

JOB APPLICATION & CANDIDATE COMMUNICATION

Candidate experience is of utmost importance, and the communication they receive throughout the recruiting process is critical to ensuring a positive experience. Workday sends automated messages informing candidates when they have not been selected to forward, and these messages are tailored based on specific reasons to provide feedback to the candidate. Below is a list of reason codes and the stages in which they appear as an option to you as the hiring manager and the email text automatically sent from the Workday system to the candidate’s self-provided email address once you select the disposition reason.

FIRST STEP: ASSESSMENT (CLASSIFIED POSITIONS ONLY)



CLASSIFIED ONLY – Academic or Professional positions start at the screen step.

The **Talent Acquisition Partner** screens Classified candidates and moves qualified candidates forward for Hiring Manager Review. Candidates are not visible to hiring managers and HR Analysts in the Assessment stage.

NEXT STEP: SCREEN (MANAGER REVIEW)



The **Hiring Manager** will receive candidates in their inbox as they apply along with the Manager Review task, with the exception of Classified position applicants, who will complete the assessment stage first. The Hiring Manager indicates that they want to interview candidates via the ‘Move Forward’ option, and removes candidates who they are not interested in via the ‘Decline’ option.

Candidates who are moved forward to the interview stage are screened by the Talent Acquisition Partner to ensure they meet minimum qualifications and are eligible for hire. Candidates who are declined receive an automated email.

DISPOSITION REASONS AND CORRESPONDING EMAIL RESPONSES:

- **Move Forward**
 No system-automated email sent to candidate.
- **Decline - Candidate Withdrew – Candidate as Self**
 Your application has been successfully withdrawn for (*requisition/job title*). Thank you for considering furthering your career at LSU. We encourage you to continue to apply for positions as they become available within our organization.
- **Decline - Not Interested**
 Dear (*Legal Full Name*), Thank you for your interest in the (*Job Title*) position at Louisiana State University. While you were a qualified candidate, we have determined that the credentials of other candidates will better fit our needs at this time. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.

NEXT STEP: INTERVIEW



Once the **Talent Acquisition Partner** completes the pre-employment screening, the **Hiring Manager** will receive the Interview Rating task in their Workday inbox. The **Hiring Manager** enters Interview Rating: 'Move Forward – Reference Check', or the most appropriate 'Decline' option if the candidate will not be continuing in the hiring process.

DISPOSITION REASONS AND CORRESPONDING EMAIL RESPONSES:

- **Move Forward – Reference Check**
No system-automated email sent to candidate.
- **Decline – Hold for Future LSU Vacancies**
Dear (*Legal Full Name*), Thank you for your interest in the (*Job Title*) position at Louisiana State University. At this time, the hiring manager has elected to move forward with other candidates. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.
- **Decline – Not Interested**
Dear (*Legal Full Name*), Thank you for your interest in the (*Job Title*) position at Louisiana State University. At this time, the hiring manager has elected to move forward with other candidates. We encourage you to continue to apply for positions as they become available with our office as well as any other positions within our organization. You may view all currently advertised positions on our website at <https://lsu.wd1.myworkdayjobs.com/LSU>. Thank you again for your interest in our career opportunities.
- **Decline – Candidate Withdrew – No Reason Given**
No system-automated email sent to candidate.
- **Decline – Candidate Salary Expectations Not In Line With Position**
No system-automated email sent to candidate.
- **Decline – Candidate Accepted Another Job**
No system-automated email sent to candidate.
- **Decline – Unable to Contact**
No system-automated email sent to candidate.

NEXT STEP: REFERENCE CHECK



If the candidate was moved forward in the Interview step, a Workday task will appear in **Hiring Manager's** inbox to indicate the outcome of the reference check. Candidates should be given notice prior to checking references and social media. Only the **HR Analyst** should conduct a social media check, to allow for an unbiased approach. If the outcome of the candidate reference check or social media check is unsatisfactory, please contact the respective **Talent Acquisition Partner**. The **Hiring Manager** will enter the reference check result in Workday.

DISPOSITION REASONS AND CORRESPONDING EMAIL RESPONSES:

- **Satisfactory References – Move Forward**
No system-automated email sent to candidate.
- **Decline**
No system-automated email sent to candidate.

NEXT STEP: INITIATE OFFER AND BACKGROUND CHECK



The Workday Offer task will show in the **HR Analyst's** inbox to enter the offer details. Once a candidate is selected, the **Hiring Manager** or **HR Analyst** send drafted offer letter to **Talent Acquisition Partner** and **Compensation Consultant** for review and approval. Once approved, the offer is extended to candidate. Please note, no offer of employment, verbal or written, may be extended to a candidate without HRM approval.

The background check is initiated by **Talent Acquisition Partner**. Once results are received, **Talent Acquisition Partner** sends results to **HR Analyst** and moved candidate forward to Ready for Hire.

If the candidate declines, it is important that we capture the accurate reasoning in Workday (i.e. salary expectations, work location, accepted another job). The **Hiring Manager** should ensure to convey the reasoning to the departmental **HR Analyst** when a candidate declines an offer or withdraws throughout the recruiting process.

NEXT STEP: HIRE



Once the Hire is initiated by the **HR Analyst** in workday it will route to the Academic Partner (if applicable), Payroll Administrator, Compensation Finance Partner, HR Department Head, and Talent Acquisition Partner for final review and approvals. Once those steps have been completed, the Onboarding process will kick off and the new hire will have inbox items in their inbox that need to be completed.

APPENDIX A: RECRUITING FUNNEL WITH MODULE TASKS

STEP 1: ASSESSMENT STAGE

(CLASSIFIED ONLY) Academic or Professional positions start at the screen step.

Talent Acquisition Partner screens Classified candidates and moves qualified candidates forward for Hiring Manager Review. Candidates are not visible to hiring managers and HR Analysts in the Assessment stage.

STEP 2: SCREEN

Hiring Manager will receive candidates in their inbox as they apply, with the exception of Classified positions (Talent Acquisition Partner reviews Classified applicants prior to being released to the Hiring Manager). Hiring Manager indicates that they want to interview candidates via the 'Move Forward' option, and removes candidates who they are not interested in via the 'Decline' option.

Candidates who are moved forward to the interview stage are screened by the **Talent Acquisition Partner** to ensure they meet minimum qualifications and are eligible for hire. Candidates who are declined receive an automated email

STEP 3: INTERVIEW

Hiring Manager enters Interview Rating: 'Move Forward – Reference Check', or the most appropriate 'Decline' option if the candidate will not be continuing in the hiring process.

STEP 4: REFERENCE CHECK

Hiring Manager enters the Reference Check result in Workday.

STEP 5: OFFER

Once a candidate is selected, **Hiring Manager** or **HR Analyst** send drafted offer letter to **Talent Acquisition Partner** and **Compensation Consultant** for review and approval. Offer details entered by **HR Analyst** in **Workday**. Once approved, offer is extended to candidate. Please note, no offer of employment, verbal or written, may be extended to a candidate without HRM approval.

STEP 6: BACKGROUND CHECK

Background check is initiated by **Talent Acquisition Partner**. Once results are received, Talent Acquisition Partner sends results to **HR Analyst** and moved candidate forward to Ready for Hire.

STEP 7: READY FOR HIRE

Once the Hire is initiated by the HR Analyst in workday it will route to the Academic Partner (if applicable), Payroll Administrator, Compensation Finance Partner, HR Department Head, and Talent Acquisition Partner for final review and approvals. Once those steps have been completed, the Onboarding process will kick off and the new hire will have inbox items in their inbox that need to be completed.

