How to View Candidates

When to Use This Event

Use this event when a manager wants to view potential candidates on a specific requisition, or all candidates that have applied to any of the manager's requisitions.

Corporate Only: Candidates will be masked until the Recruiter moves them to the Screen step.

View Candidates on a Requisition

Click on the **Workday** **W** icon on the upper left-hand corner of the screen to return to the *Workday Homepage*.

Click on the *My Open Job Requisitions Worklet*:

1. A list of your open job requisitions will display
2. Click on the requisition for which you would like to view candidates
3. The requisition will open and provide the details of the job requisition as well as candidates who applied
4. Click the *Candidates* tab or the orange *Review Candidates* button
5. Candidates that have applied will be listed with details in the table, such as what the step they are in, the date they applied and the source
    a. Note: if they answered any questions unfavorably there will be a flag icon indicated
6. Click on the name of the candidate which you wish to see more details
7. The candidate profile will open, and you can review the various tabs
8. The candidate profile will show details of their application as well as their status in the recruiting process

View Candidates that have applied to any of your Requisitions

To return to the *Workday Homepage*, click on the **Workday** **W** icon on the upper left-hand corner of the screen.

Click on the *Recruiting Worklet*:

1. A list of your options will display
2. From here you can create a job requisition, view your recent requisitions, or view candidates
3. Click *My Candidates*
4. A list of every candidate that has applied to your requisitions will appear
5. Use the left side paned to filter the report, based on your criteria
6. Click on any candidate you wish to view more details on
7. This will bring you to the candidate profile for more information

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