



GoodTime + Workday Integration Guide

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Overview

The Workday + GoodTime integration connects your GoodTime account with Workday Recruiting, allowing you to keep all candidate interview information synced between platforms.

This integration requires that GoodTime has access to Workday Recruiting and its API.

Utilizing the Workday API, GoodTime does the following:

- Syncs candidate data between Workday and GoodTime so information does not have to be re-entered in GoodTime.
- Syncs interviewer (employee) data between Workday and GoodTime for easy scheduling.
- Syncs a list of job applications and application stages for each candidate, enabling scheduled interview data to flow back to the appropriate candidate applications.
- Imports recruiter/coordinator/hiring manager assignments for each candidate.

Workday Configuration

Supported Versions

The Workday + GoodTime integration supports Workday Web Services v32.0 and higher.

For information regarding Workday's API, check out the following resources:

- [Workday API Documentation Home](#)
- [Workday Web Services Directory \(v36.2\)](#)

Utilized Services

The GoodTime + Workday integration utilizes Workday's [Human Resources](#) and [Recruiting](#) Web Services. For information on the specific endpoints used, read each of the next sections.

Human Resources

The following endpoints are found in Workday's [Human Resources Web Service](#).

Operation	Reason Needed
Get_Workers	Allows GoodTime to sync the interviewers selected for an interview panel. This endpoint returns the IDs and email addresses necessary for mapping interviewers between Workday and GoodTime.
Get_Organizations	Allows GoodTime to sync a job's hiring manager and recruiter.

Recruiting

The following endpoints are found in Workday's [Recruiting Web Service](#).

Operation	Reason Needed
Get_Candidates	Allows syncing of candidate data required to schedule interviews (i.e., name and email address).
Get_Job_Requisitions	Allows syncing the list of jobs available in Workday.
Get_Evergreen_Requisitions	Allows syncing the list of evergreen requisitions in Workday.
Put_Interview	Allows GoodTime to push new interviews and interview updates to Workday.
Get_Interviews	Allows GoodTime to retrieve a list of interviews. This is necessary for updating existing interviews, as well as for verifying that interviews and updates have been successfully pushed to Workday.
Get_Positions	Allows GoodTime to identify the recruiter and Hiring manager associated with the job ID.
Get_Job_Requisition_Interview_Settings	Allows GoodTime to import the interview team setting for each job requisition.
Get_Questionnaires	Allows syncing the list of interview

questionnaires in Workday.

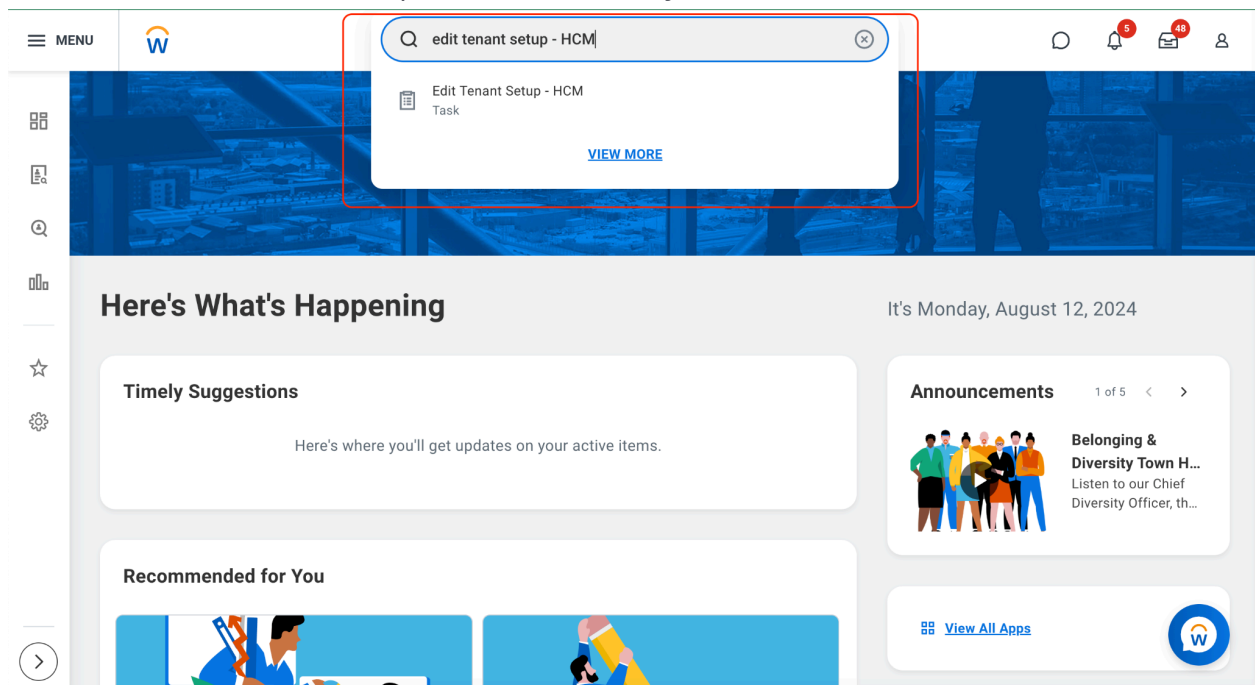
Permissions and Internal Configurations

Before integrating GoodTime with Workday Recruiting, there are a few permissions and configurations that must be set in Workday.

Note: To complete these actions, you must have administrative access in Workday. If you're unable to complete these actions, contact your Workday administrator.

1. Ensure UI displays the Candidate ID

Invoke task "Edit Tenant Setup - HCM" in Workday



Make sure to check the "Include ID in Candidate Name" box and click OK

Edit Tenant Setup - HCM
goodtime_dpt1
✕

▼ IDs

Instructions

Default Custom IDs for New Pre-Hires

Default Custom IDs for New Employees

Default Custom IDs for New Contingent Worker

Default Custom IDs for New Dependents

Default Custom IDs for New Beneficiaries

ID Definition for Candidate

Include ID in Candidate Name ☒

ID Definition for Employee Contract ID

ID Definition for Pre-Hire ID

Indicates the Custom ID Types assigned when ~a Pre-Hire~, Employee or Contingent Worker is entered into the system. If the Custom ID is defined with a Sequence Definition, a new ID will be calculated and assigned to it.

✕ Candidate ID (CAND-1151) ?

✕ Applicant ID (A01710) ?

