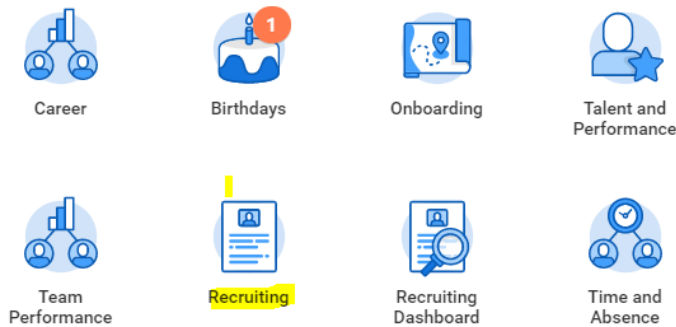
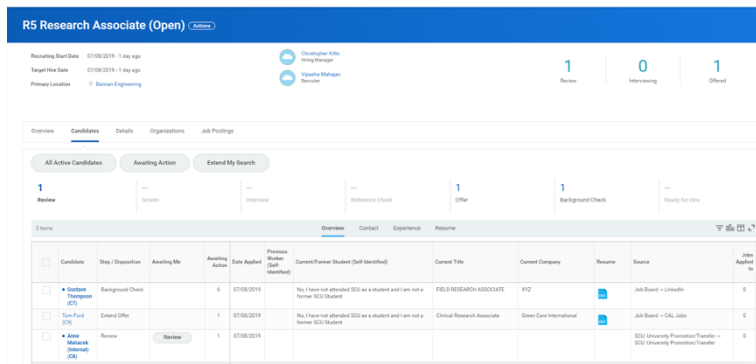


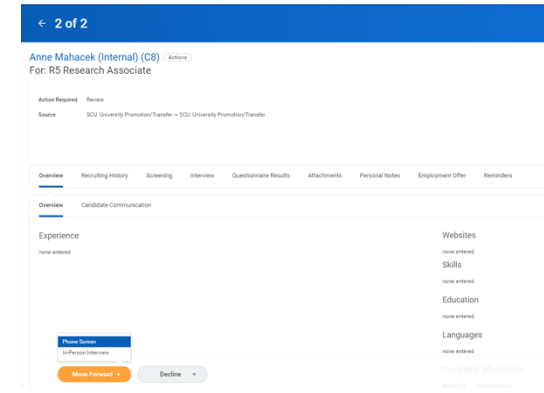
1. Login to **Workday**
2. Go to **Recruiting** worklet



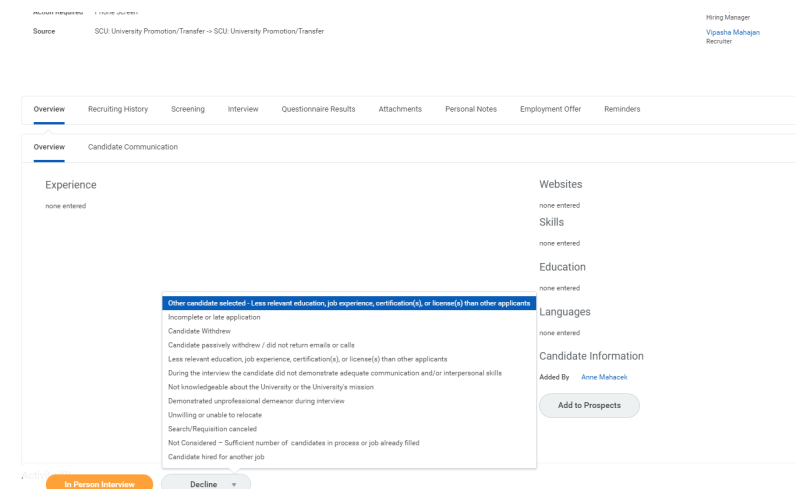
3. Click on the recent job and open the **Candidate** tab to view all candidates for the posting.



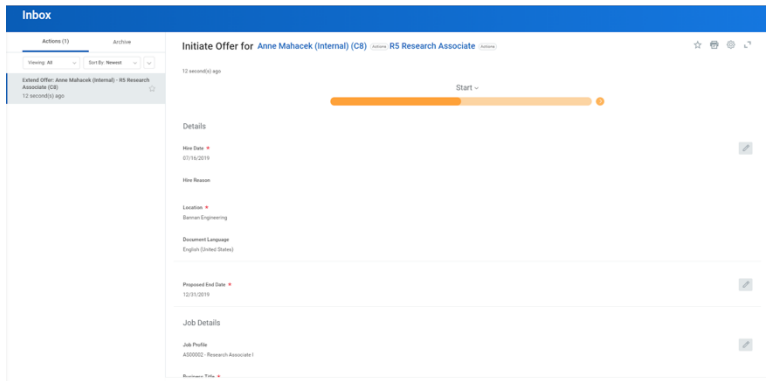
4. Click on the name to view detailed profile of the applicant.
5. In order to move candidates in the workflow, click on the **Move Forward** and select what is applicable.



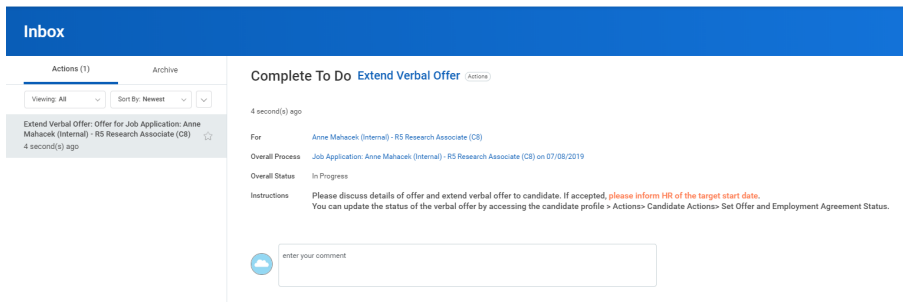
6. If the candidate needs to be removed from the active list, then click on **Decline** and select the applicable reason



7. After the reference checks, click on **Extend Offer**.
8. A task will be waiting in your inbox to provide offer details, hire date, end date for fixed term positions.



9. After you click **Submit**, the Compensation Analyst receives a task to provide offer recommendation.
10. After the recommendation, you will receive a task to approve the salary offer and to extend the verbal offer



11. Once the verbal is accepted, please add the **start date** in the comments box and **Submit**.
12. HR Partner will then prepare the written offer for the finalist.