

Workday 2024 R2 Release Impact Analysis

<Recruiting>

2024

Recruiting



Automatically available features

Recruiting automatic features

Cognizant Consultants have prepared a list of automatic features for the upcoming 2024 R2 Workday release. These features are delivered automatically by Workday and no set up is required from your end.

Recruiting

- Candidate Home Job Alerts
- Candidate Home My Application Redesign
- Candidate Home Tasks
- Collective Agreement Report Fields
- External Career Site Job Applications
- External Career Site Prospect Consent Collection
- Undo Move for Multiple Candidates
- Automatic Stage Routing for Multiple Steps
- View and Review Documents on Candidate Home

Recruiting - Candidate home tasks

What's changing

With this release, Workday updates the Candidate Home framework to deliver usability and accessibility enhancements for candidates completing questionnaires, assessments, and veteran's status tasks.

This improves the Candidate Home experience and increases efficiency for external candidates completing application tasks.

Additional considerations

Workday redesigns these tasks on Candidate Home and now display them as pop-up modals instead of separate pages:

- Complete Questionnaire
- Take Candidate Assessment
- Update Candidate U.S. Veteran Status

When a candidate completes any of these tasks, workday displays the task confirmation message, as well as any remaining tasks in the same pop-up modal.

Workday also now support rich text formatting for questions and questionnaire text in the Complete Questionnaire task.

What do i need to do?

No steps need to be taken. This feature is automatically available.

What happens if i do nothing?

No steps need to be taken. This feature is automatically available.

Community link

<https://doc.workday.com/release-notes/en-us/cxs/7070126.html>

Workday 2024 release 2 automatically available features

Prior to 2024 release 1	Post 2024 release 2	Impact
<p>Until 2024R1, Candidate Home tasks like "Complete Questionnaire," "Take Candidate Assessment," and "Update Candidate U.S. Veteran Status" appears in a separate page.</p>	<p>In this release, Workday introduces a new feature on Candidate Home where tasks like "Complete Questionnaire," "Take Candidate Assessment," and "Update Candidate U.S. Veteran Status" now appear as pop-up modals instead of separate pages. This enhancement streamlines the process by displaying confirmation messages and remaining tasks within the same pop-up, improving the overall user experience. Previously, it takes us to a separate new page.</p>	<p>Y/N: No</p> <p>Impact description:</p> <p>UI Changes with regards to pop-up message for the following tasks such as:</p> <ul style="list-style-type: none"> • Complete Questionnaire • Take Candidate Assessment • Update Candidate U.S. Veteran Status

Effort N/A

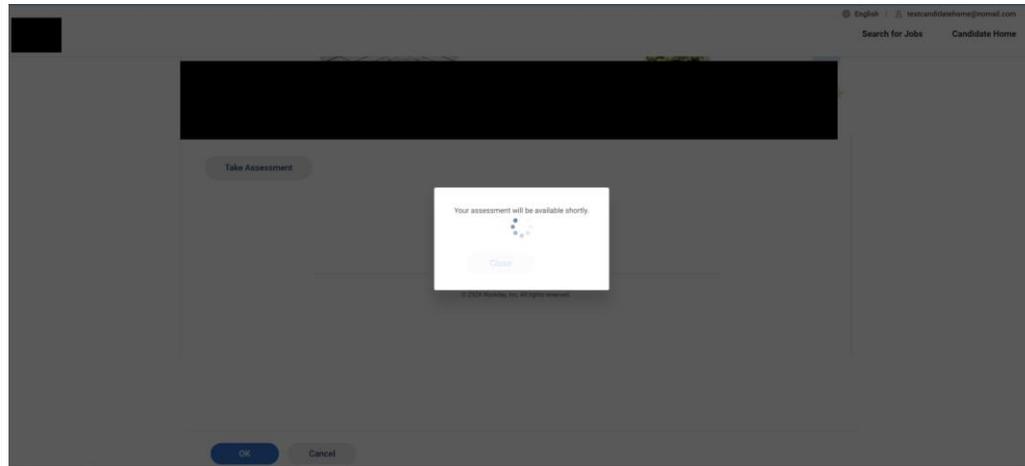
Additional description if applicable

Defect link Not applicable

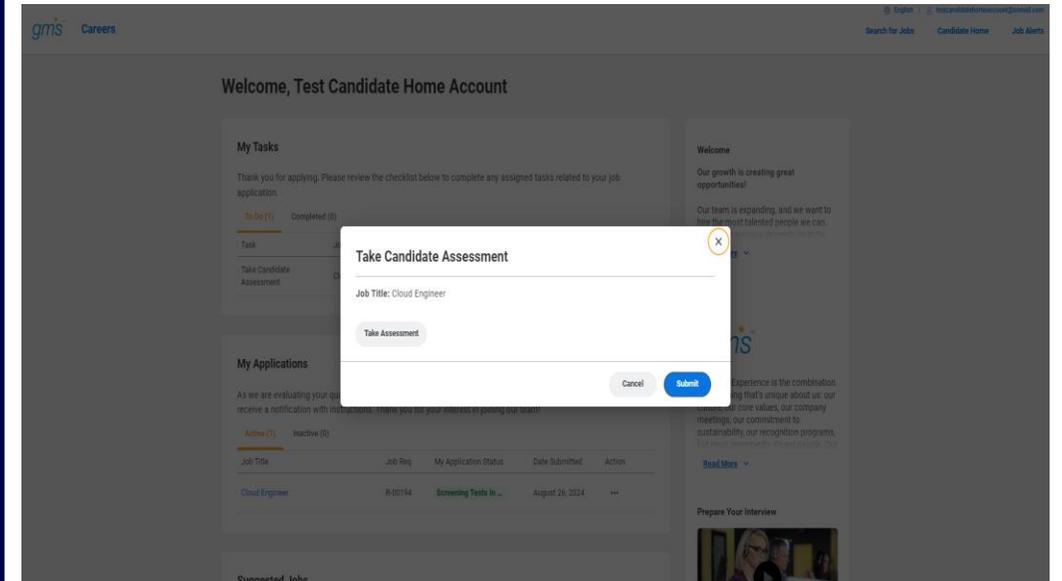
Community link <https://doc.workday.com/release-notes/en-us/cxs/7070126.html>

Workday release 2 automatically available features

Before release



After release



Recruiting - Undo move for multiple candidates

What's changing

With this update, workday enables you to undo moving multiple candidates forward, returning them to the previous stage of the job application process.

This reduces manual effort in correcting accidental moves for multiple candidate applications.

Additional considerations

Workday deliver a new Mass Undo Move Job Application task (secured to the Undo Move Candidate domain) that you can use to return multiple candidates to their previous stage and step of the Job Application business process.

You can access this task using with the new Undo Move action in the candidate list grid.

What do i need to do?

- No steps need to be taken. This feature is automatically available.

What happens if i do nothing?

- No steps need to be taken. This feature is automatically available.

Community link

<https://doc.workday.com/release-notes/en-us/hrrec/8020324.html>

Workday 2024 release 2 automatically available features

2024R1	2024R2	Impact
<p>Until 2024R1, Mass Undo Move Job Application feature is unavailable in the candidate grid screen.</p>	<p>In this release, Workday introduces the ability to undo moving multiple candidates forward in the job application process, a feature not available in the previous versions.</p> <p>The new Mass Undo Move Job Application task, accessible via the Undo Move action in the candidate list grid, significantly reduces manual effort by allowing you to return multiple candidates to their previous stage and step, streamlining the correction of accidental moves.</p>	<p>Y/N: Yes</p> <p>Impact description:</p> <p>Workday introduces the ability to undo moving multiple candidates forward in the job application process, a feature not available in the previous versions. The new Mass Undo Move Job Application task, accessible via the Undo Move action in the candidate list grid, significantly reduces manual effort by allowing you to return multiple candidates to their previous stage and step, streamlining the correction of accidental moves</p>

Effort N/A

Additional description if applicable

Defect link Not applicable

Community link <https://doc.workday.com/release-notes/en-us/hrrec/8020324.html>

Workday release 2 automatically available features

Before release

The screenshot shows the Workday recruitment interface before release 2. The interface displays a list of candidates with various columns for job application, step, disposition, awaiting action, and days in current stage. A red box highlights the 'Bundle Resumes' menu, which includes options like 'Add to Pool', 'Share', 'Invite to Apply', 'Move to Linked Evergreen Requisition', and 'Move to Another Job Requisition'.

After release

The screenshot shows the Workday recruitment interface after release 2. The interface displays a list of candidates with various columns for job application, step, disposition, awaiting action, and days in current stage. A red box highlights the 'Send Message' button in the bottom right corner of the candidate list. The interface also shows a 'Send Message' button in the bottom right corner of the overall interface.

Recruiting - Automatic stage routing for multiple steps

What's changing

With this update, Workday enables you to toggle automatic stage routing on multiple steps of the sub-processes of the Job Application business process.

Additional considerations

You can now toggle automatic stage routing on multiple steps in any of these business processes:

- Assess Candidate
- Background Check
- Employment Agreement
- Interview
- Offer
- Reference Check
- Review
- Candidate
- Screen

What do i need to do?

Nothing. This feature is automatically available.

What happens if i do nothing?

