

# Create a Prospect and Invite to Apply

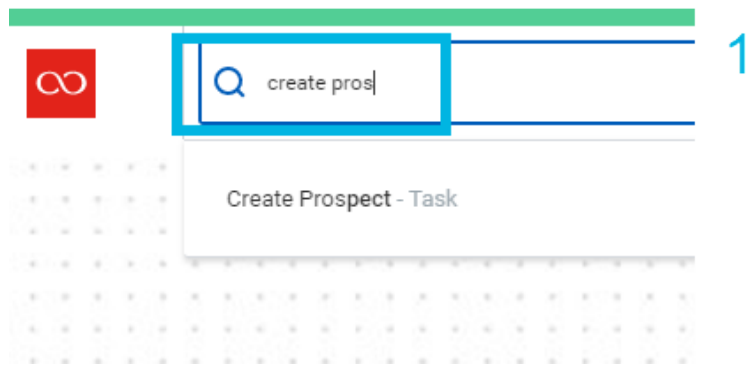
## Overview

Enables a recruiter to create a prospect and invite them to apply to a job posting.

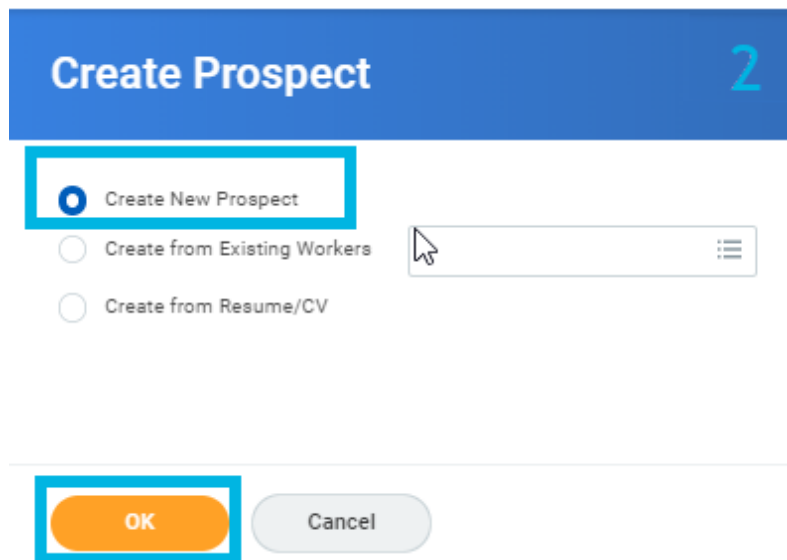
**Who Does This:** Recruiting Manager, Recruiter, Recruiter Coordinator

## Things to Know:

- Creating a prospect is a quick way of getting people into Workday Recruiting. Prospects are individuals you want to track, but are not associated with a specific job posting. Candidates are prospects when they are first entered into Workday Recruiting.




**Step 1**  
Type **Create Prospect** in the Search bar and select it.



**Step 2**  
Choose **Create New Prospect**.  
Click **Ok**.

### Country

3

Country \*  

### Name

First Name \*

Last Name \*

#### Step 3

Enter the prospect's Country, First Name, and Last Name.

### Address

4

Address Line 1

City

State  

Postal Code

#### Step 4

If available, enter the prospect's address information.

### Contact Information

5

Phone

Email


#### Step 5


Enter at least one method of contact (either phone or email).


Note: An email will be needed to invite the candidate to apply via Workday.


### Prospect Information

6


Source  

Experience Level  

Status  

Type  

#### Step 6

Use the list icons  to complete any available prospect information regarding Source, Experience Level, Status and Type.

## Social

7

LinkedIn URL

Websites 0 items



\*URL Address

No Data

### Step 7

Optional: Copy and paste in the candidate's LinkedIn URL and/or use the plus icon to add any desired social media links.

Skills, Experience & Education

Resume / Cover Letter

8

### Summary

### Skills

Skills

### Experience

Add

### Education

Add

### Step 8

Choose the **Skills, Experience and Education Tab** to add any relevant information for the prospect.

