



CSU SYSTEM

COLORADO STATE UNIVERSITY

Recruiting Coordinator Essentials

- Recruiting Coordinator Fundamentals
- Job Requisition Navigation
- PM Job Requisition
- JM Job Requisition
- Promotional Announcements
- Evergreen Requisition
- Assign Roles
- Freeze, Close, Edit Job Requisition & Update, Unpost Job Posting
- Candidate Movement
- Reporting Overview
- Running + Scheduling Reports
- Helpful Reports

The logo of the Colorado State University System is a large, stylized letter 'C' on the left side of the slide. It is composed of three concentric circular segments: an outer red ring, a middle blue ring, and an inner yellow circle. The background of the slide is a dark, atmospheric photograph of a snow-capped mountain range under a cloudy sky, with the silhouettes of evergreen trees in the foreground.

Recruiting Coordinator Role Overview

What is a Recruiting Coordinator?

- Recruiting Coordinators **perform recruiting functions** for assigned supervisory organizations.
 - Examples include creating job requisitions, sourcing candidates, processing dispositions, and scheduling interviews.
- **Manager-created requisitions:** The department's assigned Recruiting Coordinator reviews and approves the requisition before it is routed to Talent Acquisition for final approval.
 - Student positions: Route directly to Talent Acquisition and do not require Recruiting Coordinator review.
 - NSH requisitions: Do not route to Talent Acquisition.

The logo of the Colorado State University System is a large, stylized 'C' composed of three concentric semi-circular segments. The outermost segment is red, the middle segment is blue, and the innermost segment is yellow. The background of the slide is a dark, moody photograph of a snow-capped mountain range under a cloudy sky, with silhouettes of evergreen trees in the foreground.

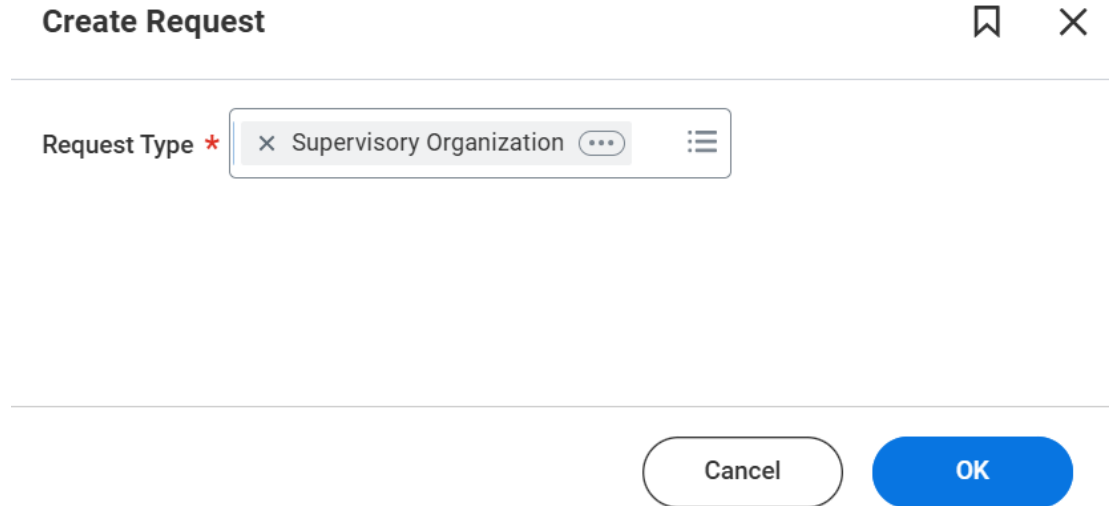
Recruiting Coordinator Fundamentals

Helpful Resources

- [Workday Training – Recruiting | Human Resources | Colorado State University](#)
- [Talent Acquisition | Human Resources | Colorado State University](#)
- [Promotional Announcements in Workday | Human Resources | Colorado State University](#)
- [Copy Link to Job Posting Job Aid](#)

What is a Supervisory Organization?

A Supervisory Organization (or “Sup Org”) in **Workday is only created when a worker has direct reports.** If a current employee who does not currently manage others (i.e., has no direct reports) will now supervise a new worker, a Sup Org must first be created via the **Create Request Task in Workday** before the department proceeds with creating the new position (if position-managed) and job requisition.



Create Request

Request Type * x Supervisory Organization

Cancel OK

Workday supervisory organizations group employees under a manager to show reporting relationships, drive staffing and security assignments, and ensure that business processes – like hiring, position changes, and approvals—route to the right people in the organization.

Two Types of Supervisory Organizations in Workday

There are **two types of supervisory organizations** in Workday: position managed and job managed.

Position Managed

- **Used for:**
 - Admin Pro, Faculty (not Adjunct), State Classified, Post Docs
- **Requires:**
 - Position
- **Example:**

Supervisory Organization



✕ Night's Watch Strategic Defense Operations (John Snow) ⋮

Job Managed

- **Used for:**
 - Non-Student Hourly (NSH), Students, Adjuncts, and Graduate Assistants
- **Requires:**
 - No Position needed
- **Example:**

Supervisory Organization



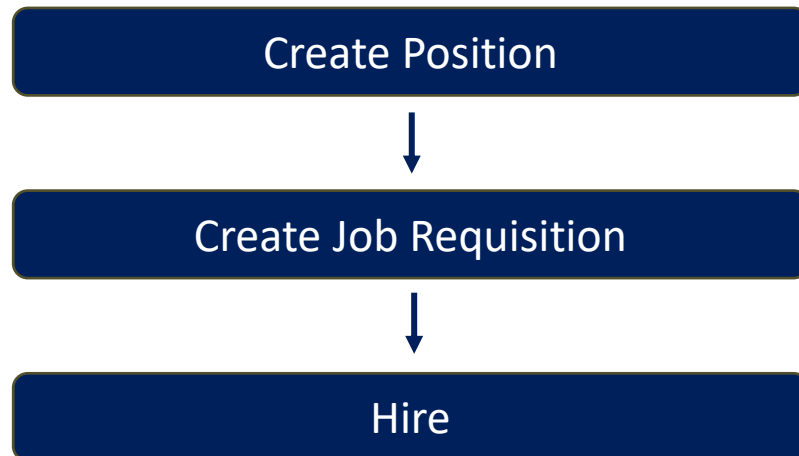
✕ Night's Watch Strategic Defense Operations - **JM** (John Snow) ⋮

Key Difference Between PM and JM

Position-Managed (PM) Supervisory Organizations

You need a seat before someone can sit.

- Hiring is based on positions (seats)
- A position must exist and be available before you can hire
- Each employee is assigned to a specific position
- Used for: AP, Faculty (not Adjunct), State Classified, Post Docs



Job-Managed (JM) Supervisory Organizations

It's about who is sitting, not the seat.

- Hiring is based on people in jobs, not positions
- No position (seat) required to hire
- Used for: NSH, Students, Adjuncts, Graduate Assistants, Veterinary Residents



What Requires a Job Requisition?

Requisition Required

- Admin Professional
- Faculty
- Non-Student Hourly
- Postdoctoral Fellows
- State Classified
- Student
- Veterinary Residents

Requisition Not Required

- Associates (Contingent Workers)
- Graduate Assistants

Job Requisitions, Job Postings, and Positions in Workday

■ Job Requisitions

- The process in Workday **that initiates the recruiting process** (excluding contingent workers and graduate assistants)

■ Job Postings

- Job Postings are the **public-facing job advertisements** applicants view

■ Positions

- Positions in Workday **exist independently of the employee assigned to it**
- Using the seat example:
 - The position is the seat
 - The employee is the person sitting in that seat
 - When an employee in a PM sup org leaves, the seat remains and can be assigned to a new employee

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Reporting Overview

Workday Reports

Impact Area	Description
Real Time & Drillable Data	Workday Reporting provides real time, drillable data where you can have everything in one place. Think: Blue is a Clue!
Historical Data	Workday will maintain a history of data starting in January 2026. Note: For data, prior to January 5, 2026, you can contact HR for assistance in accessing historical data that you need access to.

Workday Search

The **Search** bar on the Workday homepage, allows you to access reports. Workday will list the related tasks or reports as soon as you type in a few words.

Workday Search

- Find List of Reports
- View Spotlight Reports
- Run Specific Reports
- Leverage Tags and Prefixes
- Access Dashboards

The **Search and Generate Reports** guide provides steps on how to search for and generate reports in Workday.

Note: Standard reports automatically open and custom reports allow you to add additional features.

Searching Workday for Specific Reports

From the Workday Search bar, you can also access **specific and custom reports** you would like to run and view.



To Start – Type the name of the specific report in the search field. For example, you can search “**View In-Progress Job Requisition Events**” and select the report.

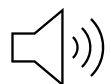
A screenshot of the Workday search bar. The search bar contains the text "view in progress". Below the search bar, a dropdown menu is open, showing a suggestion: "View In-Progress Job Requisition Events Report". The suggestion is highlighted with a red border.

Report Prompts – You will then be navigated to a screen with multiple fields. These fields allow you to **filter** criteria to **narrow down** your search and **display specific information**. You can use these field to **customize** your report to match your **specific needs**.

View In-Progress Job Requisition Events

View in-progress Create Job Requisition events. You can filter results by using 1 or more of

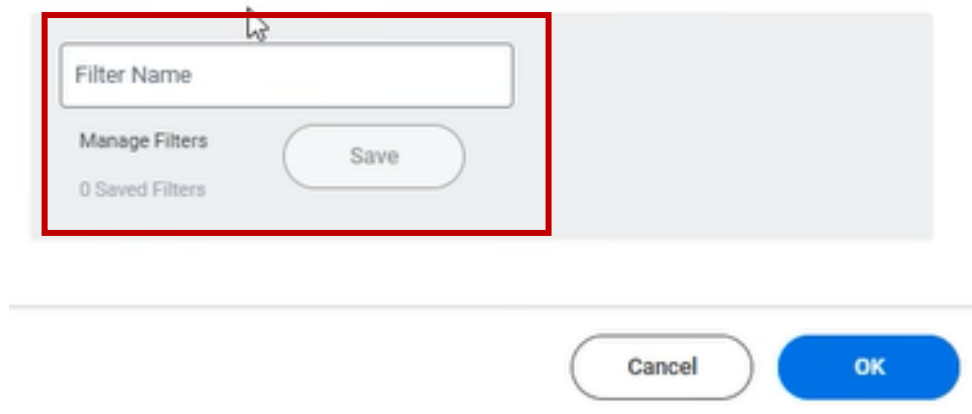
A screenshot of the "View In-Progress Job Requisition Events" report filter fields. The fields are: "Supervisory Organization" with a search box, "Primary Location" with a dropdown menu, and "Cost Center" with a dropdown menu. The entire filter section is highlighted with a red border.



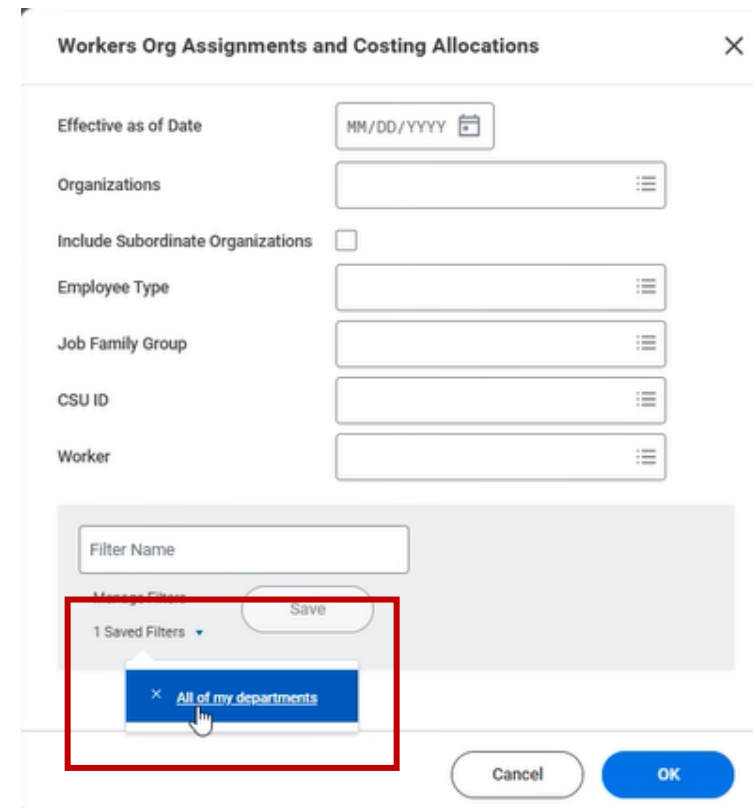
Please Note: *The available fields may vary from one report to another.*

Filtering the Report Fields

To save the report fields, select the options from a field, for example, Organizations, enter a **Filter Name**, and select **Save**. Next time you run the report select the option from the **Saved Filters** dropdown menu and options will automatically populate for the field.



A screenshot of a 'Manage Filters' dialog box. It features a text input field labeled 'Filter Name' at the top. Below it, on the left, are the labels 'Manage Filters' and '0 Saved Filters'. On the right is a rounded 'Save' button. At the bottom of the dialog are 'Cancel' and 'OK' buttons. A red rectangular box highlights the 'Filter Name' field and the 'Save' button.



A screenshot of a report configuration window titled 'Workers Org Assignments and Costing Allocations'. It contains several fields: 'Effective as of Date' (with a date picker), 'Organizations', 'Include Subordinate Organizations' (checkbox), 'Employee Type', 'Job Family Group', 'CSU ID', and 'Worker'. Below these fields is a smaller version of the 'Manage Filters' dialog box. This smaller dialog shows '1 Saved Filters' and a dropdown menu with the option 'All of my departments' selected. A red rectangular box highlights this dropdown menu. The main dialog also has 'Cancel' and 'OK' buttons at the bottom.

Report Functionality Overview

When viewing a report, there are various **reporting functionalities** available in Workday. Each functionality is displayed in the form of icons that represent various actions you can perform.

