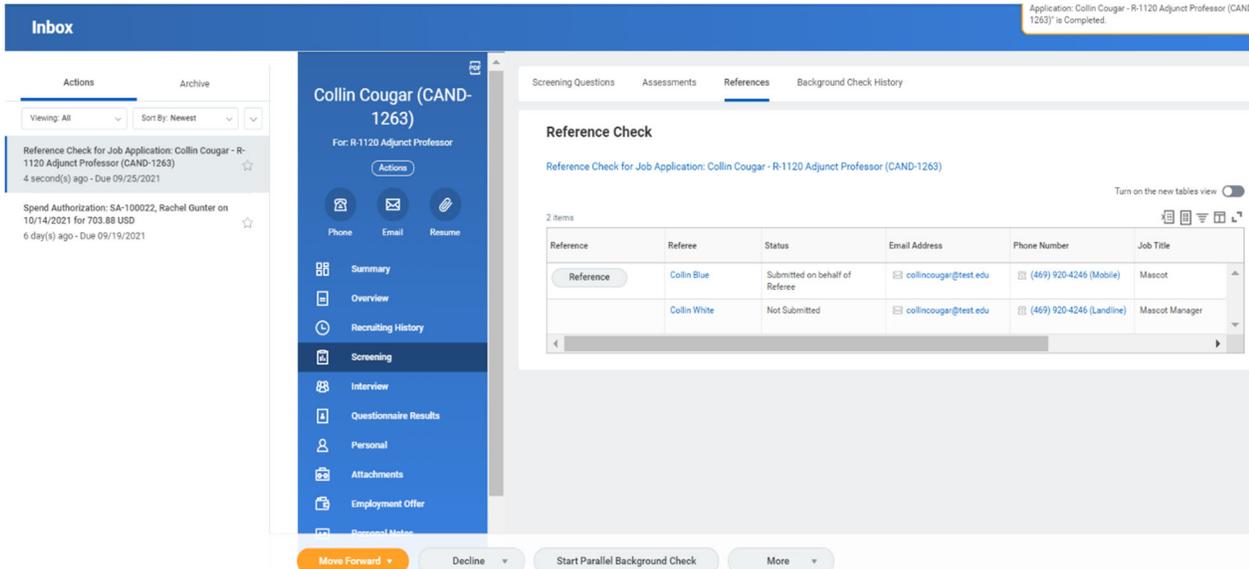
Available Actions	Referee	Status	Email Address	*Phone Number	*Job Title	*Company Name	*Relationship Type
Resend Submit Reference	Collin Blue	Request Sent	collincougar@test.edu	(469) 920-4246 (Landline)	HR Manager	Collin College	Current Supervisor/Manager
Resend Submit Reference	Collin White	Request Sent	cwhite@collin.edu	(469) 920-4246 (Landline)	HR Generalist	Collin College	Former Supervisor/Manager

3. The hiring manager will monitor the receipt of references via the “Manage Reference” task.  
**DO NOT** click this task as complete if all the references have not been received.
  - a. The manager can resend the reference questionnaire to the referee.
  - b. The manager can submit the reference letter on behalf of the referee.



Note: For internal candidates – the hiring manager will receive a To-Do item to upload a candidate reference from the current supervisor.  
\*To upload the documentation, go to the “Candidate profile” and select “Attachment.” Upload the attachment in the “Other Documents” section and label as “reference letter.”

4. Managers can review references that have been submitted by the referees by going to the candidate’s Profile > Screening > References.
5. Once the background has been completed, move candidate’s status to “Background Check.”



Application: Collin Cougar - R-1120 Adjunct Professor (CAND-1263) is Completed.

