

Casual Hiring Process for IAAs

- Last updated on: 5/27/2026
- Who this guide is for: Administrative Assistants hiring casual employees in WD

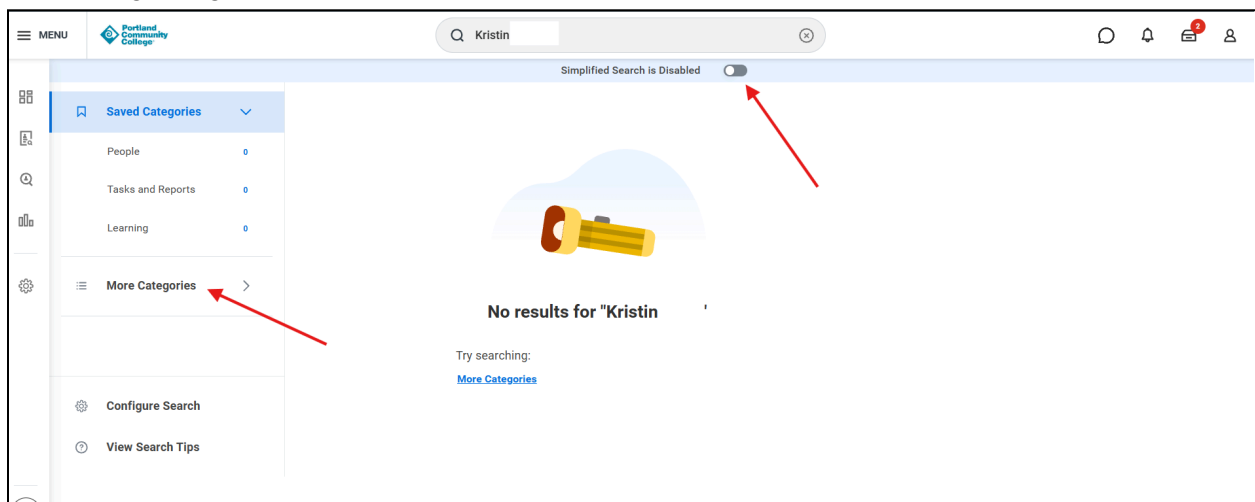
This guide will walk Administrative Assistants through the necessary steps to hire a new casual employee in Workday by:

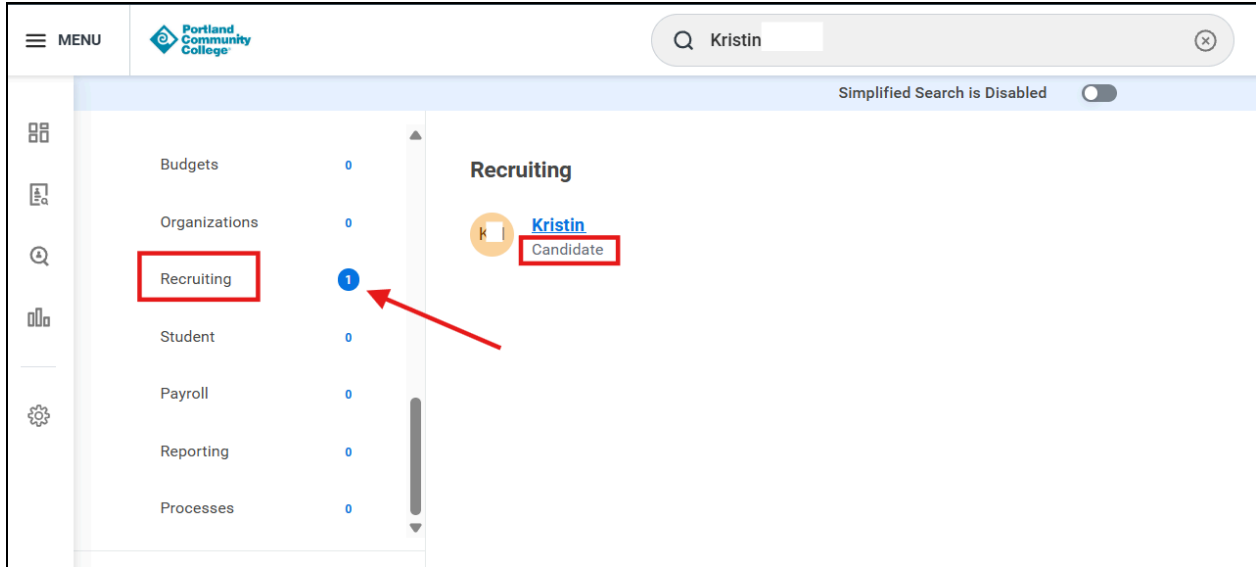
- Creating a Job Requisition
- Adding Applicants
- Moving candidates
- Additional information

Read before continuing:

- **All hiring at PCC starts with a Job Requisition in Workday.**
- Casuals are department recruitment - Job Position Management (JM).
- One Job Requisition can be used for multiple hires, as long as the Job Profile and Cost Center are identical for all of them.
- Terminating at the end of the fiscal year is no longer required - 12/31/2999 end date can be used.

Before beginning, disable simplified search





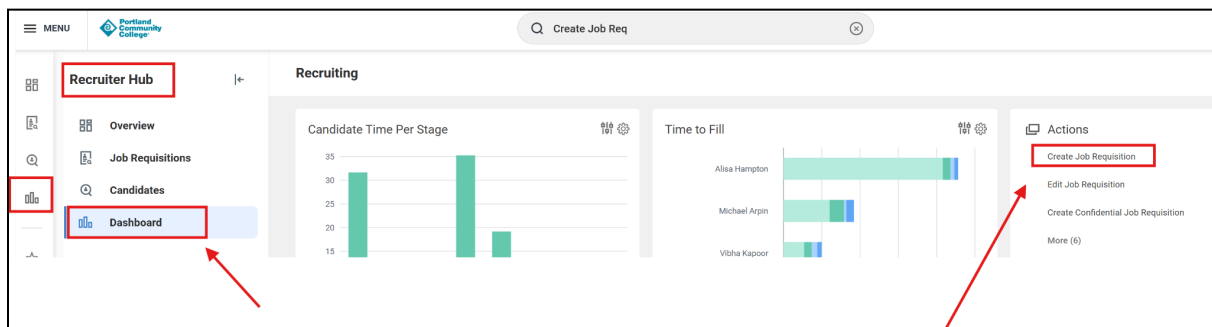
Creating a Job Requisition (JR)

All hiring at PCC starts with a Job Requisition in Workday. A new Job Requisition is required **any time** a person moves into or adds a new position number.