The screenshot displays the 'FDM Reference - Activity' report interface. At the top, a blue header bar contains the title 'FDM Reference - Activity' and a menu icon. Below the header, a toolbar includes icons for 'Change Selection' (a funnel icon), 'Download/Print' (a document with an 'X' and a PDF icon), and a 'Turn off the new tables view' toggle. A table with 6089 items is shown below. The table has columns for 'Reference ID', 'Activity', 'Activity Hierarchy Level 1', 'Activity Hierarchy Level 2', 'Activity Hierarchy Level 3', and 'Activity Hierarchy Level 4'. A callout box points to the 'Sort' and 'Filter' icons in the table's header. Another callout box points to the 'Download/Print' icon in the toolbar. A third callout box points to the 'View/Edit Grid Preferences' and 'Toggle Full Screen View' icons in the toolbar. A fourth callout box points to the 'Change Selection' icon in the header bar.

Change Selection

Download/Print

From Left to Right:

- Download/Print
- Filter
- View/Edit Grid Preferences
- Toggle Full Screen View

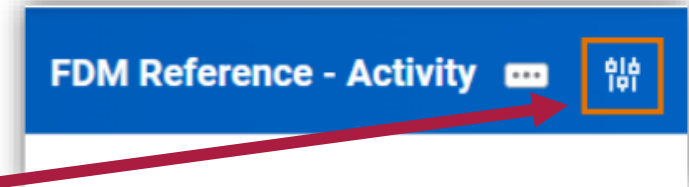
6089 items

- Sort
- Filter

Reference ID	Activity	Activity Hierarchy Level 1	Activity Hierarchy Level 2	Activity Hierarchy Level 3	Activity Hierarchy Level 4
AC00962	AC00962 SA-West Coast Wahoos at UVA Law				
AC00962	AC00962 SA-West Coast Wahoos at UVA Law				

Change Selection

- **Change Selection** is used to reset, update, or change the prompt settings of the report.
- Select the **Change Selection** icon to change the data displayed in your report. These fields allow you to update or add any **filter** criteria. You can use these prompts to **customize** your report to match your **specific needs**.



FDM Reference - Activity

Inactive ☐

Starting Created Moment MM/DD/YYYY --:--:-- AM

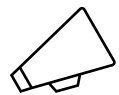
Ending Created Moment MM/DD/YYYY --:--:-- AM

Filter Name

Manage Filters Save

0 Saved Filters

OK Cancel

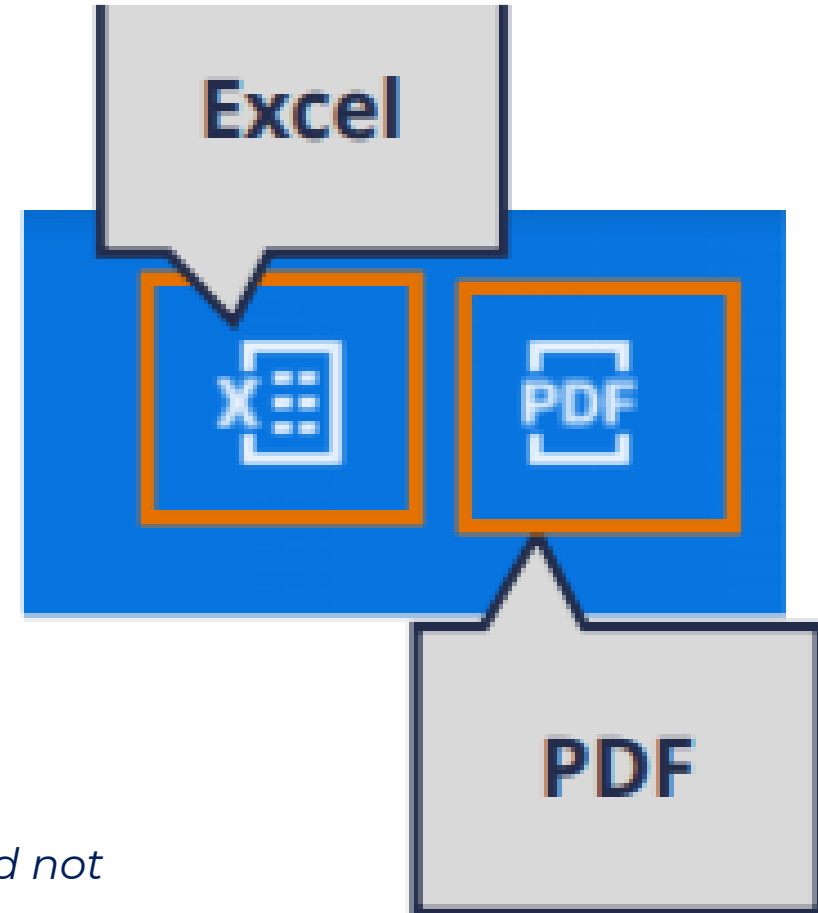


Please Note: The available fields will vary from one report to another.

Download / Print Report

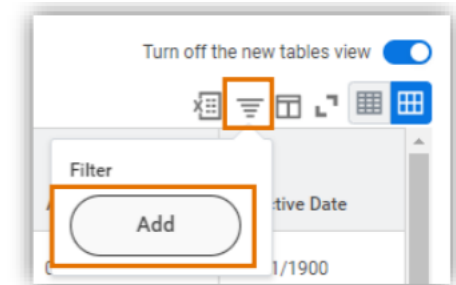
- By selecting the **Download/Print Report** icon you can download a report into a PDF or an excel format by selecting the appropriate icon. Once the report is exported, you can print directly from the document.
- To **download** and **print** document:
 - Select the icon and then click **Download** button to start downloading.
 - Once finished, you can view the downloaded document at the top right corner of the screen.
 - Open the downloaded document to view and initiate printing.

Please Note: If you applied any filters to the report, this would not appear in your downloaded report as any changes are only applied to your current view in Workday.



Filtering the Report

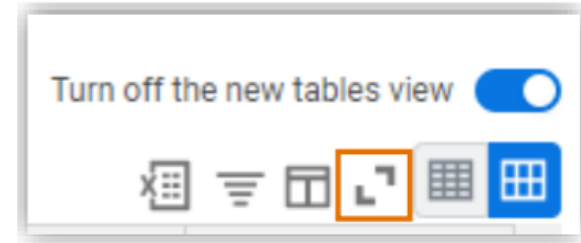
- Filters can be used to hide any data you don't want to see. You can filter reports by selecting the **Filter** icon and then the **Add** button.
- In the dropdown, select the appropriate column for which you want to apply the filter to. From there you can indicate:
 - Column:** The column you want to apply the filter to.
 - Filter Condition:** You can select the options, **is**, **not equal to**, or **is empty**. These conditions identify the type of data you want to contain (is), do not want to contain (not equal to), to contain no data (is empty).
 - Value:** The specific information that drives your filter (i.e., specific data you want to directly filter in or out)

A screenshot of the 'Add Filter' dialog box. It has three rows: 'Column' with a dropdown menu showing 'Activity', 'Filter Condition' with a dropdown menu showing 'is', and 'Value' with a text input field showing 'x AC00001 AT-Wages-Overtime'. At the bottom, there are two buttons: 'Filter' (highlighted with an orange box) and 'Cancel'.

Please Note: If you applied any filters directly in the report, your download would still include the original prompted dataset. To download the filtered dataset, rerun the report with those selections applied to filters. Once applied, these changes will be reflected in your report.

Toggle Full Screen View

- To view the report in **full screen**, click the **Toggle Fullscreen Viewing Mode** icon.
 - This will **hide** the Workday Toolbar, and other Workday functionality displayed above or below the report.
- To **exit out of full screen** mode, select the **Toggle Fullscreen Viewing Mode** icon again.
 - This will **redisplay** the Workday Toolbar and other Workday functionality displayed above or below the report.



View/Edit Grid Preferences



The **'View/Edit Grid Preferences'** button allows you to reorganize and hide data columns when viewing reports. This allows you to focus on the most important fields.

A screenshot of the 'Column Preferences' dialog box. The dialog has a title bar with a close button. Inside, there's a section titled 'Show/hide, freeze and reorder' which is highlighted with a red box. Below this is a 'Frozen Columns' section with a message 'Drop Columns here to freeze'. A list of columns is shown: 'Employee ID', 'Worker' (highlighted in blue), 'Employee Type', and 'Position for Worker's Time'. Each column has a three-dot menu icon to its right. The 'Worker' row's menu is open, showing options: 'Move to top', 'Move up', 'Move down', 'Move to bottom', 'Hide Column', and 'Freeze Column'. At the bottom of the dialog are 'Apply' and 'Reset' buttons. In the background, a table is partially visible with columns: 'Position for Worker's Time', 'Job', 'Family', and 'Group'.

Sort + Filter Specific Report Columns

Timecards

Start Date 04/01/2026

End Date 05/14/2026

68 items

is

Value *

Filter

Information Technology - HR Officer (Toby Flenderson) (SUP-293176-PM)

Information Technology - HR Officer-JM (Toby Flenderson) (SUP-293176-JM)

Worker	Employee Type	Position for Worker's Time	Position for Worker's Time Department	Position for Worker's Time KFS Account	Position for Worker's Time Manager	Position for Worker's Time Job Family Group	Primary Position Department Assigned	Primary Position KFS Assigned	Primary Position Manager
Alice Gundersen	Student						1059 Division of Information Technology	CO 1352590INTRN VPIT Administration	Toby Flenderson
Alice Gundersen	Student						1059 Division of Information Technology	CO 1352590INTRN VPIT Administration	Toby Flenderson

Select any Column Header in any report to sort column or specifically filter the column.

↑ Sort Ascending

↓ Sort Descending

Filter Condition *

is

Value *

Filter

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Running and Scheduling Reports

Running Reports and Scheduling Reports

There are two main ways to run reports in Workday:

1. **Running the Report manually:**

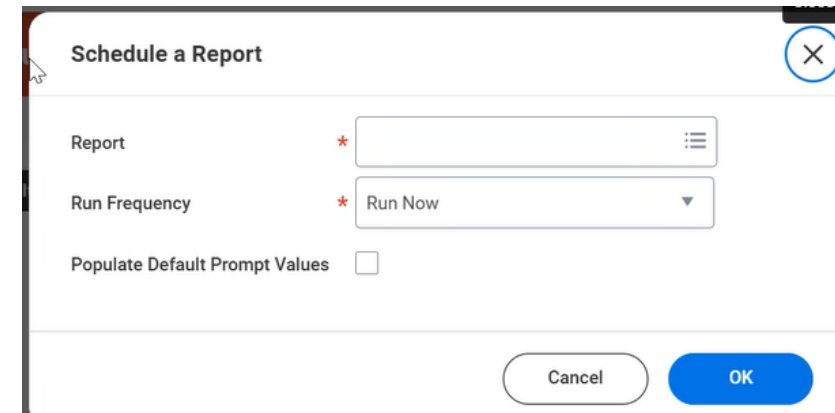
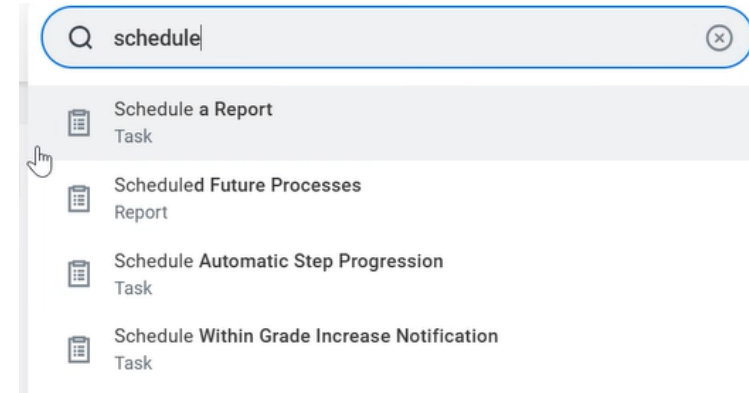
- Search for the Report or select from Reports worklet
- Enter report parameters for which you want to run the report

2. **Scheduling the Report:**

- Schedule the report to be delivered in your inbox at a specified time interval

Scheduling a Report

1. Search for the **Schedule a Report** task using the Search bar.
2. Specify the **Report** name and the Run **Frequency** of which you want it scheduled.



A screenshot of the 'Schedule a Report' dialog box. The title bar at the top says 'Schedule a Report' with a close button on the right. The dialog contains three fields: 'Report' with a red asterisk and a dropdown menu, 'Run Frequency' with a red asterisk and a dropdown menu showing 'Run Now', and 'Populate Default Prompt Values' with an unchecked checkbox. At the bottom right, there are 'Cancel' and 'OK' buttons.

Scheduling a Report, continued

- Specify the parameters for which you want the report to run. These are the same parameters that you would enter if you were running the specific report manually. For example, select Worker Type = Student.

Schedule a Report

Request Name

Worker Details by Department

Process

Worker Details by Department

Run Frequency

Run Now

Report Criteria

Output

13 items

Field	Value Type	Value
Organizations by Type	Specify Value	
Include Subordinate Organizations	Specify Value	☐
Worker Types	Specify Value	

OK

Cancel

Scheduling a Report, continued

- Specify the **Frequency Details** for which the report will run.
- View Background Progress shows the progress of the reports.

