



Workday Posting Guide



Posting your Requisition via Broadbean

Your Workday account has been configured to include Broadbean as your global posting distribution partner.

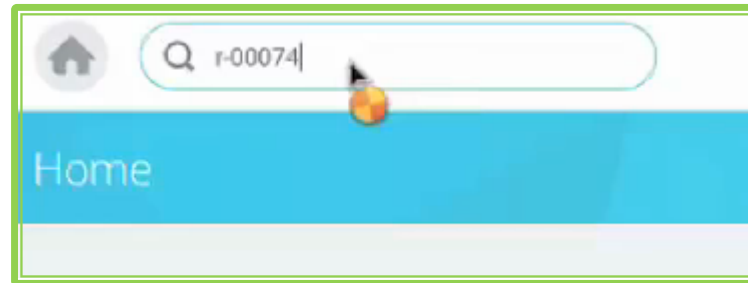
You will find that your jobs now include a section that allows you to post jobs directly from your Workday requisition through the Broadbean interface to the job boards and social media channels that you currently utilize today.

In order to get you started, we would like to give you a comprehensive overview of how to post jobs through our system.

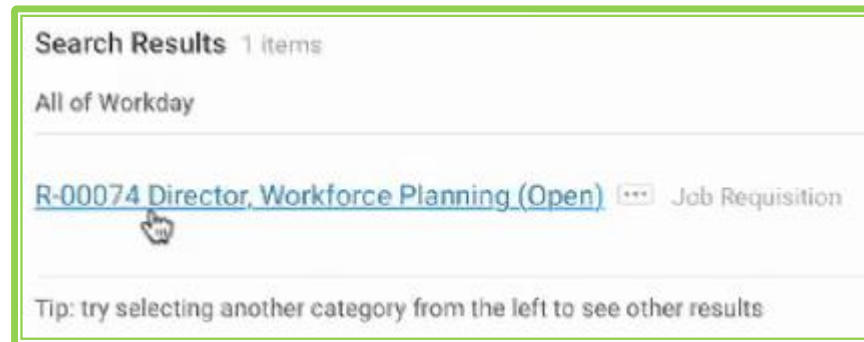


Posting your Requisition via Broadbean

To begin the posting process, search for the requisition you would like to post on the Home page.



Then click on the requisition link to open its profile.



Posting your Requisition via Broadbean

You will find the Broadbean interface inside every requisition. To access, first click on the **Job Posting** tab followed by clicking on the **Post Job** button.

In the requisition's Post Job page (shown below) under the ***Job Posting Site** column, select **Broadbean (Job Posting)** then select your start and end dates. Once you made your selections, click **Submit**.

R-00074 Director, Workforce Planning (Open) ⋮

Recruiting Start Date 01/22/2016 - 1 month ago
Target Hire Date 01/29/2016 - 1 month ago
Primary Location New York

Overview Candidates Details Qualifications **Job Postings**

Job Postings

Post Job

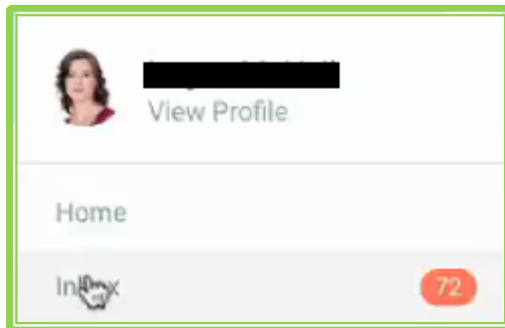
*Job Posting Site	*Job Posting Start Date	Job Posting End Date
Broadbean (Job Posting)	03 / 02 / 2016	03 / 09 / 2016

Posting your Requisition via Broadbean

You will now need to create a **To Do** that you have to complete in Workday in order to post the requisition.

Click on the **To Do** button followed by clicking on the **Submit** button, which will create the to do. Finally, click **Done** to store this to do in your **Inbox**.

