



## Screen Candidate

This How-To Guide covers the **Screen** process for managers selecting job candidates to **interview** in the hiring process.

### Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. In the top-right, select the **My Tasks icon**, which looks like an envelope. (You may also find the task in your **Recruiting menu**).
5. Select a job candidate's **Manager Screen** task.
  - If you want to interview the candidate, select **Move Forward**, then select **Zoom** or **On-Campus Interview**. Workday then sends your **Recruiter** an **Interview notification**.
  - If you want to decline the candidate, select **Decline** with a **decline to screen Reason**. Workday then sends your candidate a rejection notification.

**Have Questions?** For assistance, please contact [help@brynmawr.edu](mailto:help@brynmawr.edu) or 610-526-7440.