Resume / Cover Letter

9

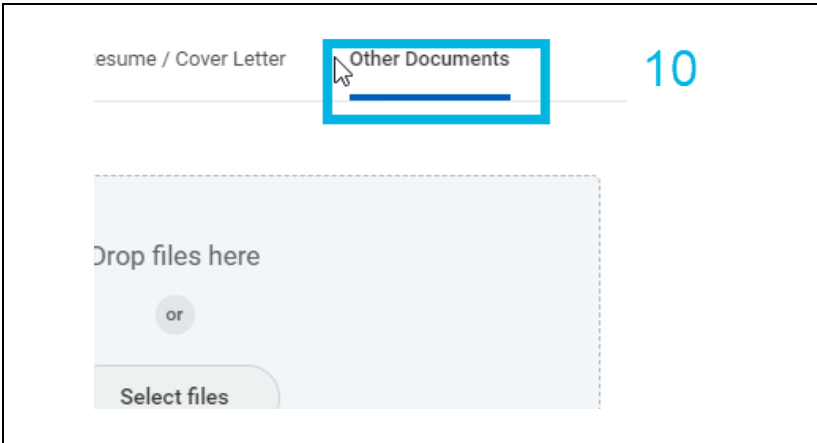
Drop files here

or

Select files

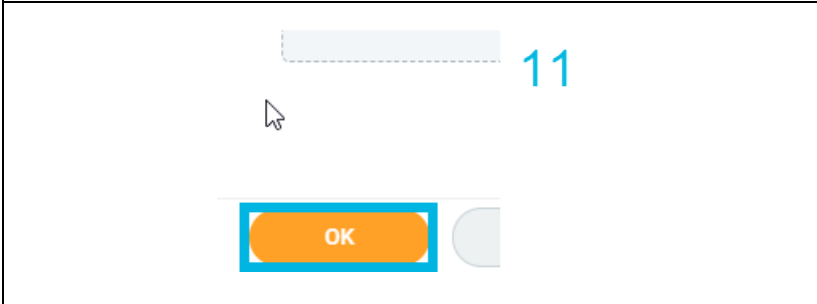
### Step 9

Choose the **Resume / Cover Letter** tab to drag and drop or upload a resume and/or cover letter to the prospect profile.



