

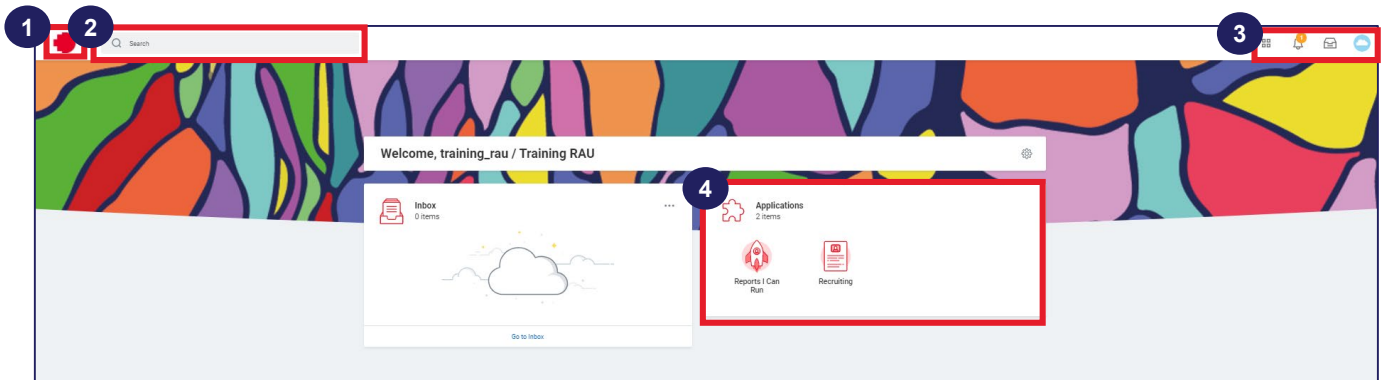
# Navigating the Recruitment Portal

## Audience/s:

Recruitment Agencies

## Navigating the Recruitment Portal

The Workday homepage is the landing page for all Recruiting Agency Users. Workday changes the user interface (UI) frequently so the homepage may look different once you login.



## Overview of Recruiting Portal:

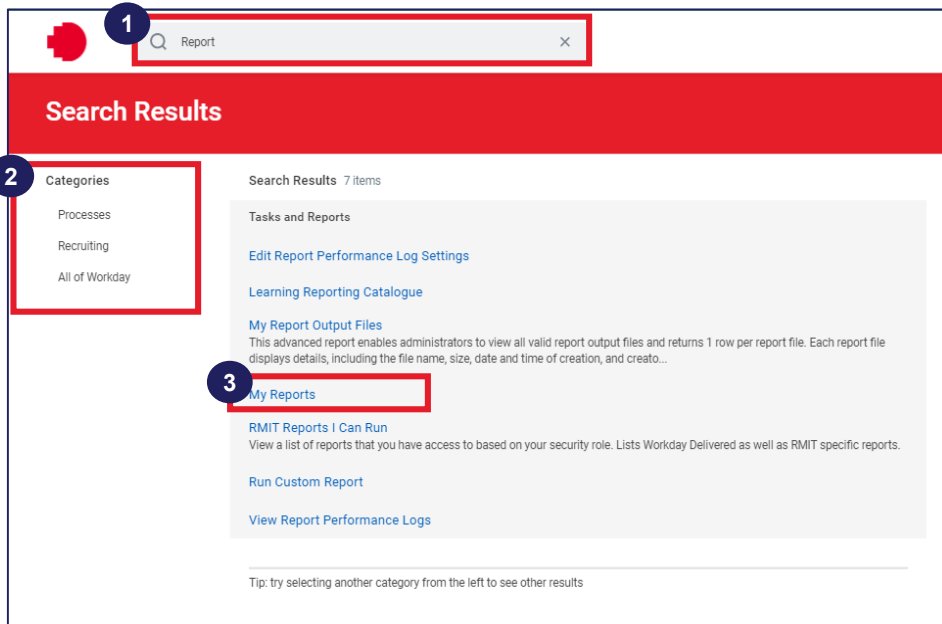
- 1. Home Icon:** Allows users to come back to their homepage from any other page by clicking the home icon.
- 2. Search Bar:** Allows users to locate tasks or reports they have access to in Workday by entering keywords in the search bar.
- 3. Icons on the top-right of screen:**
  - **Notifications Icon:** Alerts users to notifications received by them. Clicking on the notification icon will lead users to the notifications window.
  - **Inbox Icon:** Displays any tasks received by the agency user (action items/To Dos/approvals). Inbox items may also appear in Outlook emails.
  - **Cloud Icon:** Allows users to manage their Workday profile.
- 4. Application Worklets:** Icons that represent different tasks one can perform in Workday. Agency users have access to the recruiting worklet and agency reports.

