



Recruiter Job Aid

Creating Job Requisitions

JOB PROFILES

A job profile is the foundation of all jobs or positions in your organization. Job profiles identify and define general job and position characteristics, such as the job title, job description, compensation, and more. Job profiles can also describe recommendations around qualifications such as languages, training, or work experience. **Job Profiles are created in HR Core.**

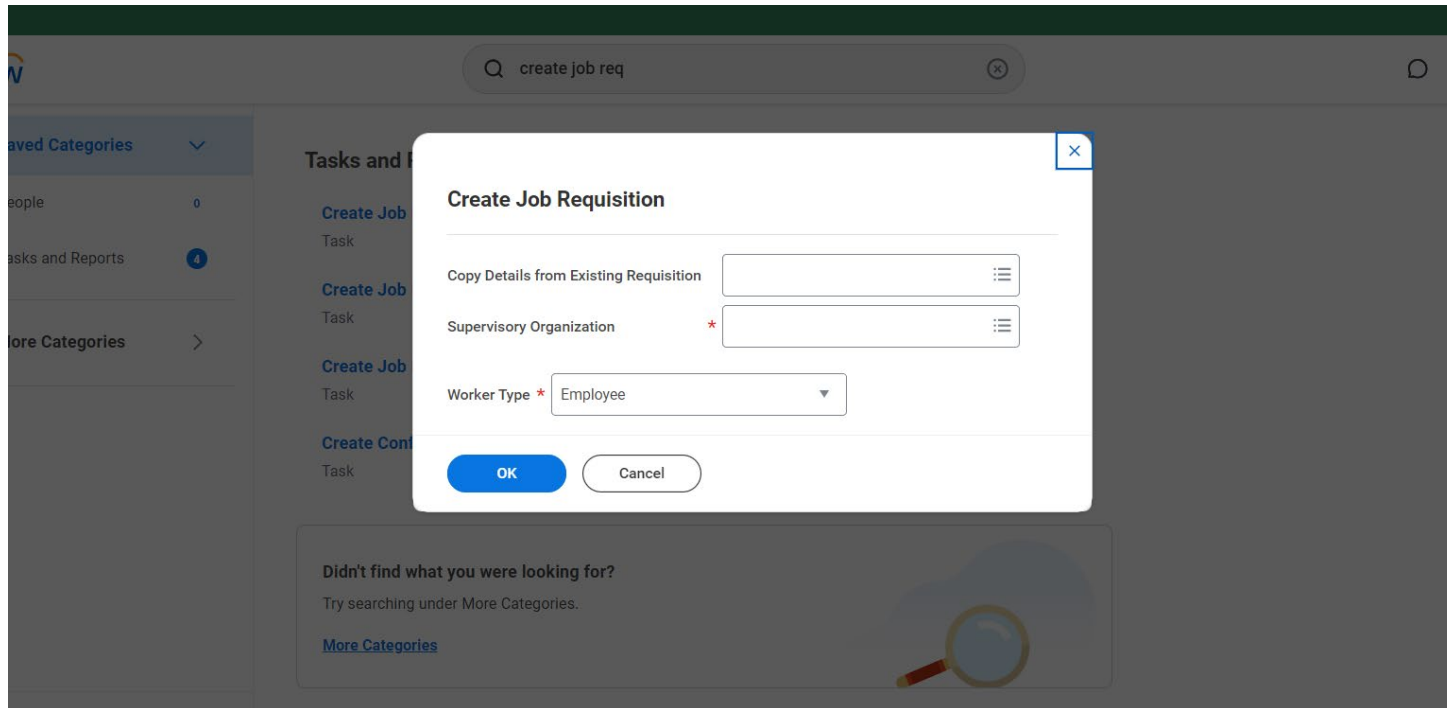
The position management staffing model gives you the most control over staffing.

With position management:

- You must have an open, approved position in the supervisory organization to hire, promote, demote, or transfer a worker. You define separate hiring rules and restrictions on each position.
- A position remains open until you fill or manually close the position.
- You can move positions from one supervisory organization to another as part of a job change.
- You can report on open and filled positions, track position history, and more.



From the search bar, type Create Job Requisition



Create new position

Create New Position

only used when we add to staff and a Job Profile is set up. If it's a new Job Title get with HRIS Admin to set up

Under Supervisory Organization: Type name of the Supervisory Organization (Name of Manager)

Worker Type: Employee

Create Job Requisition

Copy Details from Existing Requisition [dropdown]

Supervisory Organization * [dropdown]

Create New Position

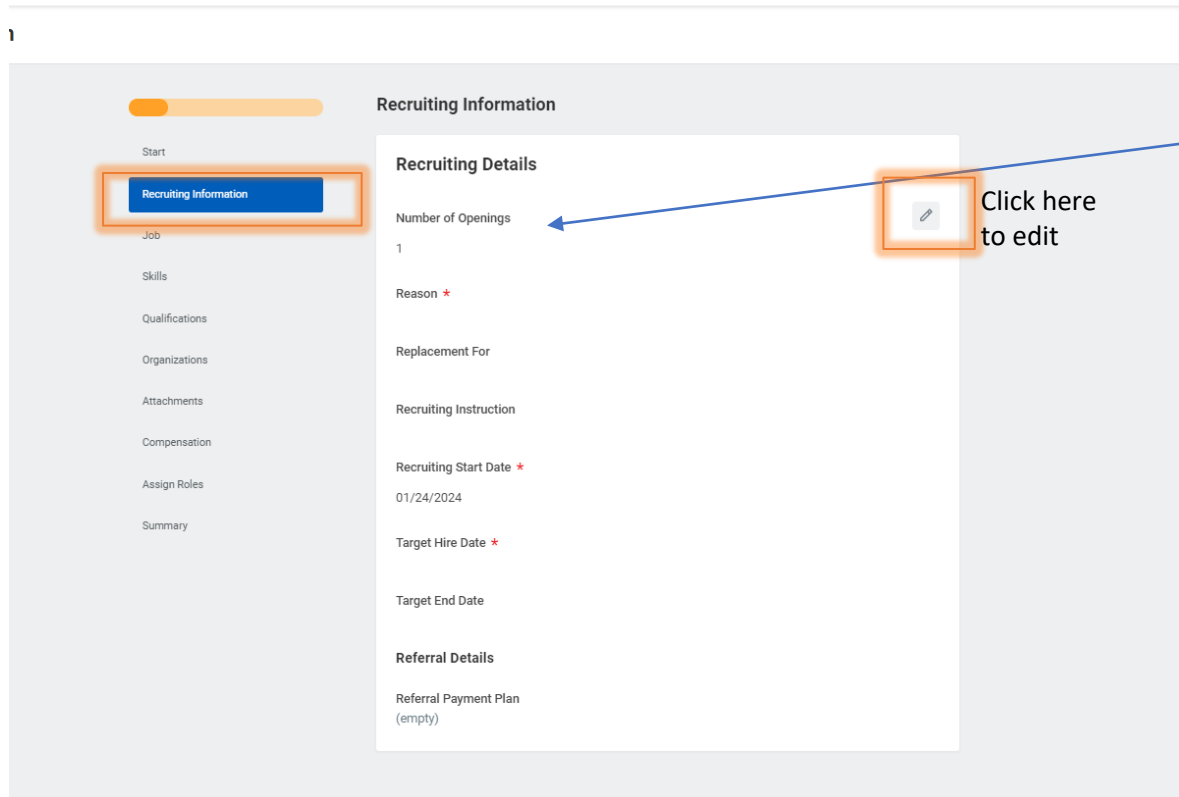
For Existing Position [dropdown]

Worker Type * Employee [dropdown]

OK Cancel



Add number of opening(s)



Recruiting Information

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Attachments

Compensation

Assign Roles

Summary

Recruiting Details

Number of Openings 1

Reason *

Replacement For

Recruiting Instruction

Recruiting Start Date *
01/24/2024

Target Hire Date *

Target End Date

Referral Details

Referral Payment Plan
(empty)

Click here to edit

Number of Opening(s)

Enter exact number of positions you are looking to fill

Note, number cannot be changed if it's used for a backfill



Add Reason

The image displays two screenshots of the Workday recruiting interface. The top screenshot shows the 'Recruiting Information' section with a red box around the 'Reason' field. The bottom screenshot shows the 'Recruiting Details' section with a dropdown menu open for the 'Reason' field, listing options like 'Create Job > Backfill/Replacement', 'Create Job > New Headcount', and 'Create Job > Previously Approved Headcount'.

Reason Options

- Create Job > **Backfill/Replacement** (Used if replacing an Employee) In this case it's better to use “for exiting position” see other document
- Create Job > **New Headcount** (Used if it's a new Approval for new FTE)
- Create Job > **Previously Approved Headcount** (Approved Previously but new FTE)



Replacement Type

Replacement For: Type employee (Note the term process must begin before posting if it's a backfill.

The screenshot displays the 'Recruiting Information' section of a Workday interface. The 'Recruiting Details' panel is active, showing a 'Number of Openings' field set to 1. The 'Reason' dropdown menu is open, listing four options: 'Create Job Requisition > Create Job', 'Create Job > Backfill/Replacement' (which is selected), 'Create Job > New Headcount', and 'Create Job > Previously Approved Headcount'. Below the dropdown, there are date fields for 'Recruiting Start Date' (01/24/2024), 'Target Hire Date', and 'Target End Date'. The 'Referral Details' section is partially visible at the bottom.



Select Recruiting Instruction

Recruiter can select if posting External, Internal or both.

The screenshot shows the 'Recruiting Instruction' dropdown menu with the following options:

- select one
- select one
- Post Externally Only
- Posting Not Required
- Post Internally and Externally
- Post Internally Only



Update Dates

The screenshot shows the 'Recruiting Information' form in Workday. A red box highlights the 'Recruiting Start Date', 'Target Hire Date', and 'Target End Date' fields, which are currently set to 01/24/2024, 01/24/2024, and 07/24/2024 respectively. Three orange arrows point from these fields to the corresponding text on the right side of the slide.

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Attachments

Compensation

Assign Roles

Summary

Recruiting Details

Number of Openings

Reason *

Replacement For

Recruiting Instruction

Recruiting Start Date *

Target Hire Date *

Target End Date

Referral Details

Referral Payment Plan

Dates:

Recruiting Start Date: Do not use future Start Date. Use date creating the requisition.

Target Hire Date: When you plan for EE to start. Can use same as recruiting start date.

Target End Date: Use 6 months from posting date. (Can repost if needed)



Referral Plan

The screenshot shows the 'Recruiting Details' form in Workday. The left sidebar contains navigation options: Start, Recruiting Information (highlighted), Job, Skills, Qualifications, Organizations, Attachments, Compensation, Assign Roles, and Summary. The main form fields are: Number of Openings (3), Reason (Create Job > Backfill/Replacement), Replacement For (empty), Recruiting Instruction (Post Internally and Externally), Recruiting Start Date (01/24/2024), Target Hire Date (01/24/2024), Target End Date (07/24/2024), Referral Details, and Referral Payment Plan (Referral Bonus). A red arrow points to the 'Referral Payment Plan' dropdown.