1. In the search bar, type **Create Job Requisition** and select **the task**.



Alternative: In the Recruiter Hub, select **Create Job Requisition** under the Actions menu.



2. Create Job Requisition

Create Job Requisition [Bookmark] [Close]

A Job Requisition is **required** for all PCC Hiring Actions. Please ensure you have discussed this action with your supervisor prior to creating a job requisition.

Copy Details from Existing Requisition [Field]

Supervisory Organization * [alisa hamp] [Dropdown]

Worker Type * [Employee]

Search Results (2)

- Diverse Talent Acquisition (Alisa Hampton)
- Diverse Talent Acquisition (JM) (Alisa Hampton)

[Cancel] [OK]

- In Supervisory Organization field:
 - Search by **manager name**.
 - Select the **(JM)** organization for Casual. Each Manager has 2 Supervisory Orgs:
 - Job Management Supervisory Org (JM) - Department Recruitment
 - Use for Casual, Part-time Faculty (including Special Projects), Student (non-work-study) Jobs.
 - Position Management Supervisory Org
 - Use for Academic Professional, Classified, Confidential, Full-time Faculty, and Management Jobs
- Worker Type: **Employee (do not change it)**
 - Copy Details: If you are hiring for a role that has been filled before, use the **Copy Details from Existing Requisition** field and type in **the previous JR#** to save time.

3. Job Requisition Details.

- Click on the pencil to add/edit information.

Create Job Requisition

A Job Requisition is **required** for all PCC Hiring Actions. Please ensure you have discussed this action with your supervisor prior to creating a job requisition.

Recruiting Information

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Attachments

Assign Roles

Summary

Recruiting Details

Number of Openings
1

Reason *

Spotlight Job

Replacement For

Recruiting Instruction

Recruiting Start Date *

- Recruiting Information:
 - Number of Openings: **Single or multiple. Job Profile and Cost Center must be the same for all.**
 - Reason: Under Create Job Requisition, **select the reason that best describes your request**, as shown in the image below.
 - Recruitment Start Date: We recommend **entering the day you are creating the Job Requisition**. Don't add a future date.
 - Target Hire Date: **The start date, as expected**. It does not need to be exact since it can be changed when hiring a candidate.
 - Target End Date: Required if it's Temporary, PT Faculty, Casual or Student. **Use real end date or 12/31/2999.**

- Job:
 - Job Title: **Create a descriptive title.** E.g.: Digital Literacy Assistant (Casual), Front Desk Receptionist (Casual), Casual Lab Technician, etc.
 - Job Profile: Select **the specific profile** (e.g., Clerical, Technical Assistant, Professional, etc.). See casual job profiles, levels, and pay range here: [Compensation.](#)
 - Job Description Summary and Job Description: **Add if you intend to post the job.**
- Worker Sub-type: Select '**Fixed Term (Fixed Term)**' for casuals.
 - **Note:** Fixed Term (Fixed Term) is for temporary positions. Casuals and PT Faculty are temporary positions.
 - Student (Fixed-term): for Non-Work Study Student Jobs.
 - Regular: for permanent positions.
 - Don't use: Regular - Fixed Term or Instructor - PT - Benefits (Fixed Term).
- Time Type: Always select **Part Time for casual.**
- Primary Location:
 - Select **primary campus location.** If the job will be posted, select PCC as the primary location to ensure external websites can scrape the posting correctly. Campus location information can be added to the job description.
- Primary Job Post Location: Will be autopopulated based on the primary location.

- Additional location: **Add if necessary.** If the job will be posted, leave it blank. Additional locations can be added to the job description.
- Scheduled Weekly Hours: It defaults to 40. **Enter 0 (zero) or estimate for casual.**

The screenshot shows a web interface for creating a job. On the left is a sidebar with navigation options: Start, Recruiting Information, Job (highlighted), Skills, Qualifications, Organizations, Attachments, Assign Roles, and Summary. The main area is titled 'Job' and contains a 'Job Details' section. This section includes fields for 'Job Posting Title *', 'Justification', 'Job Profile *', 'Job Description Summary', 'Job Description', and 'Additional Job Description'. The 'Job Profile *' field is open, showing a search dropdown with the text 'casual' and 'Search Results (18)'. The dropdown list contains the following items: 'Casual Management I' (selected), 'Casual Management II', 'Casual Management III', 'Casual Professional I', 'Casual Professional II', 'Casual Service I', 'Casual Service II', 'Casual Service III', 'Casual Special Event', 'Casual Technical I', 'Casual Technical II', and 'Casual Technical III'. A red arrow points from the 'Job Profile *' label to the search dropdown. Each text field has a rich text editor toolbar above it with options for bold, italic, underline, text color, list, and link.