MENU

CSU SYSTEM
COLORADO STATE UNIVERSITY

work study earnings

View Background Process

ACN Audit Academic Units

Process

ACN Audit Academic Units

Request Name

ACN Audit Academic Units

Status

Processing

Percent Complete

25.00%

Current Processing Time (hh:mm:ss)

00:00:00

Average Processing Time (hh:mm:ss)

00:00:00

Refresh

Process Info

Output Files (0)

Messages (0)

Child Processes (1)

Process Type

Report

Recurrence Type *

☒ Recurs Every Weekday

☐ Recurs Every x Day(s)

0

Start Time *

x 6:00 AM

Time Zone *

x GMT-05:00 Eastern Time (New York)

Catch Up Behavior *

x Run Once

Range of Recurrence

Start Date *

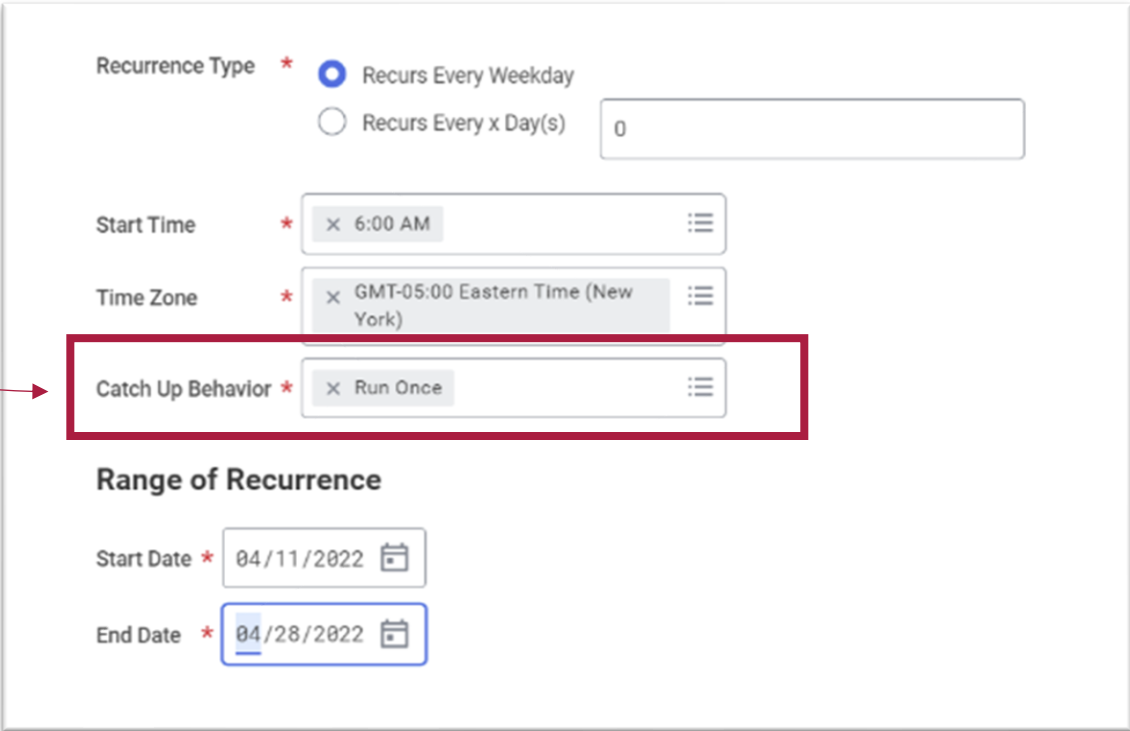
04/11/2022

End Date *

04/28/2022

What is Catch Up Behavior?

- Catch-up Behavior determines how the system handles missed scheduled runs (e.g., during outages or maintenance) to ensure critical processes are managed appropriately after recovery.
- There are two options to select:
 - **Run Once:** One report runs after recovery. Executes a single instance after the system is restored.
 - **None:** Missed reports are skipped.



The screenshot shows a configuration window for a recurring task. The 'Recurrence Type' is set to 'Recurs Every Weekday'. The 'Start Time' is '6:00 AM' and the 'Time Zone' is 'GMT-05:00 Eastern Time (New York)'. The 'Catch Up Behavior' dropdown is highlighted with a red box and a red arrow from the text 'There are two options to select:' in the adjacent list. Below this, the 'Range of Recurrence' is defined with a 'Start Date' of '04/11/2022' and an 'End Date' of '04/28/2022'.

Recurrence Type * ☒ Recurs Every Weekday
☐ Recurs Every x Day(s) 0

Start Time * x 6:00 AM

Time Zone * x GMT-05:00 Eastern Time (New York)

Catch Up Behavior * x Run Once

Range of Recurrence

Start Date * 04/11/2022

End Date * 04/28/2022

Scheduling a Report, continued

6. Reports delivered to you will show up in your **Notifications**.

MENU

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work study earnings

99+

85

Notifications

Viewing: All

Sort By: Newest

From Last 30 Days

Document Available

ACN Audit Academic Units 2026-02-17 10_38 MST.xlsx is now available in My Reports

1 minute(s) ago

Allison Bergman replied

Allison Bergman replied

3 day(s) ago

Christine Hooks replied

Christine Hooks replied

3 day(s) ago

Absence Request: Bob Meehan

Time Off Request Approved

2 day(s) ago

Document Available

1 minute(s) ago

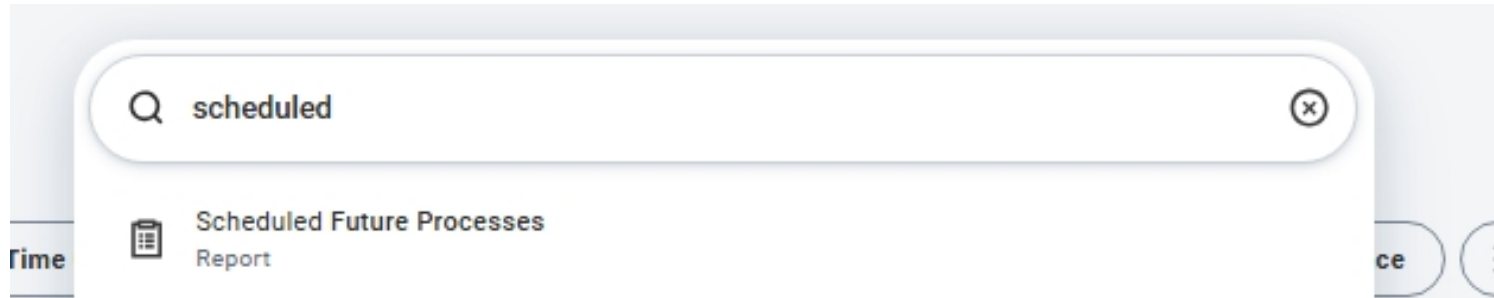
ACN Audit Academic Units 2026-02-17 10_38 MST.xlsx is now available in My Reports

Details

ACN Audit Academic Units 2026-02-17 10_38 MST.xlsx

Cancelling Scheduled Reports

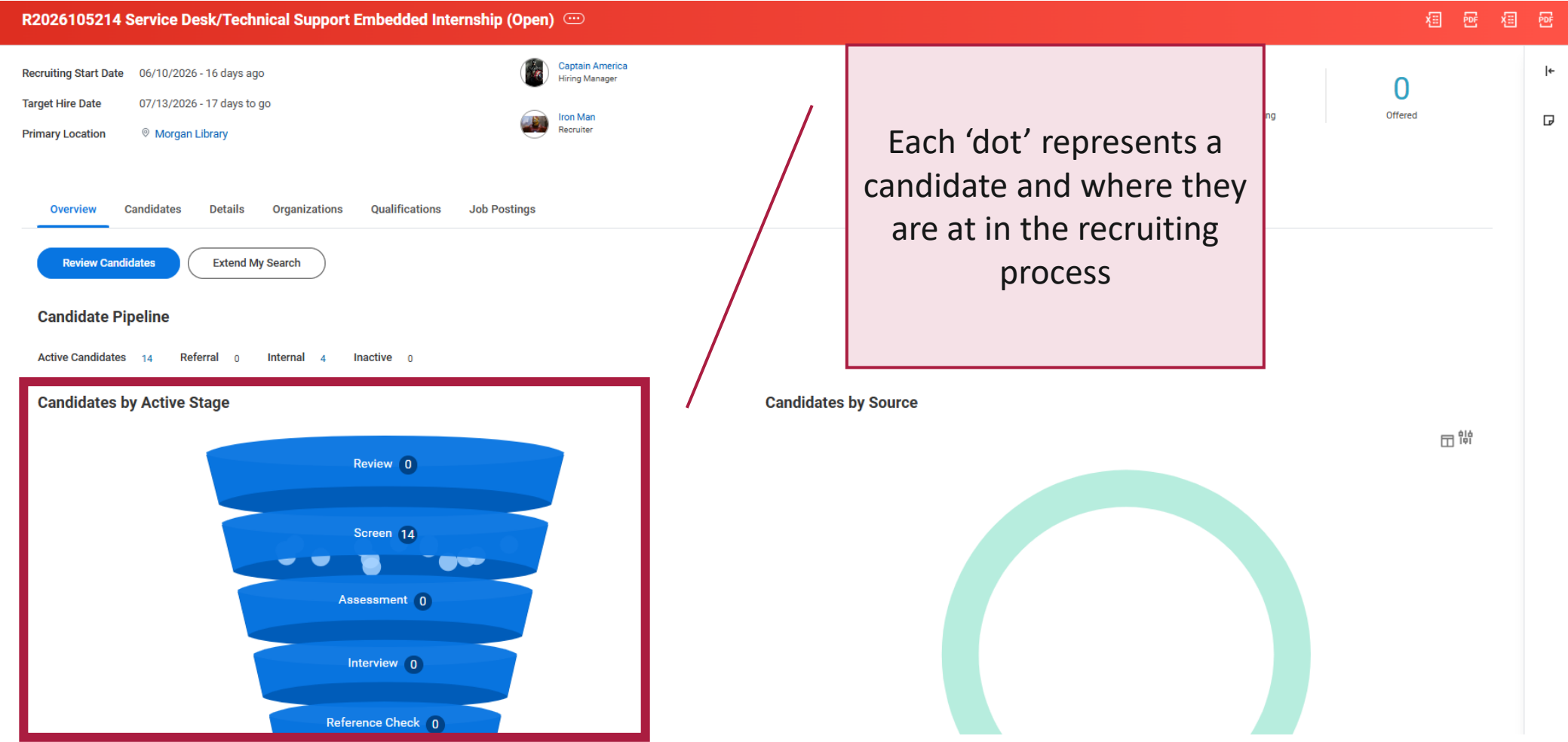
In Workday, you can edit or cancel a scheduled report by using the **Scheduled Future Processes** task. Please refer to the [How to Suspend a Scheduled Report](#) guide for the step-by-step process.



The logo of the Colorado State University System is a large, stylized 'C' shape. It is composed of three concentric circular segments. The outermost segment is a deep red color. The middle segment is a dark blue color. The innermost segment is a yellowish-green color. The logo is positioned on the left side of the slide, partially overlapping the mountain background.

Job Requisition Navigation

Overview Tab



Candidates Tab

- This tab is where you can take action on candidates
- Move forward candidate
- Decline candidate
- Send message to candidate
- Download all application materials

R2026105214 Service Desk/Technical Support Embedded Internship (Open)

Recruiting Start Date: 06/10/2026 - 16 days ago
 Target Hire Date: 07/13/2026 - 17 days to go
 Primary Location: Morgan Library

Captain America Hiring Manager
 Iron Man Recruiter

0 Review | 0 Interviewing | 0 Offered

Overview **Candidates** Details Organizations Qualifications Job Postings

All Active Candidates | Awaiting Action | Extend My Search

Review | 14 Screen | Assessment | Interview | Reference Check | Offer | Background Check | Ready for Hire

No Filters Applied | Saved Filters: select one

14 Items													
	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Duplicate Found?	Date Applied	Source	Previous Worker?	Resume	Candidate Home Exists?			
☐	(Student) (C123914)	Screen		2		06/19/2026	Internal - Current Student	No	Zachary_Cord_Cover_Letter_ITServiceDesk.docx Zachary_Cord_Resume+(1).docx	https://csu-system.impl-wd12.myworkdayjobs.com/fortcollins_careers/login?Job_Application_ID=da7ae3315685900225f659af5de1e5000			
☐	(Student) (C123893)	Screen		2	✗	06/19/2026	Internal - Current Student	No	Resume+(1).pdf	https://csu-system.impl-wd12.myworkdayjobs.com/fortcollins_careers/login?Job_Application_ID=69f69bee37cd900214616b48b3be0000			
☐		Screen		2		06/19/2026	Internal - Current Student	No	Cover+Letter+Duke+Bautista.pdf Duke-Bautista-Resume.docx.pdf	https://csu-system.impl-wd12.myworkdayjobs.com/fortcollins_careers/login?Job_Application_ID=e8da481c602a900210903f5422580000			
Move Forward Decline Send Message ...													

Details Tab

- View All Job Requisition Details

Overview

Candidates

Details

Organizations

Qualifications

Job Postings

Details

Interview Team

ACN Job Requisition Assigned Roles

ACN Job Requisition Event Questionnaire Answers

Copy To Create Job Requisition

Requisition Details

Job Requisition

R2026105214 Service Desk/Technical Support Embedded Internship (Open)

Supervisory Organization

Help Desk, CSU System-JM (Captain America) (SUP-237840-JM)

Number of Openings

4 available | 0 unavailable | 0 filled | 4 total

Referral Payment Plan

(empty)

Available For Hire

Yes

Hiring Freeze

No

Requester

Captain America

Job Application Template

Student Application effective 01/28/2026, 10:17 AM

Candidate Ranking Template

(empty)

Candidate Rating Template

(empty)

Candidate Availability Template

(empty)

Primary Internal Questionnaire

(empty)

Secondary Internal Questionnaire

(empty)

Primary External Questionnaire

(empty)

Secondary External Questionnaire

(empty)

Recruiting Self-Schedule Calendars

(empty)

Reference Template

(empty)

Replacement For

(empty)

Recruiting Instruction

Post Internally & Externally

Job Posting Title

Service Desk/Technical Support Embedded Internship

Job Description Summary

(empty)

Hiring Requirements

Job Details

Job Profile

Stu IT/Media/Marketing

Job Families for Job Profiles

Student

Worker Sub-Type

Student

Worker Type

Employee

Time Type

Part time

Compensation Grade

STU IT/Media/Marketing - S150

Primary Location

📍 Morgan Library

Primary Job Posting Location

📍 Fort Collins, CO

Additional Locations

(empty)

Additional Job Posting Locations

(empty)

Scheduled Weekly Hours

15

Work Shift

(empty)

Recruiting Start Date

06/10/2026

Target Hire Date

07/13/2026

Target End Date

(empty)

Additional Information

Union Membership from Job Profile

(empty)

Allowed Unions from Job Profile

(empty)

Collective Agreement Details

 COLORADO STATE UNIVERSITY SYSTEM

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Details Tab -> Inbound Process

- Once a candidate is moved to 'Ready to Hire', then inbound process will generate
- Primary recruiters selects 'Ready to Hire', candidate shows as completed, HR Partner will then receive a set of tasks, once HR Partner completes then inbound process triggers

OverviewCandidatesDetailsOrganizationsQualificationsJob Postings

DetailsRequisition CompensationInterview TeamACN Job Requisition Assigned RolesACN Job Requisition Event Questionnaire Answers

Copy To Create Job Requisition

Requisition Details

Job Requisition	R2026105399 Avenger - Earth Defense Specialist (Fill Date: 06/29/2026)
Supervisory Organization	Help Desk, CSU System (Captain America) (SUP-237840-PM)
Number of Openings	0 available 0 unavailable 1 filled 1 total
Position	P114380 Avenger - Earth Defense Specialist (Position Fill:06/29/2026,Bruce Banner)
Referral Payment Plan	(empty)
Inbound Process	Hire: Bruce Banner
Available for Overlap	No
Available For Hire	No
Hiring Freeze	No
Requester	Captain America
Job Application Template	Standard Application effective 01/28/2026, 10:16 AM
Candidate Ranking Template	(empty)

Hiring Requirements

Job Details

Job Profile	Business Officer (NE) - NEX-S
Job Families for Job Profiles	Administrative Services
Worker Sub-Type	Admin Professional Regular
Worker Type	Employee
Time Type	Full time
Compensation Grade	Support/Admin - SA07
Primary Location	Administration
Primary Job Posting Location	Fort Collins, CO
Additional Locations	(empty)
Additional Job Posting Locations	(empty)
Scheduled Weekly Hours	40
Work Shift	(empty)

Details Tab -> Business Process History

- This can be found at the bottom of the Details Tab
- Shows when the requisition was approved (especially helpful during the assign roles process)

Conditions of Employment

- Must successfully pass a S.H.I.E.L.D. background investigation.
- Must be authorized to operate within Earth-616 and affiliated territories.
- Ability to travel domestically, internationally, interdimensionally, and interplanarily as required.
- Must be available for emergency deployment, including evenings, weekends, holidays, and apocalyptic events.
- Must maintain good standing with the Avengers Initiative Code of Conduct.
- Possession of superhuman abilities, advanced technology, mystical expertise, elite combat skills, or equivalent qualifications required.
- Ability to work effectively with diverse populations, including humans, gods, aliens, sorcerers, and sentient trees.