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Attachments

Compensation

Assign Roles

Summary

Recruiting Details

Number of Openings

Reason *
x Create Job > Backfill/Replacement

Replacement For

Recruiting Instruction
Post Internally and Externally

Recruiting Start Date *
01/24/2024

Target Hire Date *
01/24/2024

Target End Date
07/24/2024

Referral Details

Referral Payment Plan
x Referral Bonus

Select Referral Plan.
Select if you have a referral program.
Interns are left empty



Job Description

*Copy and paste special Job Description from Word

Paste: Job Description

The image displays the Workday 'Job Details' form and a Word document. The 'Job Details' form includes fields for 'Job Posting Title' (Internal Audit Analyst), 'Justification' (Approved FTE), 'Job Profile' (Internal Audit Analyst), 'Job Description Summary', and 'Job Description'. A red arrow points from the 'Job Description' field in the form to a Word document. The Word document contains the following text:

Job Profile *

Internal Audit Analyst

Job Description Summary

Job Description *

Evaluates processes, transactions, records, metrics, systems, and technology in order to identify and minimize risk, ensure compliance, and improve effectiveness of operations and controls.

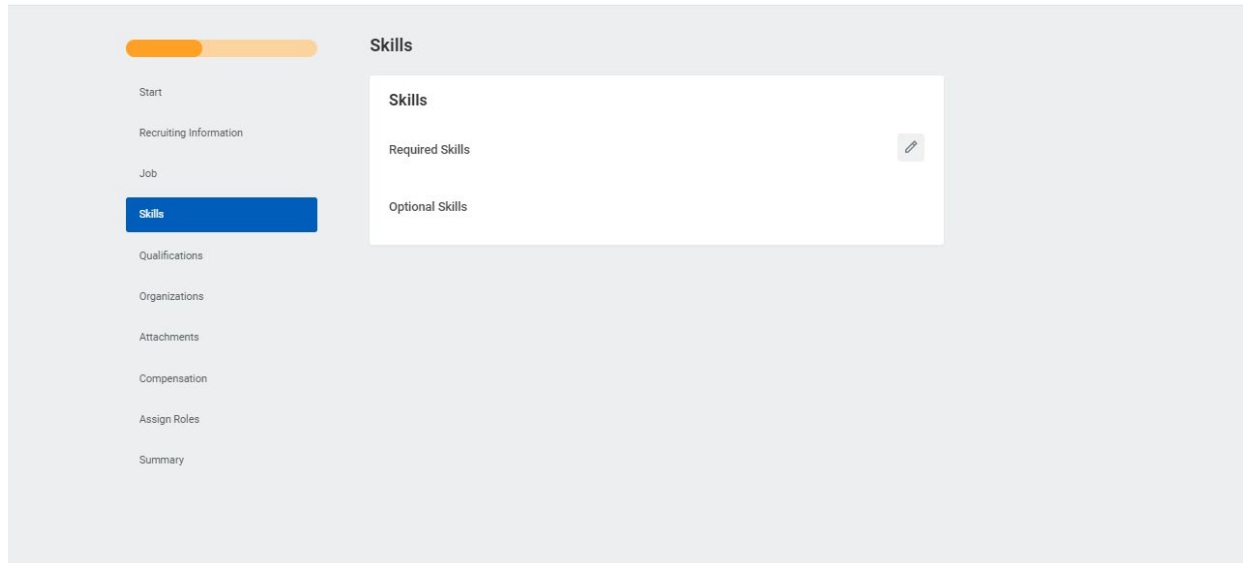
Primary Job Responsibilities:

1. Determines or validates accuracy, consistency, and compliance of component and end-to-end transaction processing in one or more business domains using production or test environment simulations, sampling, automated data reviews and analysis, and other methods.
2. Participates in external audits or assessments, including tracking and monitoring requests and gathering responses.
3. Investigates and quantifies impact and risk associated with problems, exceptions, inconsistencies, and opportunities for improvements identified in internal audit.



Leave Skills blank

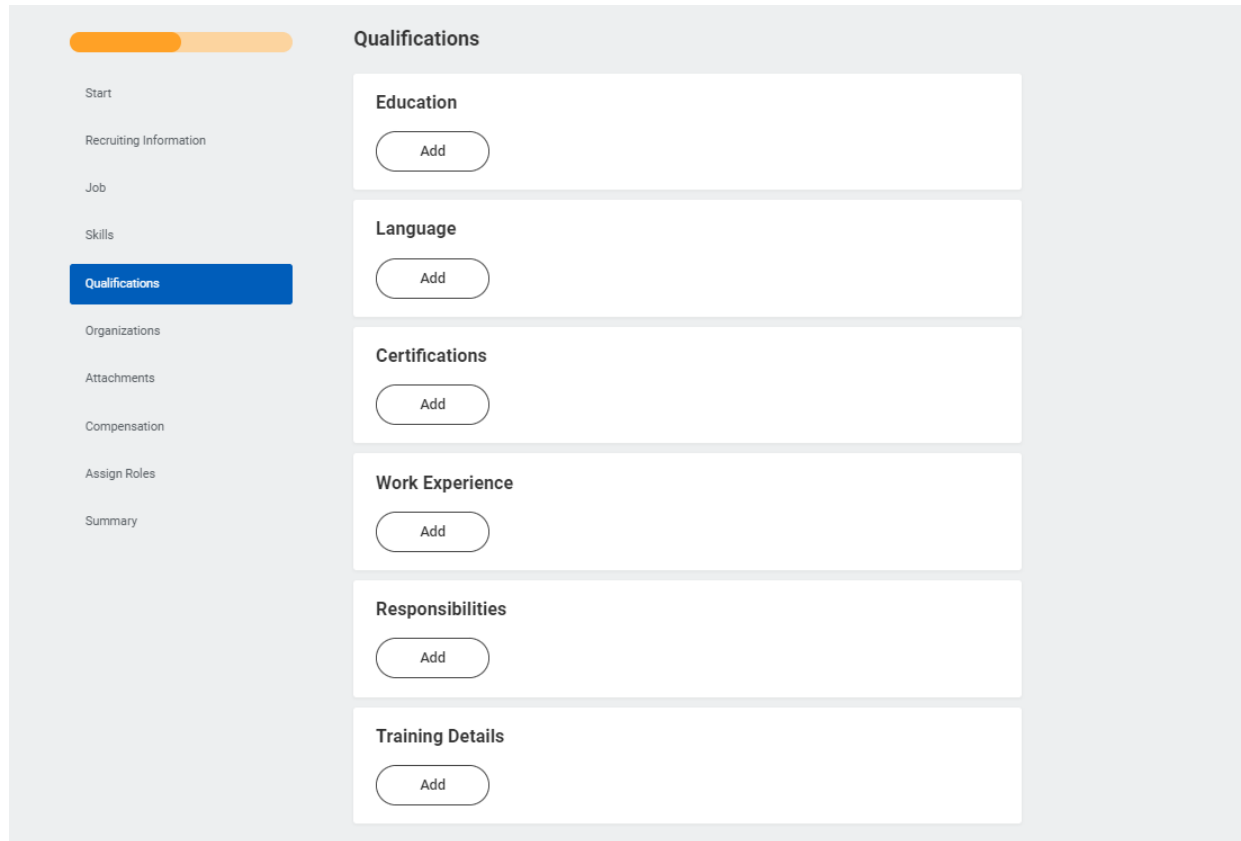
1



The screenshot shows the Workday Skills page. On the left is a navigation menu with the following items: Start, Recruiting Information, Job, Skills (highlighted in blue), Qualifications, Organizations, Attachments, Compensation, Assign Roles, and Summary. The main content area is titled "Skills" and contains a white box with the following text: "Skills", "Required Skills" (with an edit icon), and "Optional Skills".



Fill out what you need but can be left blank



The screenshot shows the 'Qualifications' section of a Workday job requisition form. On the left is a navigation menu with the following items: Start, Recruiting Information, Job, Skills, **Qualifications** (highlighted in blue), Organizations, Attachments, Compensation, Assign Roles, and Summary. The main content area is titled 'Qualifications' and contains seven sections, each with an 'Add' button:

- Education**: Add
- Language**: Add
- Certifications**: Add
- Work Experience**: Add
- Responsibilities**: Add
- Training Details**: Add



Select Company Name

n

The screenshot displays the 'Organizations' section of a Workday interface. On the left is a navigation sidebar with a blue bar highlighting 'Organizations'. The main content area is titled 'Organizations' and contains a 'Company' form. The form has a 'Company' field with a red asterisk, a search icon, and a checkmark icon. A dropdown menu is open below the field, showing a search bar and a list of organizations. The first item, 'Delta Dental of North Carolina', is selected and highlighted in blue. Other items in the list include 'Delta Dental of Tennessee, Inc.', 'Delta Dental Plan of Michigan, Inc.', 'Delta Dental Plan of New Mexico, Inc.', 'Red Cedar Investment Mgmt LLC', 'Renaissance Life & Health Ins Co of Am', 'Roosevelt Innovations LLC', and 'The 4100 Group, Inc.'.



Select Cost Center: If missing new cost center needs to be set up in Core

Q create job req

Organizations

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Attachments

Compensation

Assign Roles

Summary

Company

Company *

Delta Dental Plan of Michigan, Inc.

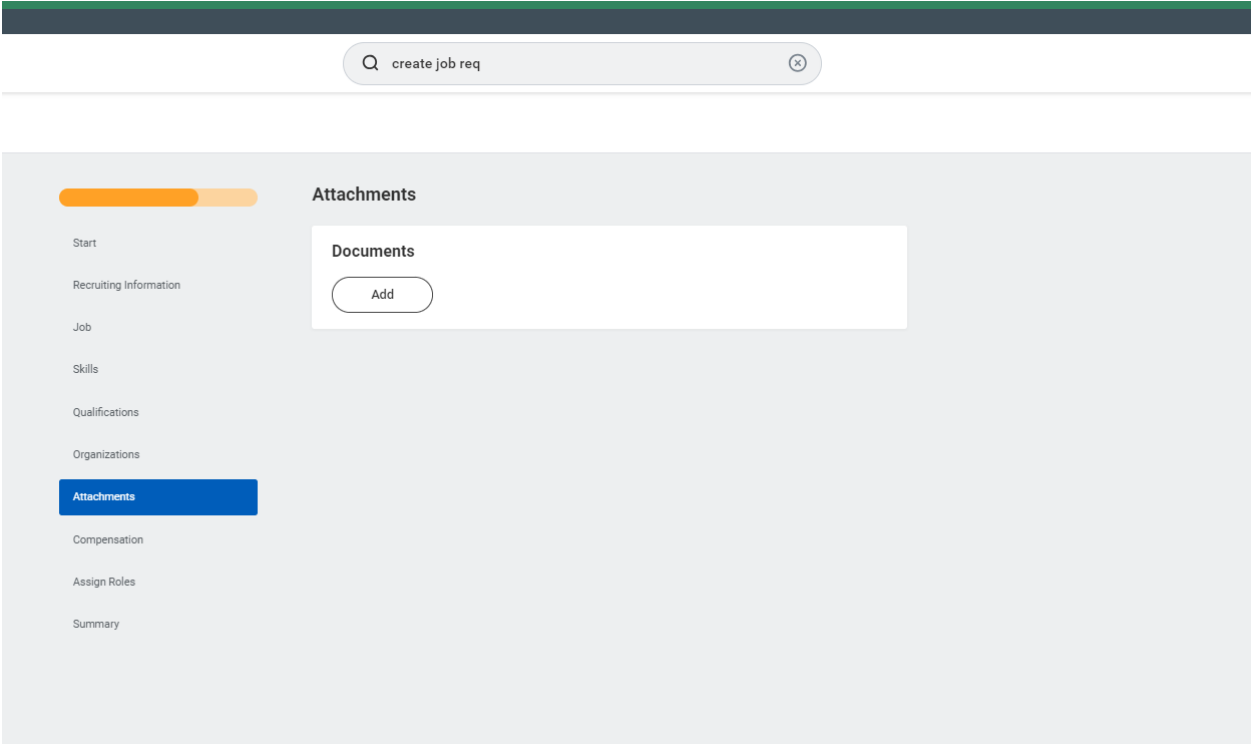
Cost Center

Cost Center *

Corp Audit & Advisory Ser



Can attach documents as backup



Compensation

Step
(empty)

