

## **Bramble, Tracey**

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**From:** WorkDay, DOT [DOT]  
**Sent:** Tuesday, October 29, 2019 3:56 PM  
**To:** DOT-AG-SUPV-GL; DOT-Secretary1; DOT-Secretary2  
**Subject:** Manager and Supervisors - Hiring Process

It's a busy time of year, especially with the hiring process of more than 600 temporary employees; and these helpful hints can apply to any of you whether or not you are hiring winter temps.

If you're wondering where your new hire is in the Workday hiring process, there's a couple of easy ways to check.

- 1) On your "Management Reporting Dashboard," you'll find the "Processes Awaiting Me" and the "Outstanding Actions for My Direct Reports." These are both good reports to check to see if you or your employees have steps that need to be taken to move the hiring process along.
- 2) Another way to see how your new hire is progressing in the system is to go to your inbox and check the "Archive" tab. You can see what has been done on any action under your business unit by clicking on the "Process" tab for a specific event. If the process is not complete, scroll down to the bottom of the list to see the step Awaiting Action.

Don't be afraid to click around and explore. You can't break Workday. The more comfortable you become with the information available to you, the easier the process will be.

And in order to keep the hire process moving, please process your "Inbox" items as quickly as possible.

Thank you!

*The Workday Team*