Job Families for Job Profiles
(empty)

Worker Sub-Type *

Time Type *

Primary Location *

Primary Job Posting Location *

Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours
0

Work Shift
(empty)

Worker Sub-Type *

Search

← Worker Types

Fixed Term (Fixed Term)

Instructor - PT - Benefits (Fixed Term)

Regular

Regular - Fixed Term (Fixed Term)

Student (Fixed Term)

Time Type *

Search

← All

Full time

Part time

Primary Location *

Search

← All Locations

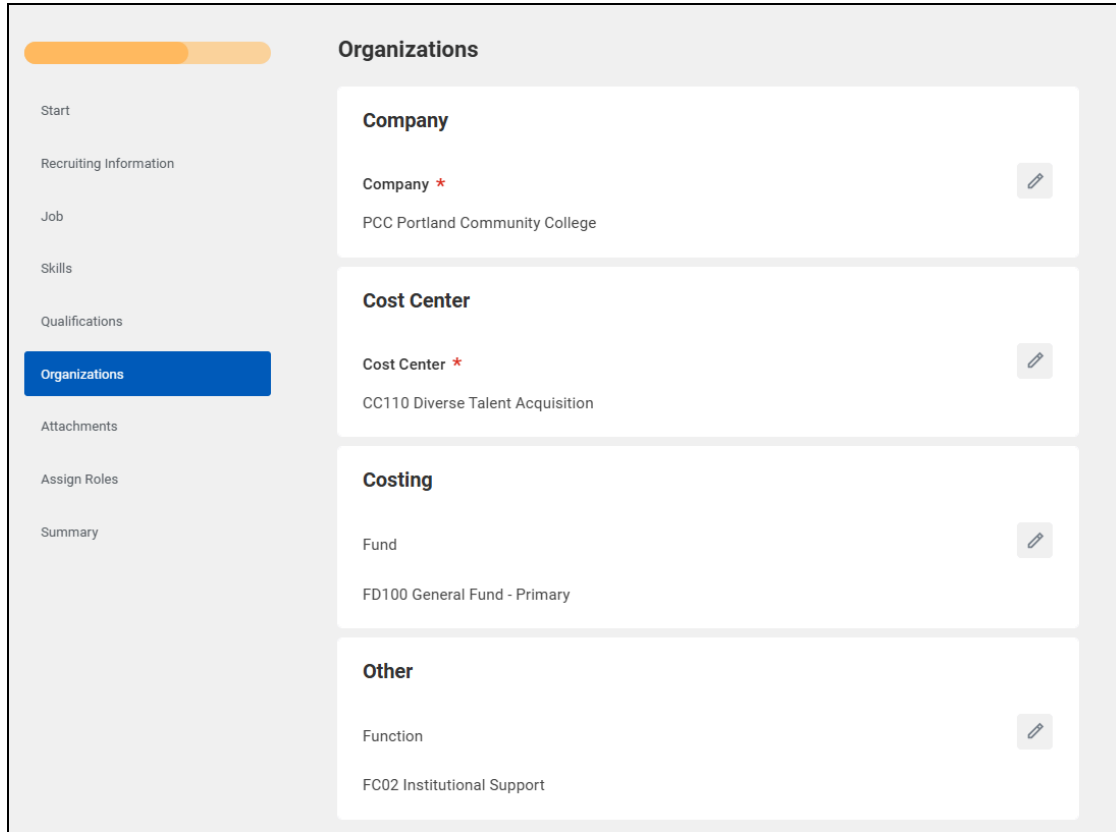
Newberg Center

OMIC Training Center

Portland Community College, Portland, OR

Portland Metro Workforce TC

- Skills and Qualifications: **Skip**
- Organization:
 - Company: Select **PCC**.
 - Cost Center: Select **the cost center responsible for funding the position**.
 - Costing and Other: **These fields will autopopulate based on Cost Center**.



- Attachments: **Skip**
- Assign Roles: There are three roles in the dropdown menu, and you can assign one or more people to each role.
 - **Primary Recruiter:** A Primary Recruiter must be assigned to every Job Requisition. For casual positions, select **Gabriela Almeida**. For all other positions, please contact pccjobs@pcc.edu.
 - **Screen Committee Chair / Hiring Manager:** This role provides full permissions to view the requisition, review candidates, and move applicants through the hiring stages. Always assign the Hiring Manager and the responsible IAA (which can be yourself). You may optionally add anyone else who needs action-level access to the Job Requisition and candidates.
 - **Screen Committee Member:** This role provides view-only access to the Job Requisition and applicant profiles, but does not allow any actions. This is typically not required for casual positions.

- Summary: **Review** all information and press **submit**.

4. Approval Flow:

- Once you click Submit, the requisition will **automatically route to the Manager and then to the Recruiter for final posting**.
- You can find your Job Requisitions in *Recruiter Hub - Job Requisition Workspace*.

Adding Applicants

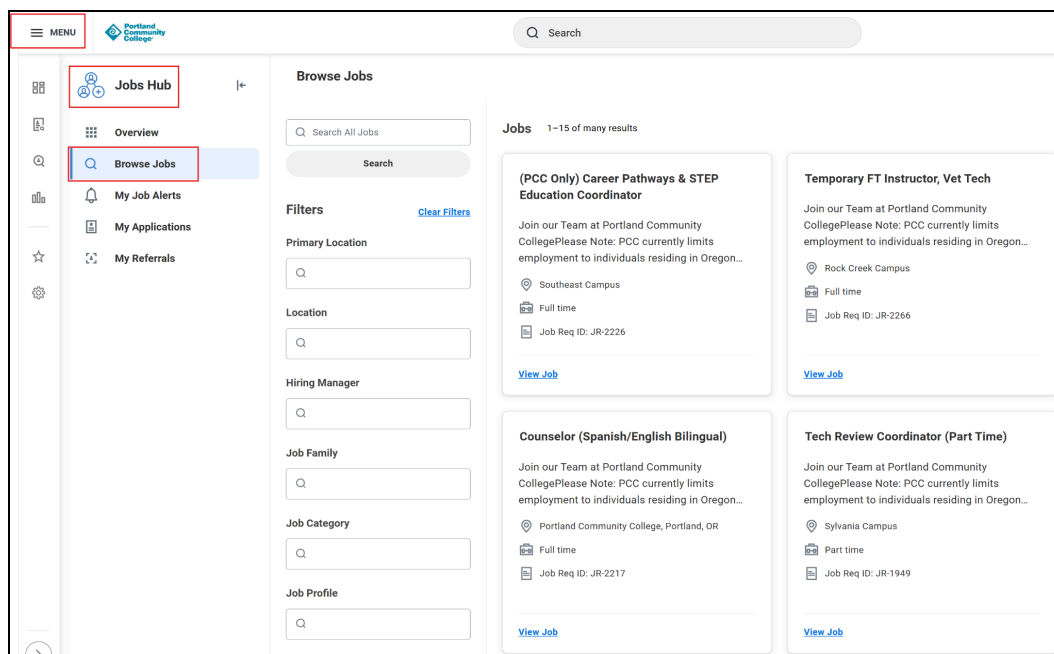
Before adding candidates, it is important to understand the different profiles Workday creates:

- Worker Profile: For current or former employees.
- Candidate Profile: For someone who has applied for a position and is linked to one or more JRs.
- Student Profile: Specifically for PCC students.
- Prospect Profile: For individuals in the system but are not yet linked to a specific job or JR.
- Pre-hire Profile: Automatically created during the hiring process (not manually used).

Methods for Adding Applicants

If the Job Requisition is Posted, candidates should apply for the position:

- Internal Candidates: Access via *Workday Menu > Jobs Hub*

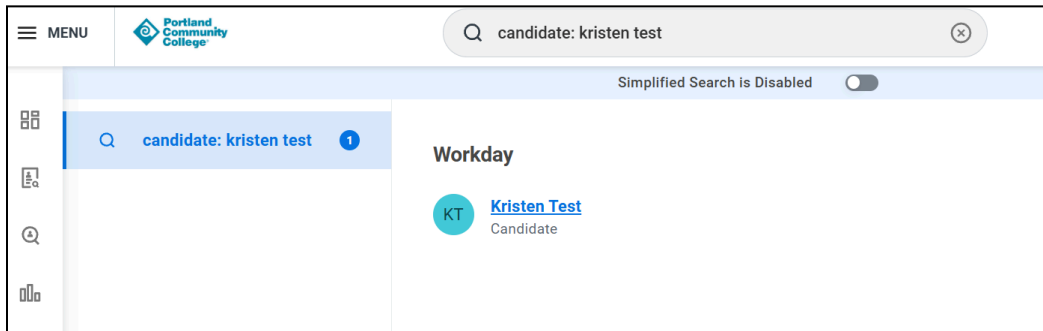


- External Candidates: Access via the [PCC Jobs website](#)

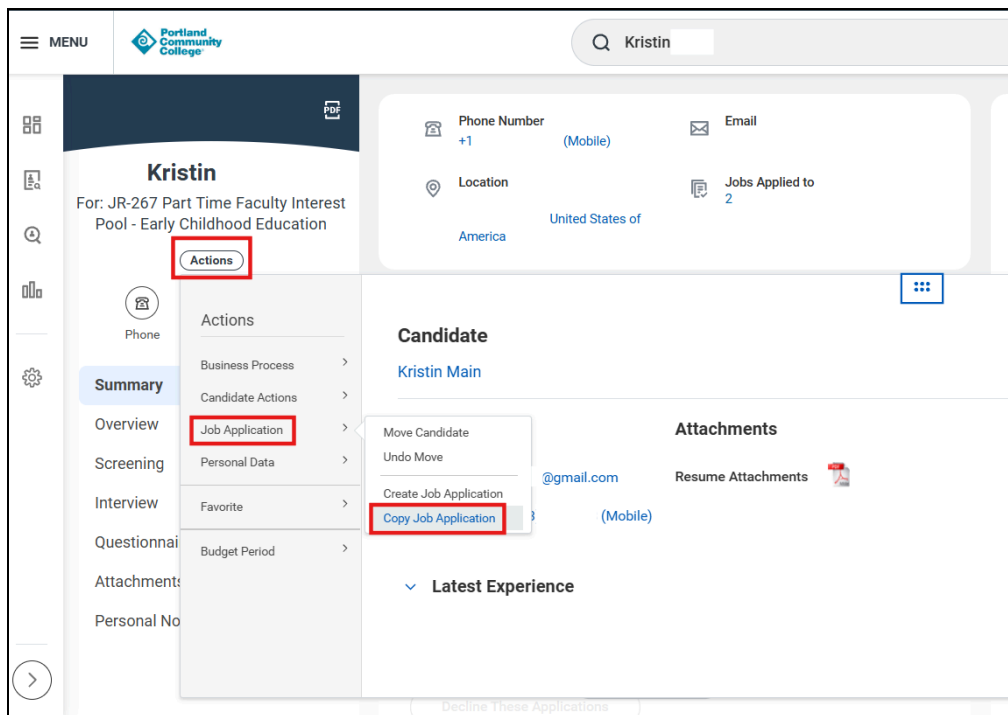
If the Job Requisition is not posted, manually add candidates using one of the following two methods: Copy Job Application or Create a Prospect.

1. Copy Job application
 - Use this if the person already has a candidate profile in Workday from a previous application:

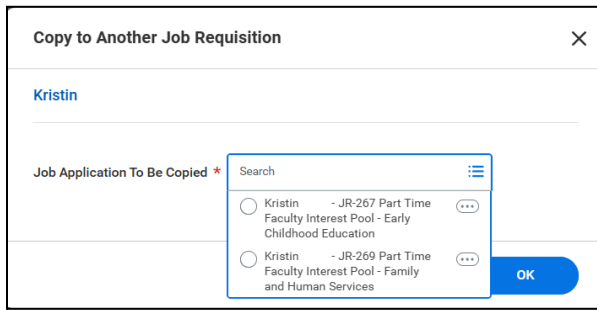
- In the search bar, type **Candidate: nam** (e.g., 'candidate: kristin test') and select the candidate profile.



