

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.

R0062770 CW Travel Nurse (Open) ⋮

Recruiting Start Date 09/18/2024 - 4 months ago
Target Hire Date 09/18/2024 - 4 months ago
Primary Location 📍 UAMS
Linked Evergreen Requisition [R0062752 CW Travel Nurse \(Evergreen\) \(Open\)](#)

Overview **Candidates** Details Organizations Qualifications J

Candidates Candidate Attachments & Contact Information Consolidated Candidate Pool

All Active Candidates Awaiting Action Extend My Search

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Review Pre-Screening Assessment

No Filters Applied

1 item All 1 selected

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me
<input checked="" type="checkbox"/>	✓ Test Nurse Traveler (C087283)	Offer by Recruiting Coordinator for Job Requisition	Offer by Recruiting

Move Forward Decline Send Message ⋮

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.

← 1 of 1

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

Phone Email

Summary
Overview
Duplicates
Recruiting History
Screening

Phone Number: +1 (501) 5551212 (Mobile)
Email: tomktinker@yahoo.com
Location: 123 Main Street, Little Rock, AR 72205 United States of America
Jobs Applied to: 10
Referral Candidate Owner (Expired): Susan V Temple-Erickson (expired 11/09/2023)
Confirmed Opt-In Email Status: Not Requested

Job Application Details
Job Requisition: R0062770 CW Travel Nurse (Open)
Location: UAMS
Date Applied: 09/18/2024 04:48:48 PM
Source: Recruitment Agency -> Recruiting Agency
Kayla Yount
Hiring Manager

Active Job Applications (1)
Offer by Recruiting Coordinator for Job Requisition

In Progress 1 item

Step	Task	Awaiting Me	Awaiting
Offer	Offer by Recruiting Coor...	Offer	

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

← 1 of 1

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

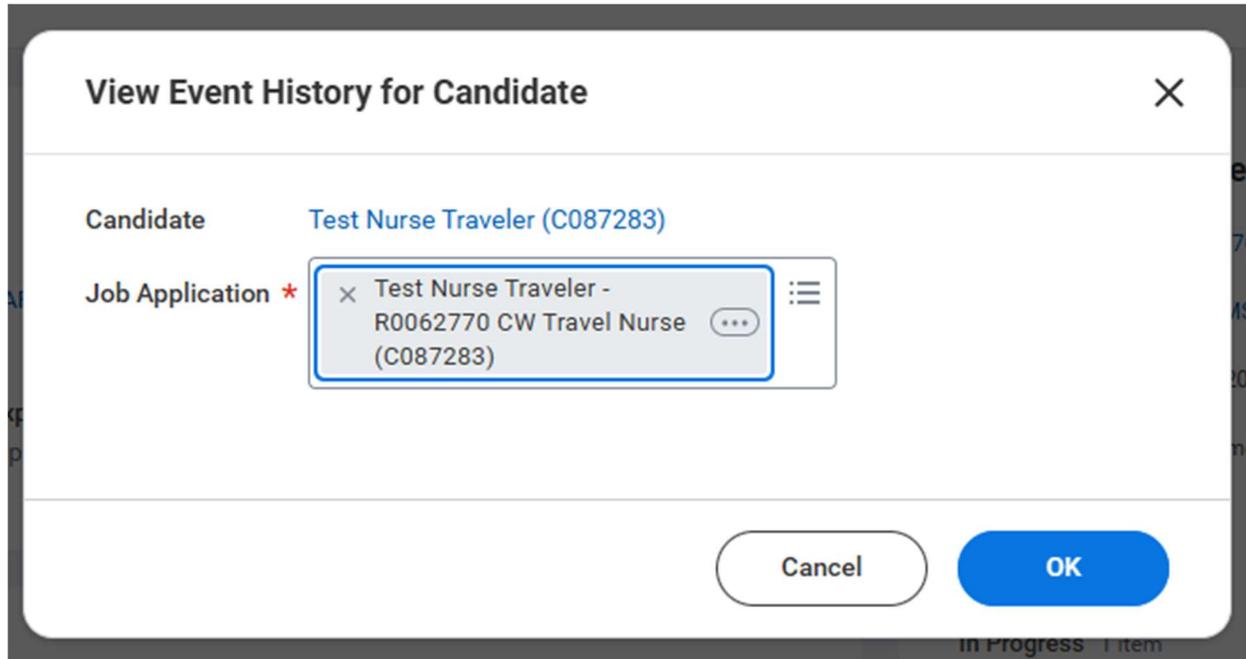
Phone Number: +1 (501) 5551212 (Mobile)
Location: 123 Main Street, Little Rock, AR 72205 United States of America

Actions
Business Process
Candidate Actions
Job Application

Candidate
Business Process Event History (283)

Contact

3. Select the job application you would like to review



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 ... 0/10

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	For
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.

R0062770 CW Travel Nurse (Open) ⋮

Recruiting Start Date 09/18/2024 - 5 months ago

Target Hire Date 09/18/2024 - 5 months ago

Primary Location 📍 UAMS

Linked Evergreen Requisition [R0062752 CW Travel Nurse \(Evergreen\) \(Open\)](#)



Overview Candidates Details Organizations Qualifications **Job Postings**

Post Job

0 items

<input type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
No Data							

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.

Overview Candidates Details Organizations Qualifications **Job Postings**

Current **Future** Historical

Post Job

1 item 🔍 📄 🗨️ 📄 📄

<input type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	Action
<input type="checkbox"/>	UAMS Contingent Worker Career Site	External	03/15/2025	03/15/2026		Contingent Worker Application effective 01/21/2023, 7:34 PM	0	Actions

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

- Overview
- Candidates
- Details
- Organizations
- Qualifications
- Job Postings**

Post Job

1 item



<input type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/>	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