This feature is automatically available. You won't experience any changes except for the ability to add Automatic Stage Routing on multiple steps in the Job Application sub-processes

Community link

<https://doc.workday.com/release-notes/en-us/efcore/7864658.html>

Workday 2024 release 2 automatically available features

Prior to 2024 release 1	Post 2024 release 2	Impact
<p>Until 2024R1, Automatic Stage Routing can be only configured in one step within a business process definition.</p>	<p>In this release, Workday by allowing users to configure more than one Automatic Stage Routing trigger within a single business process.</p>	<p>Y/N: No</p> <p>Impact description:</p> <p>Workday introduces this feature to allow Recruiters to automatically process more candidates through multiple stages. This saves recruiters time and moves candidates more quickly through the recruitment process, reducing the time to hire.</p>

Effort N/A

Additional description if applicable

Defect link Not applicable

Community link <https://doc.workday.com/release-notes/en-us/efcore/7864658.html>

Workday release 2 automatically available features

Before release

Business Process Steps

Business Process Steps 3 items

Step	Order	Type	Specify	Optional	Group	Additional Information	All	Run As User	Due Date	Due Date Is Based On Effective Date	Complete
Q	a	Initiation		No							
Q	b	To Do	Find duplicate for candidate	No	Initiator	Automatic Stage Routing					
Q	c	Action	Review Decision	No	Initiator				1 Day		Yes

After release

Business Process Steps

Business Process Steps 3 items

Step	Order	If	Type	Specify	Optional	Group	Additional Information
Q	a		Initiation		No		Automatic Stage Routing
Q	a1	Job Req Business Unit not BMS Europe?	Integration		No		Automatic Stage Routing Redirect: Requisition Integration Routing: Primary Recruiter
Q	b		Action	Review Decision	No	Primary Recruiter Secondary Recruiter	

Recruiting - Candidate home job alerts

What's changing

With this release, Workday updates the Candidate Home framework to deliver usability and accessibility enhancements for external candidate job alerts. This feature increases candidate engagement by providing a responsive and flawless experience for candidates creating or managing job alerts.

Additional considerations

To improve the candidate experience, Workday provides a more intuitive design for Job Alert tasks. WD enables a side panel for Job Alerts when external candidates create and edit their job alerts within their Candidate Home. These tasks display on the right side of the page:

- Create Job Alert
- Edit Job Alert

Workday updates the **Delete Job Alert task** to display as a pop-up modal instead of a separate page.

What do i need to do?

No steps need to be taken. This feature is automatically available.

What happens if i do nothing?

- No steps need to be taken. This feature is automatically available.

Community link

<https://doc.workday.com/release-notes/en-us/cxs/8050116.html>

Workday 2024 release 2 automatically available features

Prior to 2024 release 1	Post 2024 release 2	Impact
<p>Prior to 2024 R2, There is no side panel feature for Create Job Alerts task in the candidate home. Create Job Alert section displays on center of the home page with buttons labelled as Cancel & Ok</p>	<p>With this release candidates can create and edit job alerts using the side panel feature towards right side of the page with updated button labels as Cancel & Create .</p> <p>The Delete Job alert task is displayed as pop up instead of new page</p>	<p>Y/N: No</p> <p>Impact description:</p> <p>More intuitive design for Job Alert tasks</p>

Effort N/A

Additional description if applicable

Defect link Not applicable

Community link <https://doc.workday.com/release-notes/en-us/cxs/8050116.html>

Workday release 2 automatically available features

Before release

Create Job Alert

Name Your Job Alert *

Frequency *

Country / Territory

Job Category

State

Locations

Time Type

Cancel OK

After release

EchoStack GMS Careers

Job Alerts

We'll send you an email about jobs that match your preferences.

Create Job Alert

Active Job Alerts 1 Item

Name	Filters	Frequency
Customer Service Jobs	Customer Services, Recruiting Location A (For Recruiting Use Only)	Weekly

Follow Us

GMS's Privacy Policy

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Create Job Alert

Job Alert Name *

Job Alert Frequency *

Filters

Select 1 or more filters to create a job alert.

Job Category

Locations

Job Type

Time Type

Cancel Create

Recruiting - External career site prospect consent collection

What's changing

With this release, Workday updates the external career site framework to deliver usability and accessibility enhancements for prospect consent

Additional considerations

Workday delivers button improvements for the prospect consent user experience:

- Button labels are now **Cancel** and **Submit**.
- We move the buttons to display on the right side of the page.

You can't unpublish the career site selected for prospect consent in the **Maintain Prospect Consent** task.

What do i need to do?

- No steps need to be taken. This feature is automatically available.

What happens if i do nothing?

- No steps need to be taken. This feature is automatically available.

Community link

<https://doc.workday.com/release-notes/en-us/cxs/7948602.html>

Workday 2024 release 2 automatically available features

2024R1	2024R2	Impact
<p>Prior to 2024 R2, Prospect Consent Collection section has buttons labelled as Ok & Cancel and are reflected towards left side of the page. We can unpublish the career site selected for prospect consent in the Maintain Prospect Consent task.</p>	<p>With this release Workday updates the external career site framework to deliver usability and accessibility enhancements for prospect consent with updated button labels as Cancel and Submit towards right side of the page .</p> <p>Note : We can't unpublish the career site selected for prospect consent in the Maintain Prospect Consent task.</p>	<p>Y/N: No</p> <p>Impact description:</p> <p>N/A</p>

Effort N/A

Additional description if applicable

Defect link Not applicable

Community link <https://doc.workday.com/release-notes/en-us/cxs/7948602.html>

Workday release 2 automatically available features

Before release

The screenshot shows a 'Prospect Consent Collection' form. At the top right, there are links for 'English', 'Sign In', 'Careers Page', 'Search for Jobs', and 'Join Our Talent Community!'. The form text includes: 'We would like to ask for your consent to add your information to the [redacted] for twenty four months. This way, you can keep up to date on potential job openings, relevant [redacted] may consult appropriate public sources such as professional profiles in addition to the information you provide in order to consider a future role match. Please review our [Recruitment Privacy Statement](#) for more information on how we handle prospective applicant information and individual information rights. Any contact preferences indicated in this introduction form or later will not impact any future job application or recruitment decisions. It's your choice! We're looking forward to getting to know you better! I understand and agree that by providing my information, I have not applied for employment with [redacted] If I want, [redacted] to consider me for potential employment, I understand that I must complete an application for an open position and meet employment eligibility requirements as applicable. Please explore our open positions [here](#). You can withdraw consent to future job opening contact at any time by submitting a request to delete your [redacted] Talent Community profile through our [About Portal](#). You can withdraw your consent for Workday recruitment activities and events emails by notifying [redacted].' Below this text are two radio button options: 'I would like to be added to the [redacted] Talent Community so Workday can contact me by e-mail and telephone about potential [redacted] job openings, Workday recruitment events and activities.' and 'I do not want to be added to [redacted] Talent Community.' At the bottom, there are 'Follow Us' social media icons for LinkedIn, X, Facebook, and Google+, and a 'Recruitment Privacy Statement' link. At the bottom left, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box.

After release

The screenshot shows a 'Provide Us With Your Consent' form. At the top right, there are links for 'English', 'Sign In', 'Search for Jobs', and 'Introduce Yourself'. The form text includes: 'We would like to keep you informed about our recruiting efforts at GMS. GMS uses the data we collect to provide you with personalized job opportunities and marketing materials about our company. By consenting, you agree to GMS storing and processing your information as a prospect in the system. Our [Privacy Policy](#) provides more detailed information on how we use and process your data.' Below this text is a section titled 'Terms and Conditions Consent Response*' with two radio button options: 'Yes, I consent' and 'No, I do not consent'. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box. At the bottom, there are 'Follow Us' social media icons for LinkedIn, X, Facebook, and Google+, and a 'GMS Privacy Policy' link.

Workday release 2 automatically available features

Before release

Edit External Career Site Professional External Career Site 1 Error

Name: Professional External Career Site

ID: [Redacted]

Languages: English, 日本語 (日中)

Embed Mode:

Publish Site
Error: There are published landing pages associated with this career site. Unpublish all landing pages associated with this career site before performing this action.

Site URL: [Redacted]

Downtime Service URL: [Redacted]

External Labels Collection: [Redacted]

- > EU Cookie Policy
- > Tracking & Analytics
- > Branding
- > Chatbot Configuration

After release

Edit External Career Site External Careers 2 Errors

Name: External Careers

ID: External

Languages: Deutsch (Deutschland), English, Español, Français (Canada), Français (France) [MORE \(5\)](#)

Embed Mode:

Publish Site
Error: This external career site is configured for Prospect Consent Collection. To unpublish this career site, use the Maintain Prospect Consent task to select another published career site for Prospect Consent Collection or disable Prospect Consent Collection.

Site URL: <https://collaborative-dpts-wd2.myworkdayjobs.com/preview/External>

Downtime Service URL: [Redacted]

External Labels Collection: [Redacted]

- > EU Cookie Policy
- > Tracking & Analytics

Recruiting - Candidate home my application redesign

What's changing

With this release, Workday updates the Candidate Home framework to deliver usability and accessibility enhancements for external candidate My Application actions. This feature improves the candidate experience by allowing users to stay within the context of Candidate Home when accessing their applications and their related tasks.

Additional considerations

To improve the candidate experience, Workday provides a more intuitive design for **My Application** tasks. Workday enables a side panel for Candidate Home users when they use related actions on their job applications. These new reports now display on the right side of your page:

- **View Application**
- **View Completed Tasks**

Workday updates these tasks to display as pop-up modals instead of a separate page.

- **Withdraw Job Application**
- **Delete Job Application**

What do i need to do?

- No steps need to be taken. This feature is automatically available.

What happens if i do nothing?

- No steps need to be taken. This feature is automatically available.

