

# Workday Training

## **UAF Circa (OEOC)** *A Step-by-Step Guide*

*Click the title to skip to that section.*

Send Jobs to Organizations..... 3  
Create Workday Job Requisition Report..... 7  
Add Addendum Listings to Report..... 9



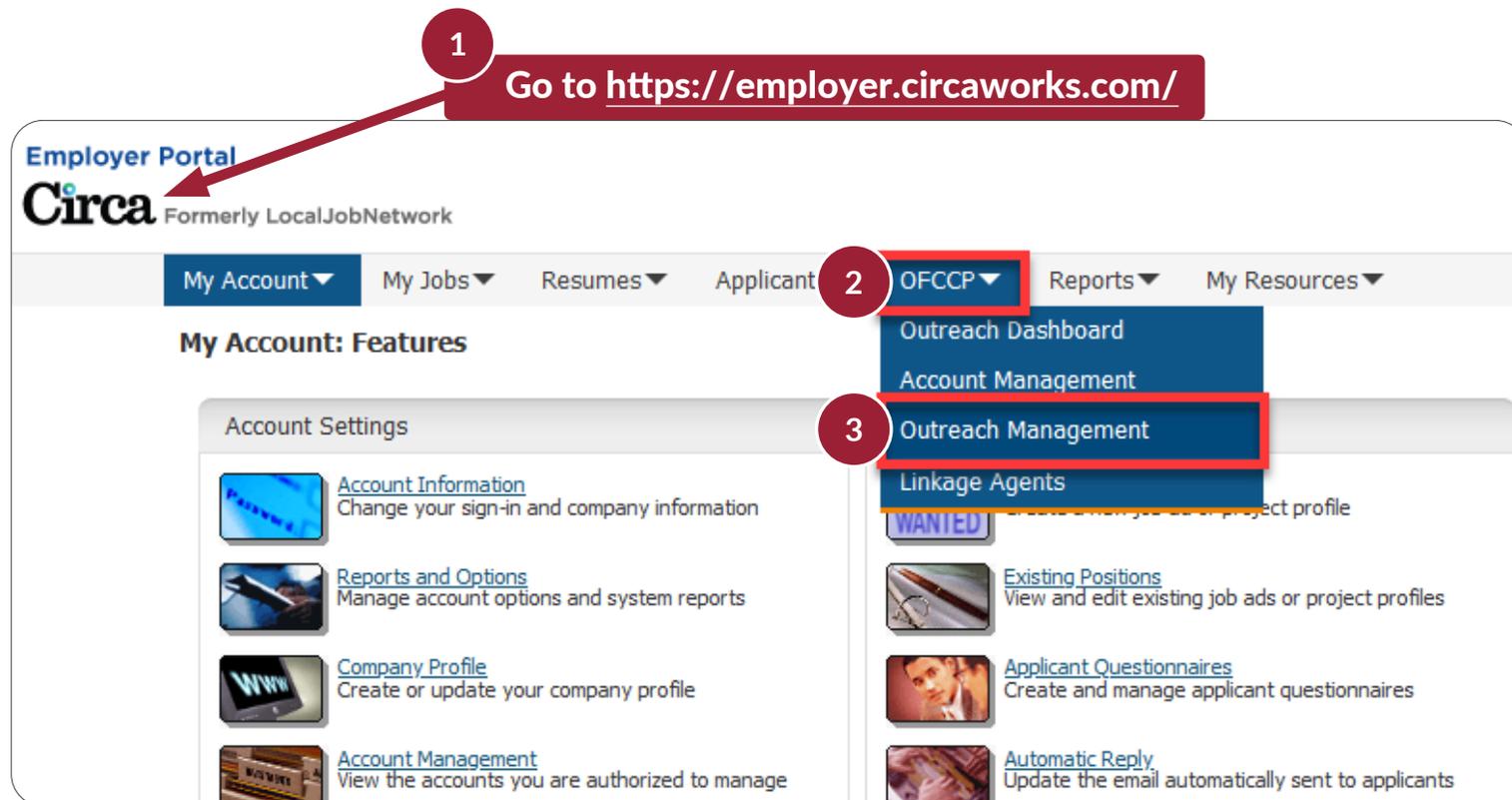
Circa is a talent acquisition tool for creating a diverse applicant pool. Below are directions for sending job requisitions to organizations and building an outreach report for *Workday Job Requisitions*.

