

Workable Student Hiring Leader Playbook

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For information about Student Employment policies and procedures, refer to the Student Employment web page: [Student Employment](#)

Requesting & Posting a Student Position

Existing Positions

1. Complete the Position Request Form: [Position Request Form](#)
 - a. If this is a MIIS position, please be sure to indicate the EDORDA to be charged
2. The HR Business Partner assigned to your department will work with you to post the position in Workable.

New Positions

1. Complete the New Student Position Request Form: [New Student Position Request](#)
2. The HR Business Partner assigned to your department will work with you to create the position description and post the position in Workable.

Getting Started With Workable

Logging in and Setting Up Your Profile

1. Go to [Workable.com](#) and log in.
 - a. To do so you will need to use Single Sign-On (SSO) option and use middleburycollege as the domain (see image below).
2. Click on the user menu (your initials) in the top right corner of the page.
3. Click on Settings.
4. Click the "[Your Profile](#)" section.
 - a. Customize your display name (full name), job title, and time zone.
 - b. Upload your photo in the image section.
5. In Your Profile, scroll to the Credentials section and connect to your LinkedIn and Microsoft Accounts.

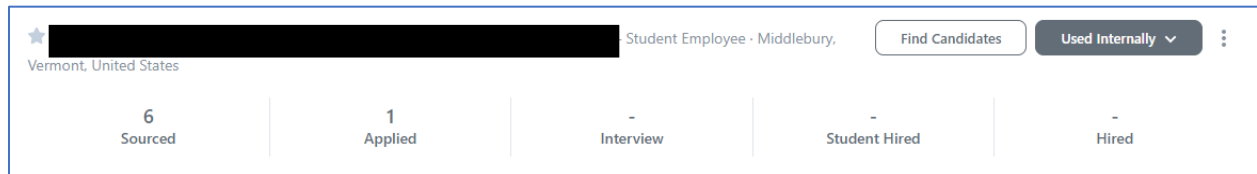
The Office365 integration will allow you to schedule and invite candidates to interviews within the Workable app using your MS Outlook calendar.

Updating Your Preferences

- Go to [Workable.com](#) and log in.
- Click on the user menu (your initials or photo) in the top right corner of the page.
- Click on Settings.
- Click on Your Preferences
 - Enter a custom email signature. This will save you time when sending emails to candidates via Workable.
 - Choose which notifications you wish to receive.
 - Choose interview availability standard days and times.

Workable Terms & Navigation

Candidate Pipeline Explained



- The pipeline captures the various stages within the recruitment process.
- Hiring leaders move candidates through the pipeline to indicate the hiring stage for each candidate. To move a candidate through the pipeline, click on the drop-down on the top right of the candidate's profile and select "move to..."
 - Each stage of the pipeline is tied to reporting metrics and therefore it is important to make sure you move candidates to the appropriate bucket.
- If you are not interested in pursuing a candidate further, use the red hand on the top right of the candidate profile to "disqualify" the candidate. Choose a reason (selecting "Other" will provide a list of more reasons to choose from.)
 - Middlebury has requirements for reporting on our recruitment and hiring decisions, therefore it is very important that you disqualify candidates in the system. Please do so thoughtfully and by using the preapproved reasons if possible.

Stages of the Candidate Pipeline

Sourced: These are candidates that have been identified via Workable or HR as being potential matches for the open position. These candidates have not applied for the position. Anyone in sourced can be disregarded for student positions.

Applied: These are the candidates that have actually applied for the position you posted. Candidates that meet the minimum qualifications of the job should be moved from this bucket into the Phone Screen bucket.

Interview: Depending on your hiring process, there may be many different types of interviews conducted. Move the candidate to the interview stage if you will be interviewing them.

Student Hired: This bucket is for student employee(s) that you have hired. Disqualify any students you do not wish to hire.

Hired: HR will move the candidate to Hired once a salary and start date has been confirmed. Once set to hired status the candidate information will be uploaded to Oracle.

How to Hire Student Employees

- Log in to Workable
- Click on "Jobs" from the top toolbar
- You will see a list of positions that are posted along with the associated candidate pipeline.

The screenshot displays a user interface for managing job postings. At the top, there is a navigation bar with tabs for 'JOBS', 'CANDIDATES', 'INBOX 25', and 'PEOPLE SEARCH'. A search bar is located on the right. Below the navigation, a message states: 'This job is not published on your careers page or on any job boards'. Two job listings are shown. The first listing is for a position in Middlebury, Vermont, United States, with 1 requisition. It shows a pipeline of stages: Sourced (0), Applied (7), Meets M... (2), Further ... (1), Phone Sc... (0), Interview (0), Recomm... (0), Compen... (0), Offer Ac... (0), Backgro... (0), and Hired (0). A green 'Published' button is visible. The second listing is also for a position in Middlebury, Vermont, United States. It shows a pipeline of stages: Sourced (0), Applied (3), Interview (0), Offer Accepted (0), and Hired (0). An orange 'Published (Careers page only)' button is visible.

Job Statuses

- **Published (Careers Page Only):** This means the position is only published on the Middlebury Career Page. This is commonly used for student employee jobs.
- **Used Internally:** This means the position is active but not published on the Middlebury Career page or any other job boards. This is most often used when a candidate is in the final stages of the hiring process and /or the hiring leader does not wish to receive additional applications. This is also used for “private” postings for student employment jobs.
 - See the [Referring Candidates](#) section of this document to find instructions for student employees/internal staff to apply to internal postings.

