# Tip sheet: *Manager Recruiting Guide*

This Tip Sheet will cover:

- Approving a Job Requisition
- Navigating the Recruiting Worklet
- Reviewing Candidates on a Requisition

Approving a Job Requisition

After you log in to your Workday account, you will see an action item in your Workday inbox. Navigate to the Job Requisition task in your inbox to begin reviewing the requisition detail. When you are satisfied with the requisition, click the green **SUBMIT** button at the bottom of the page. You also have the option to "Send Back" the requisition if you find an error or need to have modifications made.
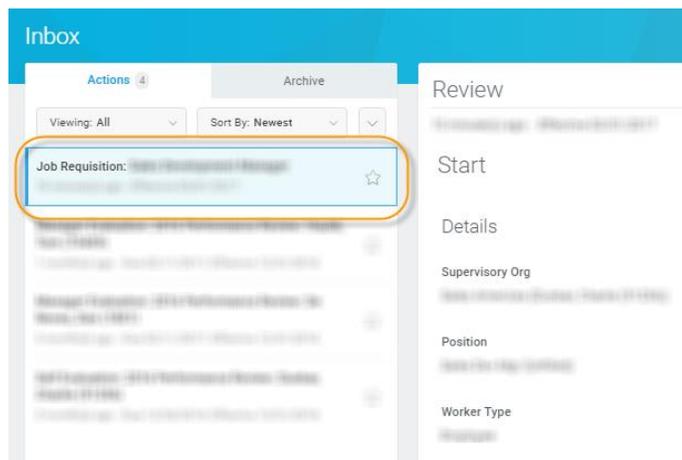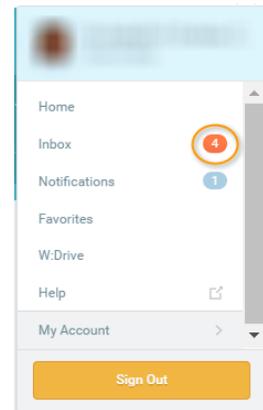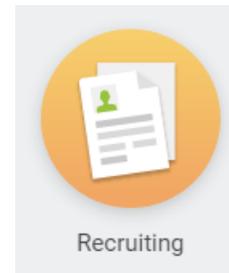

The following page will show you the next approver in the process. Click the orange **DONE** button to close this task.
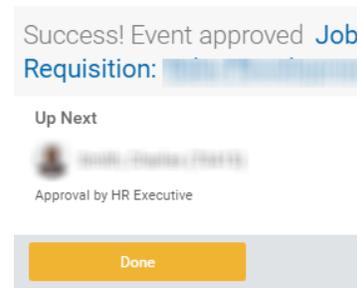
Navigating the Recruiting Worklet

As a manager, you have some reports and additional information available to you through the **Recruiting** worklet on your Workday home screen.

You will find three areas of information available to you.

External Links gives you one-click access to the Workday Help site where you will find guides to help you with Workday tasks.

On the **VIEW** side, you have three options for reviewing job requisitions in your group.
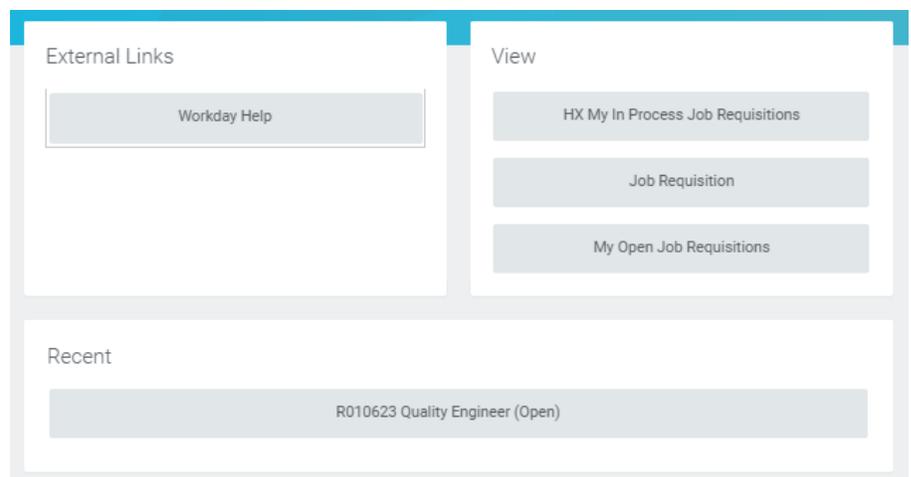
- *HX My In Process Job Requisitions* is a report that will give you the status detail for your requisitions currently in the approval workflow. This is a good place to start if you need to see where your req is in the process. If your requisition is pending approval, you will find it on this report.