OK
Cancel

2. Create an Integration System User

The first step is creating an Integration System User in Workday.

To create an Integration System User:

1. Sign in to your Workday account.
2. Access the **Create Integration System User** task.
3. Enter a new username (ex. ISU_Goodtime)
4. Enter and confirm a password.
5. Uncheck **Require New Password at Next Sign In**, check the box for **Do Not Allow UI Sessions**
6. Click **OK**.

Note: Be sure to also access the **Maintain Password Rules** task and add the newly created Integration System User to the list **System Users exempt from password expiration**. This will prevent the Integration System User password from expiring.

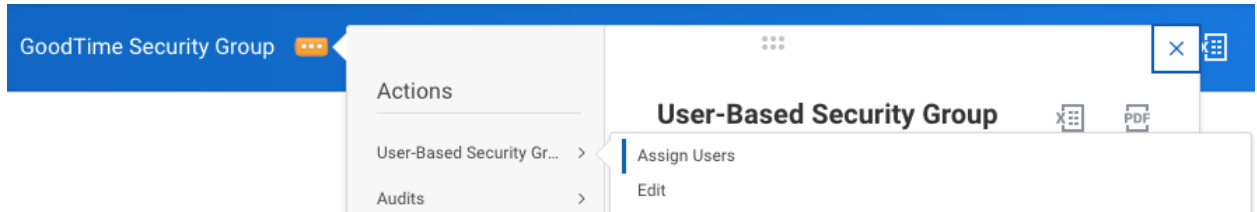
3. Create a Security Group and Assign an Integration System User

Next, you must create a Security Group in Workday and assign an Integration System User.

To create a Security Group:

1. Access the **Create Security Group** task.
2. For the group type, select **User-Based Security Group**.

3. Name the Security Group (ex. GoodTime Security Group).
4. Click **OK**.
5. Click on the action button (...) of the security group created -> User-Based Security Group -> Assign Users

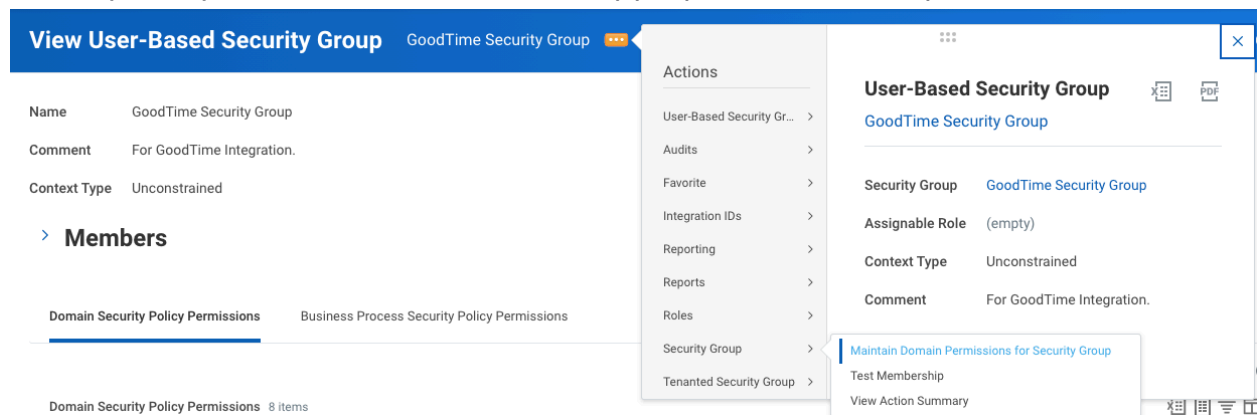


6. Select the Integration System User you created in Step 1, and click **OK**.
7. Click **Done**.

Note: You may receive an alert when you assign the Integration System User to the User-Based Security Group, but it can be bypassed.

4. Configure GET/PUT Domain Security Policy Permissions

In the newly created Security Group, you will need to edit the following Domain Security Policy Permissions and add the appropriate GET/PUT operations.



Operation	Domain Security Policy	Domain Security Policies Inheriting Permission	Functional Areas
GET and PUT	Candidate Data: Interview Schedule		Recruiting
GET Only	Candidate Data: Attachments		Recruiting
GET Only	Candidate Data: Job Application	Job Requisitions for Recruiting	Recruiting

GET Only	Job Requisition Data		Pre-Hire Process
GET Only	Job Requisitions for Recruiting		Recruiting
GET Only	Manage: Evergreen Requisitions		Recruiting
GET Only	Manage: Organization Integration		Organization and Roles
GET Only	Prospects	Prospect Sharing	Recruiting Succession Planning
GET Only	Questionnaire	Question Library Questionnaire Creation and Distribution	System
GET Only	Worker Data: All Positions		Staffing
GET Only	Worker Data: Public Worker Reports		Staffing
GET Only	Person Data: Public Work Email Address Integration		

5. Add the GoodTime Security Group to the Business Process Policy

Next, you will need to add the GoodTime Security Group (created in Step 2) to the Business Process Policy.

To do so:

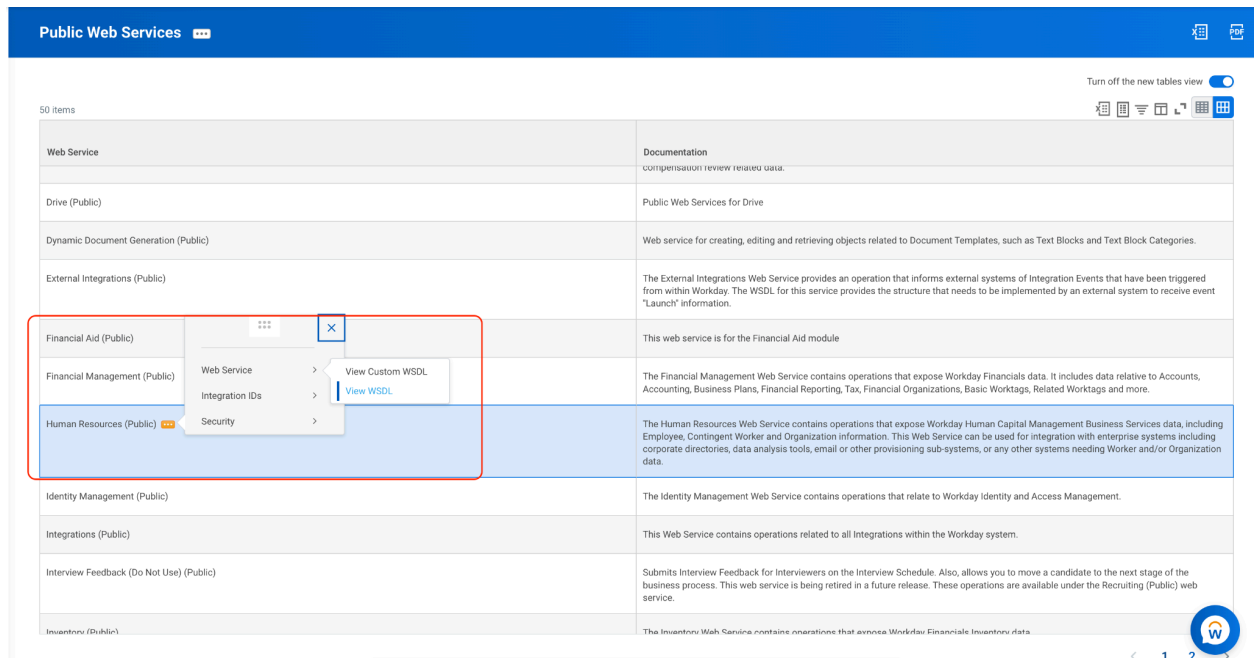
1. Go to **Edit Business Process Security Policy**, select the **Interview** Business Process.
2. Under **Who Can Do Action Steps in the Business Process**, add the security group created previously (GoodTime Security Group) to the following action steps on the Business Process Policy:
 - Manage Interview Feedback
 - Schedule Interview
 - Schedule Interview Team
3. Go to **Edit Business Process Security Policy**, select the **Job Application** Business Process.
4. Under **Who Can Do Action Steps in the Business Process**, add the security group created previously (GoodTime Security Group) to the following action

7. Obtain the Web Service Endpoints and UI URL for Your Workday Tenant

As mentioned earlier, GoodTime will need access to the Workday Human Resources and Recruiting endpoints.

To find these endpoints:

1. Search in Workday for “Public Web Services”
2. Open the **Public Web Services** report.
3. Hover over the appropriate web services (i.e., **Human Resources** and **Recruiting**), and click the **...** menu.
4. Click **Web Service** > **View WSDL**.



5. Navigate to the bottom of the page that opens, and you will find the host (Look for **soapbind:address location=**).

```
<soapbind:fault name="Processing_Fault" use="literal"/>
</wsdl:fault>
<wsdl:fault name="Validation_Fault">
  <soapbind:fault name="Validation_Fault" use="literal"/>
</wsdl:fault>
</wsdl:operation>
</wsdl:binding>
<wsdl:service name="Human_ResourcesService">
  <wsdl:port name="Human_Resources" binding="wd-wsdl:human_resourcesbinding">
    <soapbind:address location="https://wd2-impl-services1.workday.com/ccx/service/goodtime_dpt1/Human_Resources/v39.0"/>
  </wsdl:port>
</wsdl:service>
</wsdl:definitions>
```

Endpoints differ from tenant to tenant, so be sure to provide GoodTime with endpoints for each environment you are testing in.

Here is a sample endpoint:

`https://services1.myworkday.com/ccx/service/[tenant name]/Recruiting/v36.2`

Getting the UI URL

GoodTime also needs the UI URL of your Workday Tenant. When you are logged into your Workday Tenant, you can copy and paste it from your browser's URL bar and send this to your Implementation Specialist.

8. Collect Application Stage/Step References

For every workflow step on the Job Application Business Policy whose possible next step is "interview," you will need to obtain job application stage/step reference IDs. You can create a custom report to find the applicable reference IDs.

To create a custom report:

1. Access the task **Create Custom Report**.
2. Enter a **Report Name**.
3. Set **Report Type** to **Advanced**.
4. Uncheck **Optimized for Performance**.
5. Set **Data Source** to **Business Process Definitions**.
6. Click **OK**.

Create Custom Report

Report Name * Job Application Step and Step IDs for Goo

Report Details

Report Type * Advanced ▼

Temporary Report ☐

Enable As Web Service ☐

Data Source

Optimized for Performance ☐

Alert: Clearing this check box enables you to select a non-indexed data source and non-indexed fields, which might cause your report to run slower.

Data Source * x Business Process Definitions ... ⋮

7. On the following page, click the **Columns** tab, and set the following:

Business Object	Field
Business Process Steps	Order
Business Process Steps	Workflow Step
Business Process Steps	Reference ID

Business Process Steps	Workflow Step Alternate Name
------------------------	------------------------------

Example:

> Additional Info

Columns Sort Filter Subfilter Prompts Output Share Advanced

6 items

(+)	Order	*Business Object	Field	Column Heading Override	Column Heading Override XML Alias	Format
(+)(-)	▲▼	× Business Process Steps	× Order		Order	
(+)(-)	▲▼	× Business Process Steps	× Workflow Step		Workflow_Step	
(+)(-)	▲▼	× Business Process Steps	× Reference ID		referenceID	
(+)(-)	▲▲	× Business Process Steps	× Workflow Step Alternate Name		Workflow_Step_Alternate_Name	

OK Cancel

8. Click the **Filter** tab, and under the **Filter on Instances** section, add the following condition:

And/Or	Field	Operator	Comparison Type	Comparison Value
And	Business Process Type	In the selection list	Value specified in the filter	Job Application

Example:

> Additional Info

Columns Sort Filter Subfilter Prompts Output Share Advanced

Filter on Instances

Filter conditions for filtering on instances 1 item

And/Or	(*Field	*Operator	Comparison Type	Comparison Value
And		× Business Process Type	× in the selection list	× Value specified in this filter	× Job Application

Condition as Text (empty)

Filter on Aggregations

Filter condition for filtering on aggregated values 0 items

(+)	Order	And/Or	(*Aggregation Function	Field	*Operator	Com
No Data							

OK Cancel

9. Click the **Subfilter** tab, and click **Add**.
10. Set **Business Object** to **Business Process Steps**.
11. Set the following condition:

And/Or	Field	Operator	Comparison Type	Comparison Value
And	Workflow Step	In the selection list	Value specified in this filter	Type "Action Interview," and select all (To quickly select all, CMD + a then Enter)

Example:

