Common CW Questions:

Can I use the CW positions already in my org unit?

No, the new CW process is a job management process and not a position management process. This means you cannot use the pre-existing CW positions. Instead, when you create the CW requisition you will enter in the amount of CW positions you want to create.

Why did my CW not route for approvals?

When you review your candidates in the contingent worker requisition, make sure you **do not** move them forward from the candidate screen. This Move Forward option will bypass the remaining approval steps in the process.

Instead, select the candidate you would like to review and go to their specific candidate profile. From here you can check the status of the application. When the proper approval steps have been completed, you should see a task prompting you to move the application to the next step in the approval process. This is the only section of the process that you should use the Move Forward button.

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How can I check to see what tasks have been completed?

1. Go to the candidate profile and select actions.
2. Select the business process event history

3. Select the job application you would like to review

View Event History for Candidate   ✕

Candidate   Test Nurse Traveler (C087283)

Job Application *   ┌─────────────────────────────────┐
                     │ ✕ Test Nurse Traveler -   ☰ │
                     │   R0062770 CW Travel Nurse ⋯ │
                     │   (C087283)   │
                     └─────────────────────────────────┘

                                         Cancel   **OK**
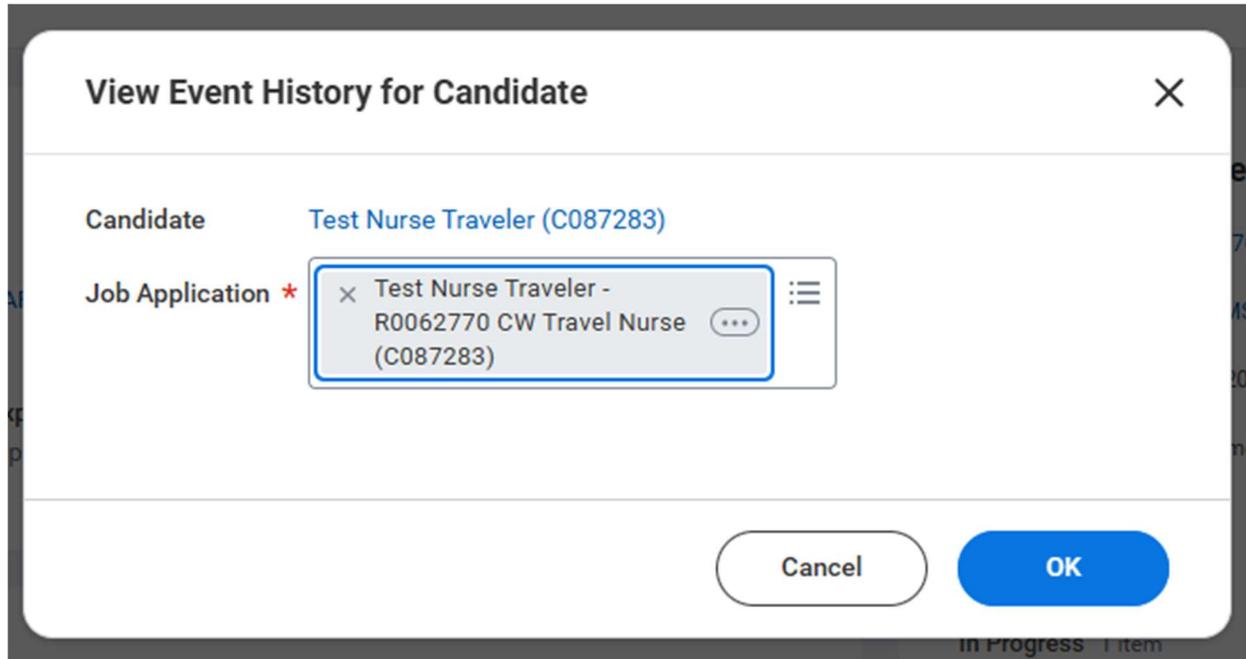
4. Go to the process tab and you can review what tasks are still pending

View Recruiting Event   Job Application: Test Nurse Traveler - R0062770 CW Travel Nurse (C087283) on 09/18/2024 ⋯

For   Test Nurse Traveler - R0062770 CW Travel Nurse (C087283)

Overall Process Job Application: Test Nurse Traveler - R0062770 CW Travel Nurse (C087283) on 09/18/2024

Overall Status   In Progress

My Actions   Details   **Process**

Process History 21 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Fo
Job Application	Job Application	Step Completed	09/18/2024 04:48:48 PM		Test Nurse Traveler (C087283)	1	
Review Candidate	Review Candidate	Automatic Complete	09/18/2024 04:48:48 PM			0	
Review Candidate	Job Application Additional Information	Not Required				0	
Review Candidate	UAMS HIPPA Privacy & Security Training	Step Completed	09/18/2024 04:49:07 PM		Test Nurse Traveler (C087283)	1	
Review Candidate	UAMS Confidentiality Agreement - CW	Step Completed	09/18/2024 04:49:25 PM		Test Nurse Traveler (C087283)	1	
Review Candidate	UAMS Medical Screening/Academic Visitors	Step Completed	09/18/2024 04:49:44 PM		Test Nurse Traveler (C087283)	1	
Review Candidate	Change Government Identifiers	Step Completed	09/18/2024 04:50:03 PM		Test Nurse Traveler (C087283)	1	
Review Candidate	Change Personal Information	Step Completed	09/18/2024 04:50:28 PM		Test Nurse Traveler (C087283)	1	
Review Candidate	Primary Emergency Contact	Step Completed	09/18/2024 04:50:49 PM		Test Nurse Traveler (C087283)	1	

My CW completed part of the application but did not finish. How do they finish the application?

If the applicant does not complete all the pending tasks at one time and needs assistance logging back in to their application profile to finish the tasks, they can log back in by doing the following: go to the application link, click the "sign in" link in the top right corner of the screen. Use the email and password they created when they applied for the requisition. Click on the "Candidate Home" link to find any remaining onboarding tasks.

I created my CW requisition but there is no link. What should I do?

There are a few possible reasons that you can't find the link. First, verify that you posted the job. You can do this by going to the requisition details and selecting the job postings tab. If you posted the job, then you should see it listed here. If there are no postings shown, then you should have a task in your inbox prompting you to post the job.

If you posted the job but do not see it here, you may have posted with a future fill date. You can select the future tab to view your future dated postings.

If you have posted the job and see the posting but there is no link, you will need to verify that you posted the position externally. If you post internally then a link will not be generated.

R0062752 CW Travel Nurse (Evergreen) (Open) ⋯

Recruiting Start Date	09/17/2024 - 5 months ago
Target Hire Date	09/17/2024 - 5 months ago
Primary Location	⊙ UAMS
Linked to Job Requisitions	1

Hiring Manager

Overview   Candidates   Details   Organizations   Qualifications   **Job Postings**

[Post Job]

1 item

	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
☐	UAMS Contingent Worker Career Site	External	09/18/2024	09/18/2025		Contingent Worker Application effective 01/21/2023, 7:34 PM	0	https://uasys.wd5.myworkdayjobs.com/UAMS_CW_Career_Site/job/Little-Rock/CW-Travel-Nurse_R0062752	[Actions ▾]