Community link

<https://doc.workday.com/release-notes/en-us/cxs/7948602.html>

Workday 2024 release 2 automatically available features

2024R1	2024R2	Impact
<p>Prior to 2024 R2, Under "My Applications" section of candidate home - "View Application" and "Withdraw Job Application" tasks display on a separate page.</p> <p>There is no "View Completed Tasks" option for the job application.</p>	<p>With this release, WD enables a side panel for Candidate Home users when they use related actions on their job applications. These new reports now display on the right side of your page:</p> <ul style="list-style-type: none"> • View Application • View Completed Tasks <p>Workday updates these tasks to display as pop-up modals instead of a separate page.</p> <ul style="list-style-type: none"> • Withdraw Job Application • Delete Job Application 	<p>Y/N: No</p> <p>Impact description:</p> <p>N/A</p>

Effort N/A

Additional description if applicable

Defect link Not applicable

Community link [Candidate Home My Application Redesign \(workday.com\)](https://workday.com/candidate-home-my-application-redesign)

Workday release 2 automatically available features

Before release

Applied Less Than One Day Ago

Home Page Search for Jobs Candidate Home

My Information

Name
Candidate One

Address
Test Address
Test City, AK 99540
United States of America

Email
candidate@test.com

Phone
+1 (615) 5101100 (Mobile)

How Did You Hear About Us?
Career Expo

Have you ever worked at [redacted]

No

Resume/CV
TEST+FILE+BLANK.docx

Follow Us
f X in

When you use related actions on your job application to View Application, your application information appears on the main page rather than on the side panel

After release

EchoStack GMS Careers

Welcome, Benjamin Parker

Thank you for applying. Please review the checklist below to complete any pending application.

To Do (8)	Completed (0)
Change Personal Information	Art Teacher R01073 Not Started
Add References	Art Teacher R01073 Not Started
Schedule Event	Social Media Assistant US R00608 Not Started
Complete Questionnaire	Marketing Designer R01195 Not Started

My Applications

Active (7)	Inactive (1)
Scrum Master R00772 In Progress	
Art Teacher R01073 Under Consideration	
Social Media Assistant US R00608 In Progress	
Marketing Designer R01195 In Progress	

Scrum Master

Application Status: In Progress

My Information

Legal Name: Peter Parker
Email Address: test@workday.com
Preferred Name: Benjamin Parker
Phone: +1 415-555-5555 (TA_Mobile)
Address: United States of America
How Did You Hear About Us?: Corporate Website

Work Experience

Work Experience 1

Job Title: Scrum Master
From: 2018-01-01
Company Name: Big Box
Role Description: Developed and implemented a new operational strategy that increased efficiency by 25% and reduced costs by 20% within the first year. Lead a cross-functional team of 20 employees to successfully complete a large-scale project, resulting in a 30% increase in revenue and a 15% improvement in customer satisfaction. Implemented a risk management strategy that reduced operational risks by 40% and improved overall compliance with regulations.
Location: San Francisco, CA

Work Experience 2

Job Title: Project Manager
From: 2017-01-01
To: 2022-01-01
Company Name: Global ATS
Location: Remote
Role Description: Managed a \$5M budget and successfully reduced operational costs by 15% through process improvements and strategic vendor negotiations. Established and maintained relationships with key stakeholders, resulting in a 25% increase in partnerships and collaborations. Developed and implemented a customer satisfaction strategy that improved overall satisfaction scores by 20% and increased customer retention by 10%.

Education

Education 1

School or University: San Francisco State
Field of Study: Agricultural Journalism

Workday release 2 automatically available features

Before release

My Applications

For your convenience, the current status of your application can be viewed in the left column of this screen. Any necessary action items are identified by an exclamation point. Our online listing of current openings is updated daily. Be sure to check it for additional opportunities.

Active (1) Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
Business Systems Analyst		In Consideration	August 26, 2024	*** View Application View Tasks Withdraw Application

Suggested Jobs

After release

My Applications

For your convenience, the current status of your application can be viewed in the left column of this screen. Any necessary action items are identified by an exclamation point. Our online listing of current openings is updated daily. Be sure to check it for additional opportunities.

Active (1) Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
Business Systems Analyst		In Consideration	August 26, 2024	*** View Application View Completed Tasks Withdraw Application

Suggested Jobs - Based on Jobs You Have Applied to (15)

My Tasks

Thank you for applying. Please review the checklist below to complete any assigned tasks related to your job application.

To Do (1)	Completed (1)				
Task	Job Title	Job Req	Task Status	Date Assigned	Action
Step 1 ID Verification Attachments			Not Started	August 26, 2024	Start
Step 2 ID Verification-Any Remaining DS			Not Started	August 26, 2024	Start

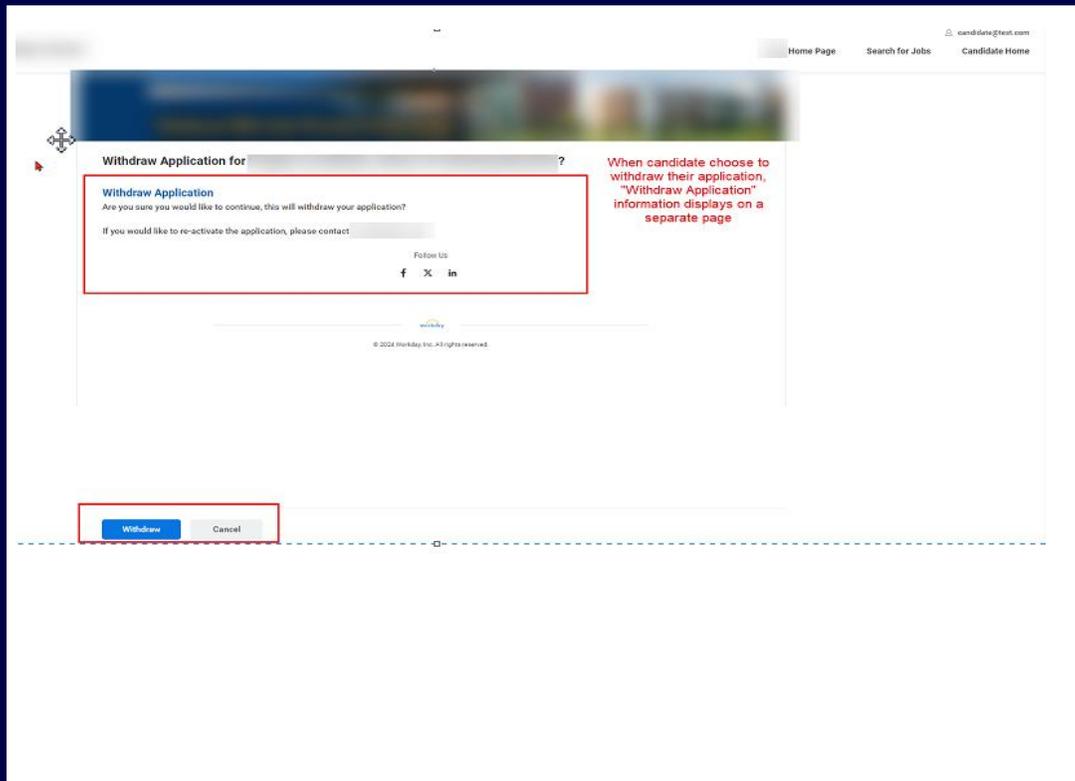
Sr Associate Business Systems Analyst
Application Status: In Consideration

Completed Tasks

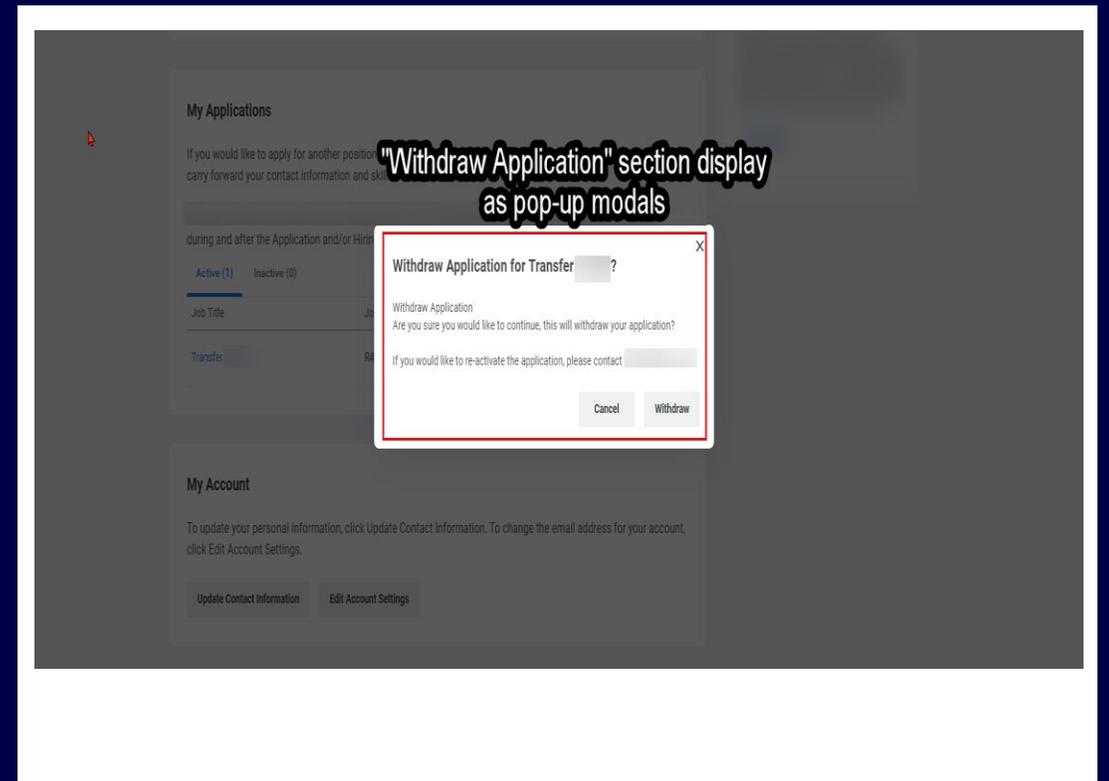
- Step 1 ID Verification

Workday release 2 automatically available features

Before release



After release



Recruiting - External career site job applications

What's changing

With this release, Workday updates the external career site framework to deliver usability and accessibility enhancements for the apply flow. This increases efficiency and speeds up the application process.