> Additional Info

Columns Sort Filter **Subfilter** Prompts Output Share Advanced

Sub Level Filter

Business Object ✕ Business Process Steps

1 item

And/Or	(*Field	*Operator	Comparison Type	Comparison Value
And		✕ Workflow Step	✕ in the selection list	✕ Value specified in this filter	✕ Job Application (Default Definition) step a - Action Interview from Assessment ✕ Job Application for Global Modern Services Step - Interview from Review

OK Cancel

12. Click **OK**, and then **Run** your report. The second column in the report should contain the Reference IDs.

W Search

Job Application Step and Step IDs v2.0 Actions

12 items

Business Process Steps		
Workflow Step	Reference ID	Workflow Step Alternate Name
Job Application (Default Definition) step a - Action Interview from Assessment	RECRUITING_DEFAULT_DEFINITION_STEP_A_ASSESSMENT_ACTION	Schedule Interview
Job Application (Default Definition) step a - Action Interview from Interview	RECRUITING_DEFAULT_DEFINITION_STEP_A_INTERVIEW_ACTION	Schedule More Interviews
Job Application (Default Definition) step d - Action Interview from Review	RECRUITING_DEFAULT_DEFINITION_STEP_C_REVIEW_ACTION	Schedule Interviews
Job Application (Default Definition) step d - Action Interview from Screen	RECRUITING_DEFAULT_DEFINITION_STEP_B_SCREEN_ACTION	Schedule Interviews

Provide GoodTime with the Integration System User username, password, web service endpoints, and interview step reference IDs. This information is needed to access the correct Workday API endpoints and secure job stage data.

Note: You will want to provide these credentials for your test and production tenants.

9. Setup Notifications to Recruiters with an Open in GoodTime URL






















When a candidate enters the interview step, Workday can automatically send a notification to the recruiters with a URL to open the candidate in GoodTime. Depending on the Workday notification configuration, the notification can also be emailed to the recruiters.

1. Create a calculated field for the first part of the URL
 - Field Name: CF TC GoodTime URL Base
 - Business Object: Job Application
 - Function: Text Constant
 - Text Constant:
<https://a.goodtime.io/dashboard?atsType=workday&candidateId=>
2. Create a calculated field for the later part of the URL
 - Field Name: CF TC GoodTime Application Param
 - Business Object: Job Application
 - Function: Text Constant
 - Text Constant: **&applicationId=**
3. Create a calculated field to generate the combined URL
 - Field Name: CF CT GoodTime Open URL
 - Business Object: Job Application
 - Function: Concatenate Text
 - Calculation

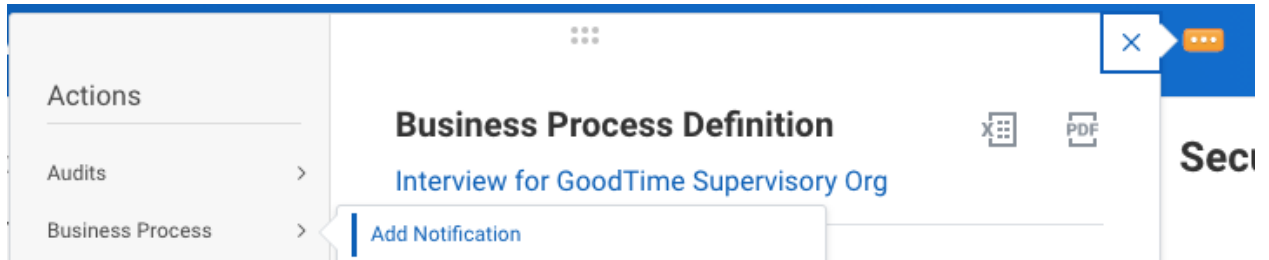
Calculation Additional Info Where Used

Concatenates a series of text fields together.

4 items

	Order	*Field
		
 		 CF TC GoodTime URL Base ... 
 		 Candidate ID ... 
 		 CF TC GoodTime Application Param ... 
 		 Reference ID ... 

4. In the **Interview** Business Process Definition, action (...) -> Business Process -> Add Notification -> Create Workflow Notification

