

# Workday user guide

## Introduction

- This guide provides instructions for using a Workday integration with CoderPad.
- Once the integration has been properly set up, you will be able to send Screen tests and generate Interview pads directly from Workday.
- This guide is divided into two main steps:
  - Create a job application: this step involves assigning a candidate to a job requisition. If you already have an application in place, you can skip this section.
  - Send a test or generate a pad for a candidate: this step focuses on performing actions for an existing candidate.

## 1. Create a job application

To send a test or generate a pad for a candidate, you first need to create a job application (i.e., assign a candidate to a job requisition). If you already have a job application set up, you can proceed to the next section.

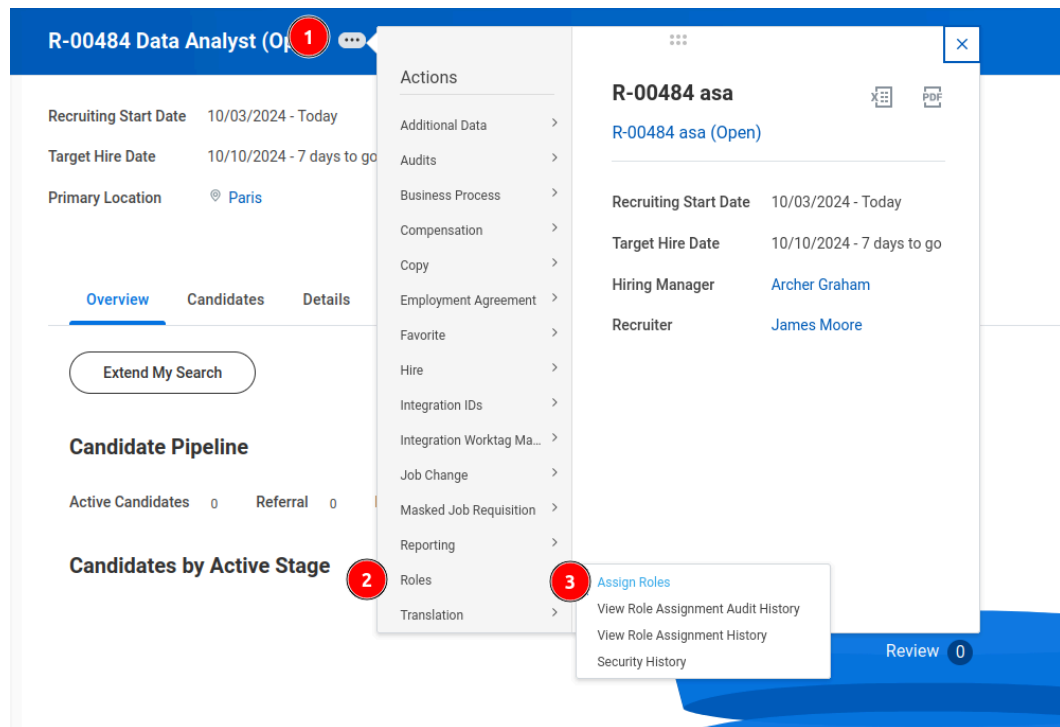
### ▼ 1.1. Create job requisition

#### ▼ Create job requisition

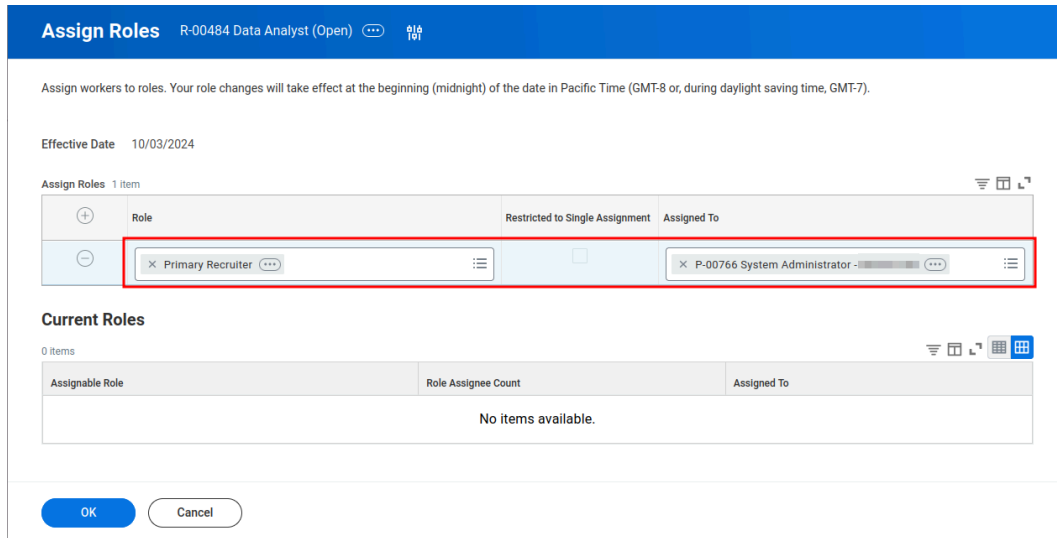
- Search `Create job requisition`
- Select your Supervisory Organization
- Click "OK"
- Fill in all the required fields (job title, salary, etc.)
- Click "Submit"

▼ Assign recruiter to job requisition

- Search [View job requisition](#)
- Type the name of your job offer
- Click "OK" (you can also search for `jr: [name of your job offer]` instead)
- Click Related Actions > Roles > Assign Roles
- Click "OK"

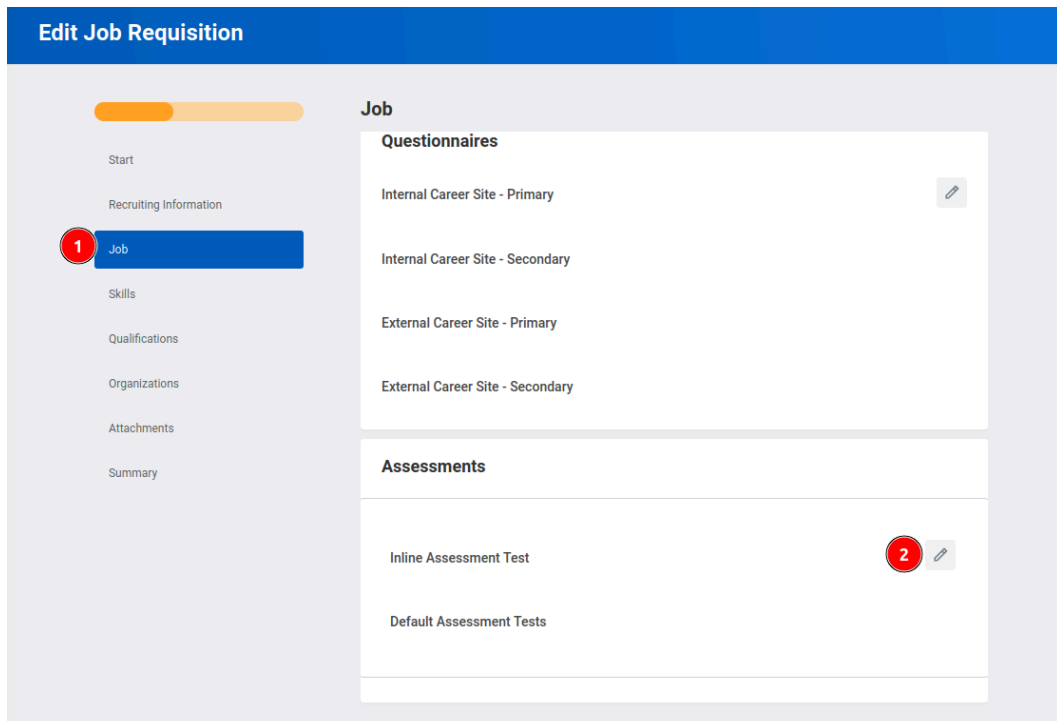


- Assign "Primary Recruiter" to you (if you are the recruiter)
- Click "OK"