## Gain Access to Circa

To request access to Circa, email [oeoc@uark.edu](mailto:oeoc@uark.edu).

## Send Jobs to Organizations

1. Go to <https://employer.circaworks.com/> and Sign In to Employer Account with your University email and your unique Circa password.
2. From the top menu, hover over **OFCCP**, then select **Outreach Management**.



- You can filter by **City**, **Mile range**, and **All Organization Types**.

**NOTE:** At minimum the search should reach a 30 mile range from job location.

- Select the **Outreach Organization(s)** by clicking the far left checkbox(es).

**NOTE:** There is no Select All option. Also if more than one page of results load, checked selections will not carry over when going to any subsequent pages.

- After your selection is complete, click **Send Message** in the top menu bar.

**NOTE:** If you want to send a message to only one organization, you can select the **Send Message** link on the far right, **Activity** column of the organization's listing.

Organization	Organization Type	Location	Activity
<input checked="" type="checkbox"/> Chinese Association of North West Arkansas (479) 587-8753	Outreach Organization	350 Millsap Road Fayetteville, AR 72703	<a href="#">Send Message</a> <a href="#">Record Note</a> <a href="#">Add Referral</a> <a href="#">Give Feedback</a> 11/9/2021
<input checked="" type="checkbox"/> Dress for Success - Northwest Arkansas (479) 877-6910	Diversity Organizations Women	100 North Dixieland Road #B8 Rogers, AR 72756	<a href="#">Send Message</a> <a href="#">Record Note</a> <a href="#">Add Referral</a> <a href="#">Give Feedback</a> 11/9/2021
<input checked="" type="checkbox"/> Ecclesia College (479) 248-7236	Universities and Colleges	9653 Nations Dr Springdale, AR 72762-0450	<a href="#">Send Message</a> <a href="#">Record Note</a> <a href="#">Add Referral</a>

6. From the **Message Template** dropdown menu, select either “UofA Employment Opportunity #1” or “UofA Employment Opportunity #2”.
7. Click **Continue**.

### Send a New Message

Select the message template you would like to use or select 'None' to create a new message, then click the 'Continue' button.

★Indicates required fields

Outreach Organization	Contact Name/Email	City
Elizabeth Richardson Center	Tiffany Black tblack@ercinc.org	Springdale
Employ-Ability, LLC.	Olivia Clawson odawson@employ-abilityllc.com	Rogers
Dress for Success - Northwest Arkansas	Tracy Green tracygreen@dressforsuccessnwa.org	Rogers
Chinese Association of North West Arkansas	Cathy Luo canwa.info@gmail.com	Fayetteville
Ecclesia College	J.E. Watkins jwadkins@ecollege.edu	Springdale

#### Message Information

6
Message Template: UofA Employment Opportunity #1 ▼

7
Continue
Cancel

Message Information

From: Pamela Martin (pamelam@uark.edu)

CC Recipient(s): (Ctrl-Click or Cmd-Click to select multiples)

- Authorized Users ---
- addyc@uark.edu
- adj11@uark.edu
- AHG001@UARK.EDU
- ajolsen@uark.edu
- AJS030@UARK.EDU
- alwayne@uark.edu
- ANNER@UARK.EDU

★ Subject: Arkansas Employment Opportunity Announcement (RXXXXXXX)

Attachment:  No file selected.

★ Message:

Good Morning/Afternoon.

My name is [name] and I am the [title] for the [department] at the University of Arkansas.

The [Department] at the University of Arkansas is accepting applications for a [Working Title or Position Title]

[Add Summary of Job Duties, if desired].