Progression Start Date
(empty)

Salary

Assignment Details

- 60,000.00 USD Annual added

Plan Name

- Salary Plan added

Effective Date

- 01/24/2024 added

Hourly

Allowance

Merit

Assignment Details

- 3.00% Annual added

Plan Name

- Delta Dental of Michigan Merit Plan added

Effective Date

- 01/24/2024 added

Bonus

Assignment Details

- 8% Annual added

Plan Name

- Delta Dental of Michigan Bonus Plan added

Effective Date

- 01/24/2024 added

Commission

Other

Compensation: If Grade Level programmed

Salary can be entered: Advise to add the midpoint as a guideline for the recruiter



Assign Role

Q create job req

Assign Roles

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Attachments

Compensation

Assign Roles

Summary

Role
Primary Recruiter

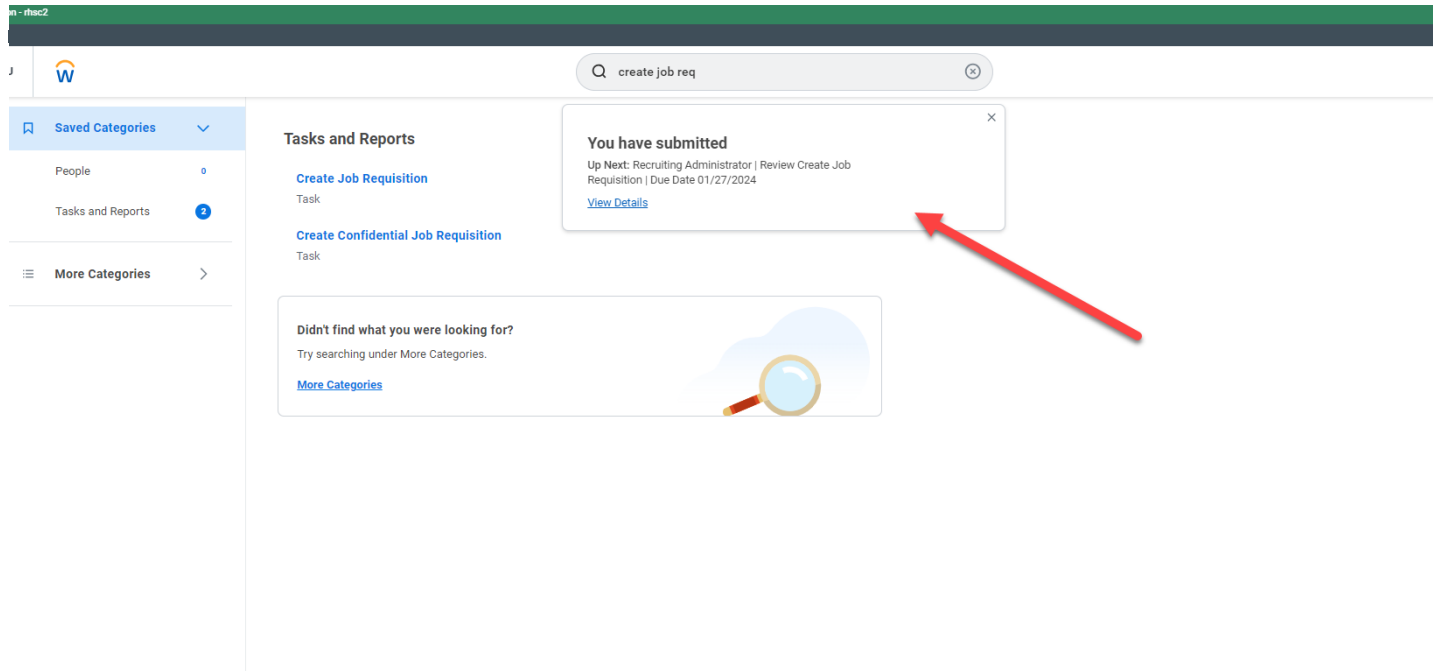
Assigned To
Talent Acquisition Specialist - Taylor Ward

Add

Role: Primary Recruiter must be selected. Note, if there is no recruiting security set up for the employee they cannot be selected. If you want multiple recruiters add name under assigned to. Do Not click on Add.



Review and Submit

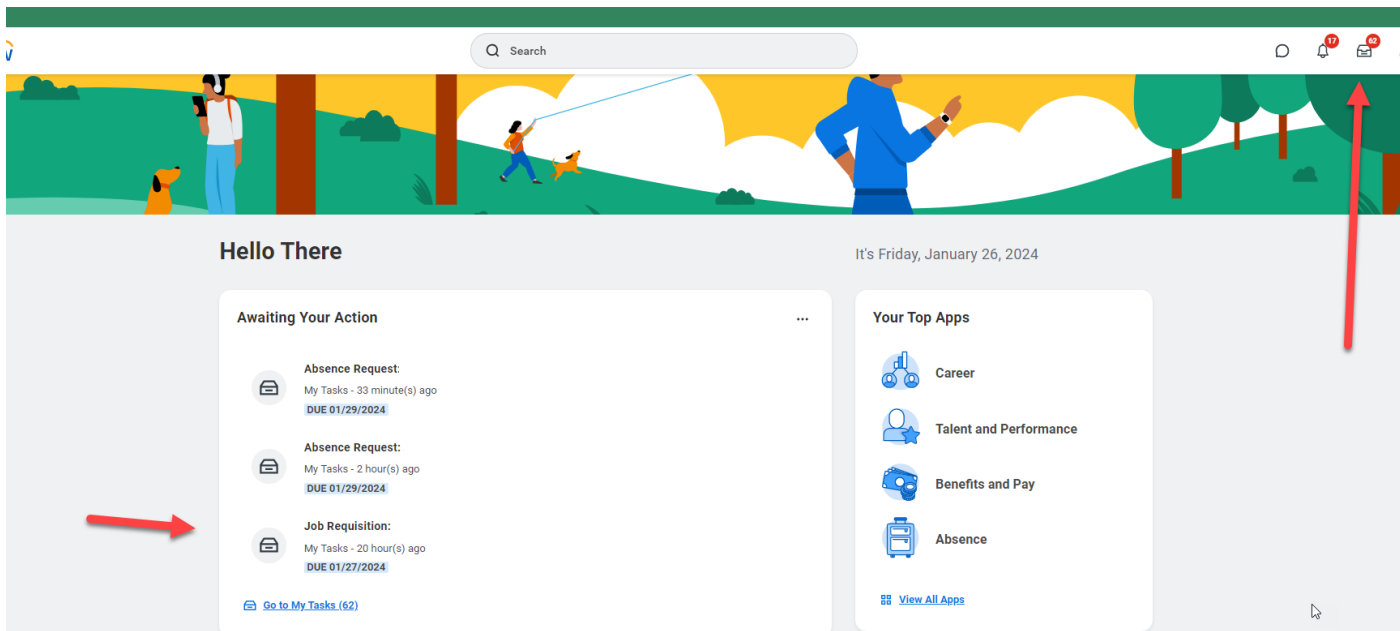


Next step will be sent for approval-DDMI HR



Navigate to Inbox

-Step completed by Maria M for DDMI



Review and approve for accuracy

Review Create Job Requisition

Created: 01/25/2024 | Due: 01/27/2024 | Effective: 01/24/2024

Start

Details

Supervisory Org

Worker Type
Employee

Recruiting Information Guide Me

Recruiting Details

Number of Openings
3

Reason *
Create Job > New Headcount

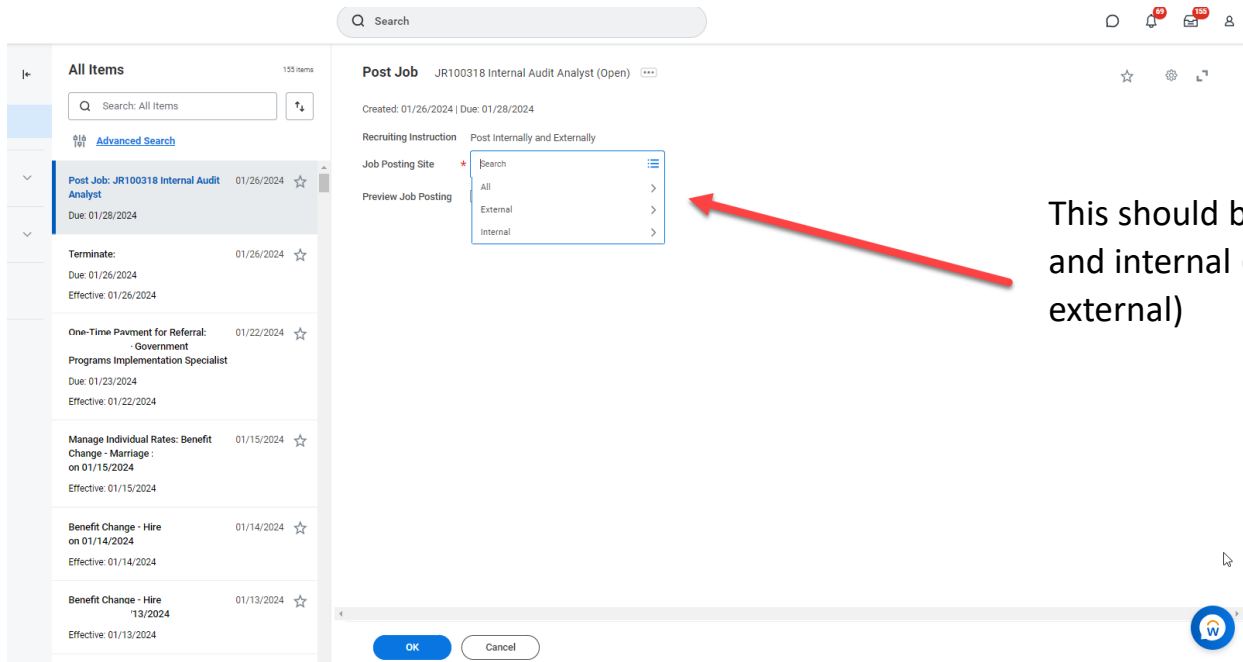
Replacement For

Recruiting Instruction
Post Internally and Externally

[Approve](#) [Send Back](#) [Deny](#) [...](#)



Select where to post



The screenshot shows the Workday Job Posting configuration interface. On the left is a sidebar with a list of items, including 'Post Job: JR100318 Internal Audit Analyst'. The main area displays the configuration for this job posting, with a dropdown menu for 'Job Posting Site' open, showing options: 'All', 'External', and 'Internal'. A red arrow points to the 'Internal' option. Below the configuration are 'OK' and 'Cancel' buttons.