**Collin Cougar (CAND-1263)**  
For: R-1120 Adjunct Professor

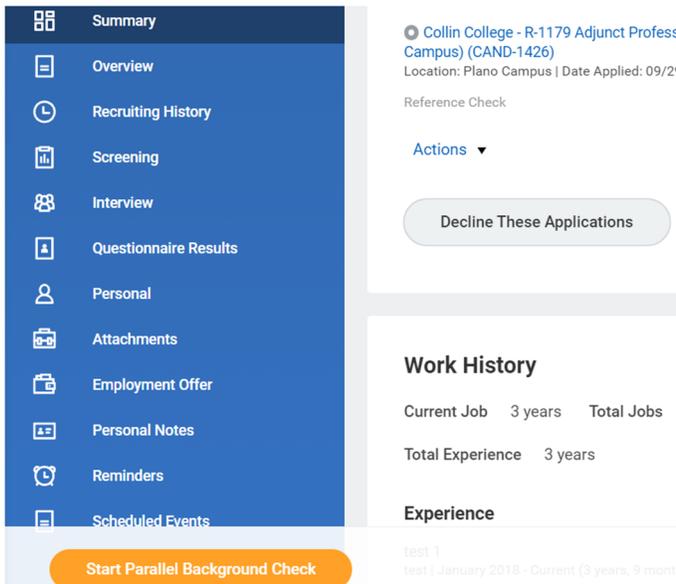
Reference Check for Job Application: Collin Cougar - R-1120 Adjunct Professor (CAND-1263)

Reference	Referee	Status	Email Address	Phone Number	Job Title
Reference	Collin Blue	Submitted on behalf of Referee	collincougar@test.edu	(469) 920-4246 (Mobile)	Mascot
	Collin White	Not Submitted	collincougar@test.edu	(469) 920-4246 (Landline)	Mascot Manager

Actions: Move Forward, Decline, Start Parallel Background Check, More

## BACKGROUND CHECK

1. A parallel background check can be initiated while references are pending.



Collin College - R-1179 Adjunct Professor (CAND-1426)  
Location: Plano Campus | Date Applied: 09/21/2021

Reference Check

Actions

Decline These Applications

**Work History**

Current Job 3 years Total Jobs

Total Experience 3 years

**Experience**

test 1  
test | January 2018 - Current (3 years, 9 months)

Start Parallel Background Check

2. Once references have been completed, you will receive an inbox task to move forward to background check.

### Inbox

Actions      Archive

Viewing: All      Sort By: Newest

Reference Check for Job Application: Collin Cougar - R-1183 Adjunct Professor, Communications (Plano Campus) (CAND-1427) ☆  
17 second(s) ago - Due 10/02/2021

Interview: [redacted] - R-1077 Adjunct Professor, Speech (Applicant Pool 2021-2022) (CAND-1415) ☆  
23 hour(s) ago - Due 10/01/2021

Interview: [redacted] R-1079 Adjunct Professor, Economics (Applicant Pool 2021-2022) (CAND-1301) ☆  
23 hour(s) ago - Due 10/01/2021

Interview: [redacted] R-1079 Adjunct Professor, Economics (Applicant Pool 2021-2022) (CAND-1413) ☆  
1 day(s) ago - Due 09/30/2021

Absence Request: [redacted] ☆  
16 day(s) ago - Due 09/15/2021; Effective 09/09/2021

Onboarding Setup for Hire: [redacted] - Active) - P-10000087 Adjunct Professor on 09/01/2021 ☆  
19 day(s) ago - Due 09/11/2021; Effective 09/01/2021

#### Collin Cougar (CAND-1427)

For: R-1183 Adjunct Professor, Communications (Plano Campus)

Actions

Phone      Email      Resume

#### Summary

- Overview
- Recruiting History
- Screening
- Interview
- Questionnaire Results
- Personal
- Attachments
- Employment Offer
- Personal Notes
- Reminders
- Scheduled Events