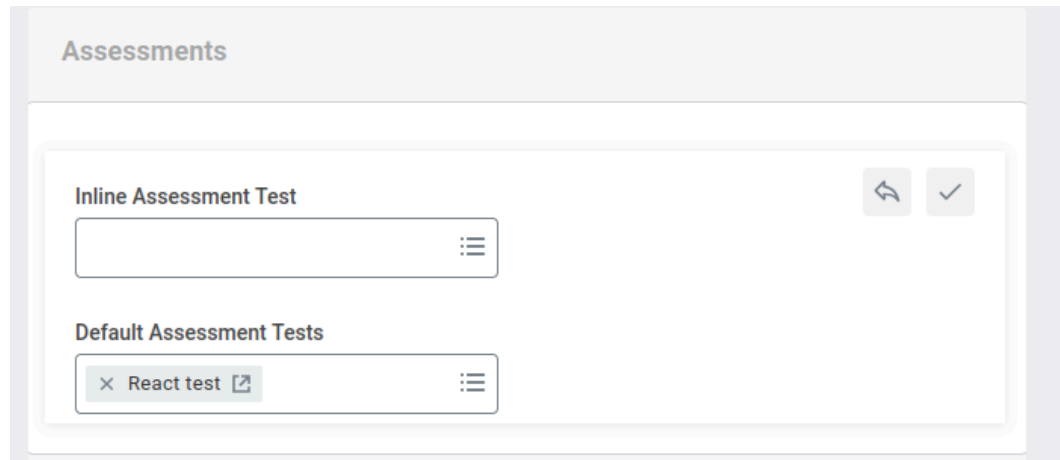


▼ Assign default assessment test to job requisition (optional)

- Search `Edit job requisition`
- Click on the "Job" menu in the left panel
- Scroll down to the "Assessment" section
- Click on the Edit Button