Additional considerations

Workday redesigns the apply flow to improve:

- The accessibility for job applications.
- The experience of using assistive technologies for all pages of the application.

Workday also delivers several improvements to the job application user experience on external career sites in the following areas:

- Job Application Accessibility and User Experience
- Default Country on My Information Page
- Questionnaires
- Personal Information Prompt on Non-U.S. Applications
- Candidate Home Account
- Social Network URLs
- Branding for Specialties Label

What do i need to do?

For 2024R2 Production, you will need to **opt in** to the **External Career Site Apply Flow Improvements** feature using the **Maintain Feature Opt-Ins** report for these changes to apply to your external career sites. You will still automatically be opted in to the feature in your Preview tenants.

What happens if i do nothing?

You will not find any difference on the apply flow in the external career site.

Community link

<https://doc.workday.com/release-notes/en-us/cxs/7948602.html>

Workday 2024 release 2 automatically available features

2024R1	2024R2	Impact
<ul style="list-style-type: none"> • Prior to 2024 R1, Create Home account is not part of the apply flow. • Errors and alerts display at the field level • Footer exists above the buttons. • When a candidate submits an application, the header text says "Congratulations!" • External candidates need to add http:// or https:// when adding a website for their job application. • Country field populates based on the primary location of the job that the candidate was applying to if they weren't applying with a resume or previous application. 	<ul style="list-style-type: none"> • WD defaults the sign-in page to the Create Account page after selecting apply. • Errors and alerts now display at the top of a page. • WD moves the footer below the buttons. • WD updates the confirmation pop-up that displays when a candidate submits an application by changing the header text from "Congratulations!" to "Application Submitted" • External candidates no longer need to add http:// or https:// when adding a website for their job application. • WD defaults the Country field on the My Information page based on certain priority order. 	<p>Y/N: Yes</p> <p>Impact description:</p> <p>There are various enhancements to the apply flow in the career site and this requires opt in for the production tenant.</p>

Effort 1.5 Hours

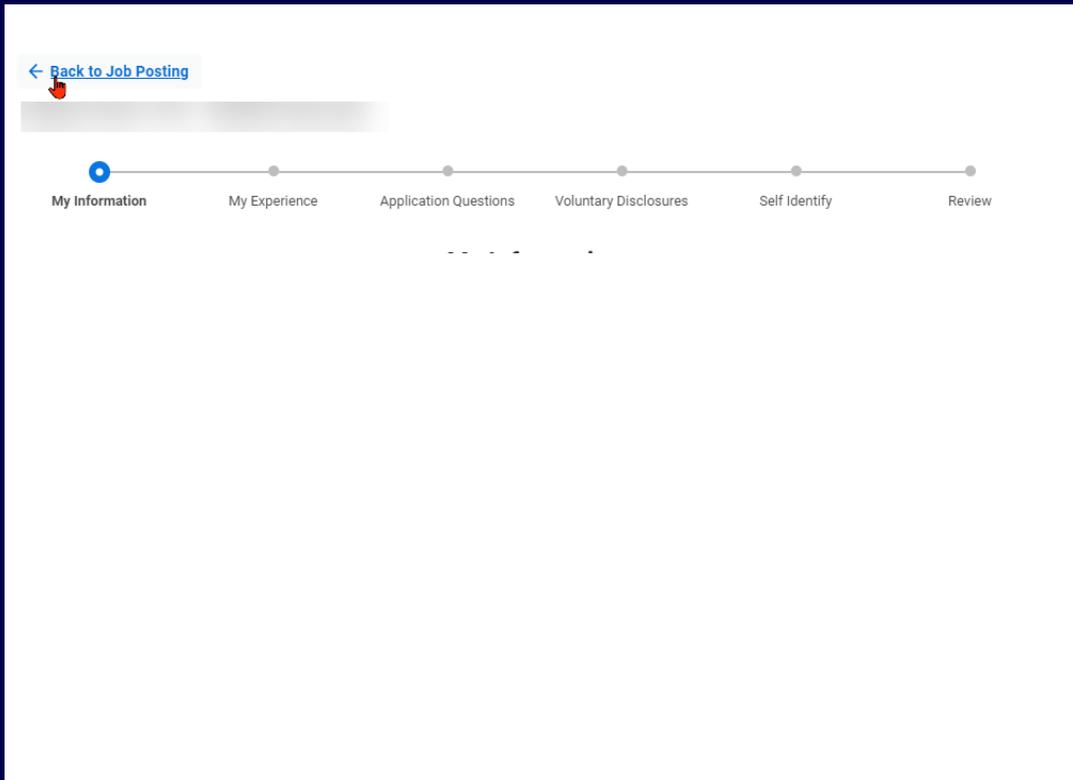
Additional description if applicable

Defect link Not applicable

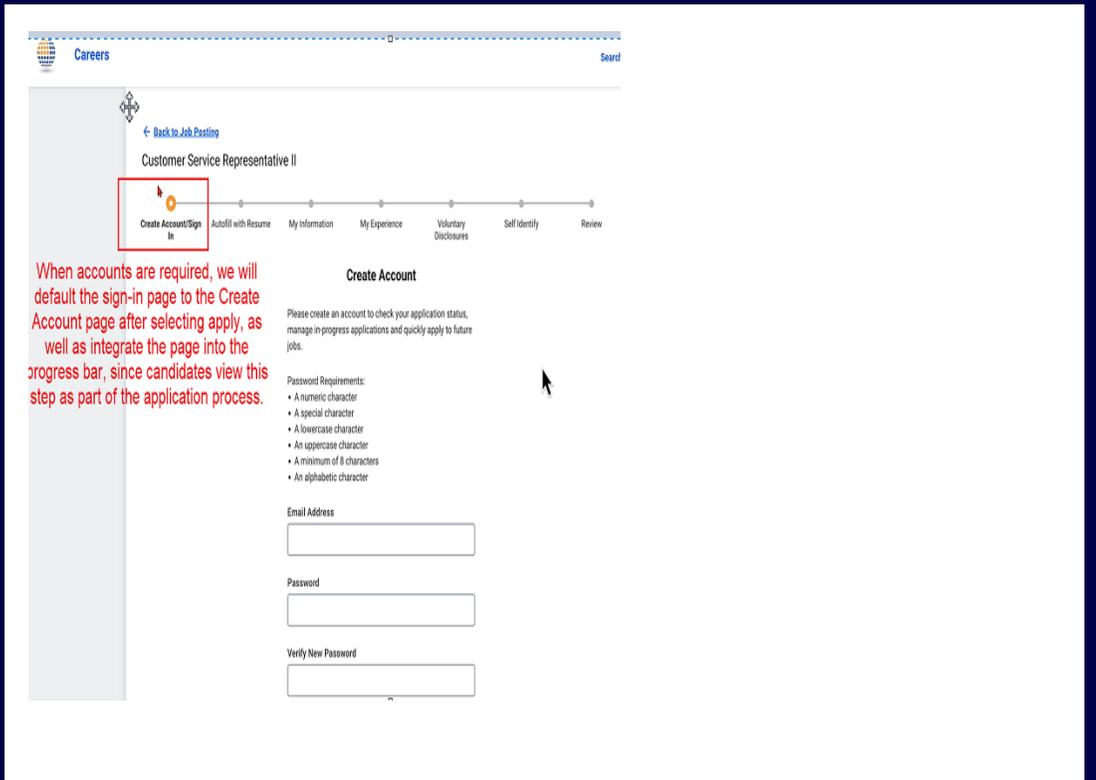
Community link [External Career Site Job Applications \(workday.com\)](https://workday.com)

Workday release 2 automatically available features

Before release



After release



Workday release 2 automatically available features

Before release

Previously, Workday defaulted the Country field based on the primary location of the job that the candidate was applying to if they weren't applying with a resume or previous application.

After release

my information

* indicates a required field

How Did You Hear About Us? *

Search

X Monster

Country *

United States of America

Legal Name

First Name *

Dana

Last Name *

Ashmore

I have a preferred name

Address

Address Line 1

123 Main Street

City

Default Country on My Information Page

When an external candidate applies to a job, we now default the **Country** field on the My Information page based on these in priority order:

- The country from the address information saved on the in-progress application, draft, or agency application.
- The country from the candidate's resume if they're applying with a resume.
- The country from the candidate's LinkedIn profile if they're applying with LinkedIn.
- The country locale of the candidate's browser language setting.
- The job posting's primary location.
- The selection of the Default Country for Name and Address prompt in the **Edit Tenant Setup - System** task.

Previously, we defaulted the **Country** field based on the primary location of the job that the candidate was applying to if they weren't applying with a resume or previous application.