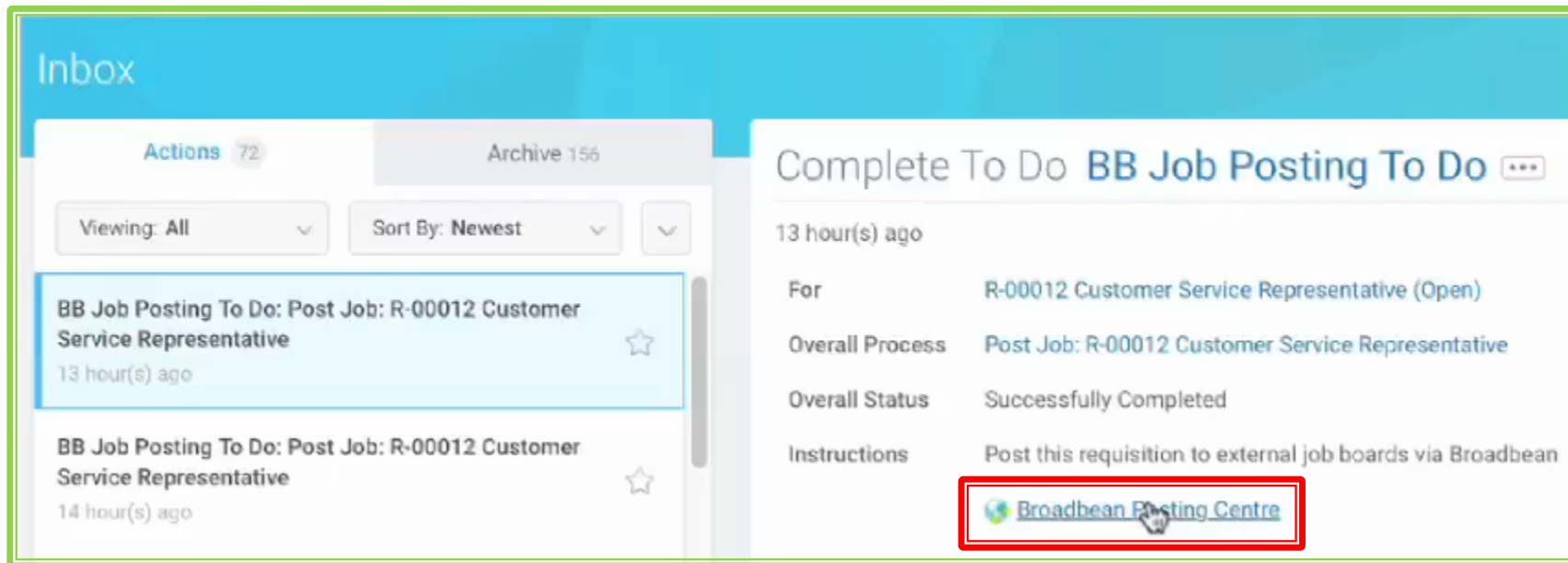
Navigate to the menu dropdown list (shown below) and click on your **Inbox**.



Posting your Requisition via Broadbean

In the Inbox, find the To Do for Broadbean Job Posting you just created.

Select the To Do and then click on **Broadbean Posting Centre**, which will take you to the Broadbean interface to begin the posting process.



Channel Selection Page

When you first enter the Broadbean system, you will be able to select the different channels that are available.

The list you see will be dependant on the permissions set by your Broadbean Administrator. If set up, you will also be able to see the remaining quota or slots that you have with that channel.

You can choose as many sites as you wish just by clicking the channel. To remove a channel, simply click again and this will remove the check in the tick box.

Once all channels are selected, click **Continue** to go to the next step in the posting process. Depending on which boards you have chosen on this page will depend on which fields are populated in the next step.

The screenshot shows the '1 Choose Job Boards' step of a three-part process. The header has three tabs: '1 Choose Job Boards' (active), '2 Posting Details', and '3 Preview + Send'. Below the header, a grey bar contains the instruction: 'Please click the job board logos to create this posting'. The main area displays three job board options, each with a logo and a checkbox:

- Broadbean Test Board:** Features the Broadbean logo. The checkbox is checked, and '(Free)' is displayed below it.
- Dice.com:** Features the Dice logo with the tagline 'Look to the tech leader first.'. The checkbox is unchecked.
- Jobs Cabinet (Test Board):** Features a logo that says 'THE JOBS CABINET'. The checkbox is checked, and '(Free)' is displayed below it.