Item Name	Due Date	Effective Date
Post Job: JR100318 Internal Audit Analyst	01/26/2024	01/28/2024
Terminate:	01/26/2024	01/26/2024
One-Time Payment for Referral: Government Programs Implementation Specialist	01/22/2024	01/22/2024
Manage Individual Rates: Benefit Change - Marriage: on 01/15/2024	01/15/2024	01/15/2024
Benefit Change - Hire on 01/14/2024	01/14/2024	01/14/2024
Benefit Change - Hire '13/2024	01/13/2024	01/13/2024

This should be your location and internal (or if posting external)



End date is always the day after end date of posting

*Only post for your location

Post Job JR100318 Internal Audit Analyst (Open) ⋮

2 items

	*Site	*Start Date	End Date	Primary Posting
<input type="checkbox"/>	<input type="text" value="Internal"/>	<input type="text" value="01/26/2024"/>	<input type="text" value="02/01/2024"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="DOMI"/>	<input type="text" value="01/26/2024"/>	<input type="text"/>	<input type="checkbox"/>

enter your comment

Process History Due 01/28/2024

End date is always the day after you would like it posted



Job Requisitions can be found under Jobs Hub section (If a recruiter)

The screenshot displays a user interface with a left-hand menu and a main content area. The menu, titled 'Menu', has two tabs: 'Apps' (selected) and 'Shortcuts'. Under 'Your Saved Order', there is a list of application categories: Talent and Performance, Benefits and Pay, Absence, Personal Information, Pay, Time, Jobs Hub (highlighted with a red arrow), Directory, and Favorites. At the bottom of the menu are 'Add Apps' and 'Edit' buttons. The main content area features a search bar at the top. Below it, the 'Recently Added Jobs' section contains three job cards. Each card displays the job title, location (Okemos, MI and 1 additional location; Indianapolis, IN), full-time status, and a 'View Job' link. The 'Recent Applications' section is currently empty and shows a decorative graphic of a sun and clouds.

Candidates applying for job

These steps will show both what the recruiter will view and what is expected from the candidate.

To view external posting click external posting URL

implementation: r1pac2
On behalf of:

MENU Search

JR100318 Internal Audit Analyst (Open)

Recruiting Start Date 01/24/2024 - 2 days ago
Target Hire Date 01/24/2024 - 2 days ago
Primary Location DDMI - Okemos

0 Review 0 Interviewing 0 Offered

Overview Candidates Details Organizations Qualifications **Job Postings**

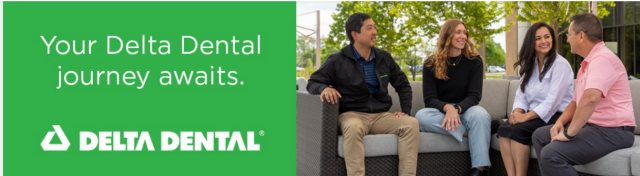
[Post Job](#)

2 items

<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"/>	Internal	Internal	01/26/2024	02/01/2024		Job Application Default Template effective 08/21/2023, 6:32 AM	0		Actions
<input type="checkbox"/>	DDMI	External	01/26/2024			Job Application Default Template effective 08/21/2023, 6:32 AM	0	https://rhc2.wd5.myworkdayjobs-impl.com/Delta_Dental_of_Michigan/job/Okemos-MI/Internal-Audit-Analyst_JR100318	Actions



Website view



Internal Audit Analyst

Apply

This is a hybrid position, both in-office and remote.
Okemos, MI

Full time
Posted Today
JR100318

Job Title:
Internal Audit Analyst

Number of Positions:
3

Location:
Okemos, MI

Location Specifics:
Hybrid Position

Job Summary:
Evaluates processes, transactions, records, metrics, systems, and technology in order to identify and minimize risk, ensure compliance, and improve effectiveness of operations and controls.

Primary Job Responsibilities:

1. Determines or validates accuracy, consistency, and compliance of component and end-to-end transaction processing in one or more business domains using production or test environment simulations, sampling, automated data reviews and analysis, and other methods.
2. Participates in external audits or assessments, including tracking and monitoring requests and gathering responses.
3. Investigates and quantifies impact and risk associated with problems, exceptions, inconsistencies, and opportunities for improvements identified in internal audit.
4. Documents and reports the results of internal and external quality reports, assessments, audits and remediation verification.
5. Documents and reports problems, exceptions, or opportunities for improvements to other departments.
6. Maintains documents and records according to the corporate record retention policies, best practices for audit, and departmental standards.
7. Participates in the evaluation and improvement of audit criteria and procedures, documentation, manuals, and records and assists in the tracking and reporting of departmental dashboard elements.

Perform other related assigned duties as necessary to complete the Primary Job Responsibilities as described above.

Minimum Requirements:

Position requires an associate's degree, technical, vocational, or business school and two years of experience in customer service, dental claims processing, or quality control. Previous experience using audit software and sampling, investigation, or auditing techniques preferred. Will accept any suitable combination of education, training, or experience.

Position requires knowledge of word processing and spreadsheet applications; strong verbal and written communication skills; strong analytical skills; strong organization skills; the ability to work independently and as part of a team; and the ability resolve problems using independent judgment.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

About Us



At Delta Dental, our employees go All In – for themselves, their colleagues, the company and our communities. It's a mindset, feeling and attitude we wrap around all we do. We celebrate diverse thought, encourage innovation and empower employees to take charge of their careers.

Every day we work to improve oral health through benefit plans, advocacy and community support. But oral health isn't an isolated issue. It's connected to public health, education and economic development, and we amplify our mission by making investments that build healthy, smart, vibrant communities for all.

Delta Dental of Michigan, Ohio, and Indiana has been a dental benefits leader for more than 60 years, and today with our affiliates, we are one of the largest dental plan administrators in the country. We offer employees a comprehensive benefits package including medical, dental and vision coverage, short- and long-term disability, life insurance, 401(k) savings plans, flex spending accounts, and tuition reimbursement or educational assistance. Employees are also eligible for annual incentive compensation based on annual business goals.

Additionally, employees receive eight hours of paid volunteer time each year, plus access to an on-staff life coach and personal trainer, virtual lunchtime workouts hosted by the trainer and/or an on-site fitness center.

Delta Dental is an Equal Opportunity Employer.

[Read Less](#)

Follow Us



Internal candidates can view postings here

The screenshot displays the Workday Jobs Hub interface. On the left, a 'Menu' sidebar is visible with a search bar and a list of navigation items: 'Talent and Performance', 'Benefits and Pay', 'Absence', 'Personal Information', 'Pay', 'Time', 'Jobs Hub', 'Directory', and 'Favorites'. A red arrow points to the 'Jobs Hub' item. Below the menu are 'Add Apps' and 'Edit' buttons. The main content area features a search bar at the top, followed by a 'Recently Added Jobs' section. This section contains three job cards: 'Corporate Learning & Development Specialist', 'Contract HR Partner', and 'Human Resources Business Partner'. Each card lists details such as 'Number of Positions', 'Location Specifics', 'Position Job Posting End Date', and 'Compensation Grade'. Below the job cards is a 'Recent Applications' section, which is currently empty and displays a decorative graphic of a sun and clouds.



Internal Candidate: Can view Internal job posting and apply here

The screenshot shows a Workday interface for viewing job posting details. At the top, there is a search bar and navigation icons. The main content area is titled "View Job Posting Details" and "Internal Audit Analyst".

Internal Audit Analyst

Buttons: [Apply](#) (highlighted in blue), [Refer](#), [Create Job Alert](#)

Number of Positions: 3

Location Specifics: Hybrid Position

Job Posting End Date: 02-01-2024

Compensation Grade: 24

Department: Corp Audit & Advisory Ser

Manager Name: Kim McCarthy

Primary Job Responsibilities: Evaluates processes, transactions, records, metrics, systems, and technology in order to identify and minimize risk, ensure compliance, and improve effectiveness of operations and controls.

Primary Job Responsibilities:

1. Determines or validates accuracy, consistency, and compliance of component and end-to-end transaction processing in one or more business domains using production or test environment simulations, verifying, automated data reviews and analysis, and other methods.
2. Participates in external audits or assessments, including tracking and monitoring requests and gathering responses.
3. Investigates and quantifies impact and risk associated with problems, exceptions, inconsistencies, and opportunities for improvements identified in internal audit.
4. Documents and reports the results of internal and external quality reports, assessments, audits and remediation verification.
5. Documents and reports problems, exceptions, or opportunities for improvements to other departments.
6. Maintains documents and records according to the corporate record retention policies, best practices for audit, and departmental standards.
7. Participates in the evaluation and improvement of audit criteria and procedures, documentation, manuals, and records and assists in the tracking and reporting of departmental benchmark elements.

We perform other related assigned duties as necessary to complete the Primary Job Responsibilities as described below.

Minimum Requirements: Position requires an associate's degree, technical, vocational, or business school and two years of experience in customer service, dental claims processing, or quality control. Previous experience using audit software and sampling, investigation, or auditing techniques preferred. Will accept any suitable combination of education, training, or experience.

Position requires knowledge of word processing and spreadsheet applications; strong verbal and written communication skills; strong analytical skills; strong organization skills; the ability to work independently and as part of a team; and the ability to resolve problems using independent judgment.

Job Details

Job Requisition ID: JR100010

Remote Type: Hybrid Position

Location: Okemos, MI

Posting Date: 07/26/2024 - Friday

Time Type: Full time

Job Type: Regular

Supervisory Organization: Kim McCarthy

Hiring Team: Recruiter

Recruiter: Teri Ward

Hiring Manager: Kim McCarthy

[View Team Members](#)

Internal: Internal Audit Analyst



Can sort by clicking on Browse Jobs on the side

select one
Of
postal code

Hiring Manager

-
-
-
-
-

More

Is Evergreen

- False (36)

Job Profile

Management Level

Organization

Primary Location

- DDNC - Raleigh (7)
- Okemos, MI (5)
- DDMI - Okemos (5)
- Indianapolis, IN (4)
- RLHICA - Indianapolis (3)

More

JR100314 | Posting Date: 01/19/2024 | Indianapolis, IN

Director, Training
JR100311 | Posting Date: 01/10/2024 | Indianapolis, IN

Operations Support Specialist
JR100304 | Posting Date: 01/10/2024 | Indianapolis, IN

Group Sales Executive
JR100300 | Posting Date: 01/10/2024 | RENAM_Nevada

Group Sales Executive
JR100294 | Posting Date: 12/15/2023

Team Lead, Document Control
JR100297 | Posting Date: 12/15/2023 | Indianapolis, IN

Customer Service Representative
JR100241 | Posting Date: 12/10/2023 | RLHICA - Indianapolis

Pricing Specialist
JR100296 | Posting Date: 12/08/2023 | Okemos, MI

Software Designer/Implementer
JR100272 | Posting Date: 12/08/2023 | Okemos, MI

Lead Electronic Enrollment Analyst
JR100295 | Posting Date: 12/07/2023 | Okemos, MI

Professional Relations Network Rep
JR100293 | Posting Date: 12/06/2023 | Nashville, TN

Provide Relations Representative
JR100292 | Posting Date: 12/02/2023 | Raleigh, NC

Lead HR Generalist
JR100280 | Posting Date: 12/01/2023 | Lansing, MI



Internal Application (1 of 3)

Apply to Job Internal: Corporate Learning & Development Specialist ⋮

▼ Additional Information

Click the "Go to your profile" button to update your prior work experience and education.