- Edit the Default Assessment Tests field

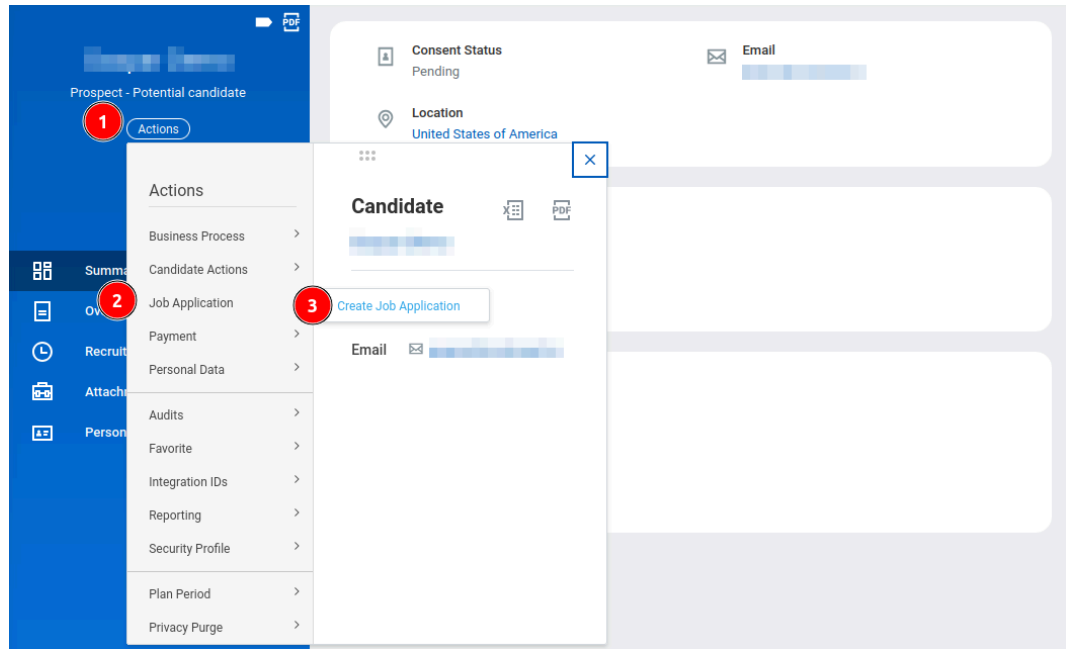


## ▼ 1.2. Create candidate

- Search `create prospect`
  - Fill in the required fields
  - Click "OK"
- If you want to access the candidate's page
  - Search `View prospect` (or `cand: [name of the candidate]`)
- If you want to edit the candidate
  - Search `Edit prospect`

## ▼ 1.3. Create job application

- Search `create job application`
  - Fill in all the required fields
  - Click "Ok"
  - Note: if you are on the candidate's page, you can also click Actions > Job Application > Create Job Application