Below these options, there is a section for 'Test Feed Chrisp' with another Broadbean logo and an unchecked checkbox. At the bottom left, there is a green 'Continue' button with a mouse cursor hovering over it.

Creating your external posting

Certain key information from your requisition is pulled through from Workday to Broadbean.

You will see that your Reference Number (Workday Requisition), Job Title, Industry, Location and Job Description get pulled into the posting form.

Job board specific fields need to be populated with the most relevant selections. CTRL + click will allow multi-select on open drop down lists.

Location can be selected by typing in your location. 60,000 global locations are available. Click to select your chosen location. If you make a mistake, simply follow the process again to choose a new location.

Please enter the details for this posting
(Please provide values for the mandatory fields marked with a red asterisk)

Reference No. *	R-00012
Job Title *	Customer Service Representative
Job Type	Employee
Start Date	 e.g. 12/25/2008 or ASAP
Industry Sector *	Call Center and Customer Service
Salary + Benefits	£ year Salary description that will be displayed on your advert. e.g. car, pension, negotiable
Location *	 Europe > England > London
Logo URL	Type image url here...

B I U **¶** **¶** **¶** **¶** Paragraph Font Sizes **A** **—** **I** **ABC**

Creating your external posting

Your Job Description will be exported to Broadbean and will be displayed in the way you created it in Workday.

The description field is fully editable but this will not edit the text on your Career Site.

You can make use of the HTML Bar to add HTML to your job description. This will only be displayed on channels that support HTML. Plain text will be sent if not supported.

You can use the Cut and Paste options if you need to add additional information to your advert.

You also have a spell check option to make sure your advert has no spelling errors.

Please ensure that you do not put any contact details in the description of your advert. We send all of your contact information separately to redirect candidate applications to your career site.

Click on **Continue** to be taken to the last stage: Preview & Send.

Detailed Job Description *

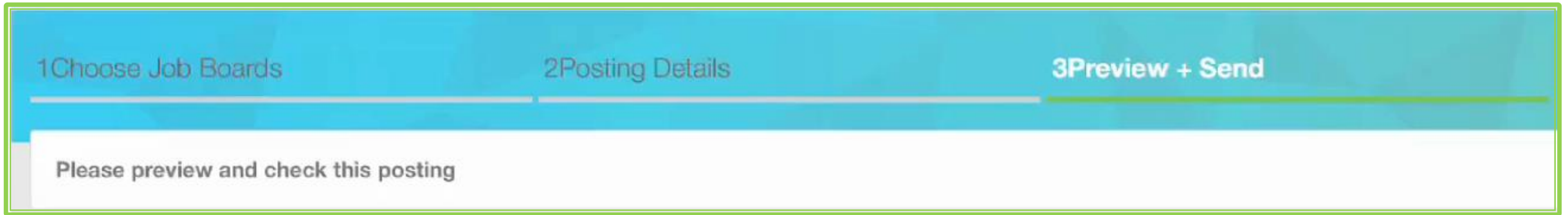
Responsible for receiving, responding to and resolving customer telephone-inquires in a high-volume call center. Maintain departmental quality and productivity standards. Where appropriate, cross-reference a variety other products and services available for customers to consider. Engage in outbound calls to current customers to survey satisfaction with current products. Perform other work-related duties, as assigned - including (but not limited to) customer e-mail and correspondence.

Characters :488 / 65535 HTML Characters :495 / 65535

Please note: you should never include contact details in the description of the posting, these will be sent separately

Preview and Send

The last page of the posting process will allow you to preview your post before pushing it out to the external channels.



Any further mandatory fields will be presented in Red text along with any other important fields that need checking.

You will not be able to make amendments on this page so if you do need to make changes, you will have an option to **Go Back** to the previous screen.

Preview and Send

Posting Time will allow you to send your requisition up to one week in advance so that you can choose to not send this to the external channels until this time.

Your Contact Details will be displayed but will not be sent to the boards. We will send the Contact Name as your Company Name.

The Apply Online URL will pull through from the integration. This is the URL that candidates will be redirected to in order to apply for your jobs. SilkRoad will generate a URL for each site you post to in order to track the applications.

