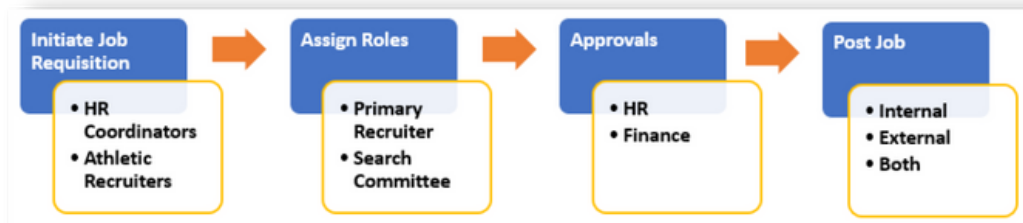# Workday Quick Facts:
The Recruiting & Hiring Processes

Workday Recruiting is an end-to-end talent acquisition application built to help UCF find, share, engage and select the best internal and external candidates.

What is the Job Requisition Process?

Creating a job requisition is the first step in initiating the recruiting process. HR Coordinators or Athletic Recruiters will initiate the job requisition. The recruiter or search committee roles will then be assigned. Next up are approvals by HR and Finance. Once approved, the job is posted internally, externally or both.

Initiate Job Requisition
- HR Coordinators
- Athletic Recruiters

→

Assign Roles
- Primary Recruiter
- Search Committee

→

Approvals
- HR
- Finance

→

Post Job
- Internal
- External
- Both

What is the Hire Process?

Workday provides a recuiting hub to manage the full process from recruiting to onboarding. The Candidate Pipeline provides an interactive graphic flowing candidates through the recruiting lifecycle.

1. Review
2. Screen
3. Assessment
4. Interview
5. Reference Check
6. Background Check
7. Offer
8. Hire

Candidate Pipeline

Active Candidates 3   Referral 0   Internal 0   Inactive 0

Candidates by Active Stage

- Review 0
- Screen 1
- Assessment 0
- Interview 1
- Reference Check 0
- Background Check 0
- Offer 1
- Ready for Hire 0