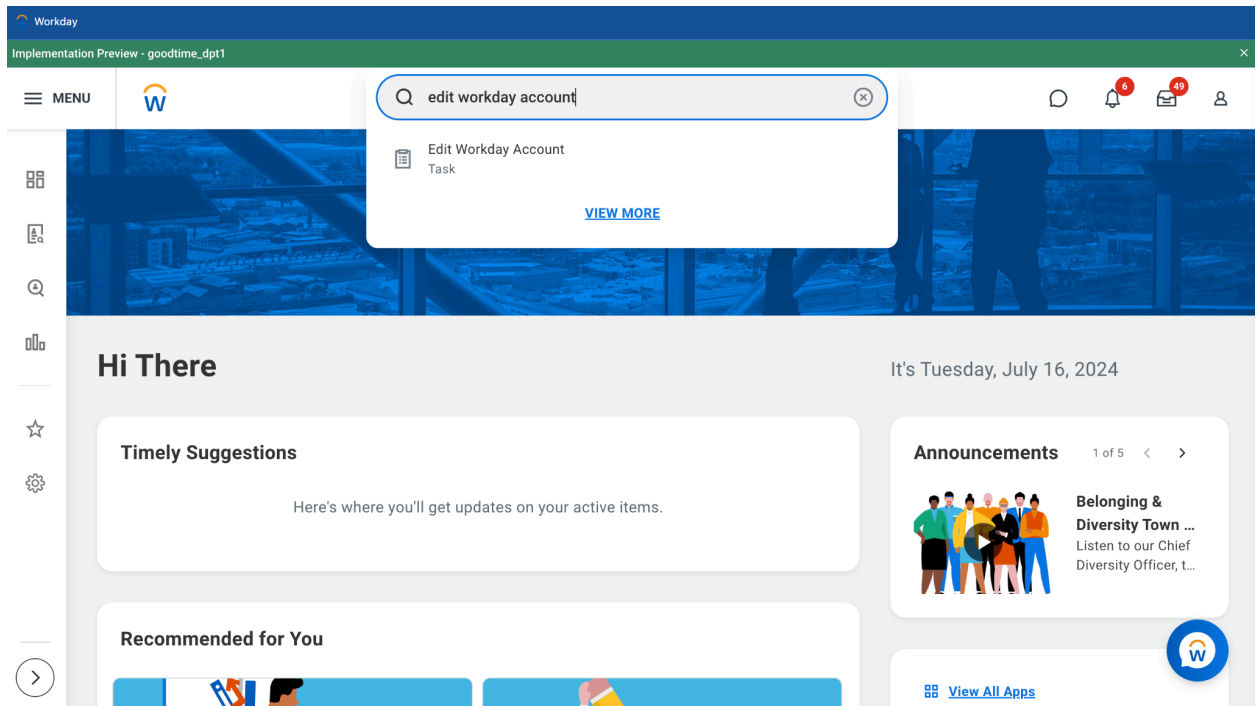


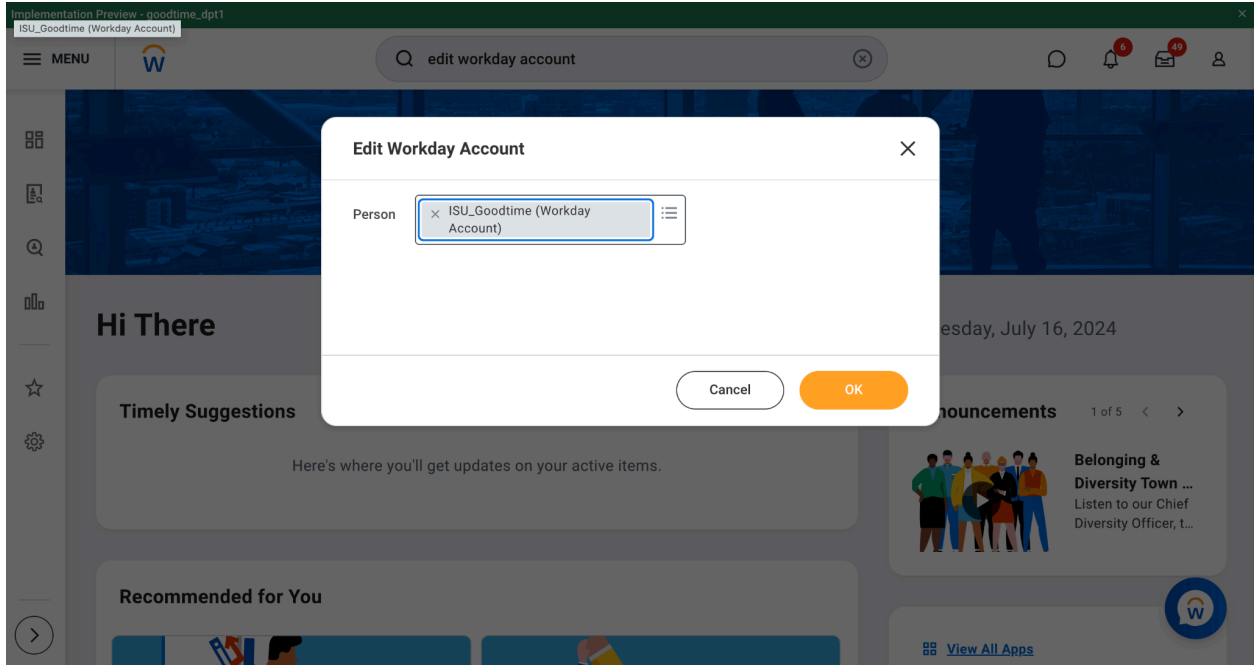
5. OK.
6. Fill in the appropriate fields
 - Triggers: On Entry – Interview
 - Recipients: Primary Recruiters
 - Body: Field – CF CT GoodTime Open URL
7. OK.

10. [Recommended] Setting up OAuth2.0

Complete these steps to use OAuth2.0 to grant access to GoodTime.

1. Start task “Edit Workday Account”, choose the account “ISU_Goodtime”





2. Scroll down to "Multi-factor Authentication", check "Exempt Account" box, and take note of "Session Timeout Minutes Enforced" value, click "Submit" to save.

Multi-factor Authentication

Exempt Account ☒

Grace Period Enabled ☒

Grace Period Signins Remaining 5

Multi-factor Authentication 3 items

Type	Reset
Authenticator App	<input type="checkbox"/>
One Time Passcode - SMS	<input type="checkbox"/>
One Time Passcode - Email	<input type="checkbox"/>