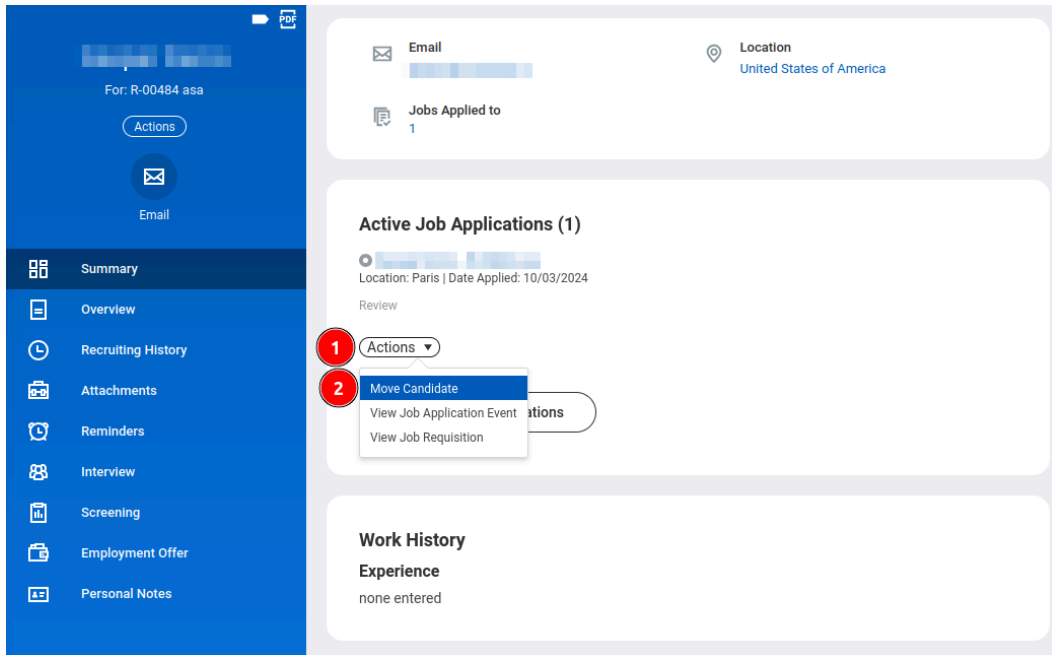


## 2. Send a test or generate a pad for a candidate

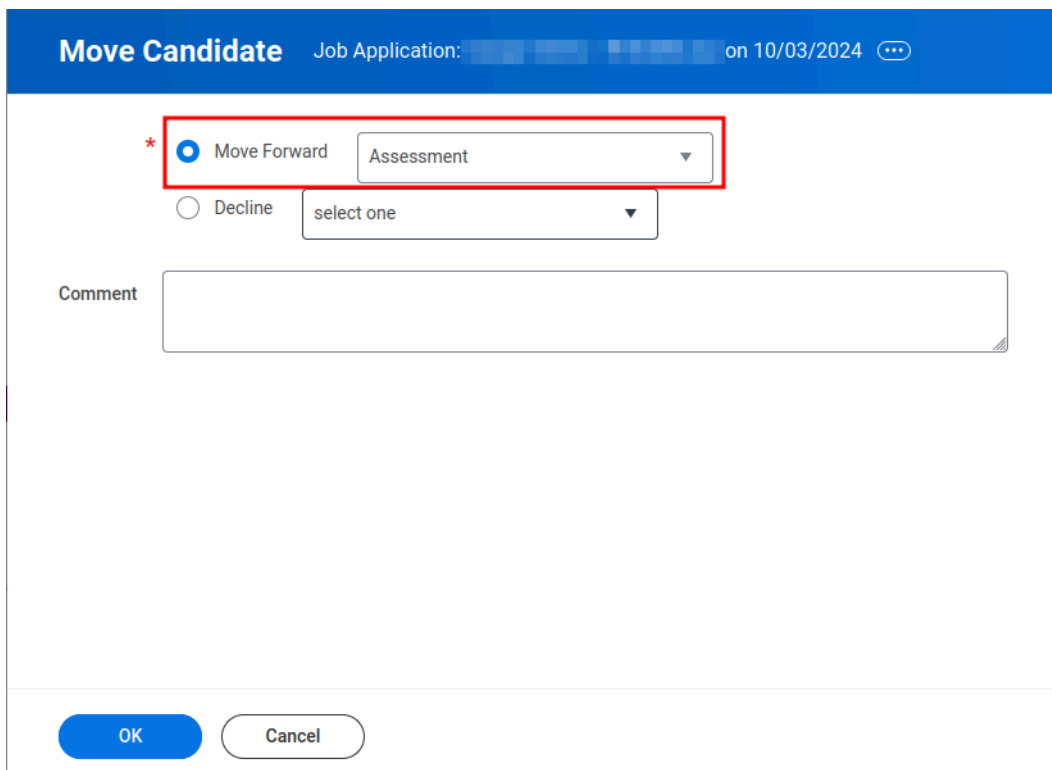
To send a test or generate a pad for a candidate, you'll need to use candidate statuses in Workday. These statuses are mapped to specific actions in CoderPad, allowing you to manage your candidates efficiently. Both Screen tests and Interview pads are managed through the "Assessment" stage in Workday.

### ▼ 2.1. Search candidate with `cand: [name of the candidate]`

- In the "Active Job Application" section, click Actions > Move candidate > Move forward: "Assessment"