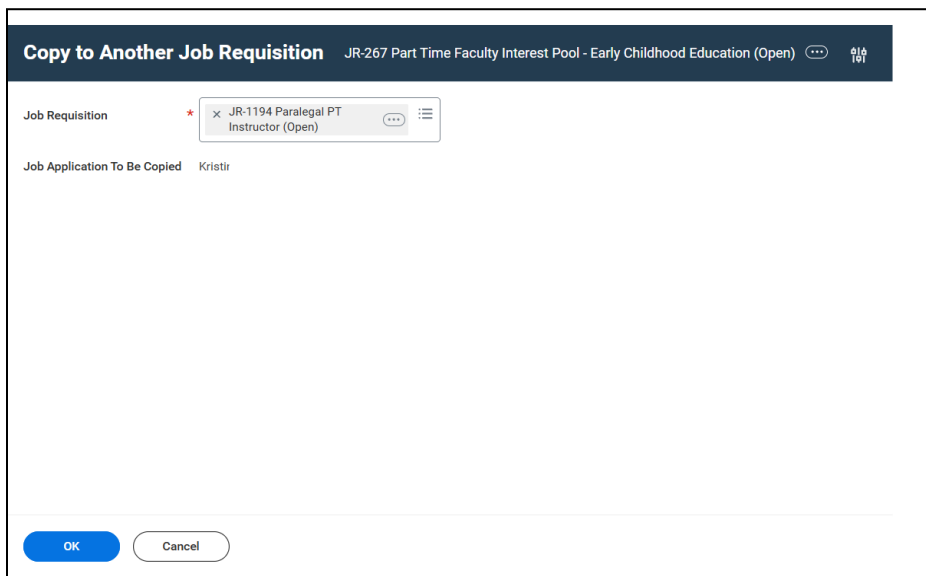
- Select **Actions > Candidate Actions > Job Application > Copy Job Application**.



- Select one of the Job Applications to be copied

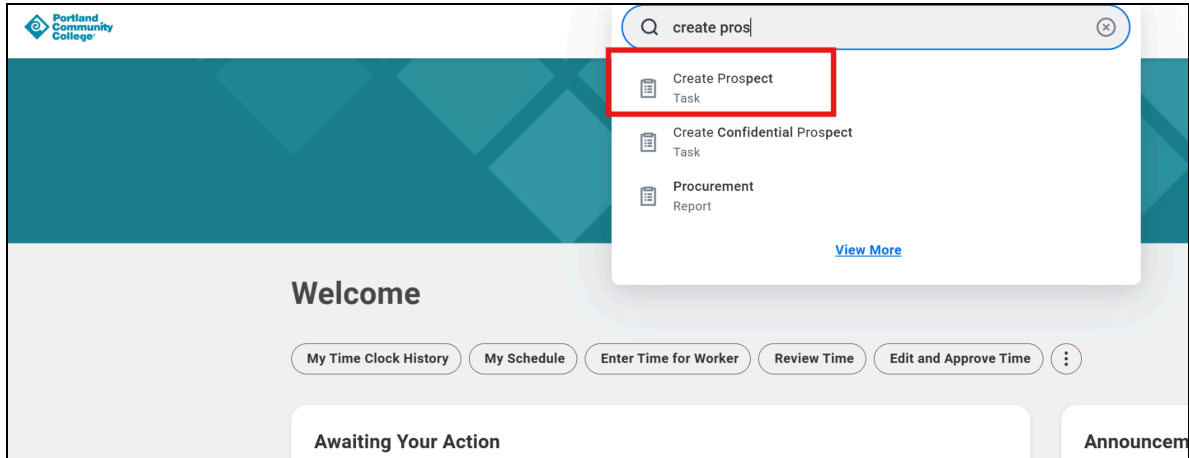


- Search for **your current Job Application**
- Press **Okay**.



2. Create a Prospect

- Use this to manually enter a new person into the system who is not yet linked to a Job Requisition.
- Type **create prospect** in the search bar and select **the task**.



- Select **Create New Prospect**.
- Add the **candidate's name, phone number, and email address** to create a prospect

A screenshot of the 'Create Prospect' form. The form is titled 'Create Prospect' and has a section for 'Prospect Details'. Under this section, there are three radio buttons: 'Create New Prospect' (selected), 'Create from Existing Workers', and 'Create from Resume/CV'. Below this is a 'New Prospect Details' section with several input fields: 'Country' (set to 'United States of America'), 'First Name' (Kristin), 'Middle Name' (empty), 'Last Name' (Testing), 'Email Address' (kristing@test.com), 'Country Phone Code' (set to 'United States of America (+1)'), and 'Phone Number' (+1 503-890-0089). There is also an 'ID Type' dropdown menu. At the bottom of the form are 'OK' and 'Cancel' buttons.

- Add the **Phone Device Type** and **submit it**.

Create Prospect

Country

Country * x United States of America

Legal Name

First Name * Kristin

Last Name * Test

Candidate has a preferred

Landline

Mobile

Unknown

Contact Information

Phone Device Type * Search

Country Phone Code * x United States of America (+1)

- A prospect profile will be created.

Portland Community College

create prospect

Kristin Test

Prospect

Actions

Phone Email

Summary

Overview

Attachments

Personal Notes

Phone +1 (503) 5030333 (Home - Mobile)

