

# Tracking the Status of an Employment Action

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You can find the status of a hire or the add job business process (for student workers) from your supervisory organization.

## Steps

1. Search your name in Workday.
2. Select your **supervisory organization** from the results list (*supervisory organization* will be the result type, distinct from your profile).
  - Note that student and staff supervisory orgs are separate. Student supervisory organizations will include "**STU**" in the title.
3. From your supervisory org screen, click the **Staffing** tab.

4. The Staffing tab shows a table listing active, unfilled positions with open job requisitions, as well as any positions, requisitions, and hires still in-progress.

- Job requisitions pending approval will appear under **In Progress Requisition Actions**. When all approval steps are completed, the requisition status will be automatically changed from “in progress” to “successfully completed” and the job will be listed in the **Available to Fill** table.
- Click the link under the **Effective Job Requisition** column to view candidates who have applied for an open position.
- Follow the [recruiting process](#) to proceed with hiring for an open position.