Workday release 2 automatically available features

Before release

My Information

My Experience

Application Questions

Voluntary Disclosures

Self Identify

Review

My Information

* Indicates a required field

How Did You Hear About Us?*

Search

Error: The field How Did You Hear About Us? is required and must have a value.

After release

Autofill with Resume

My Information

My Experience

Voluntary Disclosures

Self Identify

Review

My Experience

* Indicates a required field

Errors Found

- Error - Company**
The field Company is required and must have a value.
- Error - Company**
The field Company is required and must have a value.
- Error - From**
The field From is required and must have a value.
- Error - To**
The field To is required and must have a value.

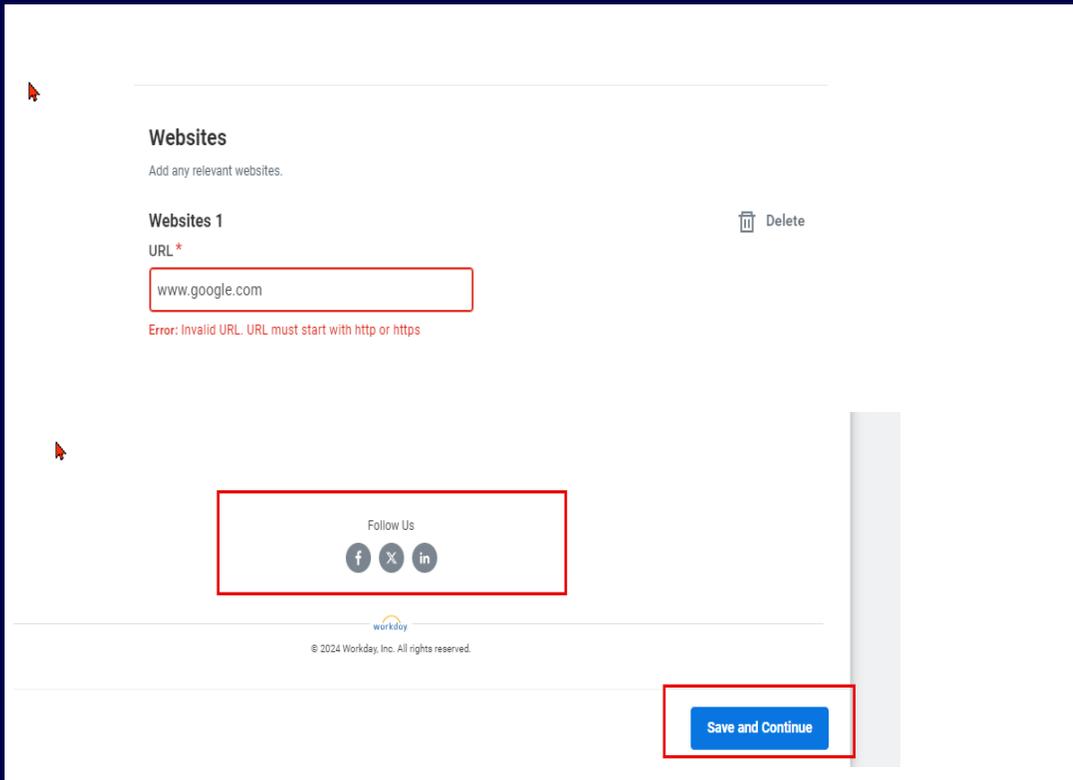
Work Experience

Enter your work experience for the last 3 years.

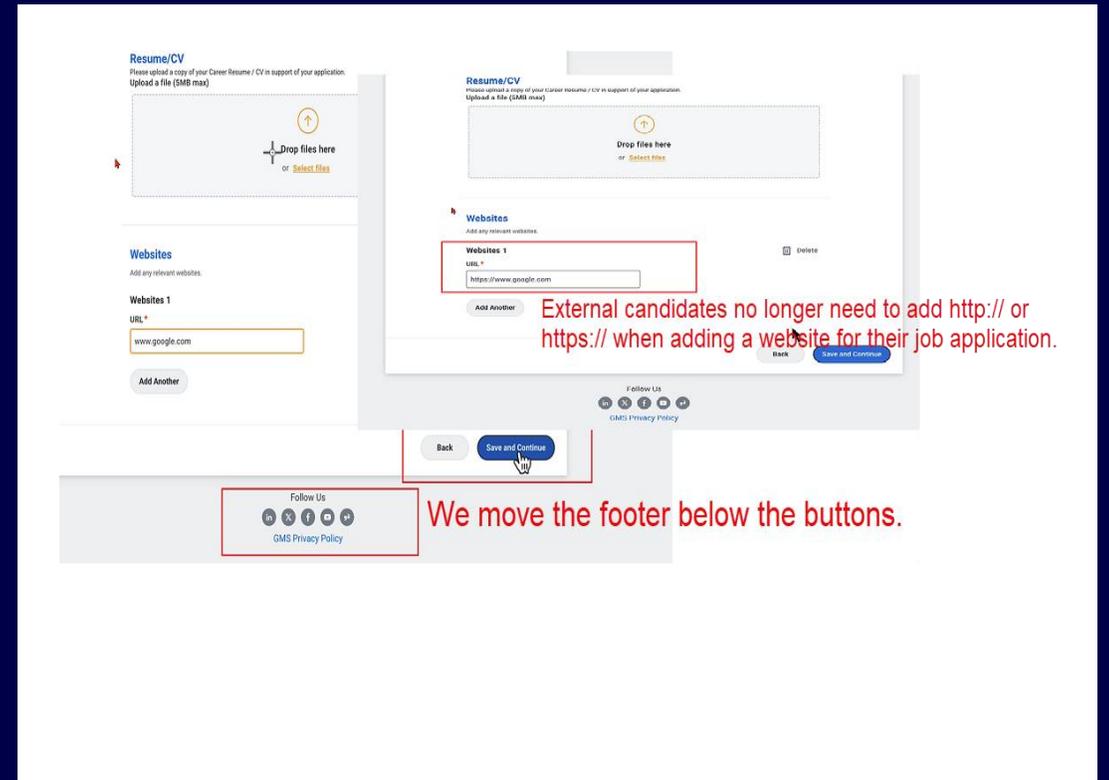
Errors and alerts now display at the top of a page.