Email

Location United States of America

Work History

Experience

none entered

Personal Reminders

Create Reminder

none entered

Education

none entered

Languages

none entered

Websites

none entered

Skills

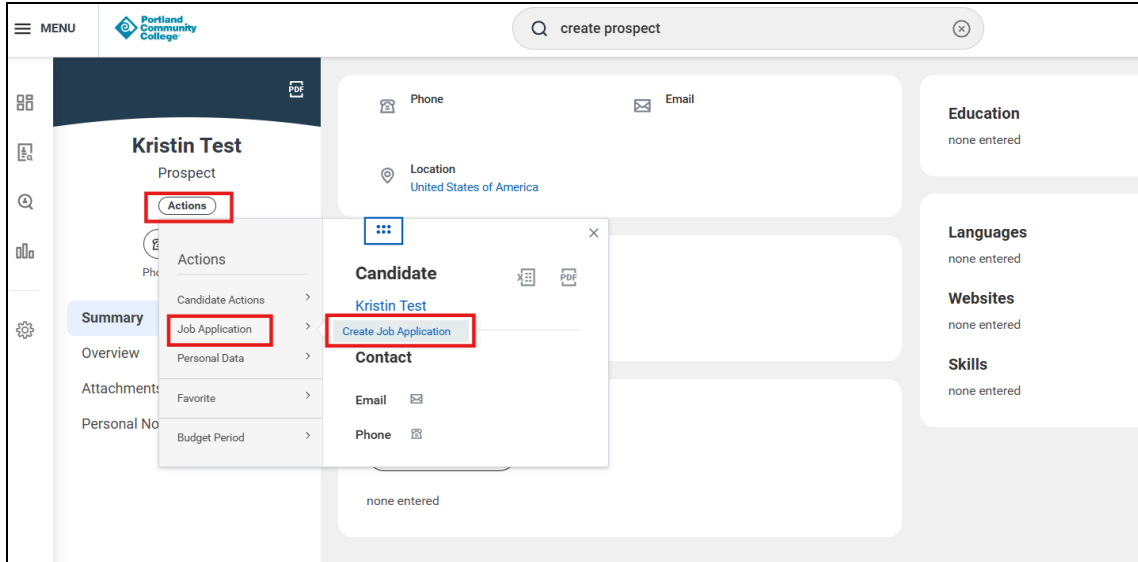
none entered

Your changes have been saved

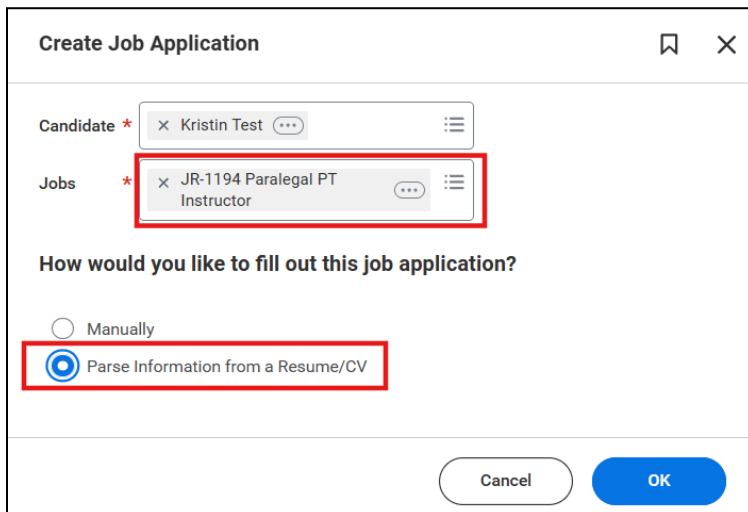
Add the Prospect to the Job Requisition

Once the Prospect profile is created, you must link it to the specific job opening.

- From the Prospect profile, select *Actions > Job Application > Create Job Application*.



- Search for the Job Requisition by the job requisition number, by words in the job requisition title, or by selecting Job Requisition by Manager.
- Select the option to Parse Information from a Resume/CV. Press OK.



- Upload **the candidate's resume** and press **Add and Parse**.

Add Resume and Parse

Contact information will not be overwritten.

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max) *

Drop file here

or

Select files

Add and ParseCancel

Note: You can choose to fill out the job application manually. In this case, the system will require at least the school field and a resume/cover letter to be uploaded. We highly recommend adding the resume and candidate information to their profile.

- Review Fields: **Check all parsed information for accuracy**. You may need to manually correct fields or remove extra past experiences using the Remove button.
- Minimum Requirements: The application requires **at least one work experience entry and one education entry**.

Experience

Company *

Title *

Location

Start Month

Start Year *

Currently Work Here

Description

Remove

Education

School *

Degree

Field of Study

- Alert Messages: You may see an alert for unrecognized fields (e.g., if a school name isn't in the standard database), but this will not block you from submitting the application.

Moving Applicants

1. Initial Action: Locate the candidate's profile in the *JR > candidates tab* or using the **search bar**.
2. Use the **Actions button** under the Job Requisition title, or the **blue Screen for MQs button** at the bottom of the page to move them.
3. **Always check if the job requisition under the candidate's name is correct**, since a candidate can have more than one job application.

The screenshot displays the profile for Kristin Test. The profile title is "Kristin Test" and the current job requisition is "For: JR-270 Part Time Faculty Interest Pool - Gerontology". The profile includes contact information (Phone Number, Email), location (United States of America), and a count of jobs applied to (2). The "Active Job Applications (2)" section lists two applications: "Kristin Test - JR-270 Part Time Faculty Interest Pool - Gerontology" and "Kristin Test - JR-1194 Paralegal PT Instructor". Each application has an "Actions" button highlighted with a red box. A red arrow points from the "Actions" button in the left sidebar to the "Actions" button in the "Active Job Applications" section. Another red arrow points from the "Actions" button in the "Active Job Applications" section to the "Screen for MQs" button in the "Work History" section. The "Work History" section also includes a "Decline" button and a "2 years" experience indicator.

- Step 1 - Screen for MQ: The first move is always from Review to Screen for MQ.
- Step 2 - When a candidate is selected for hire, move them directly from Screen for MQ to Make Offer.

Note: For casual candidates, you do not need to move them to the *Interview or Reference Check* steps. They are optional. You can also use the *Decline* option for not-selected candidates and move them to *Does not meet MQ, Candidate Voluntary Withdrawal, Not Selected to Move Forward*, or other options. Contact the Primary Recruiter if you would like to send the candidate a notification email.