Supervision

Received:

- General direction from Captain America and designated Avengers leadership.

Exercised:

- May provide leadership and guidance to junior Avengers, recruits, interns, and allied response teams during missions.

Minimum Education

- High school diploma or equivalent required.
- Bachelor's degree in Science, Engineering, Military Strategy, Mystical Arts, Intergalactic Diplomacy, or related field preferred.
- Equivalent heroic training or demonstrated field experience may substitute for formal education.

Minimum Experience

- Minimum of 3 years of experience in heroics, public service, military operations, law enforcement, intelligence, emergency response, or equivalent.
- Demonstrated experience mitigating threats and protecting civilian populations.
- Prior experience saving a city, nation, planet, or reality preferred.

Preferred Qualifications

- Demonstrated history of participating in successful world-saving operations.
- Experience working on multidisciplinary teams with enhanced individuals.
- Advanced expertise in combat, intelligence gathering, engineering, diplomacy, advanced sciences, mystical arts, or crisis management.
- Prior experience with extraterrestrial, cosmic, or multiversal incidents.
- Leadership experience directing teams in emergency or combat situations.
- Recognition by international, interplanetary, or interdimensional governing bodies for heroic service.

> Attachments

Business Process History				
Business Process 2 items				
Effective Date	Business Process	Initiated On	Completed On	Status
06/23/2026	Requisition Compensation Change: R2026105399 Avenger - Earth Defense Specialist	06/23/2026 01:50:48 PM	06/23/2026 01:51:56 PM	Successfully Completed
06/23/2026	Job Requisition: R2026105399 Avenger - Earth Defense Specialist	06/23/2026 09:30:51 AM	06/23/2026 01:51:56 PM	Successfully Completed

Details Tab -> Interview Team

- View Assigned Interviewers

R2026105399 Avenger - Earth Defense Specialist (Fill Date: 06/29/2026)

Recruiting Start Date06/23/2026 - 3 days ago

Target Hire Date08/14/2026 - 1 month to go

Primary LocationAdministration

Captain America
Hiring Manager

Eva Martinez
Recruiter

Sydney Varshawsky
Recruiter

0
Review

0
Interviewing

1
Offered

OverviewCandidatesDetailsOrganizationsQualificationsJob Postings

Details

Requisition Compensation

Interview Team

ACN Job Requisition Assigned Roles

ACN Job Requisition Event Questionnaire Answers

There is no interview team available for this job requisition.

Manage Interview Scheduling Set...

Details Tab -> ACN Job Requisition Assigned Roles

- View All Assigned Roles for the Job Requisition

OverviewCandidatesDetailsOrganizationsQualificationsJob Postings

DetailsRequisition CompensationInterview TeamACN Job Requisition Assigned RolesACN Job Requisition Event Questionnaire Answers

Table View

4 items

	R2026105399 Avenger - Earth Defense Specialist (Fill Date: 06/29/2026)
Primary Recruiters	Eva Martinez Sydney Varshawsky
Search Committee	
Assistant(s)	Iron Man
Member(s)	Emily Claffey Eva Martinez Iron Man Kris Seidel

Details Tab -> ACN Job Requisition Event Questionnaire Answers

- This section displays responses from both the Job Requisition Additional Details Questionnaire and the Request to Fill Position Questionnaire

Overview Candidates Details Organizations Qualifications Job Postings					
Details	Requisition Compensation	Interview Team	ACN Job Requisition Assigned Roles	ACN Job Requisition Event Questionnaire Answers	
28 items					
Job Requisition Questionnaires					
Job Requisition	Questionnaire	Question Body	Questionnaire Answer	Respondent	Questionnaire Attachment
R2026105399 Avenger - Earth Defense Specialist (Fill Date: 06/29/2026)	Job Requisition Additional Details Fort Collins 20260128	What is the salary range for this position? Enter a salary range that will appear on the job posting using the format \$XX,XXX – \$XX,XXX. A range is required for salaried positions. For hourly positions, you may enter either a single hourly amount or a range.	\$95,000 - \$165,000	Sydney Varshawsky	
	Job Requisition Additional Details Fort Collins 20260128	Is this job requisition for a promotional announcement? Select Yes if this requisition is for a current employee whose duties and responsibilities are expanding within their existing position. If this is a Student or Non-Student Hourly (NSH) job requisition, select No.	No	Sydney Varshawsky	
	Job Requisition Additional Details Fort Collins 20260128	Is this job requisition for a current employee moving into a new position? Select Yes if this requisition is for a current employee transitioning into a new role, rather than expanding their existing one. This may include situations where the department plans to backfill the employee's previous position. If this is a Student or Non-Student Hourly (NSH) job requisition, select No.	No	Sydney Varshawsky	

Organizations Tab

- This tab displays the KFS account and department associated with the job requisition

OverviewCandidatesDetailsOrganizationsQualificationsJob Postings

4 items

Organization Type	Organization
Company	Colorado State University
Fund	FD100 Colorado State University System
KFS Account	CO 1352590 VPIT Administration
Department	1059 Division of Information Technology

Job Postings Tab -> Current

- This tab displays job postings that are currently active and accepting applications.
- This is where you would copy the posting link

OverviewCandidatesDetailsOrganizationsQualificationsJob Postings

Current

HistoricalACN Job Posting Links

Post Job

0 items

Job Posting

Type

Posting Start Date

Posting End Date

Primary Posting

Posting Cost

Action

No items available.

How to Copy a Job Posting Job Aid

Job Postings Tab -> Historical

- This tab will display any job postings that are no longer posted

OverviewCandidatesDetailsOrganizationsQualificationsJob Postings

Current

Historical

ACN Job Posting Links

Post Job

2 items

Job Posting

Type

Posting Start Date

Posting End Date

Job Application Template

Posting Cost

Internal

Internal

06/23/2026

06/25/2026

Standard Application effective 01/28/2026, 10:16 AM

0

CSU Fort Collins Careers

External

06/23/2026

06/25/2026

Standard Application effective 01/28/2026, 10:16 AM

0

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Job Requisition for PM

Two Types of Supervisory Organizations in Workday

There are **two types of supervisory organizations** in Workday: position managed and job managed.

Position Managed

- **Used for:**
 - Admin Pro, Faculty (not Adjunct), State Classified, Post Docs
- **Requires:**
 - Position
- **Example:**

Supervisory Organization



X Night's Watch Strategic Defense Operations (John Snow) ...

Job Managed

- **Used for:**
 - Non-Student Hourly (NSH), Students, Adjuncts, and Graduate Assistants
- **Requires:**
 - No Position needed
- **Example:**

Supervisory Organization



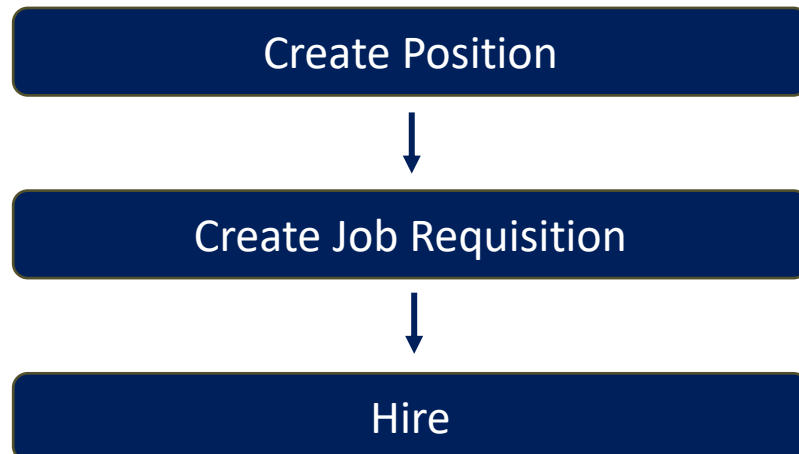
X Night's Watch Strategic Defense Operations - **JM** (John Snow) ...

Key Difference Between PM and JM

Position-Managed (PM) Supervisory Organizations

You need a seat before someone can sit.

- Hiring is based on positions (seats)
- A position must exist and be available before you can hire
- Each employee is assigned to a specific position
- Used for: AP, Faculty (not Adjunct), State Classified, Post Docs



Job-Managed (JM) Supervisory Organizations

It's about who is sitting, not the seat.

- Hiring is based on people in jobs, not positions
- No position (seat) required to hire
- Used for: NSH, Students, Adjuncts, Graduate Assistants, Veterinary Residents



Job Requisitions, Job Postings, and Positions in Workday

■ Job Requisitions

- The process in Workday **that initiates the recruiting process** (excluding contingent workers and graduate assistants)

■ Job Postings

- Job Postings are the **public-facing job advertisements** applicants view

■ Positions

- Positions in Workday **exist independently of the employee assigned to it**
- Using the seat example:
 - The position is the seat
 - The employee is the person sitting in that seat
 - When an employee in a PM sup org leaves, the seat remains and can be assigned to a new employee

Who Can Initiate a PM Job Requisition

- Hiring Managers
- Recruiting Coordinators

Helpful Checks Before Creating PM Job Requisition

Position has
been created
and approved

Position's
availability date
has happened

Job Requisition Job Aid

- [Create Job Requisition from a Position | Scribe](#)

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Job Requisition for JM

Two Types of Supervisory Organizations in Workday

There are **two types of supervisory organizations** in Workday: position managed and job managed.

Position Managed

- **Used for:**
 - Admin Pro, Faculty (not Adjunct), State Classified, Post Docs
- **Requires:**
 - Position
- **Example:**

Supervisory Organization



X Night's Watch Strategic Defense Operations (John Snow) ...

Job Managed

- **Used for:**
 - Non-Student Hourly (NSH), Students, Adjuncts, and Graduate Assistants
- **Requires:**
 - No Position needed
- **Example:**

Supervisory Organization



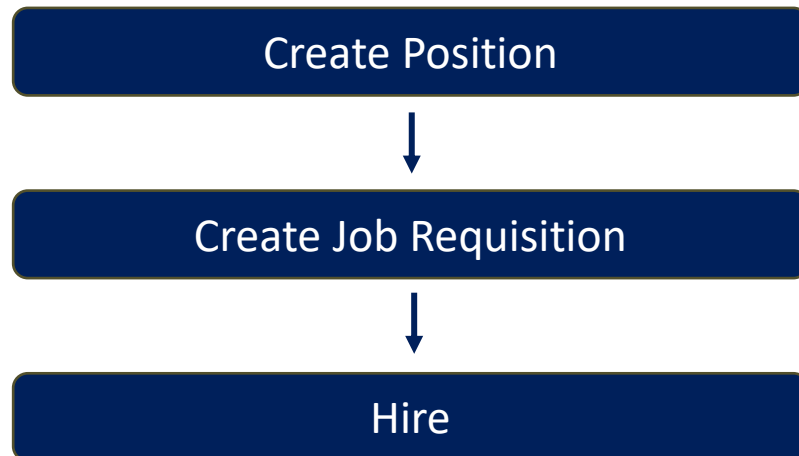
X Night's Watch Strategic Defense Operations - **JM** (John Snow) ...

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Job-Managed (JM) Supervisory Organizations

It's about who is sitting, not the seat.

- Hiring is based on people in jobs, not positions
- No position (seat) required to hire
- Used for: NSH, Students, Adjuncts, Graduate Assistants, Veterinary Residents



What Requires a Job Requisition?

Requisition Required

- Admin Professional
- Faculty
- Non-Student Hourly
- Postdoctoral Fellows
- State Classified
- Student
- Veterinary Residents

Requisition Not Required

- Associates (Contingent Workers)
- Graduate Assistants

Job Requisitions, Job Postings, and Positions in Workday

■ Job Requisitions

- The process in Workday **that initiates the recruiting process** (excluding contingent workers and graduate assistants)

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- Job Postings are the **public-facing job advertisements** applicants view

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- Positions in Workday **exist independently of the employee assigned to it**
- Using the seat example:
 - The position is the seat
 - The employee is the person sitting in that seat
 - When an employee in a PM sup org leaves, the seat remains and can be assigned to a new employee

Who Can Initiate a JM Job Requisition

- Hiring Managers
- Recruiting Coordinators

NSH Job Requisition

- [Create a Non-Student Hourly \(NSH\) Job Requisition in Workday | Scribe](#)
- Once the non-student hourly job requisition is approved by both the department Business Officer and the Position Justification Review Committee, the Primary Recruiter will receive a system notification.
 - At that point, the Recruiting Coordinator must log back into Workday to post the requisition. The **Post Job** task can be accessed from the Workday homepage or from the **My Tasks** inbox in the top-right corner.