For a complete position announcement and information regarding how to apply, visit [Add Link to Job Requisition]

I would appreciate it if you would distribute this information to any qualified persons you may know or post this opportunity at your organization.

Thank you for your time and please do not hesitate to reach out to me with any questions!

Sincerely,

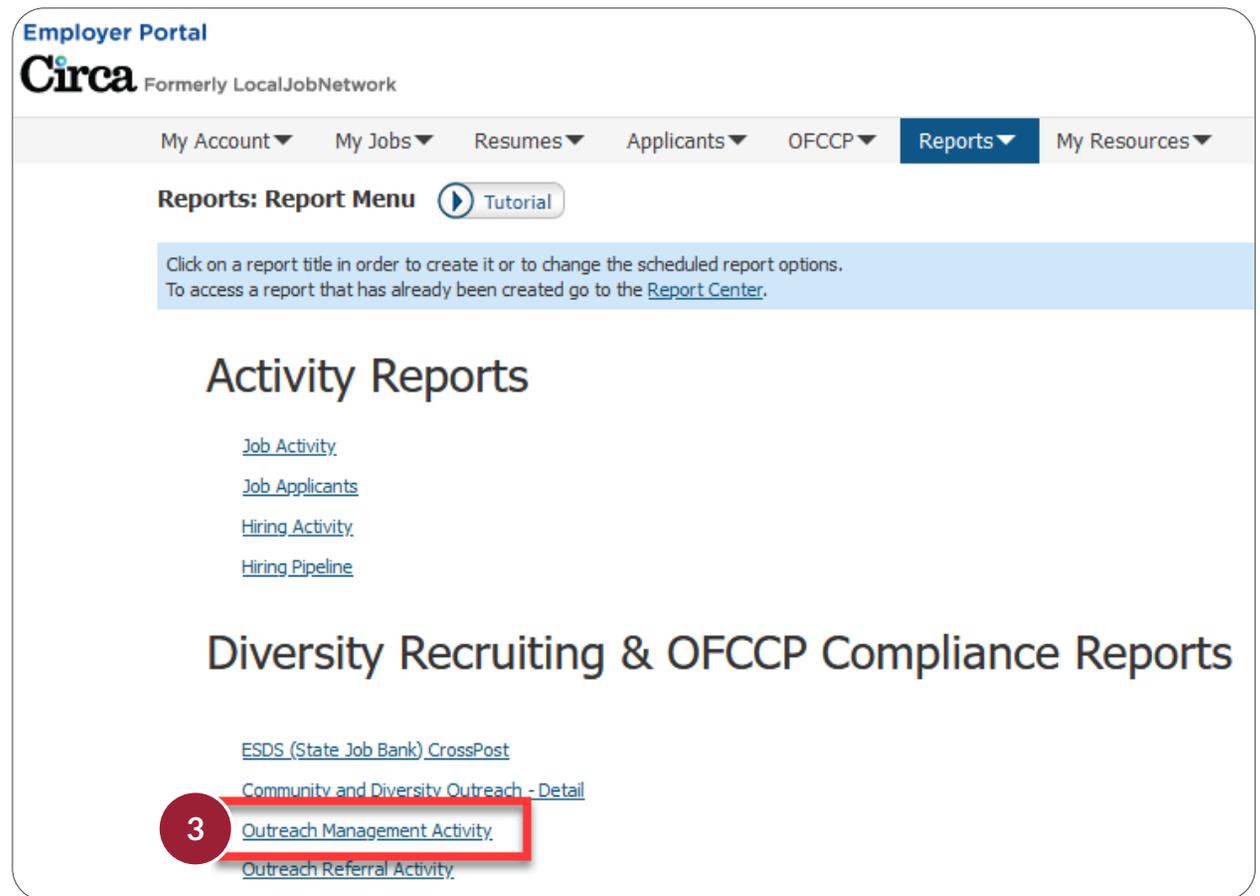
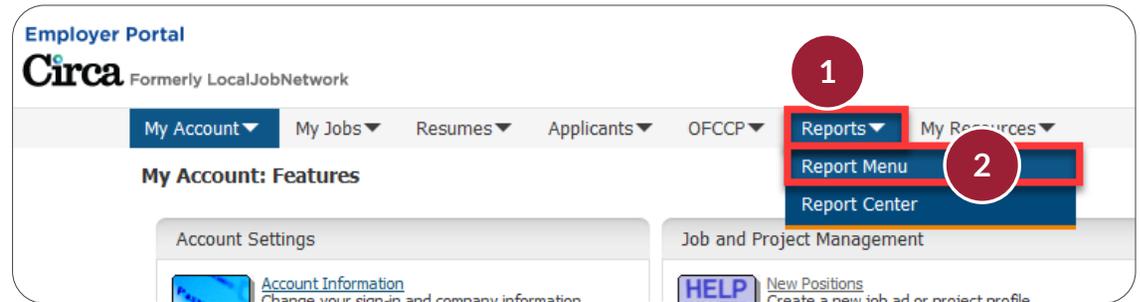
[Signature block]