Initiating the Offer

First Task

Offering information is the responsibility of the Manager. The Manager will have two tasks related to the offer: first, they must enter the start and end dates, as well as review the details of the position. Start/end dates inputs ensure the following:

- **Workday Date Rule:** The Start Date in the offer must be on or after the Recruiting Start Date listed in the Job Requisition. Workday will trigger an error and block the offer submission if an earlier date is entered. It is okay if it is before or after the target hire date.
- **I-9 Legal Compliance:** The selected start date must allow enough time for federal compliance:
 - New hires must complete Section 1 no later than their first day of work.
 - Employers must complete Section 2 within three (3) business days of that start date.

Choose **12/31/2999 as the end date** if you don't have a specific end date, so the position will stay active.

Initiate Offer for
JR-2027 Casual Mail Room Specialist (Temporary)

Start ▼

▶

Details

Target Hire Date (Job Requisition)
03/23/2026

Hire Date *

Hire Reason

Location *
✕ Portland Community College, Portland, OR

Document Language
✕ English (United States)

Proposed End Date (Job Requisition)
06/30/2026

Proposed End Date *
12/31/2026

Job Details

Job Profile
Casual Service II

Business Title *
Casual Service II

Working Time

Location Weekly Hours
40

Default Weekly Hours
40

Scheduled Weekly Hours
40

FTE
100%

Next

Second Task

The second offer task relates to Compensation. The manager will add the hourly rate.

Note: If the pay rate is above the pay range, WD will give an alert, but the offer still can be submitted. It will route to compensation and a chain of approvals. The Manager should add a comment justifying the pay rate above the range.

- Submit: Press **Submit** to route the details for the next stage.

Hourly

Compensation Plan
Hourly Plan

Total Base Pay Range
16.30 - 19.40 USD Hourly

Amount *
0.00

Error: The field Amount is required and must have a value.

Currency *
X USD

Frequency *
X Hourly

> Additional Details

Assignment Details

Submit Save for Later Close

Making Verbal Offer (Manager)

- Verbal Confirmation task. The Manager confirms the candidate accepts the offer.
 - If Accepted: **Submit the task.**
 - If Not Accepted: Do not submit; press **Save for Later** and contact your Primary Recruiter.

☆ ⚙️ 🗨️ Created: 04/28/2026 | Due: 04/30/2026

Complete To Do Make Verbal Offer to Candidate 📄 📄

For - JR-141 Part Time Faculty Interest Pool - Art

Overall Process Job Application: - JR-141 Part Time Faculty Interest Pool - Art on 03/20/2026

Overall Status In Progress

Instructions Hiring Manager,
After receiving a salary placement from Compensation, please make a verbal offer to the candidate.

If the candidate ACCEPTS the verbal offer:

- Determine the start date (and end date if this is a temporary assignment) **Note:** The candidate may NOT start before the background check is completed, if the check is required for this hire
- Enter the start and end date in the Comments field below, and Click on Submit to complete this step

If the candidate does NOT accept the verbal offer, click on "Save for Later" below and contact your Primary Recruiter to help with one of the 2 options below:

- Disposition the candidate from further action
- Provide required additional information to the Compensation Team for "Make New Offer"

enter your comment

Submit Save for Later Close

Generating the Offer Letter (Recruiter)

- The recruiter generates the document based on the offer details submitted by the Manager.
- We usually don't send offer letters to Casuals, but the document can be accessed in the Offer tab of the candidate's profile.

Final Steps

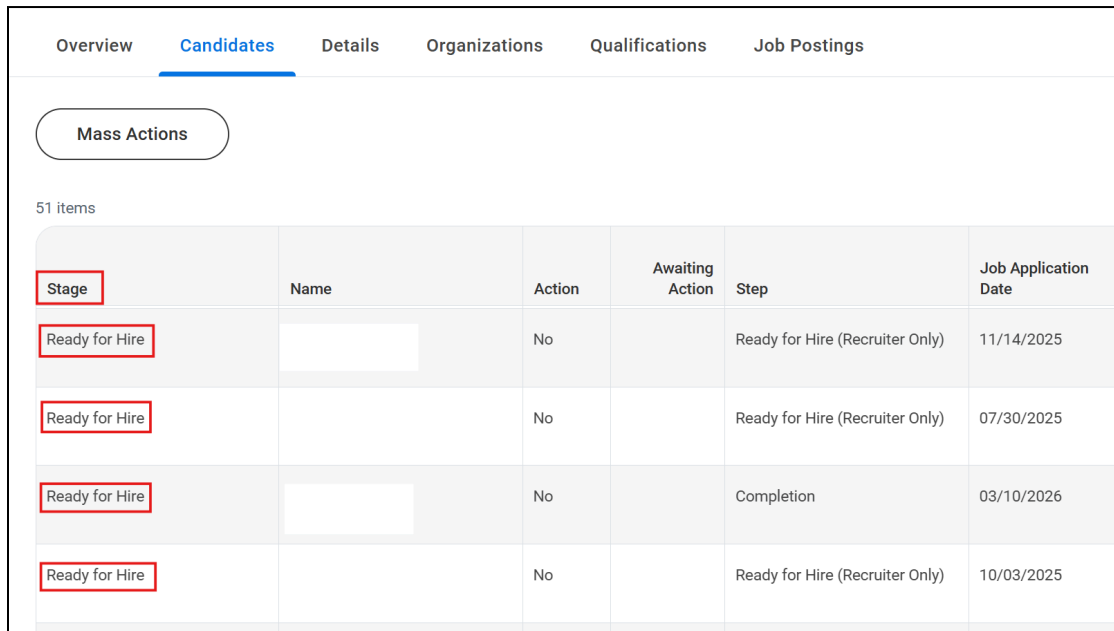
Background Check

The recruiter initiates this step if it was previously required; if not, it will be skipped. Casuals are not required to undergo a background check, but it's recommended, especially if the work involves minors, room access, or money. If the background check is required for the casual position, the IAA or Manager should communicate it to the recruiter by adding a comment during the process of moving the candidate forward in Workday, or sending an email to pccjobs@pcc.edu

Ready for Hire

The recruiter moves the candidate to this final status to complete the Job Requisition process.

