



WORKDAY PROCESS GUIDE

AGENCY RECRUITER

CONTENTS

Logging In	03
Identify Assigned Reqs	03
Submit Candidates	04
Candidate Completes the Application Process	05
Checking on Candidate Status	05

LOGGING IN

01

Flowserve Admins will create the Agency Manager contact profile in Workday and email the Agency Manager the username and password.

Log in to Workday with the username and password. [\[Workday Link\]](#)

Upon initial login, the system will prompt you to update your password.

NOTE

Agency recruiters will only have access to the Recruiting App.

IDENTIFY ASSIGNED REQ'S

01

Click the **View All Apps** icon on the *Home Page* and then click the **Recruiting** button.

 **View All Apps**



02

Under View, select **Find Agency Jobs**.

Find Agency Jobs 

03

All jobs will be displayed.

To view the details of the position, click on the job title.

3 Results

[Manager, Supply Chain](#)
R-315 | Posting Date: 07/2022 | US_Springville_SPV

[Network Planning Analyst](#)
R-230 | Posting Date: 03/09/2022 | US_Springville_SPV

[Director, Plant Manager](#)
R-605 | Posting Date: 04/10/2022 | US_Springville_SPV

04

The details will provide the job description, compensation information, cost center that will be on your invoice as well as location.

NOTE

If you need additional details regarding the req, please contact the Flowserve Recruiter.

SUBMIT CANDIDATES

01

Submit a candidate in the job details screen by selecting the Submit Candidate button

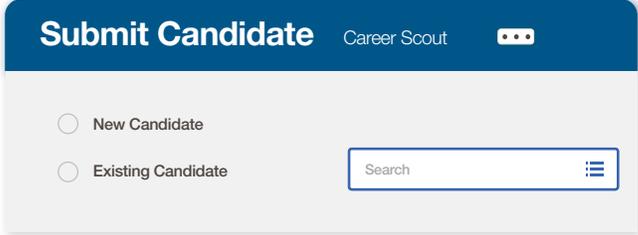


02

On the Submit Candidate screen you have an option to select New Candidate or Existing Candidate.

New Candidate is a person never submitted into Flowserve's Workday system.

Existing Candidate is a person previously submitted in Flowserve's Workday system.



03

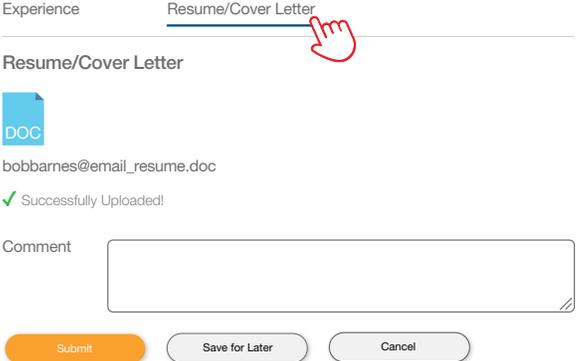
If selecting New Candidate complete fields. Anything with an * is a required field.

It is required to enter the candidate's email address and phone number.

04

Enter the candidate experience on the Experience tab and upload a resume by clicking the **Resume / Cover Letter** tab.

Click the **Submit** button once completed.



NOTE

In the Experience section, if the candidate's company is not listed, select "Other".

05

From the list of job postings, you can click the appropriate job title to see the job description.

NOTE

Once you submit the candidate, the Flowserve recruiter will get a notification to review. After approval by the Flowserve recruiter, a link will be routed to the candidate to formally apply and complete the application process. The candidate may also fill out the self-identification questions and questionnaire. After completing the application, the candidate becomes part of the regular recruiting process and appears with the other candidates in Workday.

When a recruiter views the candidate's information, the candidate source will automatically show as Agency and indicate the agency name.

CANDIDATE COMPLETES THE APPLICATION PROCESS

01

Once the agency has successfully submitted a candidate, the recruiter will receive an Inbox task to review the candidate.

The recruiter may approve, send back, deny or cancel.



NOTE

Once the recruiter approves, the candidate will receive an Inbox task to create a candidate profile, review and update their information and complete the application process. The candidate may also fill out the self-identification questions and questionnaire. After completing the application, the candidate becomes part of the regular recruiting process and appears with the other candidates in Workday.

CHECKING ON CANDIDATE STATUS

01

Click the **View All Apps** icon on the *Home Page* and then click the **Recruiting** button.

 View All Apps



Recruiting

02

Under View, select **Agency Job Applications**.

Agency Job Applications 

03

On the Agency Job Application screen select your agency. Then, click **OK**.

Agency Job Applications

Recruiting Agency * 

Job Posting From 

Job Posting To 

OK

Cancel

CHECKING ON CANDIDATE STATUS

The details of all candidates submitted will be on this screen.

04

Agency Job Applications 🗨️ 👤 🔍

Recruiting Agency: Flowserve Recruiting Partner Co. A Turn on the new tables view

2 items 🔍 🗨️ 📄 📅 📊

Recruiting Agency	Posted Date	Job Requisition	Candidate	Stage	Added By	Added Date
Flowserve Recruiting Partner Co. A	10/08/2021	R-35 Network Planning Analyst (Open)	Bob Barnes	In Review	Sybil Spruce	10/08/2021
Flowserve Recruiting Partner Co. A	10/10/2021	R-14 Machinist (Open)	Teri Lee	In Review	Sybil Spruce	10/10/2021

NOTE

If anything is inaccurate, please contact the Flowserve Recruiter.

05

If needed, you can sort and filter by clicking on the header.

Job Requisition

Candidate

↑ Sort Ascending

↓ Sort Descending

Filter Condition *

Value *

Filter

FLowsERVE[®]