Account Disabled ☐

Account Expiration Date MM/DD/YYYY --:--:-- AM

Session Timeout Minutes Enforced 120

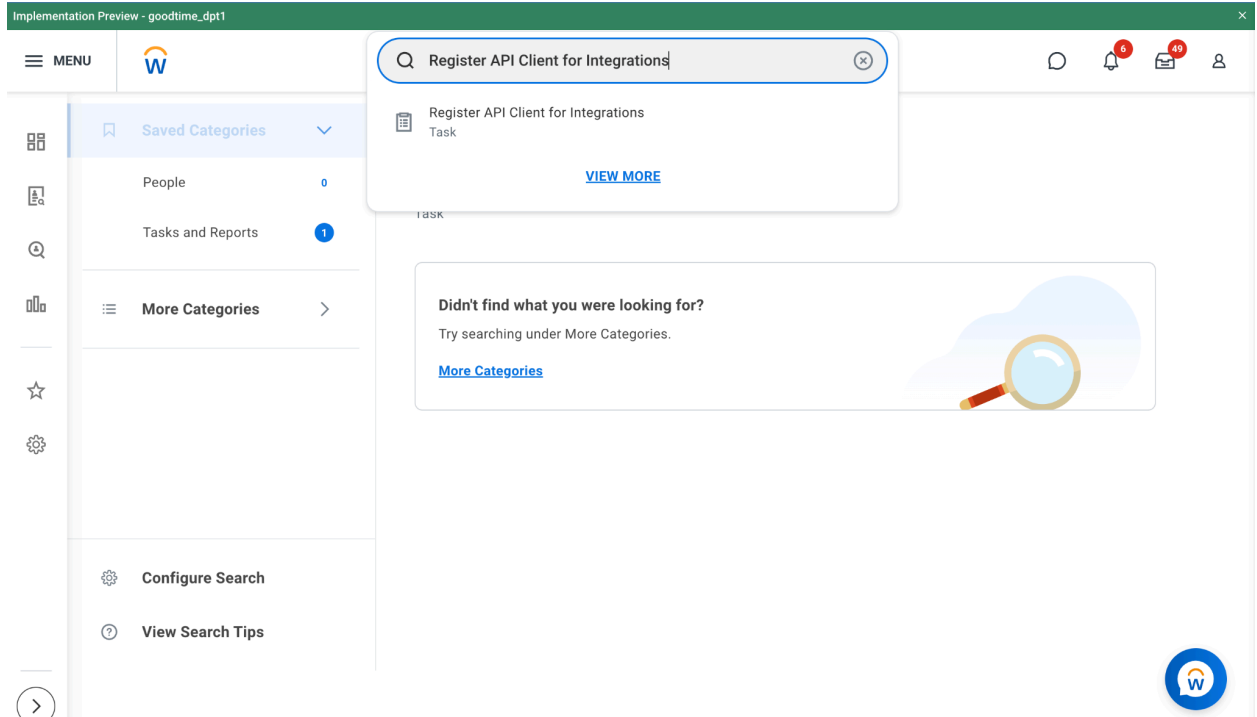
Session Timeout Minutes 0

Do Not Allow UI Sessions ☐

Submit

Cancel

3. Start task "Register API Client for Integrations"



4. Make sure these values are filled:
 - a. Name: **GoodTime API Client for integration**
 - b. Non-Expiring Refresh Tokens: **Yes**
 - c. Disabled: **No**
 - d. Scope (Functional Areas): *[See screenshot below]*
 - e. Include Workday Owned Scope: **No**
 - f. Restricted to IP Ranges: (Optional)

Register API Client for Integrations

Client Name

*

GoodTime API Client for integration

Refresh Token Timeout (in days)

0

Non-Expiring Refresh Tokens

*

☒

Disabled

☐

Scope (Functional Areas)

*

×

Contact Information

...

×

Organizations and Roles

...

×

Pre-Hire Process

...

×

Recruiting

...

×

Staffing

...

×

System

...

×

Talent Pipeline

...

LESS (2)

Include Workday Owned Scope

☐

Locked Out due to Excessive Failed Signon Attempts

☐

Restricted to IP Ranges

Cancel

OK

5. Click "OK" and copy down the Client ID and Client Secret values, you will need these later.
6. Start task "View API Clients", choose the "GoodTime API Client for Integration"

Implementation Preview - goodtime_dpt1

MENU

view api clients

View API Clients Report

VIEW MORE

No results for "edit api client for integrations"

Implementation Preview - goodtime_dpt1

MENU

edit api client for integrations

View API Clients

3 Alerts

Workday REST API Endpoint https://wd2-impl-services1.workday.com/ccx/api/v1/goodtime_dpt1

Token Endpoint https://wd2-impl-services1.workday.com/ccx/oauth2/goodtime_dpt1/token

Authorization Endpoint https://impl.workday.com/goodtime_dpt1/authorize

API Clients

API Clients for Integrations

API Clients for Integrations 2 items

API Client	Client Name	Client Grant Type	Access Token Type	Refresh Token Timeout (in days)	Non-Expiring Refresh Tokens	Disabled	Scope (Fun
Custom Object API Client	Custom Object API Client	Authorization Code Grant	Bearer		Yes	No	Academic F Advanced C Backpack I Banking an Benefits More (4
GoodTime API Client for integration	GoodTime API Client for integration	Authorization Code Grant	Bearer		Yes	No	Contact Infr Organizatio Pre-Hy Recr Staffing More (2

- Click "GoodTime API Client for Integration", copy down the Client ID value if you have not already done so.

View API Client GoodTime API Client for integration

Client Name	GoodTime API Client for integration
Client Grant Type	Authorization Code Grant
Access Token Type	Bearer
Refresh Token Timeout (in days)	
Non-Expiring Refresh Tokens	Yes
Disabled	No
Scope (Functional Areas)	Contact Information Organizations and Roles Pre-Hire Process Recruiting Staffing More (2)
Include Workday Owned Scope	No
Locked Out due to Excessive Failed Signon Attempts	No
Restricted to IP Ranges	(empty)
Client ID	NDVKNzYxYTQZjhkZI00YzIzLTk...
Refresh Tokens	2

1.Alert

8. Then click "... " on top → API Client → Manage Refresh Tokens for Integrations

View API Client GoodTime API Client for integration

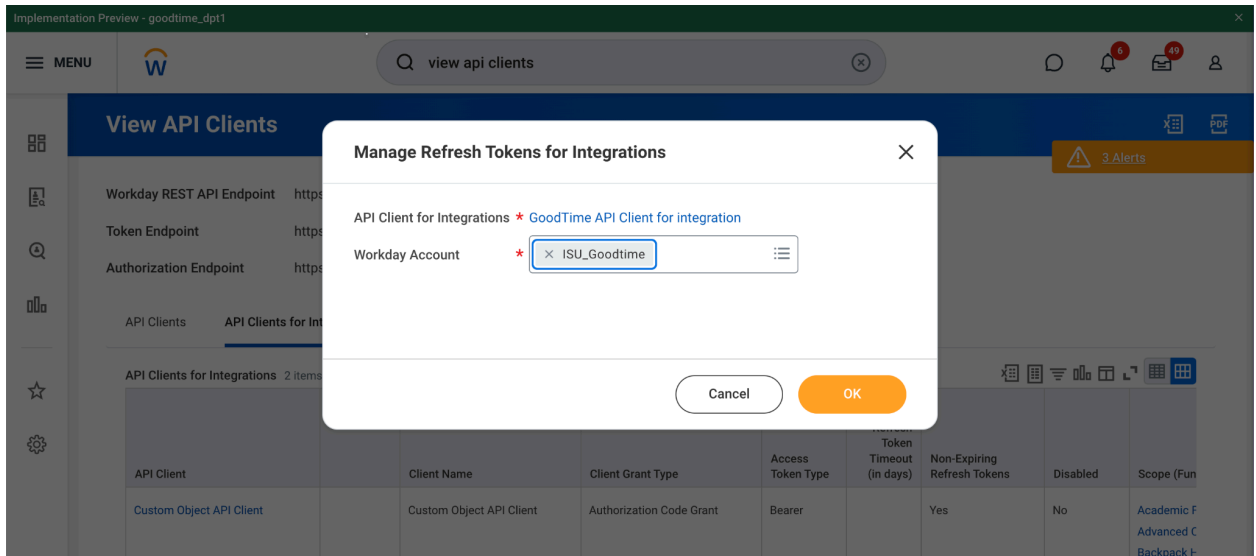
Client Name	GoodTime API Client for integration
Client Grant Type	Authorization Code Grant
Access Token Type	Bearer
Refresh Token Timeout (in days)	
Non-Expiring Refresh Tokens	Yes
Disabled	No
Scope (Functional Areas)	Contact Information Organizations and Roles Pre-Hire Process Recruiting Staffing More (2)