NSH Job Requisition Process

- **If created by a Recruiting Coordinator:**
 - Recruiting Coordinator creates the Job Requisition
 - Recruiting Coordinator completes the Job Requisition Additional Details Questionnaire
 - Recruiting Coordinator completes the Position Justification Questionnaire
 - Department Business Officer reviews and approves
 - Position Justification Review Committee reviews and approves
 - **Recruiting Coordinator posts the job requisition**
- **If created by a Manager:**
 - Manager creates the Job Requisition
 - Manager completes the Job Requisition Additional Details Questionnaire
 - Manager completes the Position Justification Questionnaire
 - Recruiting Coordinator reviews and approves
 - Department Business Officer reviews and approves
 - Position Justification Review Committee reviews and approves
 - **Recruiting Coordinator posts the job requisition**

Student Job Requisition

- [How to Create a Student Job Requisition | Scribe](#)
- Once you have submitted your student job requisition to Talent Acquisition (Student Employment Coordinator), TA will review and post. Once posted, the job will be cross-posted to Handshake on your behalf.
- Handshake will continue to serve as the primary recruitment platform for student jobs at CSU. When a student clicks **Apply** in Handshake, they will be redirected to Workday to complete the application and submit their materials.

Student Job Requisition Process

- **If created by a Recruiting Coordinator:**

- Recruiting Coordinator creates the Job Requisition
- Recruiting Coordinator completes the Job Requisition Additional Details Questionnaire
- TA Reviews and Approves Job Requisition
- TA Posts Student Job

- **If created by a Manager:**

- Manager creates the Job Requisition
- Manager completes the Job Requisition Additional Details Questionnaire
- TA Reviews and Approves Job Requisition
- TA Posts Student Job

Contingent Workers

- **Contract a Contingent Worker Job Aid**
- Note: This can be done by an HR Partner

Graduate Assistants

- [Hire a Graduate Assistant Video](#)
- [Hire a Graduate Assistant Slide Deck](#)

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Promotional Announcements

Promotional Announcements

- [Promotional Announcements in Workday | Human Resources | Colorado State University](#)

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Evergreen Requisitions

What are Evergreen Requisitions in Workday?

- Evergreen (open pool) requisitions are not tied to an immediate hire. Their purpose is to gather applications and identify qualified talent in advance.
- When to Use an Evergreen Requisition:
 - Research Associate roles or similar positions
 - Positions with frequent turnover
 - Roles that need to be filled quickly once approved
 - Hard-to-fill or specialized roles where building a pipeline is critical
- The Primary Recruiter may screen applicants for minimum qualifications listed on the evergreen requisitions
- Candidates will **not be able to be moved forward in the process until a Linked Requisition (secondary open pool) is created**

[Evergreen Requisitions | Human Resources | Colorado State University](#)

Evergreen Requisition Process

- [How to Create an Evergreen Requisition in Workday | Scribe](#)
- [How to Create a Linked Job Requisition \(Secondary Open Pool\) | Scribe](#)



Key Differences Between Workday and Legacy(TMS) Process

TMS – Legacy System	Workday
Departments could interview from open pool before creating a secondary requisition	Linked requisition MUST be created an approved before any interviews or reference checks are conducted
Talent Acquisition copy over eligible candidates from the Evergreen to the Linked Requisition	Primary Recruiters are responsible for copying eligible candidates from the Evergreen to the Linked Requisition

Assign Roles

Do You Need to Assign Roles?

- A Primary Recruiter **must be assigned to all PM job requisitions**
- Assignment is **optional for JM job requisitions**.
- The following roles are used in the Recruiting process in Workday
 - Recruiter
 - Recruiting Coordinator
 - Primary Recruiter
 - Hiring Manager
 - Search Chair/ Assistant / Committee Member
 - Student Employment Coordinator
 - Business Officer
 - Position Justification Review Committee
 - Candidate Application Reviewer

[Update or Add Roles Job Aid](#)

Helpful Considerations Before Assigning a New Role

- Ensure the **Effective Date** is the date the requisition was approved, this ensures that the new assigned role has access to all candidates since the requisition began
 - To view this, go to **Business Process Event History**
- Any Primary Recruiter MUST be a Recruiting Coordinator
- You can assign multiple of each role (i.e. multiple primary recruiters, multiple search committee members)

Recruiter in Workday

- **Who Holds This Role:** CSU Talent Acquisition (TA) Staff
- **Role Overview:** Responsible for reviewing and managing job requisitions and candidate activity across the university
- **Assignable Role?:** Not assignable during Job Requisition

Hiring Manager in Workday

- **Who Holds This Role:** Manager of the position being filled.
- **Role Overview:** Automatically assigned based on the Supervisory Organization where the position resides.
 - Can create job requisitions for their Supervisory Organization.
 - Participates in candidate review and selection.
- **Assignable Role?:** Not assignable during Job Requisition

Student Employment Coordinator in Workday

- **Who Holds This Role:** CSU Talent Acquisition (TA) Staff
- **Role Overview:** Manages student job requisitions across CSU.
 - Reviews and approves student job postings university-wide.
- **Assignable Role?:** Not assignable during Job Requisition

Business Officer in Workday

- **Who Holds This Role:** Department, division, or college Business Officers
- **Role Overview:** Reviews job requisitions for financial approval.
- **Assignable Role?:** Not assignable during Job Requisition

Position Justification Review Committee in Workday

- **Who Holds This Role:** University Position Justification Review Committee Members
- **Role Overview:** Provides university-level approval to fill positions.
 - Student Jobs are **NOT** reviewed by this committee
- **Assignable Role?:** Not assignable during Job Requisition

Recruiting Coordinator in Workday

- **Who Holds This Role:** Department, unit, or division-level campus partners
- **Role Overview:** Oversees searches and enters requisitions within assigned Supervisory Organizations (Sup Orgs).
 - Create job requisitions at the department level.
 - Submit job requisitions to Talent Acquisition for review.
 - Manage searches through the Recruiting Hub.
- **Assignable Role?:** Not assignable during Job Requisition

Primary Recruiter in Workday

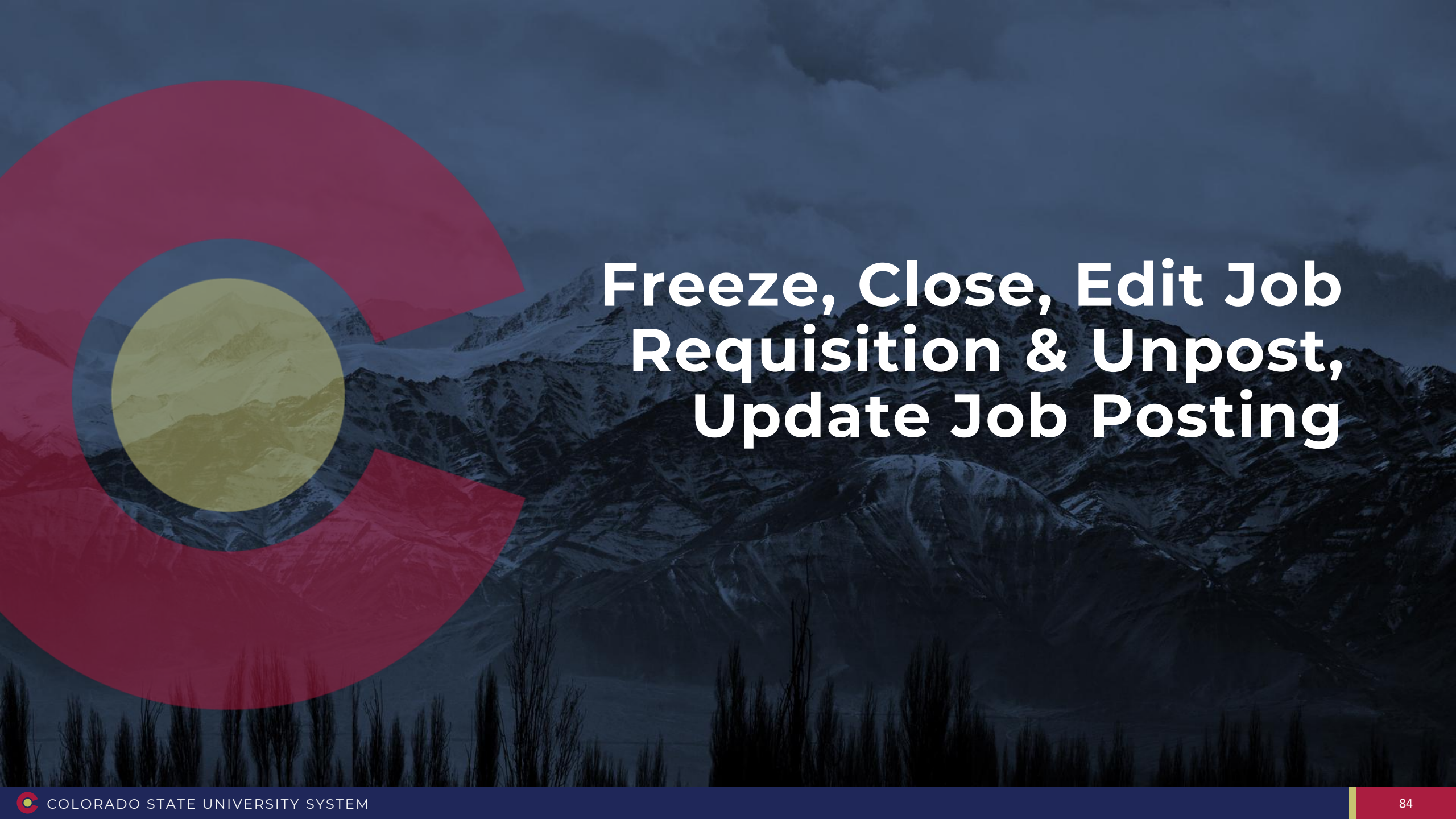
- **Who Holds This Role:** Recruiting Coordinators or Recruiters (TA) assigned to a specific job requisition.
- **Role Overview:** Designates ownership of a specific search.
 - Receives requisition-related notifications
 - Serves as the main point of contact for the search
 - Can move candidates through applicable candidate stages
- **Assignable Role?:** Assignable during Job Requisition

Search Chair/ Assistant / Committee Member in Workday

- **Who Holds This Role:** Individuals assigned to a specific job requisition.
- **Role Overview:** Supports candidate evaluation and search activities.
 - Search Chairs and Assistants can move candidates through stages up to 'Offer'.
 - Search Committee Members can view and evaluate candidates only.
- **Assignable Role?:** Assignable during Job Requisition

Candidate Application Reviewer in Workday

- **Who Holds This Role:** Individuals assigned to a specific job requisition.
- **Role Overview:** Candidate Application Reviewers are similar to the Search Committee Member role and can be used for non-student hourly and student requisitions, not just State Classified positions. Candidate Application Reviews can view and evaluate candidates only.
- **Assignable Role?:** Assignable during Job Requisition



Freeze, Close, Edit Job Requisition & Unpost, Update Job Posting

Freeze a Job Requisition

Purpose: Temporarily pause recruiting activity without ending the requisition.

When to Use:

- Hiring is on hold due to budget or approvals
- Department needs time before continuing recruitment
- Reorganizations or pending decisions that should be completed before staffing the position

What Happens:

- Requisition remains open
- Candidates may still apply (if still posted)
- Candidates can continue to move through most stages; however, they cannot be advanced to the Offer stage while the requisition is frozen.

Key Takeaway: Freezing is a temporary hold. The process can continue, but hiring cannot be finalized.

Unpost Job Posting

Purpose: Remove the job from job boards without ending the requisition.

When to Use:

- You want to stop new applications
- Posting was made in error
- Posting needs to be edited/modified (requires repost to push out changes)

What Happens:

- Job is no longer visible to applicants
- No new applications can be submitted
- Existing candidates remain active and can move through the process

System Behavior: Workday will automatically unpost the job requisition when a candidate is moved to Ready for Hire, if it has not already been unposted.

Key Takeaway: Unposting stops new applicants but keeps the search active.

Close Job Requisition

Purpose: Permanently end the requisition.

When to Use:

- Recruitment is canceled
- Position is no longer needed

What Happens:

- Requisition is closed and no longer active
- No further candidate movement is allowed
- Requisition cannot be reopened

System Behavior: You do NOT need to close a job requisition when a candidate is selected or hired. Workday will automatically update the requisition status once the staffing process is completed

Key Takeaway: Closing is a final action used only when the search is truly canceled or no longer needed.

A job requisition cannot be closed while active candidates remain in the recruitment process.

A job requisition cannot be posted and closed within the same day, so the close date must be done one day after post date.

