



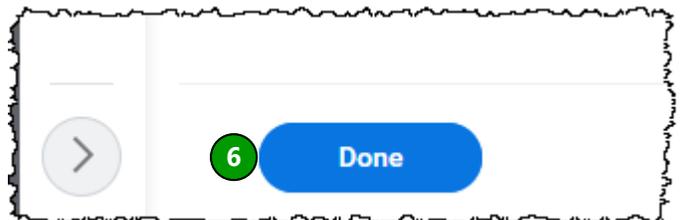
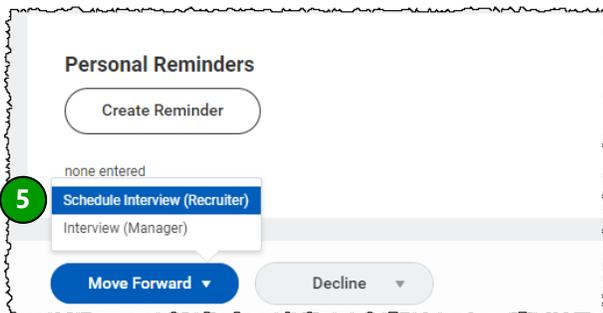
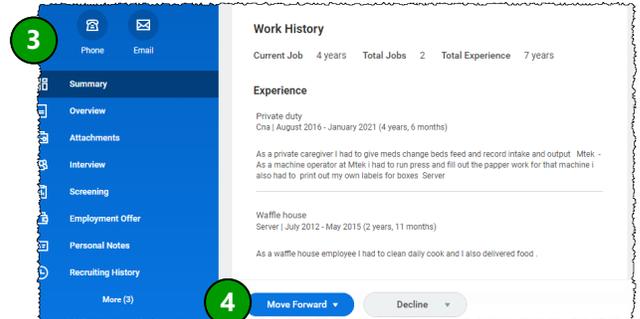
## Screen Candidates

Workday provides a Recruiting Hub, which is a centralized location for Recruiters and Hiring Managers to access their Recruiting Tasks, Job Requisitions, Candidates, Reports, and Dashboards.

### Screen Candidates

From your homepage:

1. Select the **Recruiting** icon.
2. Select **Screen** and **Screen** again.
3. Review candidate information.
4. Select **Move Forward** to move the candidate to the next step of the hiring process. Select **Decline** if you do not wish to move this candidate forward in the process.
5. Select **Schedule Interview** (Recruiter) to route this candidate to the assigned Primary Recruiter to schedule an interview.
6. Select **Done**.



### QUESTIONS?