Request Background Check  
Additional References

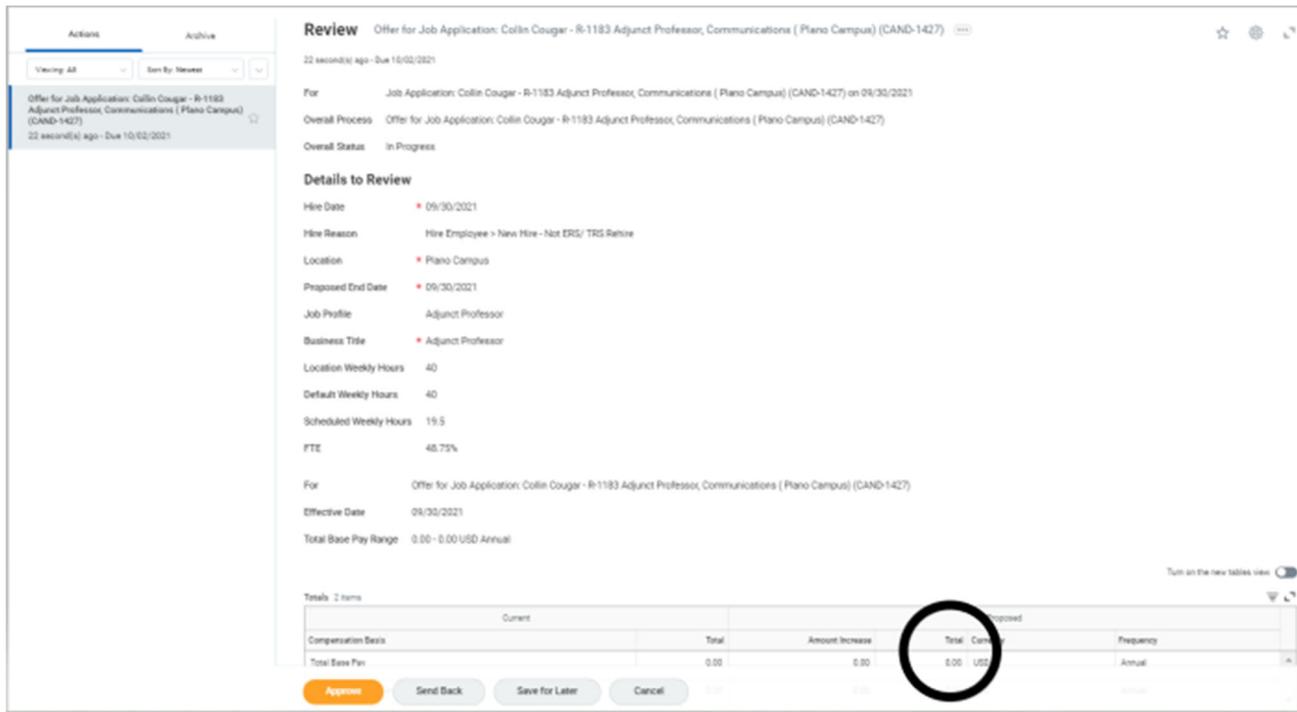
Move Forward      Decline

OFFER LETTER

1. The HR Adjunct Coordinator will route the offer for approval once the background is completed.
2. The hiring manager and the dean will be required to approve the offer details before the offer letter is generated.



Note: Offer details will show \$0.00 in the “Review Offer” approval but will not be visible in the offer letter.



**Review** Offer for Job Application: Collin Cougar - R-1183 Adjunct Professor, Communications (Plano Campus) (CAND-1427)

22 second(s) ago - Due 10/02/2021

For Job Application: Collin Cougar - R-1183 Adjunct Professor, Communications (Plano Campus) (CAND-1427) on 09/30/2021

Overall Process Offer for Job Application: Collin Cougar - R-1183 Adjunct Professor, Communications (Plano Campus) (CAND-1427)

Overall Status In Progress

**Details to Review**

Hire Date 09/30/2021

Hire Reason Hire Employee - New Hire - Not ERS/ TRS Ratione

Location Plano Campus

Proposed End Date 09/30/2021

Job Profile Adjunct Professor

Business Title Adjunct Professor

Location Weekly Hours 40

Default Weekly Hours 40

Scheduled Weekly Hours 19.5

FTE 48.75%

For Offer for Job Application: Collin Cougar - R-1183 Adjunct Professor, Communications (Plano Campus) (CAND-1427)

