Finding Candidates

Jobs Hub

Surveys Dashboard

Benefits and Pay

Recruiting Dashboard

Recruiting

Learning

1. Choose Recruiting from the **Menu**

View

Find Candidates

Job Requisition Workspace

My Open Job Requisitions

Job Requisition

Referrals

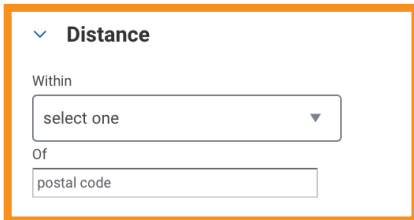Manage Recruiter Workload
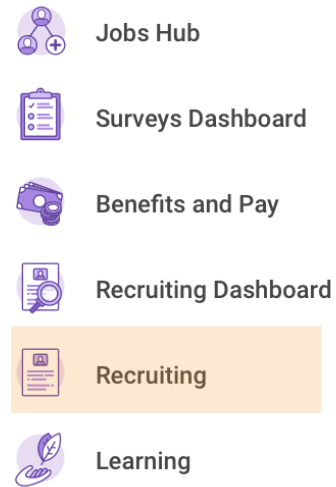
2. Choose **Find Candidates**

3. Use the filter tools on the left to sort candidates

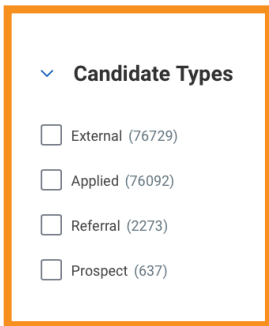*Pro Tip: The recommended filters are* *Distance*, *Candidate Types* *and* *Added Within.*

*Pro Tip: The recommended filters are **Distance**, **Candidate Types** and **Added Within**.*

Use the **Distance** filter to find candidates within 10 miles of the postal code of your stores.
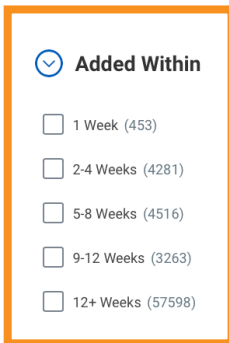*This will help ensure candidates will have a quick commute or be able to use public transit to get to work.*

Use the **Candidate Types** filter to narrow down what kind of candidate you want to look at.
*Best Practice: start with **Referral** candidates for entry level openings and **Applied** candidates for promotional openings. If there are no suitable candidates there, you can expand your search.*

Use the **Added Within** filter to see candidates who have applied recently.
Filtering candidates who have applied within a month of your search will help you find candidates who are most likely to still be the most interested. If there are few suitable candidates, you can expand your search.

4. Click on a Candidate's name to see their profile and resume.

Pro Tip:

- Right click on the candidate's name and choose **See in New Tab**.
- Use the tabs at the top of your browser to toggle between the candidate you chose and the list of candidates.

Find Candidates - Workday	View Candidate - r (Referral) - Workday
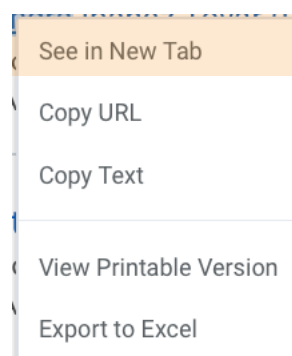
List Tab   Candidate Tab

- Close the Candidate Tab any time without losing the main list of candidates.