Once you have saved your changes, use the back button on your browser to return to your application or search for the job again to complete your application with the newly entered information.

Contact Information

Recruiters can reach out to you about this application using the public contact information from your worker profile below.

Email

Phone Number

Experience

Add

Replace the Experience information in my profile with this information

Education

Submit

Save for Later

Cancel

Internal Application (2 of 3)

Education

Country *

School *

If you can't find the School, check this box and enter it manually

Degree

Degree Received

Field of Study

First Year Attended

Last Year Attended

Drop files here

or

Select files



Add

Internal Application (3 of 3)

Resume / Cover Letter *

Drop files here

or

Select files

Internal Eligibility

I certify that all information I have provided the company in support of my application for employment is true and accurate.
(Required)

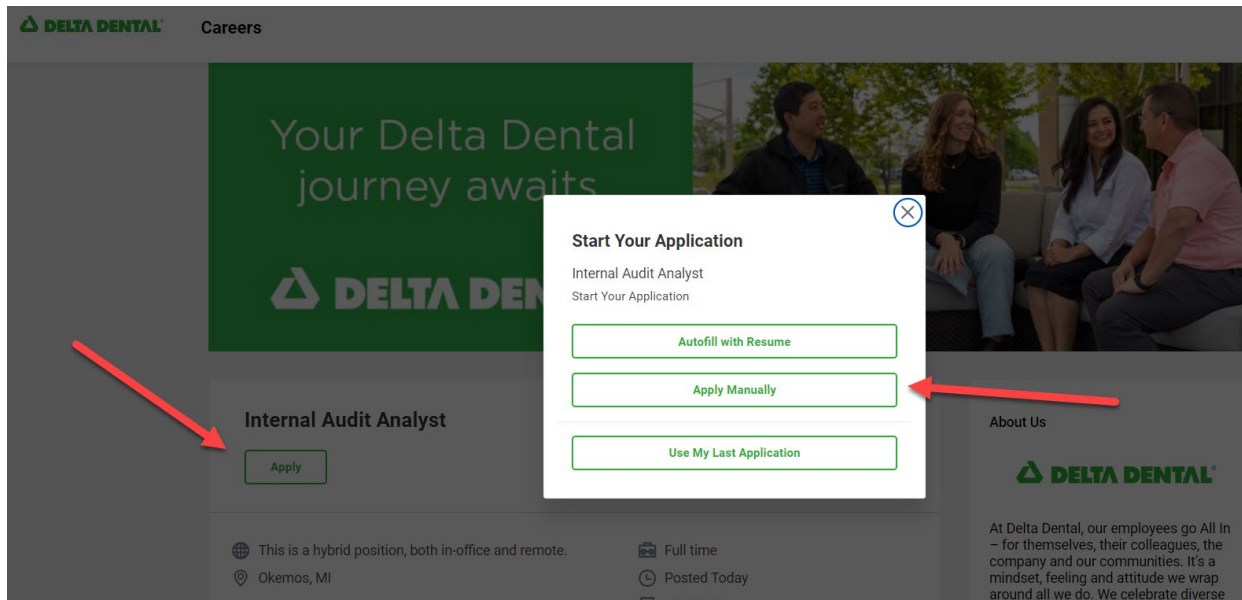
- Yes
- No

Submit

Save for Later

Cancel

External view of application process



Create an Account

Create Account

Password Requirements:

- A lowercase character
- An uppercase character
- A numeric character
- A special character
- A minimum of 8 characters
- An alphabetic character

Email Address

Password

Verify New Password

Create Account

Already have an account? [Sign In](#)

[Forgot your password?](#)

6/4/2024

[← Back to Job Posting](#)

Corporate Learning & Development Specialist

My Information My Experience Application Questions Voluntary Disclosures Self Identify Review

My Information

* Indicates a required field

How Did You Hear About Us?*

Have you ever previously worked for us or any of our affiliates (Delta Dental, Roosevelt Innovations, The 4100 Group, Red Cedar, Renaissance)?*

- Yes
 No

Country*

Legal Name

First Name*

Middle Name

Last Name*

I have a preferred name

Address

Address Line 1*

Address Line 2

City*

State*

Postal Code*

Email Address

Andrew.jack@nomail.com

Phone

Phone Device Type*

Country Phone Code*

Phone Number*

Phone Extension



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36

Applicant questions they will complete

[← Back to Job Posting](#)

Internal Audit Analyst



Application Questions

* Indicates a required field

Please answer questions truthfully and completely.

Are you at least 18 years of age?*

Do you now, or will you in the future, require employer sponsorship to work in the United States?*

The hiring process will consist of a phone interview, manager(s) interview, reference checks, and potential employment assessment. Are you willing to participate in this process?*

Will you relocate if necessary?*

Willingness to Travel*

Salary Requirements*

I certify that all information I have provided the company in support of my application for employment is true and accurate.*

Follow Us

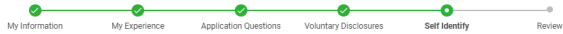


workday

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Back

Save and Continue



Self Identify

* Indicates a required field

Language *

English

Voluntary Self-Identification of Disability

Form
CC-305

OMB Control Number
1250-0005

Expires
04/30/2026

Name *

Employee ID (if applicable)

Date *

MM/DD/YYYY

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dhs.gov/oeofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodegenerative, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below. *

- Yes, I have a disability, or have had one in the past
- No, I do not have a disability and have not had one in the past
- I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1996 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.



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Back Save and Continue



Voluntary Disclosures

* Indicates a required field

Personal Data Statement

Individuals seeking employment are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, or sexual orientation. You are being given the opportunity to provide the following information in order to help us comply with federal and state Equal Employment Opportunity/Affirmative Action record keeping, reporting, and other legal requirements.

Completion of the form is entirely voluntary. Whatever your decision, it will not be considered in the hiring process or thereafter. Any information that you do provide will be recorded and maintained in a confidential file.

We are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. §4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows: A "disabled veteran" is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; a person who was discharged or released from active duty because of a service-connected disability. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12958. Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA. If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are consistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. The information you submit will be kept confidential, except that supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Please confirm your veteran status:

select one

Please select your gender:

select one

Are you Hispanic or Latino?

select one

Please select your race:

select one

Terms and Conditions

ELECTRONIC SIGNATURE NOTICE AND CONSENT

This notice is intended to provide you with important information required by the Electronic Signatures in Global and National Commerce Act (E-Sign Act).

Consent. By entering your name, you consent to submit your employment application and all related forms, documents and information electronically. You further consent to conduct any matters related to the recruiting, application, background check and/or onboarding process electronically. Typing your name in the textbox under or on a form, entering your login password, and clicking on "Submit" will constitute your electronic signature.

Right to Withdraw Your Consent: You have the right to withdraw your consent to receive disclosures and submit information electronically, if you choose to withdraw your consent, the application process will be terminated. You may withdraw your consent by contacting the Company.

Yes, I have read and consent to the terms and conditions. *

Follow Us



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Back Save and Continue

Candidate will complete required fields and will review the confirmation page

The image shows two overlapping screenshots from a Workday job application system. The background screenshot is a candidate dashboard for 'Tyron Walker' with the following sections:

- Welcome, Tyron Walker**
- My Tasks:** You have no tasks.
- My Applications:** A table with 1 active application.
- About Us:** Delta Dental logo and a 'Read More' link.

The foreground screenshot is the 'Internal Audit Analyst' application review page, showing a progress bar and the following sections:

- Review** (Progress bar: My Information, My Experience, Application Questions, Voluntary Disclosures, Self Identify, Review)
- My Information:** How Did You Hear About Us?, Have you ever previously worked for us or any of our affiliates (Delta Dental, Roosevelt Innovations, The 4100 Group, Red Cedar, Renaissance)?, Legal Name (Tyron Walker), Address (123 Shaw Lane, East Lansing, MI 48823, United States of America), Email (jobtest@gmail.com), Phone ((517) 889-5566 (Mobile)).
- My Experience:** Work Experience 1: Basketball Player at Michigan State University, East Lansing, MI, starting 1/2020.
- Education:** Education 1: Michigan State University, Some college, Kinesiology.
- Languages:** No Response.
- Resume/CV:** TEST Resume.pdf (25.4 KB).



Recruiter view

JR100318 Internal Audit Analyst (Open)

Recruiting Start Date: 01/24/2024 - 2 days ago
Target Hire Date: 01/24/2024 - 2 days ago
Primary Location: DDM - Okemos

2 Review | 0 Interviewing | 0 Offered

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

Candidates | Compare Candidates for Job Requisition

All Active Candidates | Awaiting Action | Extend My Search


2 Review | Screen | Interview | Offer | Background Check | Ready for Hire

No Filters Applied | Saved Filters: select one

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Task Name	Date Applied	Source	Resume	Current Title	Current Company as Text	Jobs Applied to	Added by
	Review	Review	1	Review Decision	01/26/2024	Campus -> College/University	TEST+Resume.pdf	Basketball Player	Michigan State University	1	External Career Site
	Review	Review	1	Review Decision	01/26/2024	Internal -> Current Employee	TEST Resume.pdf			1	

Move Forward | Decline | Send Message | ...

Select next steps for candidate

MENU 

Get the Workday Mobile App
Your Organization ID: rhsc2

For: JR100318 Internal Audit Analyst

Actions

Phone Email Resume

Summary Overview Attachments Questionnaire Results Interview Screening Employment Offer Personal Notes Recruiting History Activity Reminders

Phone Number Email Location Jobs Applied to 1

Job Application Details

Job Requisition JR100318 Internal Audit Analyst (Open)
Location DDMI - Okemos
Date Applied 01/26/2024 02:20:49 PM
Source Campus -> College/University
Hiring Manager
recruiter

In Progress 1 Item

Step	Awaiting Me	Awaiting
Review	Review Decision	1

Active Job Applications (1)

18 Internal Audit Analyst (C100151)
Location: DDMI - Okemos | Date Applied: 01/26/2024
Review

Review

Actions

Decline These Applications

Work History

Current Job 4 years Total Jobs 1 Total Experience 4 years

Experience

Michigan State University
Basketball Player | January 2020 - Current (4 years, 1 month) | East Lansing

- Recruiter Phone Screen
- Manager Review
- Assessment
- Schedule Interview

Move Forward Decline Timeline View All

Michigan State University
Some college | Kinesiology

Education


Michigan State University
Some college | Kinesiology

Languages

none entered

Websites

none entered




Phone screen

Complete Questionnaire Recruiter Phone Screen for Screen: Tyson Walker - JR100318 Internal Audit Analyst (C100151) ⋮

Recruiter Phone Screen

- Select Date of Phone Screen
- Enter Name of Recruiter that completed the Phone Screen
- Select Recommend or Do Not Recommend

Date:
 

Recruiter Name

Please make a determination on the next steps for this candidate.