Search Committee Members

- Search committee members can be added to positions by your HR Business Partner or the Recruiting Coordinator.
- Search committee members are added as “reviewers” (with limited access) to jobs.
- In the candidate profile navigation bar, use the thumbs up/thumps down button to provide a quick assessment of the candidate. This can be used to get a pulse from search committee members regarding who should move forward in the interview process.

View Applicants

- Click on the name of the position to view applicants.
 - Alternatively: if you wish to only see the applicants in a specific stage of the pipeline, click on the number in that stage. (In the image above, if I wished to see the 2 individuals who are in the Meets Minimum Qualifications stage, I would click on the number 2 above the stage name.)

Move Applicants Through the Pipeline (hiring process)

- Use the green button in the top right of the candidate profile to move an applicant to the next stage in the pipeline.
- To skip a stage, use the arrow on the right side of that button to select the appropriate stage.

Disqualify Applicants

- When an applicant is no longer under consideration or when a hire is made, use the red hand to “disqualify” the candidate(s).
 - Choose a reason (selecting “Other” will provide a list of more reasons to choose from.)
- It is important for reporting purposes that we move candidates through the pipeline as they proceed and that we disqualify candidates (and provide a reason for disqualification).
- Each stage of the pipeline will present you with different disqualification reasons.
- Applicants that have been disqualified from a job will continue to be visible and can be reverted to active candidates at a later date.
- When a student is moved to “disqualified” they will receive an auto-generated email:

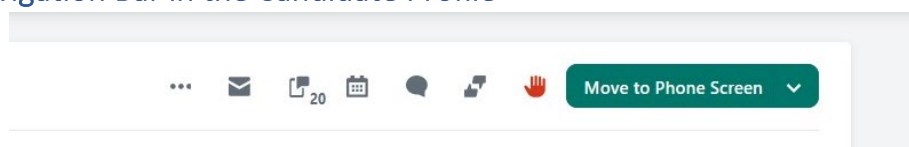
Thank you for your interest in the XX student employment opening. The hiring department has filled this position at this time. We encourage you to review other student employment opportunities.

Bulk Actions –disqualify, email, or move to a stage in the pipeline for multiple candidates/students

Use bulk actions to disqualify multiple candidates at the same time *for the same reason*.

1. Click on the name of the job.
2. On the left-hand side of the screen there will be a list of the applicants. Click on the check box next to all applicants you wish to disqualify.
3. Click on the “bulk actions” drop-down menu above the list of applicants, click disqualify candidates.
4. Choose a reason and then click “disqualify candidates” (or “cancel & return” if you do not wish to proceed).

Use the Navigation Bar in the Candidate Profile



Comments:

- Workable was modeled in part on social media and as such it uses @tags to notify users in the system of a comment directed to them.
- Click the icon that looks like a speech bubble to add comments within the candidate profile.
- You can @tag a member of HR or your search committee members if you want them to receive an email notification (and an in-app notification).
- You and your search committee can communicate about the candidate and this information will be saved into the candidate profile timeline.
- **Applicants are not able to see comments that are made.**

Email Applicants and Use Templates:

- Click the envelope icon to email a candidate directly.

- Click on the Templates drop-down menu to see available email templates for communicating with Candidates.
 - Note: All of the templates from PeopleAdmin have been copied over to Workable with the same titles.
- Workable has the additional functionality of being able to build templates for specific departments or jobs. Please work with HR Business Partner to develop appropriate templates for your area.

Texting Applicants:

- Click the texting icon (“conversations”) to send a text message to applicants.
- Text message communications are retained within the candidate profile.
- Texting guidelines: As with any communication with applicants, please use appropriate language and judgment. Please use the email feature for lengthy conversations.

Scheduling Interviews with Applicants

- Workable is directly integrated with our Office365 calendars.
- Click the calendar icon to schedule an interview directly into your calendar via Workable.
- Use a “Self Schedule Link” to allow candidates to schedule time directly with you (update your preferences in your user menu settings to indicate available days and times for self-scheduling). [More from Workable on Scheduling.](#)

Make an Offer – Student Employee

- Move the student to the “Student Hired” stage in the pipeline.
- Scroll to the Hiring Details section of the candidate profile and complete the following:
 - Requested start date
 - Who will approve the time card
 - Work location
 - Weekly working hours
- Add a comment to the candidate profile and tag (using the @ symbol) your HR Business Partner to notify them that the hiring details are complete.
- The HR Business Partner will complete the remaining steps in the hiring process for the candidate that you are hiring.

Other Workable Features:

Referring Candidates (used for both general referrals and Internal-Only Student/Staff postings):

- To refer a staff/student to an internal only position, send them an email and ask them to apply by following these instructions:
 1. Log into Workable with Middlebury email and password
 - i. If not using single sign-on, enter middleburycollege as the domain
 2. Click on the square next to your name (or photo) and click “Workable Referrals”
 3. Click on all departments on the top right to filter. This is helpful to filter to the student employment postings.
 4. Find the posting you wish to apply to and click “apply.”
 5. Complete your application.