

Hiring Process Overview

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In Workday, the hiring process has three distinct phases: **job requisitions**, **recruiting**, and **hiring**. Read more about each of these processes below, then follow the links for detailed instructions.

Job Requisitions

Hiring managers use **Job Requisitions** in Workday to create and/or post job openings, collect applications, and access their candidate pool.

- [Learn more about job requisitions](#)

Recruiting

Employee recruitment is a multi-step process in which hiring managers advance job applicants through required screenings and interviews, culminating in an offer letter and—upon the candidate’s acceptance—un-posting the job and notifying unselected candidates.

- [Learn more about the recruiting flow](#)

Hiring

Once a candidate has accepted their offer letter, the official hiring process commences in Workday, during which the candidate completes any necessary steps as their profile is prepared for employee status.

- [Learn more about processing new hires](#)

Related Policies

- CCA Recruiting Toolkit (*coming soon*)
- **CCA Student Employment Program Handbook**