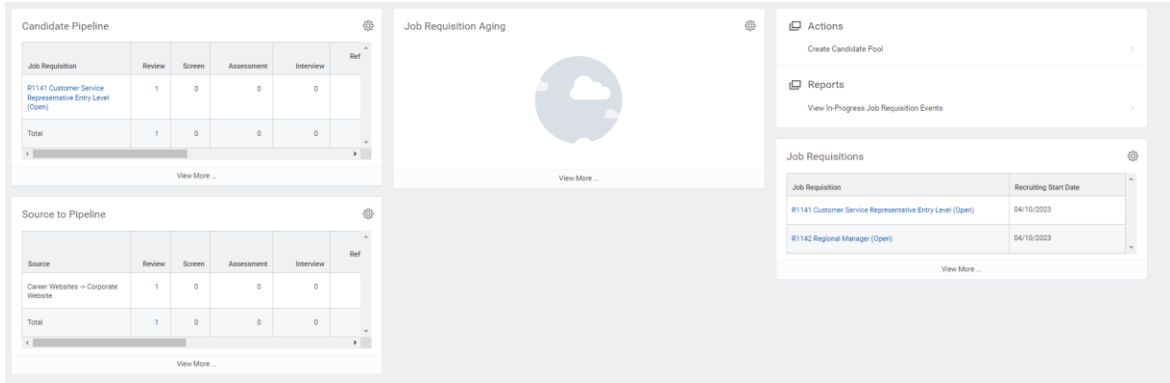


Reviewing and Selecting Candidates

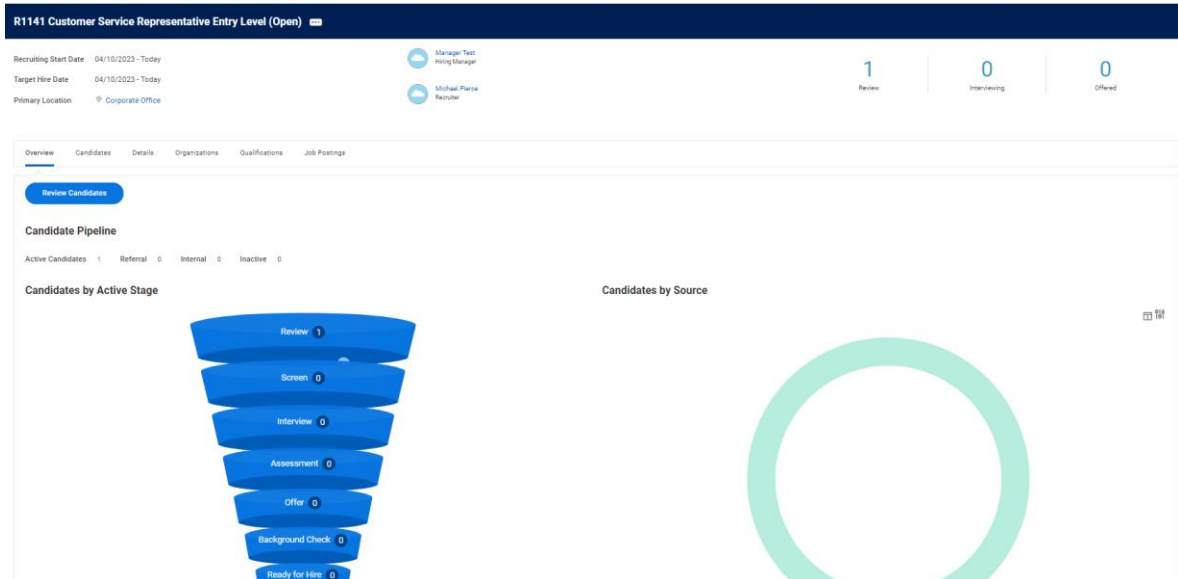
The recruitment pipeline is in Workday and will facilitate Candidate selection.