API Client

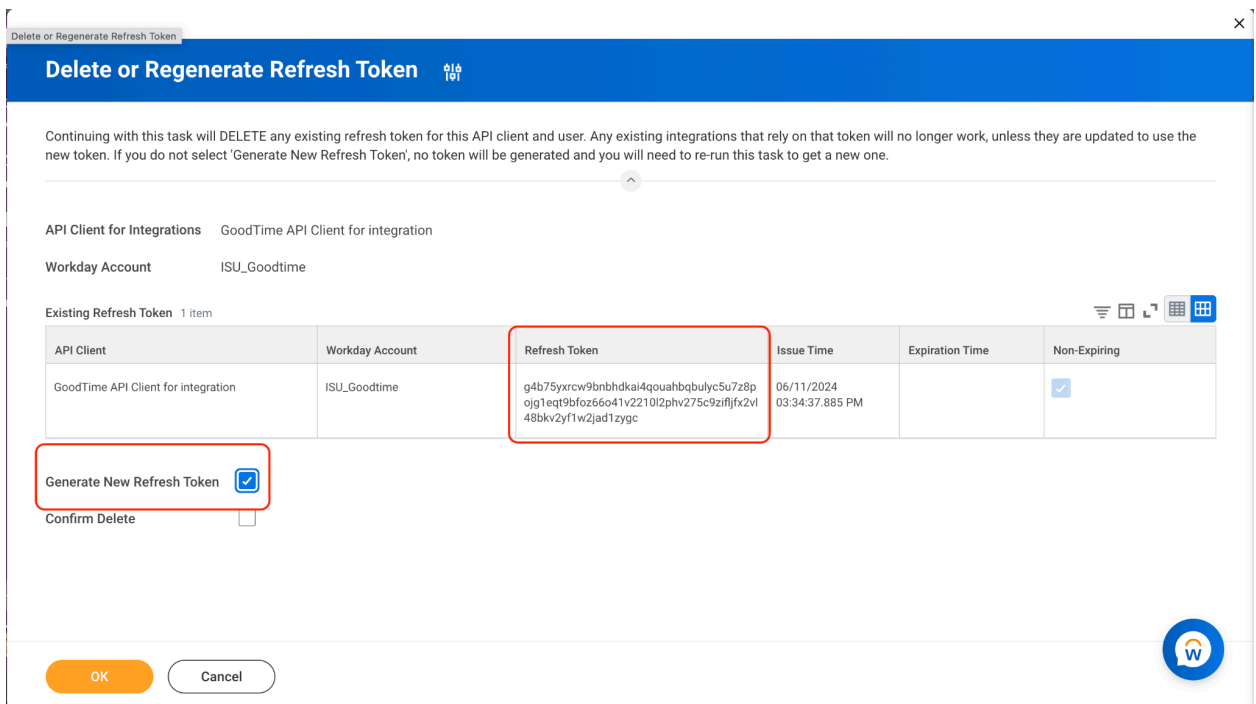
- Edit API Client for Integrations
- Generate New Client Secret
- Manage Refresh Tokens for Integrations

1.Alert

9. Workday Account: "ISU_Goodtime", then click "OK"



10. In "Delete or Regenerate Refresh Token", check "Generate New Refresh Token", click "OK" and copy down the value of the resulting Refresh Token



11. At this point you should have copied 4 values:
- Client ID
 - Client Secret
 - Refresh Token
 - Session Timeout Minutes Enforced
12. Enter the values into GoodTime corresponding to each heading (Client ID, Client Secret...etc). Your Workday Admin should have your Tenant ID. Remember to hit "Save" when finished.

DASHBOARD

BULK SCHEDULING

TRAINING

AUTOMATION

SUPERDAYS

MEET

INSIGHTS

SETTINGS

S

My Account

Company

Scheduling Templates

Portal Settings

Communication Templates

Interview Settings

Automations

Candidate Surveys

Forms

Jobs

Team

Rooms

Tag Manager

Brand Themes

Bulk Upload

Early Access

API Access

SSO

Company Settings

Save

ATS Type

Workday

Do you need help migrating to another ATS? Please check here about our integration support.

Tip! Use your company username, password, and the tenant name (tenant ID) of the Workday server you want to connect to

