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- - We do not have your job description in Workday. Please reach out to SEO with the job description so it can be loaded into Workday.

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- - Yes, the link to the job posting can be copied from the browser and emailed to candidates. Type Find Student Jobs in the search bar and click on the report. Click the job you want to view and copy the url.
  
  - - In the job description field, specify any additional applications materials that are required. Students are given the opportunity to attach additional documents in the application process.
  
  - - Candidates receive automatic email notifications when the application is received, and when they are hired. When they are dispositioned (not selected) you can choose whether to send an automatic notification or customize your own outside of Workday. Candidates can also monitor the status of their application within their Workday profile.
  
  - - All students will acknowledge/sign a confidentiality agreement. The agreement is sent to the student's Workday inbox to acknowledge after the hire is complete.
  
  - - No, the agreement is sent to the student's Workday inbox to acknowledge after the hire is complete. You can check the status of the agreement via the recruiting dashboard. Under Reports, click on the Confidentiality Agreement Acknowledgement Status report. An agreement still awaiting the student, is unsigned. Please contact the student to complete this step.
  
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  - - Navigate to the recruiting dashboard, then under reports, click Job Requisition Status. You can click ok when the pop up appears or filter the Job Requisition Status field and click ok.
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