The University of Arkansas is an equal opportunity, affirmative action institution. The university welcomes applications without regard to race/color, sex, gender, pregnancy, age, national origin, disability, religion, marital or parental status, protected veteran or military status, genetic information, sexual orientation, gender identity or any other characteristic protected under applicable federal or state law. Persons must have proof of legal authority to work in the United States on the first day of employment. All applicant information is subject to public disclosure under the Arkansas Freedom of Information Act

8. Insert the **Requisition Number** and **Working Title** in the subject line. If multiple, include both requisition numbers and working titles.  
**NOTE:** For all attachments, the title must be the **Job Requisition** number.
9. In the body of the message, insert all pertinent information in the bracketed text. The information does not auto-update.
10. Click **Send Message**.

## Create Workday Job Requisition Report

1. Hover over Reports.
2. Select Report Menu.
3. Under Diversity Recruiting & OFCCP Compliance Reports, click Outreach Management Activity.



4. At the top menu, select your name from the **Users** dropdown menu.  
**NOTE:** Your name will not be listed until you post a requisition.
5. Keep **Type** at **All Organization Types**.
6. Input the date range for the posting.
7. Click **Create Report**.
8. Click **Export to Excel** and save the Excel file as the Job Requisition number.
9. Once report is created, attach it to the Job Requisition on Workday (See QRG titled “[Department EO Requirements for the Job Application Process](#)”, section “Edit Job Requisition”).

The screenshot displays the Circa Employer Portal interface. At the top, the navigation menu includes 'My Account', 'My Jobs', 'Resumes', 'Applicants', 'OFCCP', 'Reports', and 'My Resources'. The 'Reports' dropdown is selected, showing a form with the following elements:

- 4:** A dropdown menu currently set to 'All Users'.
- Input fields for 'Organization Name' and 'City, state or zip code'.
- A 'Type:' dropdown menu set to 'All Organization Types'.
- 5:** A date range selector with both start and end dates set to '10/08/2021'.
- 6:** A 'Create Report' button.
- 7:** A 'Tutorial' link next to the report title 'Reports: Outreach Management Activity'.
- A blue informational banner stating: 'This report shows the outreach management activity that occurred during the dates specified.'
- Page navigation: '1 to 10 of 12' with '< Previous' and 'Next >' buttons.
- 8:** Action buttons for 'Export to Excel', 'Export to CSV', and 'Email'.
- Additional buttons for 'Report Menu' and 'Report Center'.
- A table header with columns: Outreach Organization, Outreach Organization Type, Contact Name, Contact Email, Street, City, St, and Zip.

## Add Addendum Listings to Report

1. Open the Excel file named after the Job Requisition number.
2. Click the **Plus (+) Sign** next to the tab titled **Outreach Management Activity**.
3. Double-click the new tab or right-click and **Rename** it **Efforts Outside of Circa**.



**TIP:** For UAF Circa Works training, view this [recorded web training on Stream](#).