Freeze vs. Unpost vs. Close

Quick Comparison

Action	Stops New Applicants	Ends Recruiting	Can Resume Later
Freeze	No (unless also unposted)	No	Yes
Unpost	Yes	No	Yes
Close	Yes	Yes	No

[Freeze-vs.-Close-vs.-Unpost-Job-Requisitions-in-Workday-1.pdf](#)

Edit Job Requisition

- Edits are usually made to increase openings for student requisitions (if not filled yet) or update supervisory organizations (in the event of change of management)
- Any edits route to TA for review and approval
- If trying to make an additional hire from a PM rec or adjunct, you need to create an additional requisition

Update Job Posting

- Usually used to extend the end date on a posting
- Any edits made to a job posting reroutes to TA for review and approval
- Reposting generates a new link; this requires teams to update any external postings on sites like Indeed

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Candidate Movement

Standard Search Process

- For most AP, Faculty, PM, and full recruitment searches, candidates move through the following stages:
 - Screen
 - Interview
 - Reference Check
 - Offer
 - Background Check
 - Completion (Ready for Hire)

Important Change from TMS:

TMS	Workday
Background checks generally occurred before the offer was finalized	The offer occurs first, with contingent language included in the offer letter. The background check happens after the offer stage

Abbreviated Search Process

- Some recruitments follow a shorter process
 - Students
 - Non-student hourlies
 - Pre-selected candidates
 - Promotional announcements
- These searches generally move:
 - Screen
 - Offer
 - Background Check
 - Completion

Candidate Profile Navigation

- Select the Blue Text under Candidates Tab on Job Requisition to navigate to Candidate's Profile

Overview

Candidates

Details

Organizations

Qualifications

Job Postings

All Active Candidates

Awaiting Action

Inactive Candidates

Extend My Search

--

Review

--

Screen

--

Assessment

--

Interview

--

Reference Check

--

Offer

--

Background Check

1

Ready for Hire

No Filters Applied

Saved Filters

select one

1 item

Overview

Contact

Experience

Resume

☐	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Source	Current Title	Current Company	Resume
☐	Bruce Banner (C123920)	Completion			06/25/2026	Job Sites -> Career Builder	Scientific Advisor	Avengers Initiative	 Bruce_Banner_Resume.docx

Candidate Profile -> Summary Tab

← 1 of 1

PDF

Bruce Banner (C123920)

For: R2026105399 Avenger - Earth Defense Specialist

Actions

Phone

Email

Resume

Summary

Overview

Recruiting History

Screening

Interview

Questionnaire Results

Attachments

Offer

Confirmed Opt-In Email Status

Not Requested

Email

b.banner@greenlabs.org

Phone Number

+1 (213) 9227439 (Mobile)

Location

733 S Broadway, Los Angeles, CA 90014 United States of America

Education

Harvard University

Doctor of Philosophy

Websites

none entered

Required Application Documents

Bruce_Banner_Resume.docx

Job Application Details

Job Requisition

R2026105399 Avenger - Earth Defense Specialist (Fill Date: 06/29/2026)

Location

Administration

Date Applied

06/25/2026 09:38:29 AM

Source

Job Sites -> Career Builder

Captain America

Hiring Manager

Eva Martinez

Recruiter

Sydney Varshawsky

Recruiter

Step

Completion

Work History

Current Job

11 years

Total Jobs

2

Total Experience

17 years

Experience

Avengers Initiative

Scientific Advisor | January 2012 - January 2023 (11 years, 1 month)

Provided scientific analysis during missions

- Developed tech for monitoring gamma exposure

Culver University

Lead Researcher | January 2002 - January 2008 (6 years, 1 month)

Pro Tip: Select the requisition title to navigate back to the Job Requisition

COLORADO STATE UNIVERSITY SYSTEM

95

Candidate Profile -> Overview Tab

- The Overview tab displays information that Workday has parsed from the application."
- Examples:
 - Education
 - Experience
 - Certifications
 - Qualifications
- This is especially useful for State Classified recruitments, where reviewers may rely more heavily on standardized qualification information.

Candidate Profile -> Overview Tab (Continued)

Overview

Candidate Communication

Current Job11 years

Total Jobs2

Total Experience17 years

Experience

Avengers Initiative
Scientific Advisor | January 2012 - January 2023 (11 years, 1 month)

Provided scientific analysis during missions
- Developed tech for monitoring gamma exposure

Culver University
Lead Researcher | January 2002 - January 2008 (6 years, 1 month)

Conducted gamma radiation experiments
- Unintentionally triggered Hulk transformation

Websites

none entered

Required Application Documents

 Bruce_Banner_Resume.docx

Education

Harvard University
Doctor of Philosophy

Certifications

none entered

Candidate Information

Added ByExternal Career Site

Add to Prospects

Candidate Profile -> Overview -> Candidate Communication

- Any message sent through Workday will appear here."
- Examples:
 - Interview invitations
 - Candidate communications
 - Decline notifications
- **Important Limitation**
 - It only tracks messages initiated through Workday.
 - If you send an Outlook email directly, it does not appear here.

Candidate Profile -> Overview -> Candidate Communication (Continued)

Overview

Candidate Communication

2 items

Timestamp	Email or Push Notification Successfully Sent?	Outgoing SMS to Candidate?	SMS Successfully Sent?	Email Subject	Email Body	Sender
02/13/2026 01:06 PM	Yes	Yes	No	Request to Schedule Interview - Service Desk Agent	Hello Francis, ...more	Iron Man
01/28/2026 07:49 AM	Yes	Yes	No	Your Service Desk Agent Application is Under Review	Dear Applicant, ...more	Captain America

Candidate Profile -> Recruiting History Tab

- This tab often answers questions before you submit a Help Desk ticket."
- Recruiting History displays:
 - Status changes
 - Candidate movement
 - Communication activity
 - System-generated actions
- **Important Callout**
 - This will show recruiting history for ALL job requisitions you have access to, so if this candidate applied to multiple job requisitions you have access to, you will see that history in this tab as well

Candidate Profile -> Recruiting History Tab Continued

Bruce Banner (C123920)
For: R2026105399 Avenger - Earth Defense Specialist

Actions

Phone

Email

Resume

Summary

Overview

Recruiting History

Screening

Interview

Questionnaire Results

Attachments

Offer

Recruiting History

Timeline

Filter

2026

25 June

Job Application Status Updated
R2026105399 Avenger - Earth Defense Specialist: Moved from "Background Check" to "Completion"

25 June

Automatic Message Sent
System sent "Offer Letter for Avenger - Earth Defense Specialist" Email for R2026105399 Avenger - Earth Defense Specialist

25 June

Automatic Message Sent
System sent "Request for References: Avenger - Earth Defense Specialist at Colorado State University" Email for R2026105399 Avenger - Earth Defense Specialist

25 June

Job Application Results: Interview Feedback Received
R2026105399 Avenger - Earth Defense Specialist: Average Rating = 3 (out of 3) for 1 of 1 interviewer feedback received

25 June

Automatic Message Sent
System sent "Thank you for Applying!" Email for R2026105399 Avenger - Earth Defense Specialist

25 June

Job Application Results: Offer Questionnaire Received
R2026105399 Avenger - Earth Defense Specialist: Sydney Varshawsky submitted "Offer Admin Pro Fort Collins 20260616"

25 June

Job Application Results: Initial Questionnaire Received
R2026105399 Avenger - Earth Defense Specialist: Bruce Banner submitted "Job App Primary Questionnaire"

COLORADO STATE UNIVERSITY SYSTEM

101

Candidate Profile -> Screening -> Screening Questions

- This tab displays how the candidate answered the Job App Primary Questionnaire

← 1 of 1

Bruce Banner (C123920)
For: R2026105399 Avenger - Earth Defense Specialist

Actions

Phone

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Resume

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Screening Questions

Assessments

CSUS Background Check History

References

Questionnaire

Job App Primary Questionnaire

Respondent

Bruce Banner

Submission Date

06/25/2026

4 items

Question	Answers
To help ensure your application receives full consideration, please confirm that you've included all required materials as outlined in the job posting.	I confirm that I've reviewed the job posting and included all required materials.
Are you legally authorized to work in the United States?	Yes
Will you now or in the future require sponsorship for employment visa status (e.g., H-1B status)?	No
I confirm that I have reviewed and agree to the Conditions of Employment for this position and that I meet all stated requirements.	Yes, I confirm

 COLORADO STATE UNIVERSITY SYSTEM

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Candidate Profile -> Screening -> Assessments

- This tab is mainly relevant for State Classified Recruitments

The screenshot displays a candidate profile for **Bruce Banner (C123920)**. The profile is for a position titled "For: R2026105399 Avenger - Earth Defense Specialist". The left sidebar contains a list of navigation options: Summary, Overview, Recruiting History, **Screening** (highlighted), Interview, Questionnaire Results, Attachments, and Offer. Under the "Actions" section, there are icons for Phone, Email, and Resume. The main content area shows the "Assessments" tab selected, with a sub-header "Screening Questions" and "Assessments" (highlighted). Below the sub-header, it states "none entered". The right sidebar contains links for "Screening Questions", "Assessments", "CSUS Background Check History", and "References".

Candidate Profile -> Screening -> CSUS Background Check History

- This will display the candidate, the selected background check package, and the status

1 item



Candidate Name	Background Check Package	Status	Status Date	Package Status	Background Check Business Process
(Internal) (Student) (C101034)	Criminal Based on SSN Trace	Passed	03/03/2026	Completed	

Candidate Profile -> Screening -> CSUS Background Check History (Continued)

← 1 of 1

PDF

Bruce Banner (C123920)

For: R2026105399 Avenger - Earth Defense Specialist

Actions

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Screening Questions

Assessments

CSUS Background Check History

References

1 item

Candidate Name	Background Check Package	Status	Status Date	Package Status	Background Check Business Process
Bruce Banner (C123920)	Not Required				Background Check for Job Application: Bruce Banner - R2026105399 Avenger - Earth Defense Specialist (Fill Date: 06/29/2026)

Select the blue text to see where the background check is in the business process (see next slide for more details)

Candidate Profile -> Screening -> CSUS Background Check History (Continued)

View Background Check Event

Background Check for Job Application: Bruce Banner - R2026105399 Avenger - Earth Defense Specialist (Fill Date: 06/29/2026)

For

Bruce Banner - R2026105399 Avenger - Earth Defense Specialist (C123920)

Overall Process

Job Application: Bruce Banner - R2026105399 Avenger - Earth Defense Specialist (C123920) on 06/25/2026

Overall Status

Successfully Completed

Details

Process

Current Process

Background Check for Job Application: Bruce Banner - R2026105399 Avenger - Earth Defense Specialist (Fill Date: 06/29/2026)

Process Status

Successfully Completed

Process History

7 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Background Check	Background Check	Submitted	06/25/2026 12:20:16 PM		Emily Rogers (Background Check Coordinator)	1	
Background Check	Integration: INT015_HCM_STD0_HireRight_BackgroundCheck_v2024-01	Not Required				0	
Background Check	Select Background Check Overall Status	Not Required				0	
Background Check	RPS Results	Step Completed	06/25/2026 12:20:20 PM		Emily Rogers (Background Check Coordinator)	1	
Background Check	To Do: HR Admin Review Background Check Results	Not Required				0	
Background Check	Make Background Check Decision	Not Required				0	
Background Check	Make Background Check Decision	Step Completed	06/25/2026 12:21:49 PM		Sydney Varshawsky (Primary Recruiter)	1	

Candidate Profile -> Screening -> References

< 1 of 1

PDF

Bruce Banner (C123920)

For: R2026105399 Avenger - Earth Defense Specialist

Actions

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Resume

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Screening Questions Assessments CSUS Background Check History References

Reference Check

Reference Check for Job Application: Bruce Banner - R2026105399 Avenger - Earth Defense Specialist (C123920)

3 items

Reference	Referee	Status	Email Address	Phone Number	Job Title	Company Name	Relationship Type
Reference	test test	Submitted on behalf of Referee	test@test.com	+1 (970) 8885555 (Landline)			Current Supervisor
Reference	Test test	Submitted on behalf of Referee	test@test.com	+1 (970) 4125558 (Fax)	test	test	Current Supervisor
Reference	test test	Submitted on behalf of Referee	test@test.com	+1 9701115555 (Mobile)			Current Supervisor

Select a reference 'pill' to see the referee's submitted responses (see next slide)

Candidate Profile -> Screening -> References (Continued)

Reference

Questionnaire

Reference Check Current Supervisor

Respondent

test test

Submission Date

06/25/2026

4 items



Question	Answers
You were listed as a current supervisor of the candidate, is that correct?	Yes
How does the candidate perform in their current role?	Test
What strengths stand out most about them?	Test
Are there areas for improvement?	Test

Done

Candidate Profile -> Interview Tab

- View Interview Feedback

← 1 of 1

Bruce Banner (C123920)
For: R2026105399 Avenger - Earth Defense Specialist

Actions

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Interview Feedback Interview Schedule

Overall Average Rating 3 (out of 3)
Ratings Submitted 1 of 1 Interviewer Feedback Received

▼ Interview on 06/25/2026 - R2026105399 Avenger - Earth Defense Specialist (Fill Date: 06/29/2026)

1 Item

Interviewer	Feedback Submitted	Overall Rating
Sydney Varshawsky	06/25/2026	3 (out of 3) - Recommend

Time Zone GMT-07:00 Mountain Time (Denver)

Select a 'pill' under feedback submitted column to see the interviewers submitted responses (see next slide)

Candidate Profile -> Interview Tab (Continued)

06/25/2026

Interviewer	Sydney Varshawsky
Overall Rating	3 (out of 3) - Recommend
Overall Comment	Thorough feedback

Done

Candidate Profile -> Interview -> Interview Schedule

PDF

Bruce Banner (C123920)
For: R2026105399 Avenger - Earth Defense Specialist

Actions

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Interview Feedback

Interview Schedule

Interview: Bruce Banner - R2026105399 Avenger - Earth Defense Specialist (C123920) 06/25/2026 1 item

Interviewers/Responses	Start Time	End Time	Location/Response	Interview Type	Questionnaires	Notes
Sydney Varshawsky - No Response	06/25/2026 8:00 AM	06/25/2026 8:05 AM		Video/Phone		

Time Zone

GMT-07:00 Mountain Time (Denver)

Overall Comment

(empty)

COLORADO STATE UNIVERSITY SYSTEM

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Candidate Profile -> Questionnaire Results -> Initial Application

- Displays candidate's response to Job App Primary Questionnaire

PDF

Bruce Banner (C123920)
For: R2026105399 Avenger - Earth Defense Specialist

Actions

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Initial Application

Offer

Questionnaire

Job App Primary Questionnaire

Respondent

Bruce Banner

Submission Date

06/25/2026

4 items

Question	Answers
To help ensure your application receives full consideration, please confirm that you've included all required materials as outlined in the job posting.	I confirm that I've reviewed the job posting and included all required materials.
Are you legally authorized to work in the United States?	Yes
Will you now or in the future require sponsorship for employment visa status (e.g., H-1B status)?	No
I confirm that I have reviewed and agree to the Conditions of Employment for this position and that I meet all stated requirements.	Yes, I confirm

