- When I pulled up the job profile, the job description did not pre-populate. Why not?
  - 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.

- Can I get a direct link to the job posting and/or see my job posting as it appears for students?
  - 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.

- I want to ask students to attach a transcript or other documents to the application. How do I do that?
  - 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.

- When do notifications go out to candidates about the status of the search? Is it automatic?
  - 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.

- What if my job does not require access to confidential information? Does my new employee have to sign a confidentiality agreement?
  - 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.

- Do I still have to upload a signed agreement?
  - 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.

- How do I mark the job as filled when it's complete?
  - When you have filled all the open positions you need to, you will check the Details tab in your requisition to see how many openings are remaining. Edit the job requisition and update the number of openings so it matches the number of filled positions. This will then show as zero available and will mark the job as filled.
  - Click the Job Posting tab to make sure the job is no longer posted. If posted, select the checkbox then click unpost.
  - Under the Candidate tab, decline any remaining active candidates.
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