- The *Job Requisition* button will let you navigate to a specific requisition to see information relating to that individual req.

- *My Open Job Requisitions* will navigate you to a summary listing of all the requisitions that are open in your group.

The **RECENT** area will give you a listing of the individual open requisitions so you can easily navigate directly to a specific listing.

Reviewing Candidates on a Requisition

This feature is currently only available in the U.S., U.K., and France

Selecting a specific requisition will open the detail so you can review the candidates who have applied.

You will see the **Candidate Pipeline** graphic which gives you access to information on the candidates as well as the stage in which they are currently positioned.
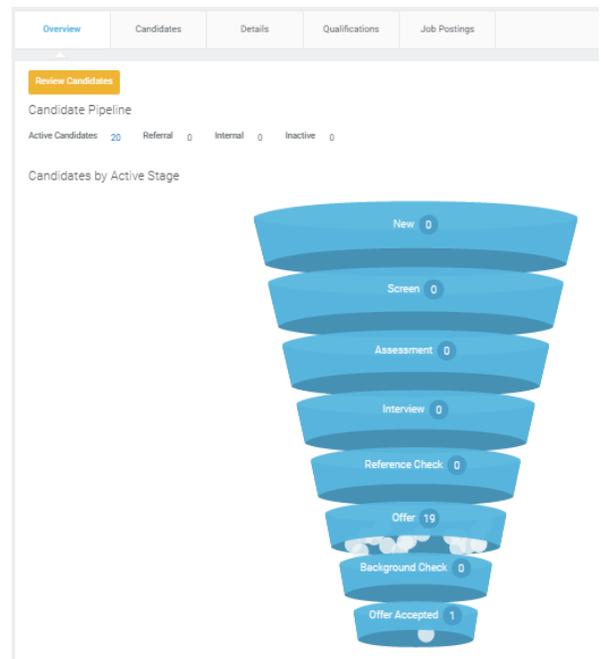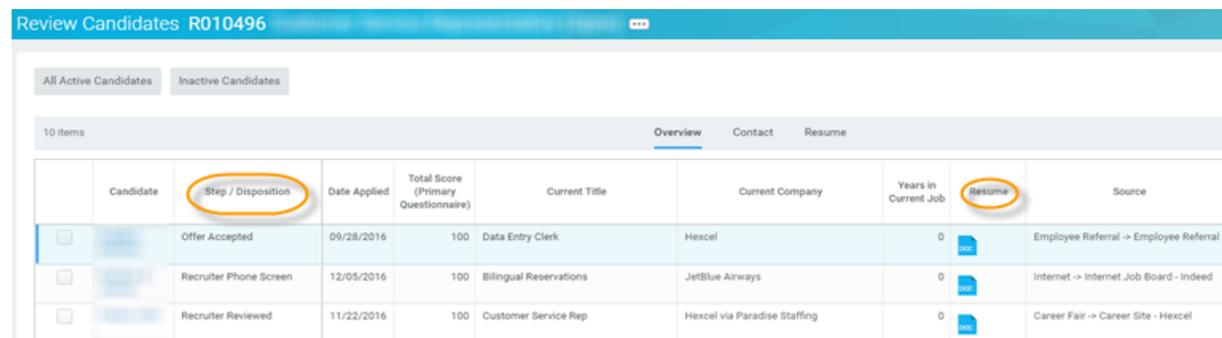
The **Details** tab will give you the requisition details.

The **Qualifications** tab will list the qualifications required for this requisition.

The **Job Postings** tab will give you the link to the Hexcel Careers page to see where the job is posted to and how it looks to internal and/or external candidates.

Clicking the **Review Candidates** button or clicking the **Candidates** tab will open up an overview table listing the candidate information.

Selecting a candidate name will open up further information on the candidate and where they are in the process. You can also review their resume from this location.