Candidate Profile -> Questionnaire Results -> Offer

- Displays Primary Recruiter's responses to Admin Pro or Faculty Questionnaire

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Questionnaire Results

Attachments

Offer

Initial Application

Offer

Questionnaire

Offer Admin Pro Fort Collins 20260616

Respondent

Sydney Varshawsky

Submission Date

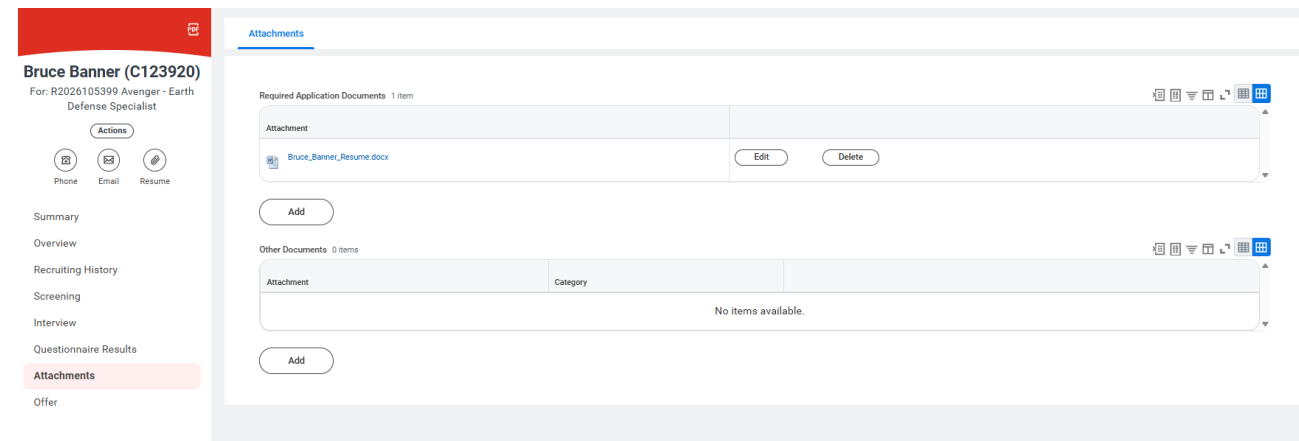
06/25/2026

5 items

Question	Answers
Does this offer include relocation/moving expenses?	No
Is this offer for a foreign national candidate?	No
Is a signing bonus being offered to this candidate? <i>Please ensure the candidate is eligible before including a signing bonus in the offer letter. If you have questions about eligibility, refer to the signing bonus webpage or contact your HR Business Partner.</i>	No
What is the appointment length?	12-month
Does this Administrative Professional appointment include eligibility for reappointment to a faculty position? <i>Select "Yes" for Administrative Professional roles (e.g., Directors, Vice Provosts, Department Heads/Chairs) that include eligibility to return to a faculty appointment.</i>	No

Candidate Profile -> Attachments Tab

- This is where any candidate application materials live (i.e. resume, cover letter)
- This is where a Primary Recruiter would make any modifications to the candidate's application materials
 - Important Note: TA no longer has the ability to unlock an application to allow the candidate to edit themselves, **the responsibility to modify materials is on the Primary Recruiter**



Candidate Profile -> Offer Tab

- Displays offer details including job profile, hire date, compensation, etc.



Bruce Banner (C123920)

For: R2026105399 Avenger - Earth Defense Specialist

Actions



Phone



Email



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Offer

Offer DetailsOffer Attachments

Job Details

Hire Date06/29/2026

LocationAdministration

Hire ReasonHire Employee > Hire Employee > New Hire

Job ProfileBusiness Officer (NE) - NEX-S

Business TitleAvenger - Earth Defense Specialist

Default Weekly Hours40

Scheduled Weekly Hours40

Contract End Date(empty)

Compensation

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency	Frequency
110,000.00	110,000.00	USD	Annual

Compensation PackageCSUS Compensation Package

Compensation GradeSupport/Admin - SA07

CompanyColorado State University

Plan Assignments 1 item

Plan Type	Compensation Plan	Assignment
Salary	CSUS Salary Plan	110,000.00 USD Annual

Candidate Profile -> Offer Attachments

- This is where offer letter lives
 - If there are multiple offer letters, all versions will show up here

Bruce Banner (C123920)
For: R2026105399 Avenger - Earth Defense Specialist

Actions

Phone Email Resume

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Offer Details **Offer Attachments**

Generated Documents 2 items

Document	Signature Type	Signed By	Signature Date	Signature Statement
Fort Collins Administrative Professional Offer 2026-06-25.pdf	Acknowledgment	Captain America	06/25/2026 12:15:55 PM	I have reviewed and approve the offer letter as written.
Fort Collins Administrative Professional Offer 2026-06-25.pdf	Acknowledgment	Bruce Banner	06/25/2026 12:16:41 PM	I have reviewed and approve the offer letter as written.

Select blue text to view offer letter
(see next slide)

Candidate Profile -> Offer Attachments -> Offer Letter



COLORADO STATE UNIVERSITY

June 25, 2026

Bruce Banner
733 S Broadway
Los Angeles, California 90014

Dear Bruce,

This is a formal offer for the position of Avenger - Earth Defense Specialist at Colorado State University, with an anticipated start date of Monday June 29, 2026. This offer has the approval of the Provost, Lise Youngblade, acting under the authority delegated by the Board of Governors of the Colorado State University System, Colorado State University's governing board. This offer is contingent upon the successful completion of the required background checks with acceptable results to the University.

This is a Full time, Admin Professional Regular 12-month appointment at a starting salary of \$110,000.00 plus benefits. Your assignment will be in Division of Information Technology and your duties will be as described in the job description. This is an Administrative Professional position and in accordance with Colorado statute, C.R.S. § 24-19-104, all Administrative Professionals are "employees at will" and their employment is subject to termination by either party at any time and for any reason, although the termination cannot be for a reason that is contrary to applicable Federal or Colorado law. Accordingly, you are an "at will" employee of Colorado State University.

Please familiarize yourself with the policies and regulations outlined in the Academic Faculty and Administrative Professional Manual. Sections D and J are especially germane, as they outline the responsibilities and expectations for Administrative Professionals. Section G of the Manual describes Privileges and Benefits, and Section F of the Manual describes Colorado State University Leave Policies. The Manual can be accessed at <https://facultycouncil.colostate.edu/>. Also, please review the information pertaining to benefits found at <https://hr.colostate.edu/current-employees/benefits/>. In addition, information about other employment related policies and resources offered by CSU's Office of Equal Opportunity can be found at <http://oeo.colostate.edu/>.

This position has been designated as non-exempt and is eligible for overtime under the Fair Labor Standards Act.

Candidate Profile -> Actions -> Business Process -> Business Process Event History

Bruce Banner (C123920)
For: R2026105399 Avenger - Earth Defense Specialist

Actions

Business Process

Business Process Event History

Offer Details **Offer Attachments**

Generated Documents 2 items

Document	Signature

Candidate

Contact

Email b.banner@greenlabs.org

Phone [+1 \(213\) 9227439 \(Mobile\)](tel:+1(213)9227439)

Attachments

Required Application

Latest Experience

Avengers Initiative
Scientific Advisor | January 2012 - January 2023 (11 years, 1 month)

Provided scientific analysis during missions
- Developed tech for monitoring gamma exposure

BP Event History allows you to answer:

- Who moved the candidate?
- When were they moved?
- What step are they currently sitting in?
- Who currently has the task?

Candidate Profile -> Actions -> Business Process -> Business Process Event History (Continued)

View Recruiting Event

Job Application: Bruce Banner - R2026105399 Avenger - Earth Defense Specialist (C123920) on 06/25/2026

For [Bruce Banner - R2026105399 Avenger - Earth Defense Specialist \(C123920\)](#)

Overall Process [Job Application: Bruce Banner - R2026105399 Avenger - Earth Defense Specialist \(C123920\) on 06/25/2026](#)

Overall Status Successfully Completed

Details

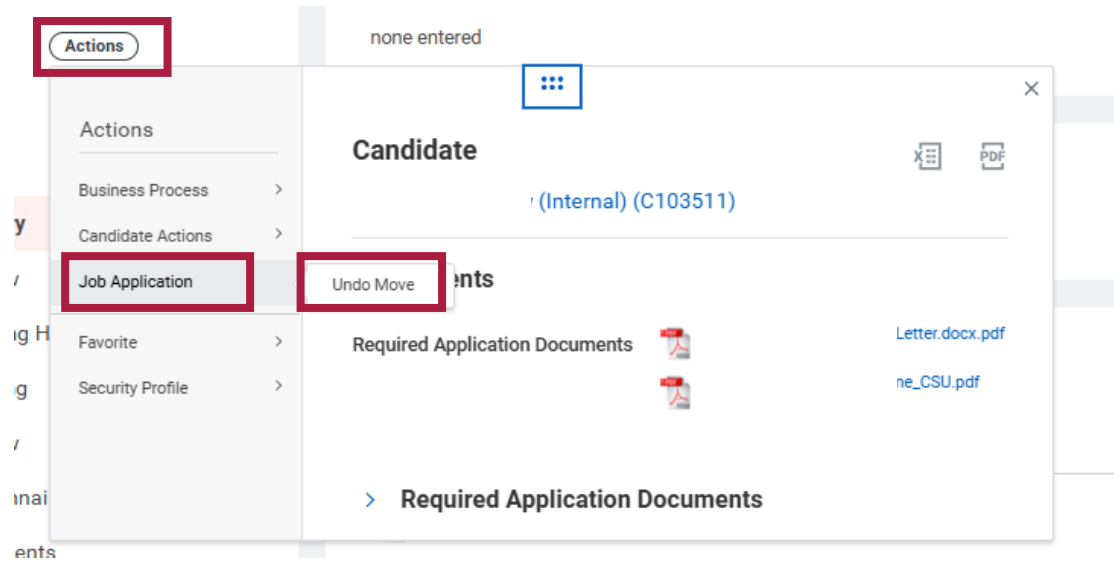
Process

Process History 80 items



Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Job Application	Job Application	Step Completed	06/25/2026 09:38:29 AM		Bruce Banner	1	
Review Candidate	Review Candidate	Automatic Complete	06/25/2026 09:38:29 AM			0	
Review Candidate	Review Candidate	Automatic Move	06/25/2026 09:38:29 AM		Recruiting System	1	
Review Candidate	Job App Candidate DD-214	Automatic Skip	06/25/2026 09:38:29 AM			0	
Review Candidate	Review Decision	Step Completed	06/25/2026 09:38:29 AM		Recruiting System	1	
Screen	Screen	Automatic Complete	06/25/2026 09:38:29 AM			0	
Screen	To Do: Resolve Duplicates for Candidate	Not Required				0	
Screen	Screen Candidate	Step Completed	06/25/2026 09:49:19 AM	06/27/2026	Sydney Varshawsky (Initiator)	1	
Interview	Interview	Automatic Complete	06/25/2026 09:49:19 AM			0	
Interview	Candidate Self-Schedule Event	Not Required				0	
Interview	Schedule Interview	Submitted	06/25/2026 09:55:24 AM		Sydney Varshawsky (Initiator)	1	
Interview	Interview	Submitted	06/25/2026 09:59:19 AM		Sydney Varshawsky (Initiator)	1	

Undo Move



Candidates will be moved back to their last active workflow state. **Undo Move** is not available for candidates in the **Offer** or **Background Check** stages.

For candidates in the **Screen** stage, do **not** use **Undo Move**. If a PR (Primary Recruiter) undoes the move, the candidate will be moved back to **Review**, which will remove the PR's access to the candidate.

Screen Candidates

- Screening happens outside of Workday
- Departments:
 - Review materials
 - Meet with committees
 - Evaluate candidates
- Then document the decision in Workday
 - Move Forward: Interview
 - Decline
 - This action records the department's decision

Interview Candidates

Best Practice: Have **One** Interviewer in Workday

- Each interviewer listed in Workday must submit interview feedback before a candidate can advance to the next stage of the hiring process.
 - To streamline the process, it is recommended that **only the Primary Recruiter** be listed as the interviewer **IN** Workday.
- The Primary Recruiter can then collect feedback from all interview participants, consolidate it, and enter the final feedback into Workday.
- This recommendation does not limit the number of interviewers involved in the actual interview process; it only applies to how interviewers are recorded in Workday.
- **Interview Step 1: Moving a Candidate to the Interview Stage | Scribe**
- **Interview Step 2: Schedule an Interview and Send Email Invitation to Interviewer | Scribe**
- **Interview Step 3: Submitting Interview Feedback as an Interviewer | Scribe**
- **Interview Step 4: Maintain Interview Feedback | Scribe**

Reference Checks

- The moment you move a candidate into Reference Check, Workday immediately contacts the candidate requesting reference information.
- Best practice:
 - Notify candidate first.
 - Confirm they are comfortable providing references.
 - Then move them into the stage.

How to Move a Candidate to Reference Check | Scribe

Offer

- **Hire Reason**

- IF the candidate is a current employee, Workday hire reason will either be change job or start additional job
- Hire reason essentially dictates which business process (Hire business process, change job business process, or add additional job business process) triggers once the candidate is moved to Ready for Hire

- **Business Title**

- Will default to job profile title
- **Update** to actual job title
- This is the title that feeds into online directory, org chart, etc.

- **FTE**

- In Workday, **changing FTE (scheduled weekly hours) does NOT update the salary accordingly**, that must be done manually

Offer (Continued)

- Once submitted, TA will review and approve the offer (if AP or Faculty)
- By submitting an offer, TA assumes all other candidates have been appropriately dispositioned.
 - **Exception:** If there is a strong alternate candidate who would be considered if the top candidate declines, that candidate may remain in the Interview stage. Be sure to clearly note this in the offer rationale so TA understands the intent. The alternate candidate can remain active until the offer outcome is finalized.

Admin Pro and Faculty – The Offer will route to the Talent Acquisition team (Recruiter) for review and approval.

State Classified – The Offer is initiated and submitted by the Talent Acquisition team member serving as the Primary Recruiter.

NSH – The Offer will route to the Primary Recruiter or Recruiting Coordinator for review, then move to the initiator to **Generate Offer Letter**

Student – The Offer will move directly to the **Generate Offer Letter** stage

[How to Generate an Offer | Scribe](#)

Complete Offer Questionnaire

- For **AP and Faculty** offers, once the Talent Acquisition team has reviewed and approved the Offer, the Primary Recruiter will receive a task in their **My Tasks** inbox to **Complete Offer Questionnaire**.
- Complete the questionnaire as prompted based on the employee type. The responses entered will populate the appropriate verbiage and details in the generated Offer Letter.