Workday release 2 automatically available features

Before release

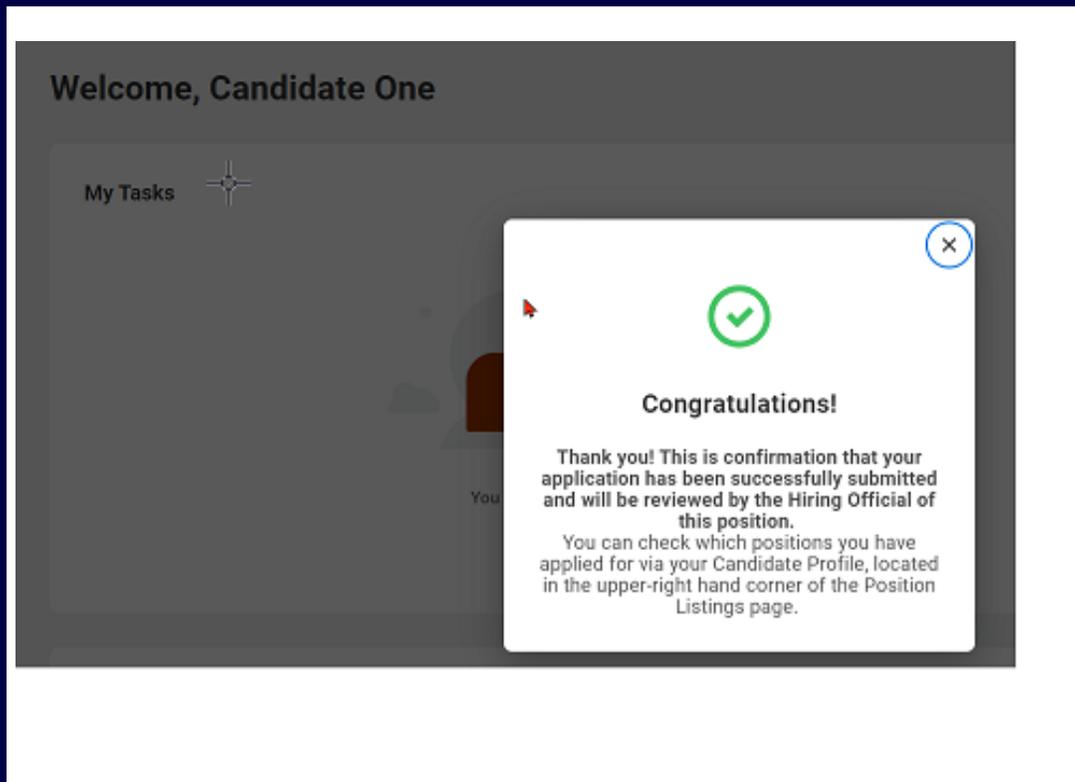


After release

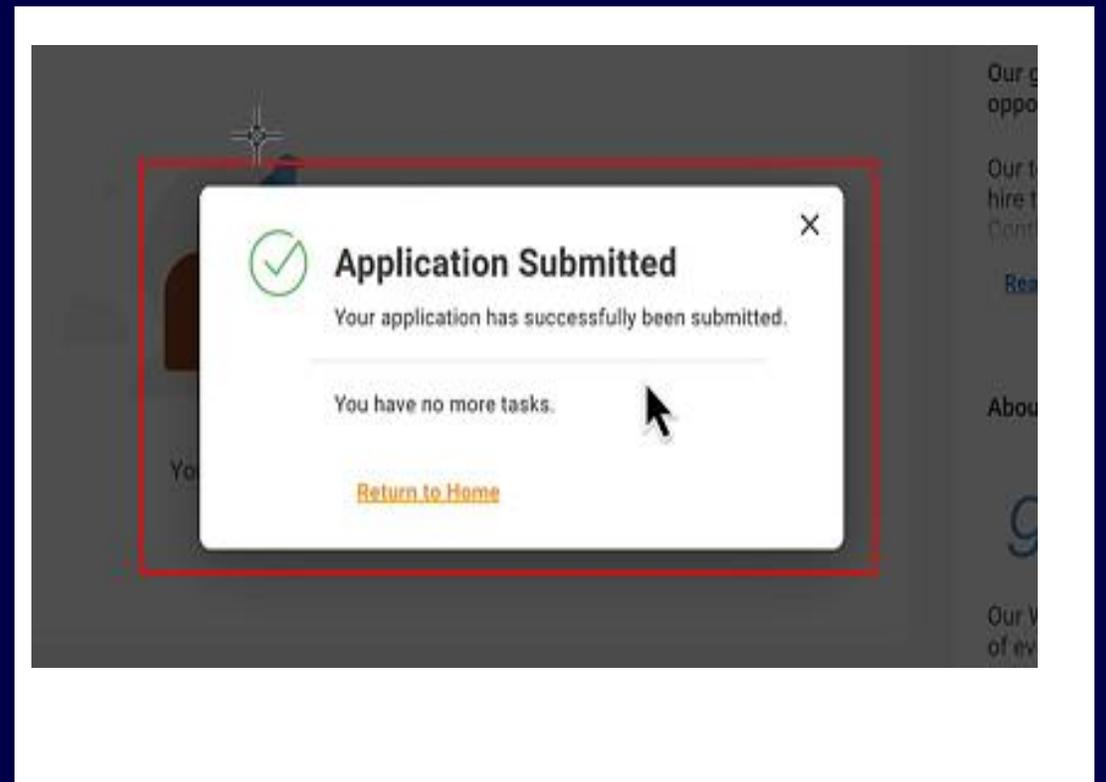


Workday release 2 automatically available features

Before release



After release



Recruiting - Collective agreement report fields

What's changing

Workday now supports defining collective agreements on job requisitions by enabling the Pre-Hire Collective Agreement Details business process to be a subprocess of Job Requisition and Evergreen Requisition business processes.

Additional considerations

Workday delivers these new report fields on the Job Requisition business object that you can use in custom reports and validation rules:

- Collective Agreement
- Collective Agreement Area
- Collective Agreement Class
- Collective Agreement Coefficient
- Collective Agreement Group
- Collective Agreement Level
- Collective Agreement Position
- Collective Agreement Professional Category
- Collective Agreement Rating
- Collective Agreement Step

What do i need to do?

- No steps need to be taken. This feature is automatically available.

What happens if i do nothing?

- No steps need to be taken. This feature is automatically available.

Community link

<https://doc.workday.com/release-notes/en-us/hrglobal/7783273.html>

Recruiting - Collective agreement report fields (cont.)

What's changing

Workday now supports defining collective agreements on job requisitions by enabling the Pre-Hire Collective Agreement Details business process to be a subprocess of Job Requisition and Evergreen Requisition business processes.

Additional considerations

Workday also delivers these new report fields on the Job Requisition Event business object that you can use in condition rules:

- Collective Agreement - Current
- Collective Agreement - Proposed
- Collective Agreement Area - Current
- Collective Agreement Area - Proposed
- Collective Agreement Class - Current
- Collective Agreement Class - Proposed
- Collective Agreement Coefficient - Current
- Collective Agreement Coefficient - Proposed
- Collective Agreement Group - Current
- Collective Agreement Group - Proposed

What do i need to do?

- No steps need to be taken. This feature is automatically available.

What happens if i do nothing?

- No steps need to be taken. This feature is automatically available.

Community link

<https://doc.workday.com/release-notes/en-us/hrglobal/7783273.html>

Recruiting - Collective agreement report fields (cont.)

What's changing

Workday now supports defining collective agreements on job requisitions by enabling the Pre-Hire Collective Agreement Details business process to be a subprocess of Job Requisition and Evergreen Requisition business processes.

Additional considerations

Workday also delivers these new report fields on the Job Requisition Event business object that you can use in condition rules:

- Collective Agreement Level - Current
- Collective Agreement Level - Proposed
- Collective Agreement Position - Current
- Collective Agreement Position - Proposed
- Collective Agreement Professional Category - Current
- Collective Agreement Professional Category - Proposed
- Collective Agreement Rating - Current
- Collective Agreement Rating - Proposed
- Collective Agreement Step - Current
- Collective Agreement Step - Proposed

What do i need to do?

- No steps need to be taken. This feature is automatically available.

What happens if i do nothing?

- No steps need to be taken. This feature is automatically available.

Community link

<https://doc.workday.com/release-notes/en-us/hrglobal/7783273.html>

Workday 2024 release 2 automatically available features

2024R1	2024R2	Impact
N/A	Workday delivers these new report fields for collective agreements and its corresponding attributes on the Job Requisition business object that you can use in custom reports and validation rules.	<p data-bbox="1671 425 1798 468">Y/N:</p> <p data-bbox="1839 434 1888 468">No</p> <p data-bbox="1671 591 2084 634">Impact description:</p> <p data-bbox="1686 671 1742 705">N/A</p>

Effort N/A

Additional description if applicable

Defect link Not applicable

Community link <https://doc.workday.com/release-notes/en-us/hrglobal/7783273.html>

Workday release 2 automatically available features

Before release

N/A

After release

Report Fields

- Collective Agreement Area - Current
- Collective Agreement Area - Proposed
- Collective Agreement - Current
- Collective Agreement Professional Category - Current
- Collective Agreement Professional Category - Proposed
- More (5)

10 Items

Field	Business Object Name	Description	Field Source	Report Field Type	Related Business Object	Built-in Prompts	Category	Authorized Users
<input checked="" type="checkbox"/> Collective Agreement - Current	Job Requisition Event	The current collective agreement of the job requisition event.	Workday Delivered	Single Instance	Collective Agreement		Collective Agreement	Default Areas
<input checked="" type="checkbox"/> Collective Agreement - Proposed	Job Requisition Event	The proposed collective agreement of the job requisition event.	Workday Delivered	Single Instance	Collective Agreement		Collective Agreement	Default Areas
<input checked="" type="checkbox"/> Collective Agreement Area - Current	Job Requisition Event	The current area collective agreement factor option for the job requisition event.	Workday Delivered	Single Instance	Collective Agreement Factor Option		Collective Agreement	Default Areas
<input checked="" type="checkbox"/> Collective Agreement Area - Proposed	Job Requisition Event	The proposed area collective agreement factor option for the job requisition event.	Workday Delivered	Single Instance	Collective Agreement Factor Option		Collective Agreement	Default Areas
<input checked="" type="checkbox"/> Collective Agreement Professional Category - Current	Job Requisition Event	The current professional category of the job requisition event.	Workday Delivered	Single Instance	Collective Agreement Professional Category		Collective Agreement	Default Areas

Workday release 2 automatically available features

Before release

N/A

After release

Report Fields

- Collective Agreement Level - Current
- Collective Agreement Level - Proposed
- Collective Agreement Position - Current
- Collective Agreement Position - Proposed
- Collective Agreement Professional Category - Current
- More (5)

10 items

Field	Business Object Name	Description	Field Source	Report Field Type	Related Business Object	Built-in Prompts	Category	Authorized Users
<input checked="" type="checkbox"/> Collective Agreement Level - Current	Job Requisition Event	The current level collective agreement factor option for the job requisition event.	Workday Delivered	Single instance	Collective Agreement Factor Option		Collective Agreement	Default Areas
<input checked="" type="checkbox"/> Collective Agreement Level - Proposed	Job Requisition Event	The proposed level collective agreement factor option for the job requisition event.	Workday Delivered	Single instance	Collective Agreement Factor Option		Collective Agreement	Default Areas
<input checked="" type="checkbox"/> Collective Agreement Position - Current	Job Requisition Event	The current position collective agreement factor option for the job requisition event.	Workday Delivered	Single instance	Collective Agreement Factor Option		Collective Agreement	Default Areas
<input checked="" type="checkbox"/> Collective Agreement Position - Proposed	Job Requisition Event	The proposed position collective agreement factor option for the job requisition event.	Workday Delivered	Single instance	Collective Agreement Factor Option		Collective Agreement	Default Areas