Destinations & Advertising Periods allows you to choose how long your adverts will stay live for. The default for most boards is 7, 14, 21 & 28 days but this is different per channel.

Once you are happy with your advert details, click on **Send Posting** to send your advert. We will provide you with a confirmation. If there has been any issues with your posting, we will highlight this with a red icon with a cross and display why there has been an issue. All successful posts will show a green icon with a tick.

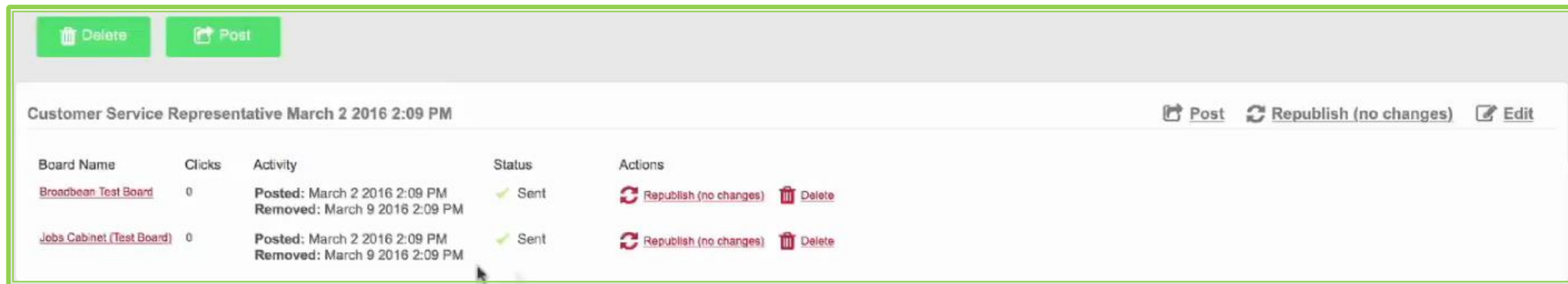


The screenshot shows a form for sending a posting. It includes the following elements:

- Send this posting at:** Two dropdown menus, one set to 'Now' and the other to 'Today'.
- Auto Resend Without Changes when posting expired:** A dropdown menu set to 'No'.
- Did you know?:** A red text block stating: "This feature allows your posting to automatically be sent to the job boards listed below on the date it is due to expire. To stop auto refreshing this posting you will either need to delete or archive it in manage postings."
- Apply Online URL:** A text input field containing "https://workdayintegration.adcourier.com/apply/dev/" followed by a blue link "check apply online url".
- Broadbean Test PJB:** A dropdown menu set to "7 days".
- Jobs Cabinet:** A dropdown menu set to "7 days".

Job Status and Delete

Here you will see the status of the posted requisition. The requisition's posting status is shown under the **Status** column.



The screenshot shows a web interface for managing job postings. At the top, there are two green buttons: 'Delete' (with a trash icon) and 'Post' (with a plus icon). Below these is a header for 'Customer Service Representative March 2 2016 2:09 PM'. To the right of the header are three icons: 'Post', 'Republish (no changes)', and 'Edit'. The main content is a table with five columns: Board Name, Clicks, Activity, Status, and Actions.

Board Name	Clicks	Activity	Status	Actions
Broadbean Test Board	0	Posted: March 2 2016 2:09 PM Removed: March 9 2016 2:09 PM	✓ Sent	Republish (no changes) Delete
Jobs Cabinet (Test Board)	0	Posted: March 2 2016 2:09 PM Removed: March 9 2016 2:09 PM	✓ Sent	Republish (no changes) Delete

To delete, you can either delete per channel or delete all postings. Click on Delete in the channel's row to delete that posting. Click on to delete the requisition from all channels. The **Status** column will change according to selected delete action.

Support

For any Broadbean support queries:

support@broadbean.com

or call 0800 169 6932

For any training queries:

training@broadbean.com

or call 0800 169 6932

Alternatively you can join any of our FREE online training webinars:

<http://www.broadbean.com/uk/resources/training/>

For any Workday support queries:

https://www.workday.com/en-gb/partners-services/services/support.html?&_rda=/uk/services/support.php