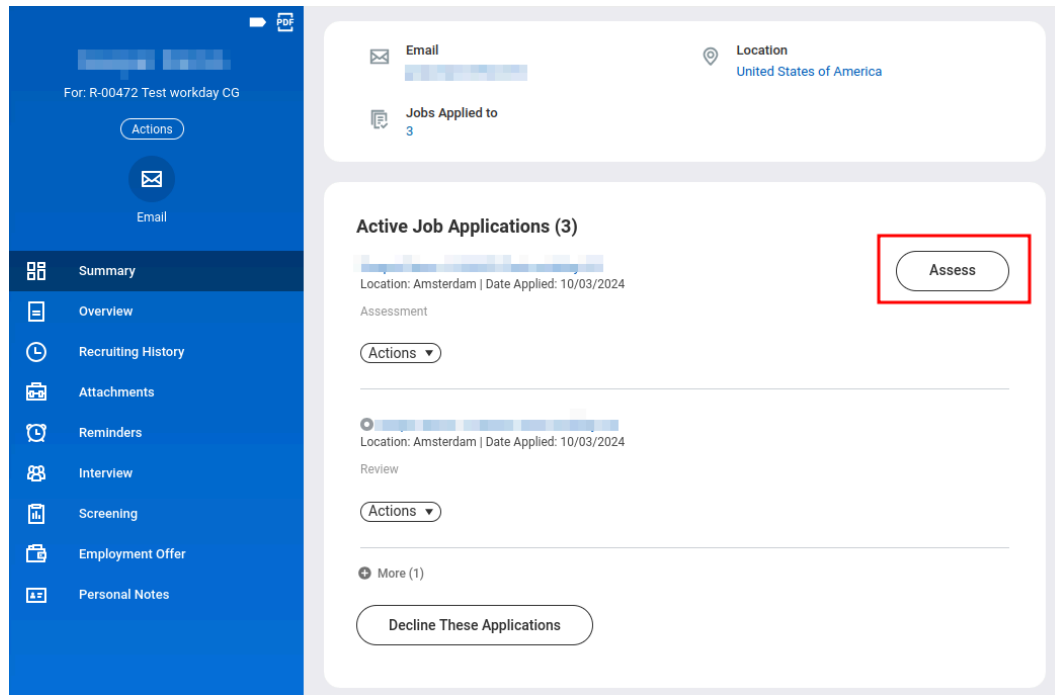


- Move Forward: "Assessment" (or Additional Assessment if you want to send a test again)
- Click "OK"



## ▼ 2.2. Change candidate's status

- On the candidate's page, in the "Active Job Applications" section, click the "Assess" button



- To send a Screen test:
  - Overall status: "Screen - Send test"
  - Assessment Test: type the test name you created in CoderPad Screen
- To generate an Interview pad:
  - Overall status: "Interview - Create pad"
  - Assessment Test: "CoderPad Interview" (or the generic test you created during the integration setup)
- Click "Submit"

**Assess Candidate**
✕

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[Redacted]

Jobs Applied to 3

Action Required Assessment

Hiring Manager [Redacted]

Recruiter [Redacted]

Overall Date \*

Overall Status \* ✕ CodinGame - Send test 🔗 ☰

Comment

1 item 📄

	*Assessment Test	Score	Status	Date
+				
-	✕ Webcam proctoring <span style="font-size: 0.8em;">🔗</span> <span style="font-size: 0.8em;">☰</span>	0	☰	10/03/202
		0		

Cancel
Save for Later
Submit

**Important note:** Due to technical limitations of the integration, it is not possible to send multiple assessment tests at once. Instead, please consider moving the candidate forward again using "Move forward: Additional Assessment" (see section above).

### ▼ 2.3. To access the test link or the candidate score

- On the candidate's page, click on the "Screening" tab

- You'll have access to the Screen test link and score, and the Interview pad link

The screenshot shows the Workday Assessments interface. On the left is a blue navigation sidebar with options like Summary, Overview, Recruiting History, Attachments, Reminders, Interview, Screening, Employment Offer, and Personal Notes. The 'Screening' option is highlighted with a red box. The main content area has tabs for 'Assessments', 'Background Check History', and 'References'. It displays two assessment cards. The first card, 'CoderPad Interview', has an overall status of 'Interview - Pad created' and a score of 0. The second card, 'Workday Test', has an overall status of 'Screen - Test completed' and a score of 0. Both cards include a table of assessment tests with columns for Assessment Test, Score, Status, Date, Comment, and Results URL. Red boxes highlight the 'CoderPad Interview' row in the first table and the 'Workday Test' row in the second table.

**Assessments** Background Check History References

Job Application [redacted]

Overall Status Interview - Pad created Submitted by [redacted]

Overall Date 10/11/2024

2 Items

Assessment Test	Score	Status	Date	Comment	Results URL
CoderPad Interview	0		10/11/2024		<a href="https://app.codepad.io/">https://app.codepad.io/</a>
Total:		0			

Overall Status Screen - Test completed Submitted by [redacted]

Overall Date 10/11/2024

2 Items

Assessment Test	Score	Status	Date	Comment	Results URL
Workday Test	0	Screen - Test completed	10/11/2024	Points score: 0 / 60 (0%) Better than <1% of professionals CodinGame Test completed	<a href="https://screen.codepad.io/work/dashboard/campai/grv/">https://screen.codepad.io/work/dashboard/campai/grv/</a>
Total:		0			