Workday release 2 automatically available features

Before release

N/A

After release

10 items

Field	Business Object Name	Description	Field Source	Report Field Type	Related Business Object	Built-in Prompts	Category	Authorized Usage
<input checked="" type="checkbox"/> Collective Agreement	Action Event		Calculated	Multi-instance	Collective Agreement		Uncategorized	Default Areas
<input checked="" type="checkbox"/> Collective Agreement - Area	Action Event		Calculated	Multi-instance	Collective Agreement Factor Option		Uncategorized	Default Areas
<input checked="" type="checkbox"/> Collective Agreement - Coefficient	Action Event		Calculated	Multi-instance	Collective Agreement Factor Option		Uncategorized	Default Areas
<input checked="" type="checkbox"/> Collective Agreement - Group	Action Event		Calculated	Multi-instance	Collective Agreement Factor Option		Uncategorized	Default Areas
<input checked="" type="checkbox"/> Collective Agreement - Level	Action Event		Calculated	Multi-instance	Collective Agreement Factor Option		Uncategorized	Default Areas
<input checked="" type="checkbox"/> Collective Agreement - Position	Action Event		Calculated	Multi-instance	Collective Agreement Factor Option		Uncategorized	Default Areas
<input checked="" type="checkbox"/> Collective Agreement - Professional Category	Action Event		Calculated	Multi-instance	Collective Agreement Factor Option		Uncategorized	Default Areas
<input checked="" type="checkbox"/> Collective Agreement - Step	Action Event		Calculated	Multi-instance	Collective Agreement Factor Option		Uncategorized	Default Areas
<input checked="" type="checkbox"/> Collective Agreement Class	Worker	The class collective agreement factor option for the position of the employee.	Workday Delivered	Single Instance	Collective Agreement Factor Option		Collective Agreement Compensation	Calculation Engine (Payroll/Absence) Default Areas
<input checked="" type="checkbox"/> Collective Agreement Rating	Employment Agreement	The rating collective agreement factor option in the assigned collective agreement of the approved offer or employment agreement for the pre-hire or	Workday Delivered	Single Instance	Collective Agreement Factor Option		Collective Agreement	Default Areas

Recruiting - View and review documents on candidate home

What's changing

Workday enhances the candidate experience with a more intuitive design for the View Review Document task on the external career site. This enables candidates to easily navigate, engage with, and review all the documents they've previously accessed during the job application process.

This increases recruiting efficiency by improving usability for candidates and reducing your cost to hire by removing the need for 3rd party integrations.

Additional considerations

Workday adds a new pop-up modal on the Completed tab of the Review Document task, making it easier for candidates to:

- Download or Open the documents.
- Scroll within the pop up when there are multiple documents.

What do i need to do?

- This feature may impact your training materials.

What happens if i do nothing?

- No impact.

Community link

<https://doc.workday.com/release-notes/en-us/cxs/7536232.html>

Workday 2024 release 2 automatically available features

2024R1	2024R2	Impact
<p>Only able to download documents from completed task.</p>	<p>Workday adds a new pop-up modal on the Completed tab of the Review Document task, making it easier for candidates to: Download or Open the documents. Scroll within the pop up when there are multiple documents</p>	<p>Y/N: Yes</p> <p>Impact description:</p> <p>A new pop-up modal on the Completed tab of the Review Document task, making it easier for candidates to: Download or Open the documents.</p>

Effort N/A

Additional description if applicable

Defect link Not applicable

Community link <https://doc.workday.com/release-notes/en-us/cxs/7536232.html>

Workday release 2 automatically available features

Before release

The screenshot shows a 'Review Documents' page with the following elements:

- Header:** 'Review Documents' with a red 'x' icon.
- Text:** 'Download and review the attached documents'.
- Documents:** Two PDF icons. The first is labeled 'Ireland Offer Letter 2024-08-30.pdf'. The second is labeled 'Ireland Offer Letter.pdf' and has a mouse cursor hovering over it.
- Image:** A diamond-shaped icon with four arrows pointing outwards.
- Button:** A blue 'Done' button at the bottom left.

After release

The screenshot shows the 'My Tasks' page with a modal window open. The background page includes:

- Header:** 'gms Careers' and navigation links: 'Search for Jobs', 'Candidate Home', 'Job Alerts'.
- Greeting:** 'Welcome, Jack James'.
- My Tasks:** A section with a message: 'Thank you for applying. Please review the checklist below to complete any assigned tasks related to your job application.' It shows 'To Do (0)' and 'Completed (1)'. A table lists tasks:

Task	Job Title	Job Req	Date Assigned
Review Documents	test pc	R-00630	August 26, 2024

The modal window, titled 'Review Documents', contains:

- Job Title:** test pc
- Document:** [Relocation.docx](#)



Setup required features

Recruiting setup based features

Cognizant Consultants have prepared a list of set-up based features for the upcoming 2024 R2 Workday release. These features require setup from your end.

Recruiting

- Job Description Generation on Job Requisitions
- U.S. Federal Veteran's Preference
- Pre-Hire Collective Agreement Details Business Process

Recruiting- Job description generation on job requisitions

What's changing

With the 2024R1 release, Workday delivers Job Description Generation on Job Requisitions, enabling you to quickly create job descriptions using generative artificial intelligence.

Workday uses these data points to generate job descriptions:

- Company Name
- Skills
- Job Posting Title

Note: You might need to take additional steps to enable this feature depending on your organization's subscription service agreement.

Additional considerations

Workday delivers a new **Manage: Machine Learning for Job Descriptions** domain (secured to the Staffing functional area)

Generate with AI button

Workday adds a new Generate with AI button on the Job Description field on these tasks, which you can use to create job descriptions using generative artificial intelligence

What do i need to do?

- To setup Generative AI for Job Description on Job Descriptions:
- Access the **Innovation Services And Data Selection Opt-In** task.
- On the **Innovation Services Opt In** tab, select **HCM** on the **Available Services** tab.
- On the **Maintain Innovation Services Data Selection Opt In** tab, select **HCM:HCM Machine Learning GA Features**.
- Select the **Opt In** check box to enable these categories on the **HCM:HCM Machine Learning GA Features** tab:
 - Job Requisition Data
 - Job Posting Data

What happens if i do nothing?

- You will not be able to create job descriptions using generative artificial intelligence.

Community link

<https://doc.workday.com/release-notes/en-us/hrjobreq/7614702.html>

Workday 2024 release 2 automatically available features

2024R1	2024R2	Impact
Generative Artificial Intelligence cannot be leveraged for creating Job Descriptions	Automatic Job Description Generation on Job Requisitions is now feasible using Generative Artificial Intelligence	<p>Y/N: No</p> <p>Impact description:</p> <p>N/A</p>

Effort 2 Hours

Additional description if applicable

Defect link Not applicable

Community link <https://doc.workday.com/release-notes/en-us/hrjobreq/7614702.html>

Workday release 2 setup based features

Before release

Job

Job Details

Job Posting Title *  

Data Scientist

Justification

Job Profile *

Test Job Profile  

Job Description Summary

Job Description

Format  **B** *I* U    

After release

Job Details

Job Posting Title *  

Data Scientist

Justification

Job Profile *

Test Job Profile  

Job Description Summary

Job Description

Format  **B** *I* U    

[Generate with AI](#)

Generated based on this job's details. 

Generative AI is experimental. Review content before use. English will be used for unsupported languages.

Recruiting - U.S. federal veteran's preference

What's changing

With this release, Workday enables you to configure the apply flow for U.S. Federal jobs with a section for external candidates to claim their veteran's preference with their job application. This is also applicable to other U.S.-based jobs.

Workday also enables users such as an adjudicator to determine the credibility of a candidate's veteran's preference through a new report.

The feature allows you to meet government requirements that involve providing eligible veterans and candidates a preference over non-veteran candidates in federal hiring.

What do i need to do?

You must grant users access on the new:

- Candidate Data: Veterans Preference domain to view the candidate's claimed veteran's preference, their attachments, and the adjudicated veteran's preference.
- Process: Adjudicate Candidate Information domain to use the new **Adjudicate Active Candidate Information** report.

You must also access the **Create External Career Site** or **Edit External Career Site** tasks and configure these options from the **Field** column of the **Personal Information - U.S.** grid under the **Apply - Personal Information (U.S.)** section.

- Veteran's Preference
- Veteran's Preference Attachments

Community link

[U.S. Federal Veteran's Preference
\(workday.com\)](https://workday.com)

Recruiting - U.S. federal veteran's preference

Additional considerations

- Workday delivers these new options that you can add to the Field column of the Personal Information - U.S. grid under the Apply - Personal Information (U.S.) section on the Create External Career Site and Edit External Career Site tasks: Veteran's Preference and Veteran's Preference Attachments

Adjudicate Candidate Information

- Workday delivers a new Adjudicate Active Candidate Information report (secured to the new Process: Adjudicate Candidate Information domain) that adjudicators can use to determine the merit of the candidates' claimed veteran's preferences.

Report Fields

Workday also delivers these report fields on the same business object that you can use on the candidate list grid and candidate rating or ranking templates:

- Adjudicated Veteran's Preference Type (secured to the new Candidate Data: Veterans Preference domain)
- Last Adjudicated Date (secured to the Candidate Data: Job Application domain)

What happens if i do nothing?

- External candidates won't be able to claim veteran's preference while applying to any U.S. position.
- Users won't be able to use any reports of fields to evaluate candidates based on veteran's preference.

Community link

[U.S. Federal Veteran's Preference
\(workday.com\)](https://workday.com)

Workday 2024 release 2 automatically available features

2024R1	2024R2	Impact
<ul style="list-style-type: none"> Prior to 2024 R2, External candidates won't be able to claim veteran's preference while applying to any U.S. position. Users won't be able to use any reports of fields to evaluate candidates based on veteran's preference. 	<ul style="list-style-type: none"> With this release, External candidates will be able to claim veteran's preference while applying to any U.S. position. Users can use reports to evaluate candidates based on veteran's preference. 	<p>Y/N: Yes</p> <p>Impact description:</p> <p>When we opt in for this feature, there will be a change in the apply flow for external candidates to claim their veteran's preference with their job application</p>

Effort 2 Hours

Additional description if applicable

Defect link Not applicable

Community link [U.S. Federal Veteran's Preference \(workday.com\)](https://workday.com/US-Federal-Veteran's-Preference)

Workday release 2 setup based features

After release

Apply - Personal Information (U.S.)