Reviewing Candidates:

1. Navigate to the **Recruiting Dashboard** application.



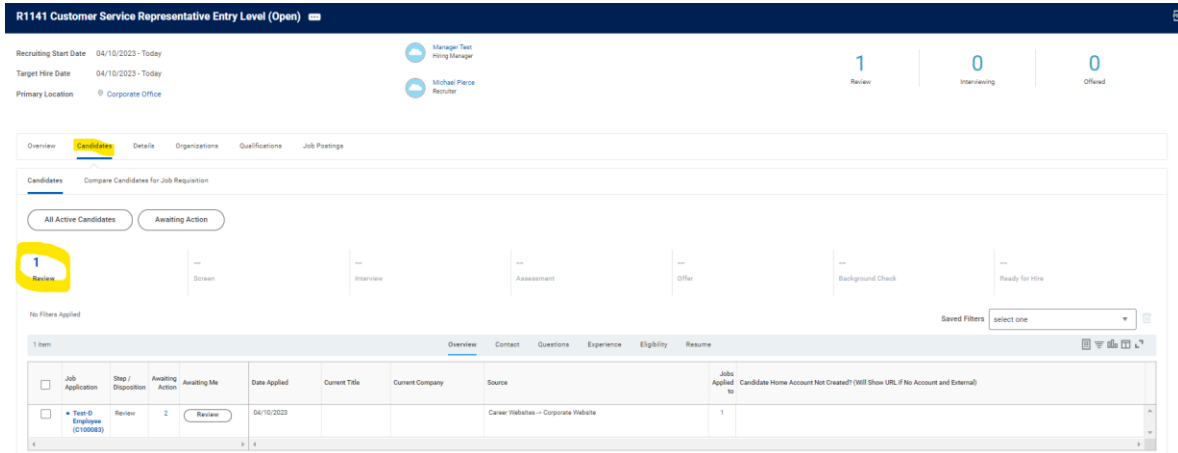
2. Under the Candidate Pipeline, select the job requisition you wish to review candidates for. Note that only job requisitions that have applicants will appear here.



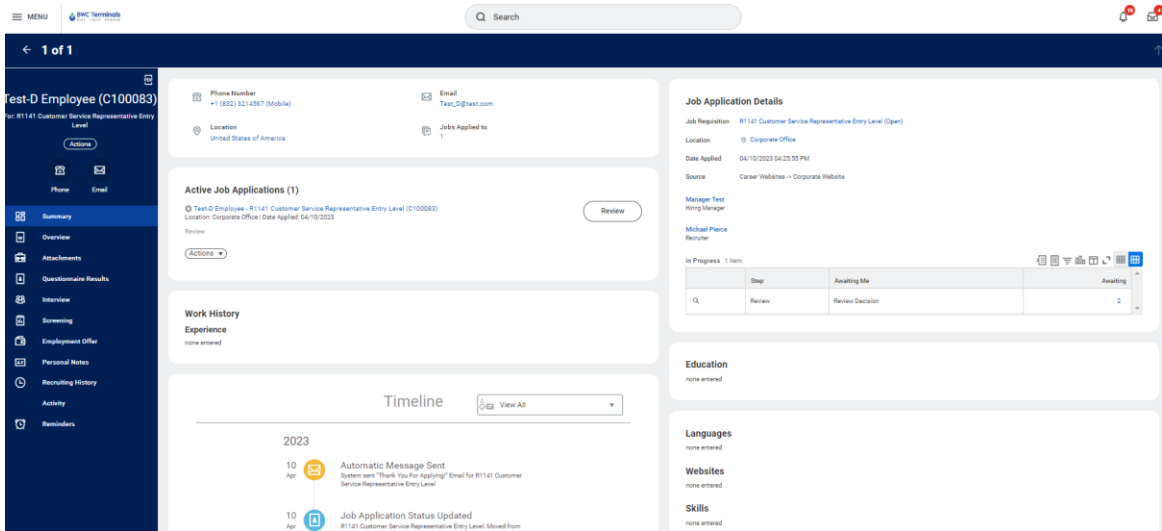
3. Select **Candidates** and then select **Review**.

Reviewing and Selecting Candidates

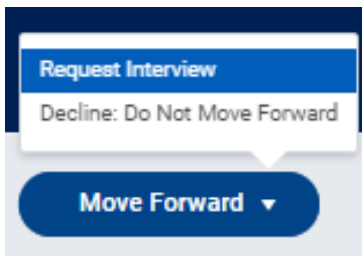
The recruitment pipeline is in Workday and will facilitate Candidate selection.



4. Select a Candidate and review their application.



5. After reviewing, select **Move Forward** > **Request Interview** or **Decline: Do Not Move Forward**.



- The Recruiter will be notified and will screen the candidate and schedule the interview. You will be notified of the interview time and location.
- Navigate to the Candidate application profile to add interview notes and Move the Candidate to offer if applicable.