Note: After a candidate is moved to Ready for Hire, they may remain in that stage within the Job Requisition even after they have officially started. You can also see the word "Completion".



The screenshot shows a Workday interface with a navigation bar at the top containing 'Overview', 'Candidates' (highlighted), 'Details', 'Organizations', 'Qualifications', and 'Job Postings'. Below the navigation bar is a 'Mass Actions' button. The main content area displays a table with 51 items. The table has columns for 'Stage', 'Name', 'Action', 'Awaiting Action', 'Step', and 'Job Application Date'. The 'Stage' column contains 'Ready for Hire' for all rows. The 'Action' column contains 'No' for all rows. The 'Awaiting Action' column is empty for all rows. The 'Step' column contains 'Ready for Hire (Recruiter Only)' for three rows and 'Completion' for one row. The 'Job Application Date' column contains dates: 11/14/2025, 07/30/2025, 03/10/2026, and 10/03/2025.

Stage	Name	Action	Awaiting Action	Step	Job Application Date
Ready for Hire		No		Ready for Hire (Recruiter Only)	11/14/2025
Ready for Hire		No		Ready for Hire (Recruiter Only)	07/30/2025
Ready for Hire		No		Completion	03/10/2026
Ready for Hire		No		Ready for Hire (Recruiter Only)	10/03/2025

Status Tracking

Once you have initiated moves, you can monitor a candidate's progress in two primary locations:

- In the Candidate Profile
- In the *Job Requisition > Candidates Tab*

By clicking the specific number under the awaiting action column, Workday will display the names of the individuals who currently have that specific task in their inbox.

The screenshot shows a candidate profile for 'JR-265 Part Time Faculty Interest Pool - PE and Dance'. The 'Active Job Applications (1)' section shows a job application with the action 'Screen'. The 'In Progress' section contains a table with the following data:

Step	Awaiting Me	Awaiting
Screen for MQs	Screen Candidate	8

A red arrow points to the number '8' in the 'Awaiting' column.

The screenshot shows the 'Candidates' tab for 'JR-265 Part Time Faculty Interest Pool - PE and Dance (Open)'. The table below shows the candidate's progress:

Stage	Name	Action	Awaiting Action	Step	Job Application Date	Total Score	Company	Current Title
Screen		Yes	8	Screen for MQs	08/26/2025	0		Personal Trainer
Review		Yes	7	Review	01/03/2026	0		Ballet Coach
Review		Yes	8	Review	04/08/2026	0		Prize Authorization Tech
Review		Yes	7	Review	09/25/2025	0		Physical Education/Health Teacher
Review		Yes	7	Review	12/20/2025	0		Resident Choreographer

A red arrow points to the number '8' in the 'Awaiting Action' column of the first row.

If a candidate is in the Ready for Hire stage and there is no awaiting action, it means that the Hiring Process related to the Job Requisition is complete.

Overview	Candidates	Details	Organizations	Qualifications	Job Postings
Mass Actions					
51 items					
Stage	Name	Action	Awaiting Action	Step	Job Application Date
Ready for Hire		No		Ready for Hire (Recruiter Only)	11/14/2025
Ready for Hire		No		Ready for Hire (Recruiter Only)	07/30/2025
Ready for Hire		No		Completion	03/10/2026
Ready for Hire		No		Ready for Hire (Recruiter Only)	10/03/2025

After the Ready for Hire Stage

Post-Ready for Hire Workflow

1. For New Casual Hires

- Ready for Hire (Recruiter): The recruitment phase is officially closed.
- Assign Organizations (Recruiter): The recruiter ensures the new employee is in the correct department, company, and cost center.
- Set Up Onboarding (Manager): The Hiring Manager receives a task to initiate the onboarding process, which triggers the new hire's welcome tasks and required paperwork.
- When the hire business process is completed (the Ready for Hire move and subsequent tasks), the new employee information is sent to Banner through the integration process. During the overnight integration run, Banner either matches the individual to an existing record or creates a new one. For new records, Banner generates a GNumber and pushes it back to Workday to update the worker's profile.
- Completing the Banner integration is what creates the employee's email and system logins. So, the integration is successful when the employee's Workday profile populates with their GNumber (instead of a TEMP number) and their active PCC email address.
 - Note: To avoid integration failures or duplicate record creation, ensure you have unique identifiers for candidates with common names. When applicable, ask the candidate for their Date of Birth, and/or Social Security Number and send it to the PDS team in advance (hris-group@pcc.edu).

2. For Existing Employees (Adding an Additional Job)

If the candidate is already a PCC employee and is taking on a casual position as an additional position, the process involves more administrative coordination to link the jobs:

- Ready for Hire (Recruiter): The recruitment phase is officially closed.
- Staffing Action, Add Additional Job (Recruiter): The recruiter submits the task of adding the new position to the worker's existing profile.
- Revise Add Additional Job (Recruiter): The recruiter reviews the hire to ensure all job details (pay, hours, location) are accurate.
- Review Start Additional Job (HRIS): The HR Information Systems team reviews the transaction for data integrity.
- Switch Primary Job (HRIS): If necessary, HRIS determines which position should be designated as the 'Primary Job' for benefits and system routing.
- Set Up Onboarding (Manager): The Hiring Manager receives a task to initiate the onboarding process, which triggers the new hire's welcome tasks and required paperwork.

Additional Information

- Casual job profiles, levels, and pay range here: [Compensation](#)
- Onboarding guides:
 - [Complete I-9 Form](#): How to complete an I-9 form for newly hired employees.
 - [Initiate, Manage, and Track Onboarding](#): Key onboarding steps for new employees.
 - [Complete New Hire Onboarding](#): New hire onboarding for outside hires.
 - [Account Claim and Login Instructions for New Hires](#): How to claim your MyPCC account and access PCC's systems.

Have Questions?

For additional support, contact pccjobs@pcc.edu.