Section Title Personal Data Statement

Section Instructions Individuals seeking employment are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, or sexual orientation. You are being given the opportunity to provide the following information in order to help us comply with federal and state Equal Employment Opportunity/Affirmative Action record keeping, reporting, and other legal requirements.

I

Completion of the form is entirely voluntary. Whatever your decision, it will not be considered in the hiring process or thereafter. Any information that you do provide will be recorded and maintained in a confidential file.

Personal Information - U.S. 6 items



Job Requisition Country	Field	Required	Question Text
United States of America	Veterans Status		Please select the veteran status which most accurately describes how you identify yourself.
United States of America	Gender		Please select your gender.
United States of America	Race/Ethnicity - Single Select		Please select the ethnicity which most accurately describes how you identify yourself.
United States of America	Hispanic or Latino?	Yes	Hispanic or Latino
United States of America	Veteran's Preference		Veteran's Preference
United States of America	Veteran's Preference Attachments		Veteran's Preference Attachments

Workday release 2 setup based features

After release

Voluntary Disclosures

* Indicates a required field

Personal Data Statement

Please select your gender

Select One

Please select the ethnicity which most accurately describes how you identify yourself

Select One

Please indicate if you identify as Hispanic or Latino

Select One

Please indicate your veteran status

Select One

Veteran's Preference

Select One

Veteran's preference attachments

Drop files here

Adjudicate Active Candidate Information

Job Requisitions *

Has Veteran's Preference

Adjudication Status

select one

select one

Adjudicated

Claimed

Invalid Information

> Apply Filters

Results 0

Cancel OK

Recruiting - Collective agreement on job requisition part 1 of 3

What's changing

Workday now supports defining collective agreements on job requisitions by enabling the Pre-Hire Collective Agreement Details business process to be a subprocess of Job Requisition and Evergreen Requisition business processes.

Additional considerations

Workday enables the Pre-Hire Collective Agreement Details business process to be a subprocess of these business processes to help specify collective agreements and factors when creating evergreen requisitions and job requisitions:

- Create Evergreen Requisition
- Create Job Requisition
- Edit Evergreen Requisition
- Edit Job Requisition

What happens if i do nothing?

To setup Collective Agreements on Job Requisition:

- Access the **Business Process: Job Requisition / Evergreen Requisition**.
- In the Edit Screen, create a new action BP step, select "**Initiate Pre-Hire Collective Agreement Details**," choose the preferred security group, and click OK.
- Navigate to Related Actions > Business Process > View Business Process Template. From the Business Process type, click Related Actions > Business Process > Configure Consolidated Template.
- Add a new row to include "**Pre-Hire Collective Agreement Details**" between the Job Requisition and Requisition Compensation steps, and click OK.

What happens if i do nothing?

- You will not be able to define collective agreements on job requisitions.

Community link

<https://doc.workday.com/release-notes/en-us/hrglobal/7783273.html>

Workday 2024 release 2 setup based features

2024R1	2024R2	Impact
<p>Until 2024R1, Workday does not include the features related to defining collective agreements on job requisitions through the Pre-Hire Collective Agreement Details business process as a subprocess. Hence, this is not available on job requisitions.</p>	<p>In this release, Workday introduces the ability to define collective agreements on job requisitions by incorporating the Pre-Hire Collective Agreement Details business process as a subprocess within the Job Requisition and Evergreen Requisition business processes.</p> <p>This enhancement allows users to specify collective agreements and factors through the following processes:</p> <ul style="list-style-type: none"> • Create Evergreen Requisition • Create Job Requisition • Edit Evergreen Requisition • Edit Job Requisition 	<p>Y/N: Yes</p> <p>Impact description:</p> <p>If the ability to define collective agreements on job requisitions is not enabled, users will be unable to specify collective agreements and related factors when creating or editing evergreen requisitions and job requisitions.</p>

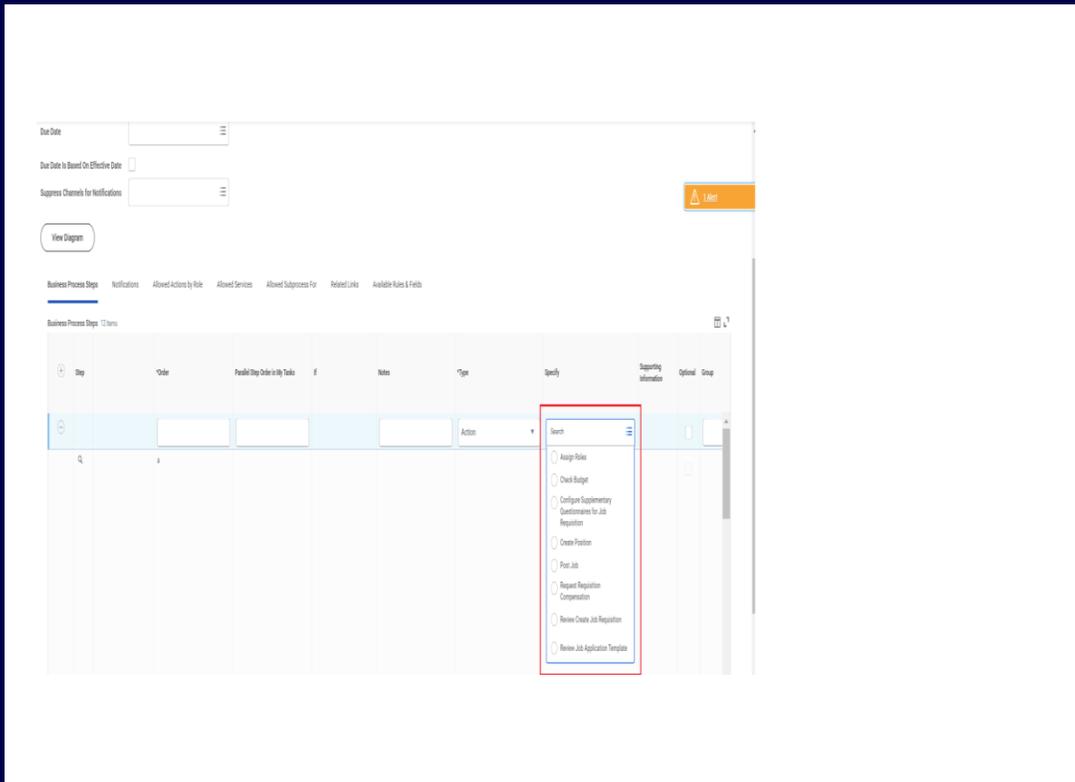
Effort 2 Hours

Defect link Not applicable

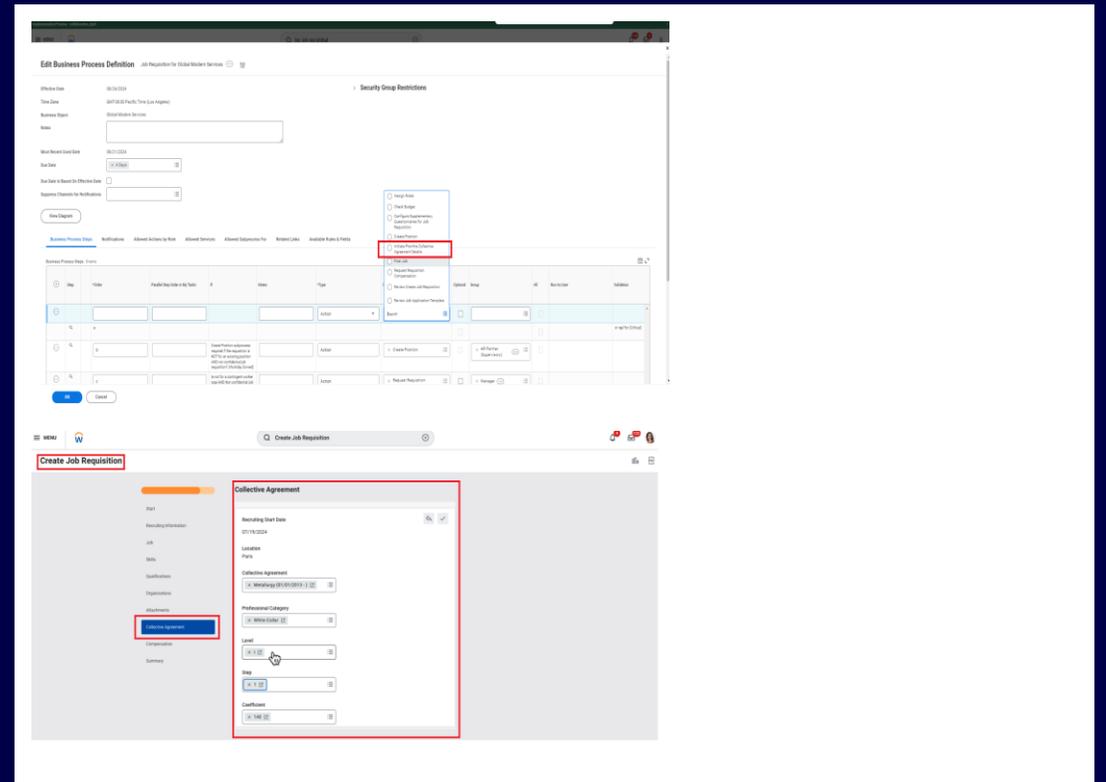
Community link <https://doc.workday.com/release-notes/en-us/hrqglobal/7783273.html>

Workday 2024 release 2 setup based features

Before release



After release



Thank you