Recommend
 Do not recommend



Manager review

JR100318 Internal Audit Analyst (Open)

Recruiting Start Date: 01/24/2024 - 2 days ago
 Target Hire Date: 01/24/2024 - 2 days ago
 Primary Location: DMI - Okemos

You have submitted
 Up Next: Internal Audit Analyst (C100151) - Screen Candidate | Due Dat...
[View Details](#)

1 Review | 0 Interviewing | 0 Offered

Candidates | Compare Candidates for Job Requisition

All Active Candidates | Awaiting Action | Extend My Search

1 Review | 1 Screen | Assessment | Interview | Offer | Background Check | Ready for Hire

No Filters Applied | Saved Filters: select one


2 items | Overview | Contact | Questions | Experience | Resume

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Task Name	Date Applied	Source	Resume	Current Title	Current Company as Text	Jobs Applied to	Added by
<input type="checkbox"/>	Manager Review		1	Screen Candidate	01/26/2024	Campus -> College/University	TEST+Resume.pdf	Basketball Player	Michigan State University	1	External Career Site
<input checked="" type="checkbox"/> Emma Lalumendre	Review	Review	1	Screen Candidate	01/26/2024	Internal -> Current Employee	TEST Resume.pdf			1	Emma Lalumendre

Move Forward | Decline | Send Message | ...






Will also show in Inbox



Here's What's Happening It's Friday, January 26, 2024

Awaiting Your Action ...

-  **Manager Review:** JR100318 Internal Audit Analyst (C100151)
My Tasks - 5 minute(s) ago
DUE 01/28/2024
-  **Compensation Review: BB 12.06.23 Test 2 - Annual Merit Review for**
My Tasks - 1 month(s) ago
-  **Compensation Review: BB 12.06.23 Test 1 - Annual Bonus Review for**
My Tasks - 1 month(s) ago


[Go to My Tasks \(14\)](#)


Important Dates

- FEB **1** Birthday 🎂
- FEB **6** Anniversary 🌟
- FEB **20** Birthday 🎂

[Go to Team Calendar](#)

Your Top Apps

-  My Team Management



Manager: Click on proceed or do not proceed

The screenshot displays the Workday Manager interface. On the left, a sidebar contains navigation options: My Tasks, All Items (selected), Saved Searches, Filters, Archive, Bulk Approve, and Manage Delegations. The main content area shows a list of tasks under 'All Items'. The first task is 'Manager Review: JR100318 Internal Audit Analyst (C100151)' with a due date of 01/28/2024. Below it are several 'Compensation Review' tasks and 'Performance Discussion' tasks. An 'Actions' menu is open over the first task, listing options like Summary, Overview, Attachments, Interview, Screening, Employment Offer, Personal Notes, Recruiting History, Activity, and Reminders. A sub-menu is visible at the bottom of the 'Actions' menu, containing 'Proceed', 'Do Not Proceed', and 'Move Forward'. The right side of the interface shows a detailed view for the selected task, including contact information, job application details, active job applications, work history, experience, education, and languages.



If completing an assessment: Log assessment date, any comments and type of assessment

The screenshot shows a web application interface for managing candidate assessments. The main content area is titled "Assess Candidate" and includes the following details:

- Created: 01/26/2024 | Due: 01/28/2024
- Jobs Applied to: 1
- Hiring Manager: Recruiter
- Action Required: Assessment

Three form fields are highlighted with orange boxes:

- Source:** A dropdown menu with radio button options for "Success", "Fail", and "Incomplete".
- Overall Date:** A text input field with a red asterisk indicating it is required.
- Overall Status:** A dropdown menu with a search icon and a list icon.

Below these fields is a "Comment" text area. At the bottom of the form, there are three buttons: "Submit", "Save for Later", and "Cancel".

The left sidebar contains navigation options: My Tasks, All Items (155 items), Saved Searches, Filters, Archive, Bulk Approve, and Manage Delegations. The "All Items" section is currently selected, showing a list of tasks with details like "Assess Candidate: JR100318 Internal Audit Analyst (C100151)" and various due and effective dates.

Interview or create an offer

Implementation - rhsc2

MENU

Search

Phone Number

Email

Location

Jobs Applied to 1

Job Application Details

Job Requisition JR100318 Internal Audit Analyst (Open)

Location DDMI - Okemos

Date Applied 01/26/2024 02:20:49 PM

Source Campus -> College/University

Active Job Applications (1)

8 Internal Audit Analyst (C100151)
Location: UUMI - Ukemos | Date Applied: 01/26/2024

Assessment Decision

Assessment

Actions

Decline These Applications

Work History

Current Job 4 years Total Jobs 1 Total Experience 4 years

Experience

Michigan State University
Basketball Player | January 2020 - Current (4 years, 1 month) | East Lansing

Played Basketball

Education

Michigan State University
Some college | Kinesiology

Languages

none entered

Websites

none entered

Interview
Create Offer

Move Forward

Decline

Timeline View All

In Progress 1 item			
	Step	Awaiting Me	Awaiting
Q	Assessment	Make Assessment Decision	1

Scheduling an interview

Conference rooms can be added

Schedule Interview JR100318 Internal Audit Analyst (C100151)

Signed in to Microsoft Outlook as: N
[Sign Out](#)

Date *
01/29/2024

Time Zone *
GMT-05:00 Eastern Time (New York)

1 item

Order	*Interviewers	*Duration (in minutes)	Interview Type	Notes
+	x	60	x In Person	

Room Selection






Use Same Location or Room

Rooms
x OK - B1 - 1st Floor - HR 1

Overall Comment

[Next](#) [Cancel](#)

Review and click *Schedule*



MENU  Search    

Schedule Interview





JR100318 Internal Audit Analyst (C100151)


Time Zone
GMT-05:00 Eastern Time (New York)

Today < > Monday, January 29, 2024 Day ▾

8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM
 8:00 AM - 2:30 PM Busy							2:30 P Tentat	3:00 PM - 4:00 P Busy						
 OK - B1 - 1st Floor - HR 1														

< >



Review, add manager who will be completing interview, and click *OK*

The screenshot shows a 'Schedule Interview' modal form overlaid on a calendar interface. The modal form contains the following fields and options:

- Title:** JR100318 Internal Audit Analyst (C100151)
- Time Zone:** GMT-05:00 Eastern Time (New York)
- Interviewers:** A dropdown menu with a plus icon.
- Start Time:** 01/29/2024 and 08:00 AM
- Duration (in minutes):** 60
- Available Rooms:** A dropdown menu with 'OK - B1 - 1st Floor - HR 1' selected.
- Buttons:** 'OK' (blue) and 'Cancel' (white).

The background calendar shows a busy slot from 8:00 AM to 2:30 PM on Monday, January 29, 2024. At the bottom of the calendar, there are buttons for 'Schedule', 'Back', 'Next', and 'Cancel'.



Don't click on *Open* until feedback is completed by Manager- this is who will be on the meeting notice

Job Requisition Workspace Summary View

Candidates Details

Active (2) Inactive (0)

1 Review | Screen | Assessment | 1 Interview | Offer | Background Check | Ready for Hire

No Filters Applied | Saved Filters: select one

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Task Name	Date Applied	Source	Resume	Current Title	Current Company as Text	Jobs Applied to	Address
	Interview	Open	2	Complete Questionnaire, Manage Interview Feedback by Primary Recruiter	01/26/2024	Campus -> College/University	TEST-Resume.pdf	Basketball Player	Michigan State University	1	Ext...
	Review	Review	1	Review Decision	01/26/2024	Internal -> Current Employee	TEST Resume.pdf			1	Emr...

Move Forward | Decline | Send Message | ...



Send meeting invite

Cancel Meeting Teams Meeting Response Options Show As: Busy Reminder: 15 minutes Categorize View Templates

Attendee responses: 1 accepted, 0 tentatively accepted, 0 declined.
This appointment conflicts with another one on your calendar.

Send Update

Title: Interview with (C100151) for JR100318 Internal Audit Analyst

Required: OK - B1 - 1st Floor - HR 1

Optional:

Start time: Mon 1/29/2024 8:00 AM All day Time zones

End time: Mon 1/29/2024 9:00 AM [Make Recurring](#)

Location: [Room Finder](#)

Note: Manager name included but if video you need to forward meeting notice to candidate



Candidate to complete questionnaire

DELTA DENTAL Careers jobtest@gmail.com

Home Search for Jobs **Candidate Home** Job Alerts

Welcome,

My Tasks

Thank you for applying. Please review the checklist below to complete any assigned tasks related to your job application.

To Do (1) Completed (0)

Task	Job Title	Job Req	Task Status	Date Assigned	Action
Complete Questionnaire	Internal Audit Analyst	JR100318	Not Started	January 26, 2024	Start

About Us

At Delta Dental, our employees go All In – for themselves, their colleagues, the company and our communities. It's a mindset, feeling and attitude we wrap around all we do. We celebrate diverse thought, encourage innovation and

[Read More](#)

My Scheduled Events

[JR100318 Internal Audit Analyst](#)
January 29, 2024 | 8:00 – 9:00 AM EST

My Applications


As we are evaluating your qualifications, we may contact you to provide additional information. Thank you for your interest in joining our team!

Active (1) Inactive (0)



Job Title	Job Req	My Application Status	Date Submitted	Action
Internal Audit Analyst	JR100318		January 26, 2024	...



Example of Application

 Careers Home Search for Jobs Candidate Home Job Alerts

Your Delta Dental journey awaits.



Please answer questions truthfully and completely.

