Hiring Process for Existing Positions

Candidate

Apply for position from internal or external site

Accept offer

Workday generates employee ID (integration w/ FIM from CMSD) Inbox: Benefits Info

Hiring Manager

School-Based Budgeting Process

Create job req from existing position

1. View candidates in Workday (from job reqs or evergreen)
2. Interview candidate
3. Select candidate & move candidate forward
   Link to your job req if evergreen

Onboarding notification number next steps

HR

Job profiles complete

Position posted

HR screens candidate

Reference check by Hire Right
HR reviews
Offer LTR

Finances

Budget loaded

Position created

Finance approves if comp is over midpoint