Effective Date 09/30/2021

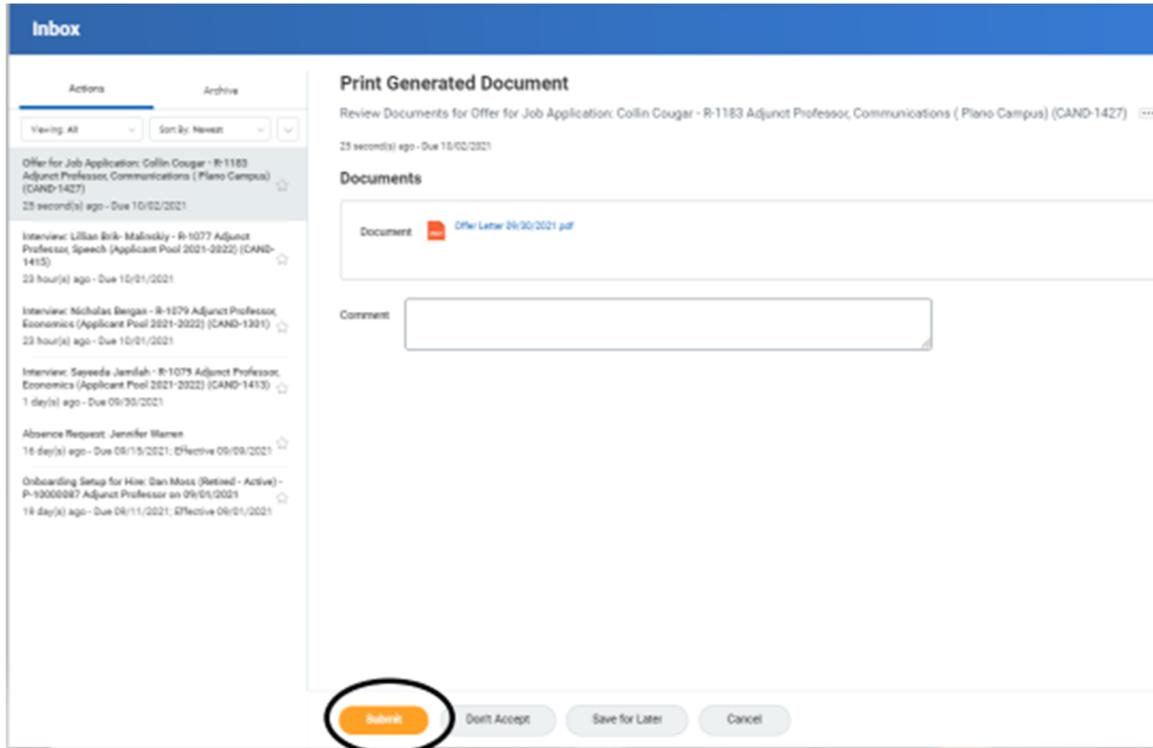
Total Base Pay Range 0.00 - 0.00 USD Annual

Totals: 2 items

Compensation Basis	Current	Total	Amount Increase	Proposed	Total	Comp	Frequency
Total Base Pay		0.00	0.00		0.00	USD	Annual

Buttons: Approve, Send Back, Save for Later, Cancel

3. Once the offer details have been approved, the offer letter will be generated and routed to the associate dean/director for final approval.



4. Once approved, the offer letter will be sent to the candidate for acceptance.



Dear Collin:

Collin College is pleased to inform you that you have been approved to be added to our active instructor pool and are now in consideration for teaching assignments as a part-time Adjunct Professor, Communications (Plano Campus). For information pertaining to pay rates, please contact your supervisor.

**Remaining new-hire action items:**

- **In the next few days, you will receive an email with *employee Workday access details*. You will need to log in to the employee account to initiate and complete new-hire onboarding. Within onboarding, multiple documents need to be reviewed and signed prior to the start date.**
- **If you are not a current Collin College employee, the Form I-9 may be completed up to 90 days before your start date and no later than your first day of employment. Please remember to bring supporting documentation necessary to complete your I-9. Please contact us at 972-985-3783.**

If you have any questions, please contact the HR department at 972-985-3783.

Sincerely,

Jaslyn Lue  
HR Consultant  
Collin College Human Resources

*Collin College is an at-will employer.*