Do you have relatives employed by the company? *

Are you related to a dental professional? *

Have you ever been convicted of anything other than a minor traffic citation? *

Are you physically and mentally able to perform the essential duties of the job for which you are applying, either with or without reasonable accommodation? *


Have you ever been discharged or forced to resign from any previous employment? *

Please explain any gap in employment (enter NA if not applicable) *

CERTIFICATION AND RELEASE A person with a disability requiring accommodation for completing the application process or for purpose of employment should provide notice as soon as possible. (Michigan) Any such request must be made in writing to the Company's Human Resources Department within 182 days after the need for accommodation is known or reasonably should have been known and the failure to make such a written request will prevent the person from alleging a violation of the accommodation requirement that may otherwise be imposed under the law of the State of Michigan. The Company is an Equal Opportunity Employer. It is the policy of the Company to afford equal employment opportunity regardless of a person's race, religion, color, national origin, sex, age, disability, genetic information, marital status, height and weight. I understand that my employment at the will of the Company, which means that the Company has the right to discharge me or lay me off at any time, with or without cause, and with or without notice. It is expressly agreed and understood that this is the entire agreement between the Company and myself on the subject of discharge, termination and/or sever. and that this agreement may be changed only by an agreement in writing signed by the President of the Company and addressed specifically to me. 2. I hereby authorize a drug screening and an investigation of my credit history, criminal history, past employment activities and statements contained in this application and specifically authorize the Company and its agents to consult with all third parties with whom or which I have been associated concerning any history and qualifications, or with all third parties who may have information bearing thereon and to receive and utilize any information which may be material to my history and qualifications. I hereby release all third parties who provide information to the Company with or without notice to me, from all liability for the furnishing of any information bearing on my history and qualification, in connection with any such request. I further authorize and release the Company from all liability for forwarding to any other entity to which I may apply for employment, any information concerning me and/or my history and qualifications as the Company has at the time of my application for employment or hereafter acquires. I further release from all liability all third parties for any statements made or any actions taken in connection with this application or any other applications made simultaneously herewith, or in connection with any other form of review of my history and qualifications. I hereby waive all notices regarding the release of any disciplinary reports, letter of reprimand, or other disciplinary actions, to which I may otherwise be entitled under any applicable state law. 3. I will hold in the strictest confidence and will not disclose directly or indirectly to any unauthorized persons, without first obtaining written permission from the Company, any confidential information concerning the Company including, but not limited to the Company's business model, corporate structure, strategies, affiliations, projects, plans, designs, trademarks, copyrights, patents, inventions, trade secrets, claim processes, sales promotions, customer list, customer data (including protected health information), financial statements, supplier lists and marketing. I hereby understand and acknowledge that my agreement to maintain the confidentiality of said confidential information shall survive the termination of any relationship with the Company. In the event of a breach of this provision, I consent to the entry of a temporary restraining order and preliminary injunction by a court of competent jurisdiction and understand that the Company may seek further remedies against me including, but not limited to, the recovery of monetary damages. 4. I certify that all information submitted by me in this application is true and complete and understand that if any such information is found to be false or otherwise incorrect, it may result in rejection as an applicant or discharge from employment. 5. Except as provided in paragraph 6 above, I agree that any claims arising out of, or in connection with, any aspect of employment with the Company, or any termination thereof, including, but not limited to, any claim for tort, breach of express or implied contract, alleged civil rights violations, employment discrimination of any kind including on the basis of any protected category under federal or state law, retaliation, wrongful discharge, entitlement to overtime pay, and sexual harassment, shall be exclusively subject to binding arbitration, in accordance with the Employment Dispute Rules of the American Arbitration Association. 6. I AGREE THAT ANY ARBITRATION ACTION OR SUIT AGAINST THE COMPANY ARISING OUT OF MY EMPLOYMENT OR TERMINATION OF EMPLOYMENT, INCLUDING, BUT NOT LIMITED TO, CLAIMS ARISING UNDER STATE OR FEDERAL CIVIL RIGHTS STATUTES, MUST BE BROUGHT WITHIN 180 DAYS OF THE EVENT GIVING RISE TO THE CLAIMS OR BE FOREVER BARRED. I WAIVE ANY LIMITATION PERIODS TO THE CONTRARY. I UNDERSTAND THAT MY AGREEMENT HEREIN CONSTITUTES A WAIVER OF MY RIGHT TO ADJUDICATE SUCH CLAIMS AGAINST THE COMPANY IN STATE AND FEDERAL COURTS. 7. This arbitration agreement does not (i) constitute a waiver of employee's collective rights under Section 7 of the National Labor Relations Act including the employee's right concertedly to pursue any covered claim before a state or federal court on a class, collective, or joint action basis; (ii) that the Company recognizes the employees' right concertedly to challenge the validity of the forum waiver agreement upon such grounds as may exist at law or in equity; and (iii) that no employee will be disciplined, discharged, or otherwise retaliated against for exercising their right under Section 7. I further understand that: (1) The arbitrator may fashion relief as permitted by applicable law or statute, including the award of damages available there under. (2) This arbitration agreement shall not be construed so as to deprive either me or the Company of any substantive right, remedy, or course available under any applicable state or federal statute. (3) This arbitration agreement shall be construed so as to provide me and the Company (a) the right to representation by counsel, (b) reasonable discover; (c) a fair hearing in the state of employment; (d) a neutral arbitrator; and (e) a written arbitration decision with conclusions of law; and (f) the decision of the arbitrator shall be final and binding on me and the Company, and that judgment upon the award rendered by the arbitrator may be entered and is enforceable by a court of competent jurisdiction. I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I acknowledge and agree that my actions in checking boxes agreeing to statements in this application and the typing of my name in this application constitute my electronic signature, in accordance with all federal and state laws governing the legal and binding effectiveness of electronic signatures. ELECTRONIC SIGNATURE: Please type your name in the box directly below exactly as you entered it on your application. I hereby state this statement is true to the best of my knowledge.

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Scheduling an Interview


On behalf of: Kim McCarthy

MENU  Search

JR100318 Internal Audit Analyst (Open)

Recruiting Start Date 01/24/2024 - 2 days ago 

Target Hire Date 01/24/2024 - 2 days ago 

Primary Location  DDMI - Okemos

1 Review | 1 Interviewing | 0 Offered

Overview Candidates **Details** Organizations Qualifications Job Postings



Details Requisition Compensation Interview Team

Requisition Details


Job Requisition	JR100318 Internal Audit Analyst (Open)
Supervisory Organization	
Number of Openings	3 available 0 unavailable 0 filled 3 total
Positions	Internal Audit Analyst (Unfilled) Internal Audit Analyst (Unfilled) Internal Audit Analyst (Unfilled)
Referral Payment Plan	Referral Bonus
Available For Hire	Yes
Hiring Freeze	No
Requester	Taylor Ward


Hiring Requirements

Job Details

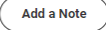
Job Profile	Internal Audit Analyst
Job Families for Job Profiles	(empty)
Worker Sub-Type	Regular
Worker Type	Employee
Time Type	Full time
Employee Contract Type	(empty)
Compensation Grade	24
Primary Location	 DDMI - Okemos
Primary Job Posting Location	 Okemos, MI

Notes






No notes yet.

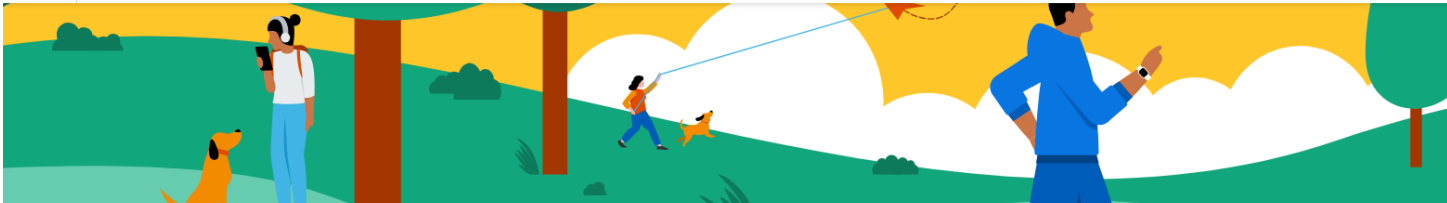


Notes can be completed here but should only be completed by recruiters

Check Inbox




resentation - rhsc2

MENU 



Good Afternoon, On Behalf of: It's Friday, January 26, 2024

Awaiting Your Action

-  **JR100318 Internal Audit Analyst (C100151) by**
My Tasks - 19 minute(s) ago
-  **Compensation Review: BB 12.06.23 Test 2 - Annual Merit Review for**
My Tasks - 1 month(s) ago
-  **Compensation Review: BB 12.06.23 Test 1 - Annual Bonus Review fo**
My Tasks - 1 month(s) ago

[Go to My Tasks \(14\)](#)

Important Dates

- FEB 1** Birthday 🎂
- FEB 6** Anniversary ☆
- FEB 20** Birthday 🎂

[Go to Team Calendar](#)



Manager will need to send feedback

The screenshot displays the Workday interface for managing interview feedback. On the left, a list of items is shown under 'All Items' (155 items). The selected item is 'Interview: JR100318 Internal Audit Analyst (C100151)' with a due date of 01/26/2024. The main panel shows details for 'Manage Interview Feedback' for 'JR100318 Internal Audit Analyst (C100151)'. A red arrow points to the 'Send Back' button, which is highlighted with an orange box. Below it are 'Submit' and 'Cancel' buttons. A 'Return to selected item' link is visible at the top of the main panel.

All Items 155 items

Search: All Items

[Advanced Search](#)

Interview: JR100318 01/26/2024 ☆

Internal Audit Analyst (C100151)

Requires your attention as information has been ch...

Terminate: 01/26/2024 ☆

Due: 01/26/2024

Effective: 01/26/2024

One-Time Payment for Referral: 01/22/2024 ☆

Government

Programs Implementation Specialist

Due: 01/23/2024

Effective: 01/22/2024

Manage Individual Rates: Benefit 01/15/2024 ☆

Change - Marriage :

on 01/15/2024

Effective: 01/15/2024

[Return to selected item](#)

Manage Interview Feedback - JR100318 Internal Audit Analyst (C100151) ⋮

☆ ⚙️ ↗️

Created: 01/26/2024

📞 (517) 889-5566 (Mobile)

✉️ jobtest@gmail.com

Jobs Applied to 1

Stage Interview

Source Campus -> College/University

Hiring Manager

Recruiter



Manager provides feedback

Note:

Feedback is not sent to manager until interview is completed

Interview Details

Time Zone GMT-05:00 Eastern Time (New York)

Start Time 01/26/2024 08:00 AM

End Time 01/26/2024 09:00 AM

Notes (empty)

Overall Feedback

Overall Rating *

select one

select one

4 - Recommend for a different Position

3 - Highly Recommend

2 - Recommend

1 - Do not Recommend

Process History



Give Interview Feedback
Analyst (C10015)

Submit

Save for Later

Cancel

Click on *Move Forward* to make an offer

Overview **Candidates** Details Organizations Qualifications Job Postings

Candidates Compare Candidates for Job Requisition

All Active Candidates Awaiting Action Extend My Search

1 Review -- Screen -- Assessment 1 Interview -- Offer -- Background Check -- Ready for Hire

No Filters Applied Saved Filters select one

2 Items Overview Contact Questions Eligibility Experience Resume

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Task Name	Date Applied	Source	Resume	Current Title	Current Company as Text	A
<input type="checkbox"/>		Interview	Interview Decision	1	● Make Interview Decision	01/26/2024	Campus -> College/University	TEST+Resume.pdf	Basketball Player	Michigan State University	
<input type="checkbox"/>		Review	Review	1	● Review Decision	01/26/2024	Internal -> Current Employee	TEST Resume.pdf			

Move Forward Decline Send Message ...



Fill out mandatory* items

Initiate Offer for JR100318 Internal Audit Analyst

Start

Compensation

One-Time Payment

Summary

Start

Details

Target Hire Date (Job Requisition)
01/24/2024

Hire Date *
01/29/2024

Hire Reason *
Hire Employee > New Hire

Location *
DDMI - Okemos

Document Language
English (United States)

Establishment
1 - DDMI Okemos

Job Details

Job Profile
Internal Audit Analyst

Business Title *
Internal Audit Analyst

Working Time

Location Weekly Hours
40

Default Weekly Hours
40

Scheduled Weekly Hours
40

FTE
100%

Change Salary only. If other items wrong, get with CORE



Can add one time payment, if needed

The screenshot shows the 'Initiate Offer' page for Tyson Walker (C100151) in the Workday system. The page is titled 'Initiate Offer for Tyson Walker (C100151) JR100318 Internal Audit Analyst'. The 'One-Time Payment' section is highlighted with an orange box. It contains a 'Summary' table and a 'Payment' table.