We will now learn more about these elements in detail.

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## Search Bar


The Search bar enables you to locate tasks or reports in Workday by entering keywords. You can search **All of Workday** or specify a search parameter by selecting the appropriate category on the left-hand side of the page.



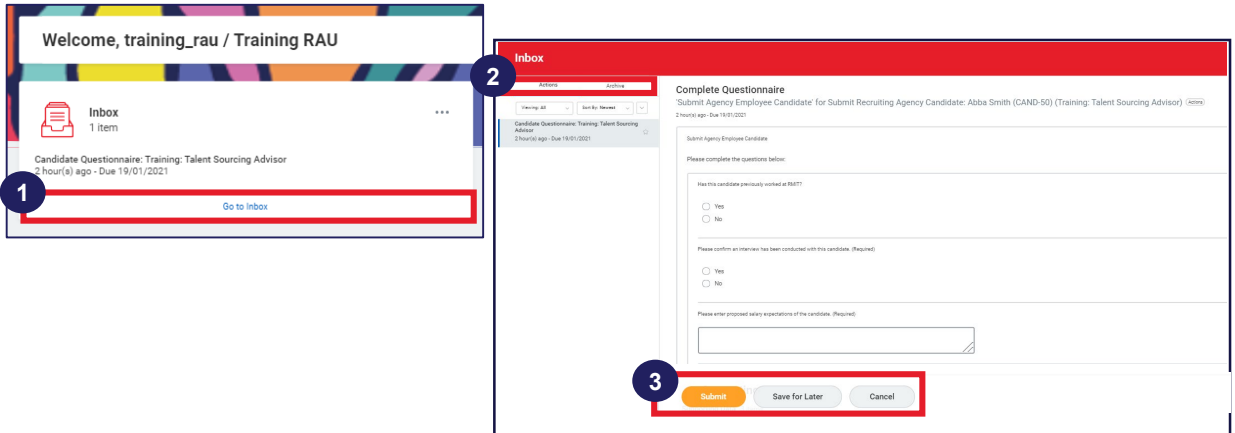
1. Enter keywords for the appropriate task/report in the **Search Bar**.
2. You can select the required category to perform a specific search.
3. Select the desired task/report from the **Search Result** section.

# Navigating the Recruitment Portal

## Inbox


You can use the **Inbox** icon (  ) to locate items awaiting your action(s), view business process events you initiated, and business processes that you need to monitor (but did not initiate). The **Archive** shows your completed action items.

The **Inbox** preview is also visible on your homepage. Agency users may receive action items related to submitted candidates or new job postings in their **Inbox**.



1. Click on **Go to Inbox**.
2. Click **Actions** to view items awaiting your action or click the **Archive** tab to view the actions that you have already completed.
3. Example of actions that can be performed from the inbox include **Submit**, **Save for Later**, **Cancel**, etc.

## Notifications

The **Notifications** icon (  ) enables you to view all recent activities relevant to you in the organisation and the activities that require action in future. Notifications let you know that a step has begun, been completed, or that a particular review response was selected.

If you have unread notifications, an orange badge count (indicating the number of unread notices) displays on the notification icon.