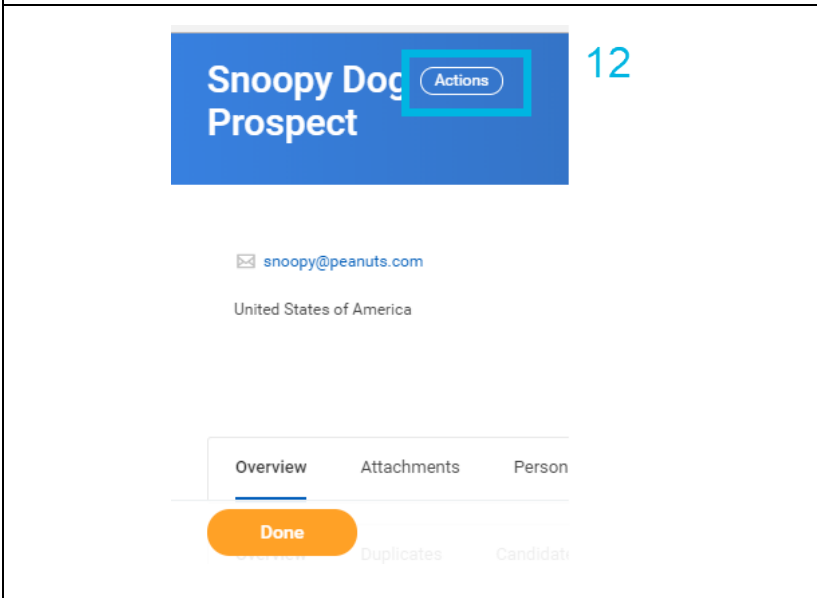
10

**Step 10**  
Choose the **Other Documents** tab to upload any additional files to the prospect's profile.



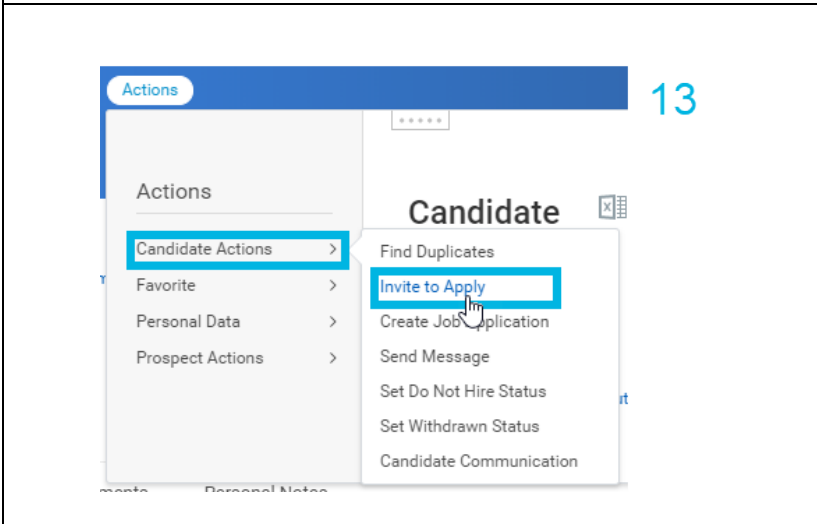
11

**Step 11**  
Click **Ok**.



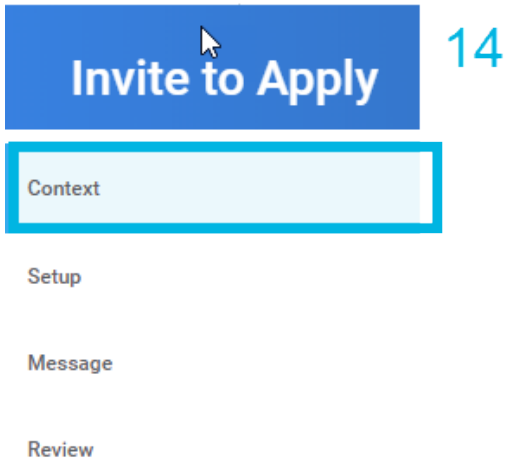
12

**Step 12**  
Once the prospect is created, click **Actions** under prospect profile.

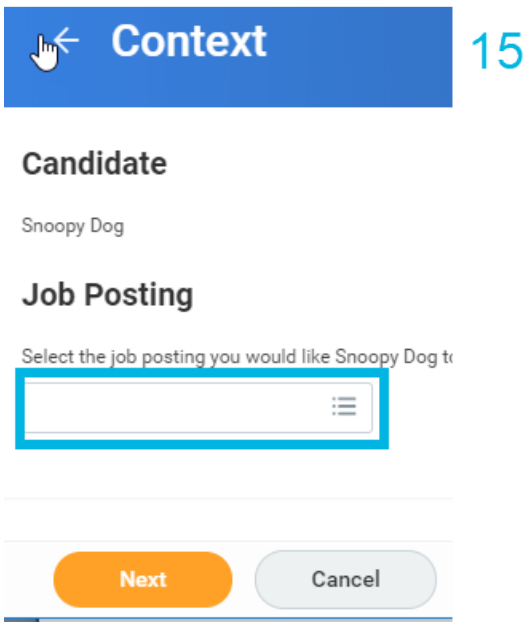



13

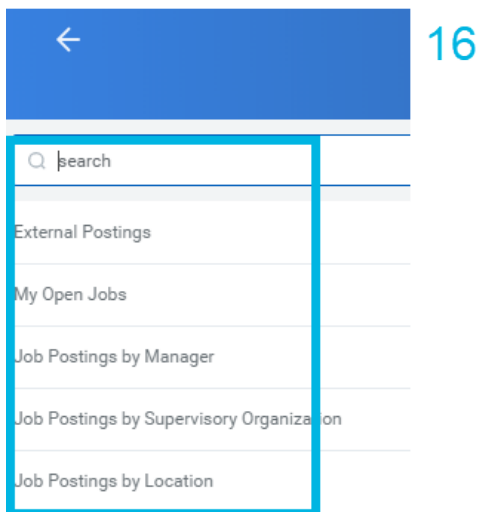
**Step 13**  
Under **Candidate Actions**, click **Invite to Apply\***.  
**\*For compliance purposes, all prospects created must be invited to apply.**



**Step 14**  
Select **Context**.



**Step 15**  
Use the list icon  to find a specific job posting to which you would like to invite the prospect to apply.



**Step 16**  
Choose the applicable job group to search for the specific job.

## 17

- CoorsTek Careers: Accounts Payable Associate I R-100266
- CoorsTek Careers: Accounts Payable Manager R-100312
- CoorsTek Careers: Accounts Receivable Associate III R-100266
- CoorsTek Careers: Apprenticeship R-100298
- CoorsTek Careers: CA Exempt Vista F&S R-100279

### Step 17

Select the job to which you want the prospect to apply.

## Candidate

Lucy Schultz

## 18

### Job Posting

Select the job posting you would like Lucy Schultz to apply for.

CoorsTek Careers: Accounts Payable Associate I R-100266

Next

Cancel

### Step 18

Click **Next**.

## Invite to Apply

## 19

Send To 1

Job Posting \*  CoorsTek Careers: Department Manager R-102777

Contact Method \* Email

### Step 19

The "email" contact method will pre-populate.

	<p><b>Step 20</b> Enter a subject line in the email</p> <p><b>Step 21</b> Type an email message in the body.</p> <p><b>Step 22</b> Optional: include a reply to email address (i.e. EMEACareers@coorstek.com)</p> <p>Click <b>OK</b>. The message/email will be sent.</p>
	<p><b>Step 23</b> You will see a confirmation that your invitation has been sent to the candidate.</p>

## FAQ's

### What happens next?

- Your new prospect / candidate will receive an invitation to apply to the specific job you sent them.
- Note: Prospects can also be created from Internal workers.
- Important Note: For compliance purposes, all prospects **MUST** be invited to apply.