[How to Generate an Offer | Scribe](#)

Generate Offer Letter

- When generating the Offer Letter, information displayed in the green pill boxes is system-generated and cannot be edited directly.
- If updates are needed (for example, Department Name), delete the entire pill box and manually enter the correct information.
- If information populating from the **Offer** section (such as Start Date or Salary) is incorrect, move the candidate to **Renegotiate Offer** to correct the Offer details.
- *Note: The Salary will carry forward into the Hire process. These fields should be reviewed and corrected prior to sending the Offer Letter to the candidate.*
- Review all paragraphs and information highlighted in orange. Update the content as appropriate and remove the highlight to ensure consistent formatting.
- If the paragraph is applicable to the Offer and will move forward, remove the highlight and delete the “If applicable” heading.
- If the paragraph is not applicable, delete the content entirely before proceeding.
- Important Note: **Any text left in Orange highlight will show up on the actual offer letter the candidate views**
 - Best Practice: Review and ensure all orange highlight has been modified and removed

How to Generate an Offer | Scribe

Generate Offer Letter (Continued)

- Once the Offer Letter has been finalized, the system will route the document to the **Hiring Manager** for review and digital acknowledgement.
- If additional review or approval is required within your Division or Department, generate a PDF copy of the completed Offer Letter and select **Save for Later**. This will save the task to your **My Tasks** inbox. **Offer Letters cannot be rerouted through an alternate approval path or signed and uploaded outside of Workday.*
- Any additional departmental review or approval, including Provost approval for Faculty, must be managed outside of Workday. Once all required external approvals have been obtained, return to the task and move the Offer Letter forward to the Hiring Manager.
- The **Hiring Manager** will receive a task in their **My Tasks** inbox to review the Offer Letter, **Agree**, and **Submit** the document to the candidate.
- If updates are needed prior to sending the Offer Letter to the candidate, the Hiring Manager should select **Don't Accept** and provide a comment outlining the requested changes.
- Once the Hiring Manager selects **Agree** and **Submit**, the Offer Letter will move forward to the candidate.

[How to Generate an Offer | Scribe](#)

Background Check Selection Questionnaire

- As soon as the candidate has accepted their Offer Letter and completed the DOB and SSN/National ID tasks, the Primary Recruiter (or the Manager, if no Primary Recruiter is assigned) will receive a new task in their **My Tasks** inbox to complete the **Background Check Selection Questionnaire**.
- This task can also be accessed through the candidate grid within the job requisition.
- Complete the required questionnaire responses and use the optional Additional Comments field to include any helpful context for the Background Check team, such as whether the candidate is a current employee or any other details relevant to the background check selection.
- Once completed, select **Submit** to move the process forward.

[How to Generate an Offer | Scribe](#)

Make Offer Decision

- When completing the **Make Offer Decision** task, select one of the following options:
- Move the candidate forward to **Background Check**
- Move the candidate to **Renegotiate Offer** if a revised Offer Letter must be generated
Refer to Step 1 for guidance regarding start date changes later in the Hire process.
- Select **Decline** if the candidate will not move forward
- To continue the hiring process, select **Background Check**. The Background Check team will initiate the appropriate screening in HireRight and provide a status update.

[How to Generate an Offer | Scribe](#)

Ready for Hire

- Once the candidate's **background check** is complete, the **Primary Recruiter** (if assigned) or the **Manager** will receive a task in their **My Tasks** inbox.
- **Important:** Before moving the candidate to **Ready for Hire**, you must confirm the status of the **background check**. Only candidates in a **Passed** or **Pending** status can be moved forward.
 - That can be found on the **candidate's profile**

How to Move Candidate to Ready for Hire after their Background Check | Scribe

Ready for Hire (Continued)

- Once the candidate is moved to **Ready for Hire**, a new task will be sent to the **HR Partner's** inbox.
- If the candidate is a **new employee**, the **Hire** business process will be initiated. If the candidate is a **current employee**, the HR Partner will be tasked with reselecting if this is a Change Job or Start Additional Job once the candidate is moved to Ready for Hire.
- **Change Job** should be selected if the employee is completely leaving their current position for the new position.
- **Start Additional Job** should be selected if the employee will continue holding their current position while also taking on the new position.

How to Move Candidate to Ready for Hire after their Background Check | Scribe

A new employee will receive their NetID activation email at 6 AM following the completion of the hire

Reports

Helpful Reports

- [Manage Job Requisitions](#)
- [View In-Progress Job Requisition Events](#)
- [CSUS View All Positions and PM Requisitions](#)
- [View All Positions](#)
- [Extract Questionnaire Answers](#)

Manage Job Requisitions Report

Manage Job Requisitions

X

In Offer

☐

Hiring Manager

Supervisory Organization

Location

Recruiter

Job Requisition Status

*

X Frozen

X Open

Cancel

OK

- This report generates all **APPROVED job requisitions** for the sup orgs you support.

Manage Job Requisitions Report (Continued)

Manage Job Requisitions

In Offer No Job Requisition Status Frozen Open

8 items

Job Requisition	Job Requisition Status	Day(s) Open	Primary Location	Hiring Manager(s)	Supervisory Organization	Job Profile	Number of Openings Available	Request Completed Date	Recruiting Start Date	Target Hire Date	Count of Active Candidates	In Offer
R2026100664 Service Desk Agent (Open)	Open	159 days ago	University Services Center (USC)	Captain America	Help Desk, CSU System-JM (Captain America) (SUP-237840-JM)	Stu IT/Media/Marketing	3	01/21/2026	01/14/2026	02/02/2026	1	Yes
R2026102201 IT Help Desk Agent (Open)	Open	129 days ago	CSU Pueblo	Captain America	Help Desk, CSU System-JM (Captain America) (SUP-237840-JM)	Technology Work Study Student I - P	3	02/17/2026	02/13/2026	02/27/2026	14	No

View In-Progress Job Requisition Events Report

View In-Progress Job Requisition Events



View in-progress Create Job Requisition events. You can filter results by using 1 or more of the job requisition details below.

Supervisory Organization

×

Division of Information Technology (Brandon Bernier) (DEPT_1059)

⋮

⋮

Include Subordinate Organizations

☒

Primary Location

⋮

Cost Center

⋮

Cancel

OK

This report generates all job requisitions that are in-progress.

In-progress requisitions are requisitions that have been saved for later or are awaiting Talent Acquisition (TA) approval.

View In-Progress Job Requisition Events Report (Continued)

View In-Progress Job Requisition Events



Supervisory Organization [Division of Information Technology \(Brandon Bernier\) \(DEPT_1059\)](#)
[User Support Services \(Adam Fedrid\) \(SUP-48611-PM\)](#)
[User Support Services-JM \(Adam Fedrid\) \(SUP-48611-JM\)](#)

Include Subordinate Organizations Yes

In Progress Requisition Actions 1 item



Job Requisition Event	Target Hire Date	Supervisory Organization	Primary Location	Initiated On	Initiated By	Awaiting Actions		Days Awaiting Action
						Awaiting Action By	Action	
Job Requisition: R2026105119 Computer Lab Consultant	08/16/2026	College of Natural Sciences IT South-JM (Aaron Vanasse) (S0100692)	Biology	06/08/2026 12:17:05.819 PM	Aaron Vanasse	Aaron Vanasse	Job Requisition	13

CSUS View All Positions and PM Requisitions Report

CSUS View All Positions and PM Requisitions



Instructions The View All Positions report provides information for position management Supervisory Organizations only. User may include open, frozen, and filled Positions as well as specify an effective date to include Positions available in the future. Closed Positions are not available.

This report lists all positions for the selected organizations.

Organization

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Division of Information Technology (Brandon Bernier) (DEPT_1059)

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Include Subordinate Organizations

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Position Status

*

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Closed

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Filled

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Frozen

×

Open

Include Open Positions Available On or Before *

06 / 22 / 2026

📅

Cancel

OK

CSUS View All Positions and PM Requisitions Report (Continued)

CSUS View All Positions and PM Requisitions

Organization

Division of Information Technology (Brandon Bernier) (DEPT_1059)

Position Status

Closed
Filled
Frozen
Open

Include Subordinate Organizations

Yes

Include Open Positions Available On or Before

06/22/2026

274 items

Department	Supervisory Organization	Manager(s)	Position	Employee Group (Job Family Group)	Date Position Last Updated	First Available	Earliest Hire Date	Position Status	Number of Positions Available	Approved Job Requisition	Associated Evergreen Requisition?
0150 University Marketing and Communications	Division of Information Technology - Green Cohort (SUP-246549-PM)	Iron Man	372012 Director of Information Technology -	Admin Professional JFG	12/01/2025 09:19:14.817 PM	01/01/1900	01/01/1900	Filled			
1010 Cybersecurity and Privacy	Cybersecurity Services (SUP-337903-PM)	Thor	411059 IAM Supervisor	Admin Professional JFG	12/01/2025 08:45:00.041 PM	01/01/1900	01/01/1900	Filled			
1010 Cybersecurity and Privacy	Cybersecurity and Privacy (DEPT_1010)	Hawkeye	455292 Director of Cybersecurity Services - Alex	Admin Professional JFG	12/01/2025 08:53:17.163 PM	01/01/1900	01/01/1900	Filled			
1010 Cybersecurity and Privacy	Cybersecurity Services (SUP-337903-PM)	Thor	462916 Information Security Analyst	Admin Professional JFG	12/01/2025 08:55:49.533 PM	01/01/1900	01/01/1900	Filled			

View All Positions Report

View All Positions



Instructions The View All Positions report provides information for position management Supervisory Organizations only. User may include open, frozen, and filled Positions as well as specify an effective date to include Positions available in the future. Closed Positions are not available.

Organization

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Division of Information Technology (Brandon Bernier) (DEPT_1059)

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Include Subordinate Organizations

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Position Status

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Closed

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Filled

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Frozen

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Open

Include Open Positions Available On or Before *

06 / 22 / 2026

📅

Cancel

OK

This report lists all positions for the selected organizations.

View All Positions Report (Continued)

View All Positions  



Organization Division of Information Technology (Brandon Bernier) (DEPT_1059) Position Status Closed
Include Subordinate Organizations Yes Filled
Frozen
Open
Include Open Positions Available On or Before 06/22/2026

274 items



Supervisory Organization	Manager(s)	Position	First Available	Position Status	Job Requisition	Earliest Hire Date	Target Hire Date	Available
Ag Information Technology (Tyson Claffey) (SO100448)	Tyson Claffey	411709 Website and IT Coordinator -	01/01/1900	Filled		01/01/1900		
Ag Information Technology (Tyson Claffey) (SO100448)	Tyson Claffey	613 Assistant Director of Systems & Application Develo	01/01/1900	Filled		01/01/1900		
Ag Information Technology (Tyson Claffey) (SO100448)	Tyson Claffey	313451 Assistant Director, Instructional Technology & Des -	01/01/1900	Filled		01/01/1900		
Ag Information Technology (Tyson Claffey) (SO100448)	Tyson Claffey	481907 IT Client Support Services Lead -	01/01/1900	Filled		01/01/1900		
Ag Information Technology (Tyson Claffey) (SO100448)	Tyson Claffey	P109281 Systems Administrator - EX -	02/18/2026	Filled		03/01/2026		
Business Intelligence and Data Analytics	Steve Juarez	419708 Developer Analyst	01/01/1900	Filled		01/01/1900		

Extract Questionnaire Answers Report

- View answers for selected questionnaires

Extract Questionnaire Answers

Questionnaires

×

Job App Primary Questionnaire

×

Job Requisition Additional Details

×

Job Requisition Request to Fill Position

Questionnaire Targets

Questionnaire Target Contexts

Questions for Questionnaire

Response Created On or After

Response Created On or Before

Allowed on Business Processes

Multiple Choice Answers for Questions

Filter Name

Manage Filters

0 Saved Filters

Save

Cancel

OK

Extract Questionnaire Answers Report (Continued)

Extract Questionnaire Answers



Questionnaires
Job App Primary Questionnaire
Job Requisition Additional Details
Job Requisition Request to Fill Position

310 items



Questionnaire	Respondent	Business Process Transaction	Submission Date	Question	Question Body	Question Multiple Choice Answer	Answer Text
Job Requisition Request to Fill Position	Iron Man	Job Requisition: R2026100959 Desktop Support Technician	01/21/2026	Job Req Type of Position	What best describes this request?	Replacement — Filling a position that already exists (Job Req Type of Position)	
Job Requisition Request to Fill Position	Iron Man	Job Requisition: R2026100959 Desktop Support Technician	01/21/2026	Job Req Replacement Selection	If Replacement, please provide the following information: Date last filled: Describe any changes from prior role: How will compensation differ from prior role? Lower About the Same Higher		10/10/25 - Compensation a bit lower for entry level.
Job Requisition Request to Fill Position	Iron Man	Job Requisition: R2026100959 Desktop Support Technician	01/21/2026	Job Req Position Tenure or Tenure Track	Is this a Tenured or Tenure-Track position?	No (Job Req Position Tenure or Tenure Track)	
Job Requisition Request to Fill Position	Iron Man	Job Requisition: R2026100959 Desktop Support Technician	01/21/2026	Job Req Funding Source	Select the Funding Source(s) for this position. Select all that apply.	Other (Job Req Funding Source)	
Job Requisition Request to Fill Position	Iron Man	Job Requisition: R2026100959 Desktop Support Technician	01/21/2026	Job Req Funding Source Other Selection	If you selected "Other" above, please provide additional details about the Funding Source for this position.		CSU Pueblo Funding for IT
Job Requisition Request to Fill Position	Iron Man	Job Requisition: R2026100959 Desktop Support Technician	01/21/2026	Job Req Fully 100% Grant Funded	If you selected "Grant-funded" above, is this position 100% grant funded?	No (Job Req Fully 100% Grant Funded)	
Job Requisition Request to Fill Position	Iron Man	Job Requisition: R2026100959 Desktop Support Technician	01/21/2026	Job Req Account Numbers of Funding Sources	List the account number(s) associated with the selected funding source(s):		1352598
Job Requisition Request to Fill Position	Iron Man	Job Requisition: R2026100959 Desktop Support Technician	01/21/2026	Job Req How is this Position Funded	How is this position funded?	Existing base funding only (Job Req How is this Position Funded)	



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