Summary	
Effective Date *	01/29/2024
Employee Visibility Date	
Reason	
Total Amount Requested	0.00 USD

Payment	
<input type="button" value="Add"/>	



Initiate Offer for

JR100318 Internal Audit Analyst

- Start
- Compensation**
- One-Time Payment
- Summary

Compensation

Total Base Pay

Total Base Pay
• 60,000.00 USD Annual added

Guidelines

Total Base Pay Range
• 49,500.00 - 79,200.00 USD Annual added

Compensation Package
• General Compensation Package added

Grade
• 24 added

Grade Profile
• Salary added

Step
(empty)

Progression Start Date
(empty)

Salary

Assignment Details
• 60,000.00 USD Annual added

Plan Name
• Salary Plan added

Effective Date
• 01/29/2024 added

Add

Hourly

Add

Allowance

Add

Merit

Assignment Details
• 3.00% Annual added

Plan Name
• Delta Dental of Michigan Merit Plan added

Effective Date
• 01/29/2024 added

Add

Bonus

Assignment Details
• 8% Annual added

Plan Name
• Delta Dental of Michigan Bonus Plan added

Effective Date
• 01/29/2024 added

Add

Commission

Add

Other

Add

Initiate offer



Create offer letter

The screenshot displays the Workday user interface for a candidate profile. The left sidebar contains navigation options: Summary, Overview, Attachments, Questionnaire Results, Interview, Screening, Offer, Personal Notes, Recruiting History, Activity, and Reminders. The main content area is divided into several sections:

- Phone Number**: Includes fields for Phone Number, Email, Location, and Jobs Applied to (1).
- Active Job Applications (1)**: Shows a job application for "8 Internal Audit Analyst (C100151)" at "DDMI - Okemos" with a date applied of "01/26/2024". An "Offer" status is indicated. A red arrow points to the "Exempt Offer Letter" button within this section.
- Work History**: Displays "Current Job 4 years", "Total Jobs 1", and "Total Experience 4 years".
- Experience**: Lists "Michigan State University Basketball Player | January 2020 - Current (4 years, 1 month) | East Lansing" and "Played Basketball".
- Job Application Details**: Provides information such as "Job Requisition: JR100318 Internal Audit Analyst (Open)", "Location: DDMI - Okemos", "Date Applied: 01/26/2024 02:20:49 PM", and "Source: Campus -> College/University".
- In Progress**: A table showing the current step in the process.
- Education**: Lists "Michigan State University" and "Some college | Kinesiology".
- Languages**: Shows "none entered".
- Websites**: Shows "none entered".

Step	Task	Awaiting Me	Awaiting
Offer	Exempt Offer Letter	Generate Document	1



Update letter format, if needed

Exempt Offer Letter Source Offer

File Edit Format Insert Layout

Paragraph 12 B I U A

East Lansing, MI 48823

Dear Tyson,

We at (Delta Dental Plan of Michigan, Inc.) are pleased to offer you the (Internal Audit Analyst) position in our (Corp Audit & Advisory Ser) department. As discussed, your starting annual base salary will be (\$60,000.00).

In addition to your base salary, (Delta Dental Plan of Michigan, Inc.) Annual Incentive Compensation Plan provides you with an annual incentive target opportunity of (8) % of your annualized base salary, based on the achievement of corporate and individual performance goals. If earned, your annual incentive award will be based on your compensated hours from your hire date through December 31.

This offer of employment is contingent upon successful completion of a background check and drug screening. As with all exempt and non-exempt employees of (Delta Dental Plan of Michigan, Inc.), your employment will be At-Will.

Also as discussed, your tentative start date will be (January 29, 2024) in compliance with the Immigration Reform and Control Act, you must also present us with documents, which identify you and indicate you are eligible to work in the United States. This must be done within three days of hire.

Once again, congratulations! If you have any questions, please feel free to contact me at (517-347-5820).

Sincerely,

(Tyson Hertz) Talent Acquisition Specialist

enter your comment

Proces:

Ti Exempt Offer Letter- Awaiting Action

Submit Save for Later Cancel

workday

Green font pulls from requisition. If incorrect, req or core needs to be corrected

Recruiter: Review and then *Submit*

Preview

1 of 1

DELTA DENTAL

January 26, 2024

Dear

We at Delta Dental Plan of Michigan, Inc. are pleased to offer you the Internal Audit Analyst position in our Corp Audit & Advisory Ser department. As discussed, your starting annual base salary will be \$60,000.00.

In addition to your base salary, Delta Dental Plan of Michigan, Inc. Annual Incentive Compensation Plan provides you with an annual incentive target opportunity of 8% of your annualized base salary, based on the achievement of corporate and individual performance goals. If earned, your annual incentive award will be based on your compensated hours from your hire date through December 31.

This offer of employment is contingent upon successful completion of a background check and drug screening. As with all exempt and non-exempt employees of Delta Dental Plan of Michigan, Inc., your employment will be At-Will.

Also as discussed, your tentative start date will be January 29, 2024. In compliance with the Immigration Reform and Control Act, you must also present us with documents, which identify you and indicate you are eligible to work in the United States. This must be done within three days of hire.

Once again, congratulations! If you have any questions, please feel free to contact me at 517-347-5820.

enter your comment

Process History

Submit Save for Later Cancel

workday®

Comp partner to review awaiting task

The screenshot shows the Workday dashboard interface. At the top, there is a navigation bar with a 'MENU' button, the Workday logo, a search bar, and notification icons. Below the navigation bar is a decorative banner with an illustration of people in a park. The main content area is titled 'Here's What's Happening' and shows the date 'It's Friday, January 26, 2024'. A red arrow points to the 'Awaiting Your Action' section, which contains three tasks: 'Offer for Job Application: - JR100318 Internal Audit Analyst (C100151)', 'Absence Request', and 'Absence Request: |'. To the right, there is an 'Important Dates' section with 'JAN 31 Anniversary', 'FEB 19 Anniversary', and 'FEB 20 Birthday'. Below that is a 'Your Top Apps' section with 'My Team Management'. The Workday logo is visible in the bottom right corner of the dashboard area.



Review and *Submit (if approved)* Don't Accept if update is needed

Search

Print Generated Document Review Documents for Offer for Job Application: - JR100318 Internal Audit Analyst (C100151)

Created: 01/26/2024 | Updated: 01/26/2024

Documents

Document Exempt Offer Letter 2024-01-26.pdf

Instructions Click **Submit** to Approve Offer Letter
Click **Don't Accept** to reject offer letter and include a comment

Comment

Submit Don't Accept Save for Later Cancel



Candidate reviews and accepts

Welcome,

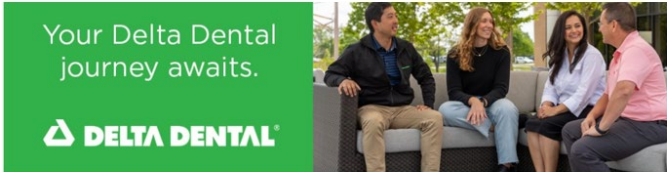
My Tasks

Thank you for applying. Please review the checklist below to complete any assigned tasks related to your job application.

To Do (1) Completed (2)

Task	Job Title	Job Req	Task Status	Date Assigned	Action
Review Offer Letter	Internal Audit Analyst	JR100318	Not Reviewed	January 26, 2024	Review

About Us



My Applications

As we are evaluating your qualifications, we may contact you to provide additional information. Thank you for your interest in joining our team!

Active (1) Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
Internal Audit Analyst	JR100318		January 26, 2024	...

Review Document

Exempt Offer Letter 2024-01-26.pdf

I agree to terms and conditions of the Offer Letter.

I Agree

Comment

Don't Accept

Follow Us

Once accepted, tasks will show for candidate

Welcome,


My Tasks

Thank you for applying. Please review the checklist below to complete any assigned tasks related to your job application.

To Do (2) Completed (3)

Task	Job Title	Job Req	Task Status	Date Assigned	Action
Enter Date of Birth	Internal Audit Analyst	JR100318	Not Started	January 26, 2024	Start
Enter Social Security Number	Internal Audit Analyst	JR100318	Not Started	January 26, 2024	Start

About Us



At Delta Dental, our employees go All In – for themselves, their colleagues, the company and our communities. It's a mindset, feeling and attitude we wrap around all we do. We celebrate diverse thought, encourage innovation and

[Read More](#) ▾

My Applications

As we are evaluating your qualifications, we may contact you to provide additional information. Thank you for your interest in joining our team!

Active (1) Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
Internal Audit Analyst	JR100318		January 26, 2024	...



Candidate completes info

DELTA DENTAL Careers jobtest@gm

Home Search for Jobs Candidate Home Job

journey awaits.

DELTA DENTAL

Update Identifiers

National ID

Country *
United States of America

National ID Type *
Social Security Number (SSN)

Identification Number *
364-52-8595

Issued Date
MM/DD/YYYY

Expiration Date
MM/DD/YYYY

Add

OK Cancel

Follow Us



Recruiter: Select HireRight Background Check

The screenshot displays the Workday Recruiting interface. On the left, a list of items is shown, including 'Offer for Job Application: JR100318 Internal Audit Analyst (C100151)' with a due date of 01/26/2024. The main content area shows details for the selected job application, including 'Job Application Details', 'Active Job Applications (1)', and 'Work History'. The 'Active Job Applications' section is highlighted, and a 'Make New Offer' dropdown menu is open, showing 'Physical and JRF5 HireRight Background Check' as the selected option. The 'Move Forward' button is also highlighted.



Choose background package

Select Background Check Package

Errors and Alerts Found

Tyson Walker

(517) 889-5

jobtest@gr

Jobs Applied to

Action Required

Source

Hiring Manager

Recruiter

Name * Search

Error: The field Name is required and must have a value.

Description (empty)

> Details

enter your comment

Process History

HireRight Background Check - Awaiting Action




Submit Save for Later Cancel

Note: Once background check completed, move ready to hire



Scheduling an interview

behalf of: Taylor Ward

MENU  Search  

← JR100318 Internal Audit Analyst
Open detailed view [🔗](#)

Job Requisition Workspace Summary View

Candidates Details

Active (2) Inactive (0)

1 Review | Screen | Assessment | Interview | Offer | Background Check | 1 Ready for Hire

No Filters Applied Saved Filters

2 Items Overview Contact Questions Eligibility Experience Resume

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Task Name	Date Applied	Source	Resume	Current Title	Current Company as Text	Jobs Applied to	Added by
<input type="checkbox"/>		Completion				01/26/2024	Campus -> College/University	TEST+Resume.pdf	Basketball Player	Michigan State University	1	External Career Site
<input type="checkbox"/>		Review	<input type="button" value="Review"/>	1	Review Decision	01/26/2024	Internal -> Current Employee	TEST Resume.pdf			1	Emma Lalumendre

Once you see completion – next step HRCORE.

(Note: A blue arrow points from the 'Completion' cell in the table to the 'Interview' step in the process flow above.)