Integration Option

OAuth 2.0

Client ID

Client Secret

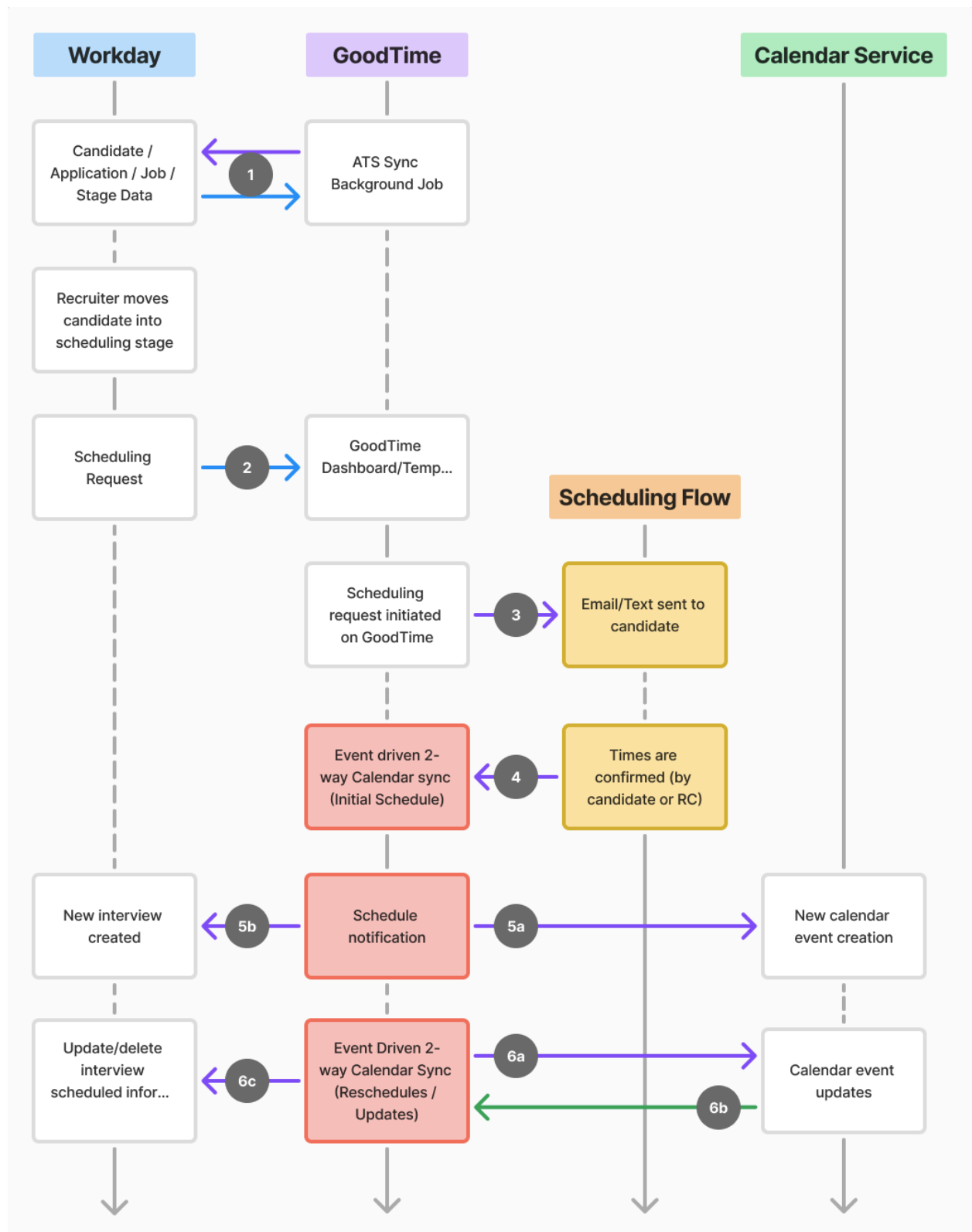
Refresh Token

Session Timeout Minutes Enforced

Tenant ID

Chat

Data Flow



The following sections outline how data flows through Workday, GoodTime, and Calendar Services. For a detailed explanation of the above flow chart, read the section that applies to each step in the flow.

Step 1: Workday Syncs Background Job

A cron job running on GoodTime servers calls Workday API to keep active candidates, jobs/stages, and interviewers in sync between Workday and GoodTime.

Action	Type	Description
Candidate Sync	Sync	The GoodTime cron job will periodically hit the Workday API to keep active candidate data synced between Workday and GoodTime.
Job (Requisition) Sync	Sync	The GoodTime cron job will periodically hit the Workday API to keep active jobs data synced between Workday and GoodTime.
Interviewer Sync	Sync	The GoodTime cron job will periodically hit the Workday API to keep interviewer IDs synced between Workday and GoodTime.

Step 2: Scheduling Request Initiated from Workday

A user-triggered scheduling request from within the Workday UI initiates a scheduling action.

Action	Type	Description
Scheduling Request	System Action	A Scheduling request triggered from the Workday UI creates a task communication (such as a Jira ticket or an email)

		with a link that redirects the user to GoodTime. For more information on link creation formatting, read the "URL Structure" section.
--	--	--

URL Structure

Opening a GoodTime link in a web browser requires the following URL structure:

`https://a.goodtime.io/dashboard?atsType=workday&candidateId=<CANDIDATE_ID>&applicationId=<APPLICATION_ID>`

Note: <CANDIDATE_ID> and <APPLICATION_ID> should be replaced with the respective candidate and application IDs.

Tip: See **8. Setup Notifications to Recruiters with an Open in GoodTime URL (Optional)** above

Step 3a: Scheduling Request Sent to Candidate

Note: This step does not require integration.

The user creates an interview scheduling request and sends it to the candidate. The request delivery method can be email or text message.

The candidate receives an availability request with a unique interview link that allows them to schedule an interview time.

Step 3b: Scheduling Request Status Syncs to Workday

When the user sends the request availability link to the candidate, a notification is sent from GoodTime to Workday, updating the status of the interview request from "pending" to "request sent."

Action	Type	Description
Sync Request Status	Event Triggered	A scheduling request is sent by the recruiter or RC from the GoodTime platform. GoodTime sends updates to Workday, including data such as interview start/end times and

		applicable interviewers.
--	--	--------------------------

Step 4: Candidate Confirms Interview

After the request availability link is sent to the candidate, the candidate shares their availability with the recruiting team using a mobile-friendly web application page. Availability is sent back to the GoodTime platform which triggers the syncing described in the next step (Step 5).

Action	Type	Description
Candidate Availability Submitted	Event Triggered	The candidate uses the GoodTime UI to submit their availability. Availability dates and times are captured, triggering the 2 Way Calendar Sync (Steps 5a and 5b).
Talent Team Availability Review	Event Triggered	If a "review required" workflow is selected prior to sending out request availability (Step 2), the talent team will have the option to review availability submitted by the candidate. This will happen prior to sending the 2 Way Calendar Sync (Steps 5a and 5b).

Steps 5a and 5b: Scheduling Notifications Trigger 2 Way Calendar Sync

After the talent team sends an availability request, the candidate confirms available times and triggers the 2 Way Calendar Sync, a GoodTime service which keeps interview data synced between Workday and the calendar service.

Action	Type	Description
--------	------	-------------

New Calendar Event Creation in Calendar Service	Event Triggered	GoodTime creates a new calendar event in the calendar service with various pieces of information, including—but not limited to—the candidate profile link. Workday must provide the API to access the candidate profile link.
Interview Object Created in Workday	Event Triggered	The GoodTime 2 Way Calendar Sync pushes information into Workday and the calendar service, including job/requisition, stage, candidate, interviewers, and interview date and time.

Steps 6a, 6b, and 6c: User Updates Trigger 2 Way Calendar Sync

The GoodTime 2 Way Calendar Sync service keeps candidate, interviewer, and interview data synced between Workday and the calendar service. Updates that are triggered in GoodTime or the calendar service will be synced via the 2 Way Calendar Sync, keeping Workday, Calendar Service, and GoodTime up to date.

Action	Type	Description
Reschedule or Interview Updates from GoodTime	Event Triggered	Interview updates from GoodTime are pushed to both Workday and Calendar Services (shown in the diagram in Step 6a and 6c). Syncing specific interview data between GoodTime and Workday can be maintained by sharing interview object IDs.
Reschedule or Interview Updates from Calendar Service	Event Triggered	The GoodTime 2 Way Calendar Sync looks for changes in the calendar

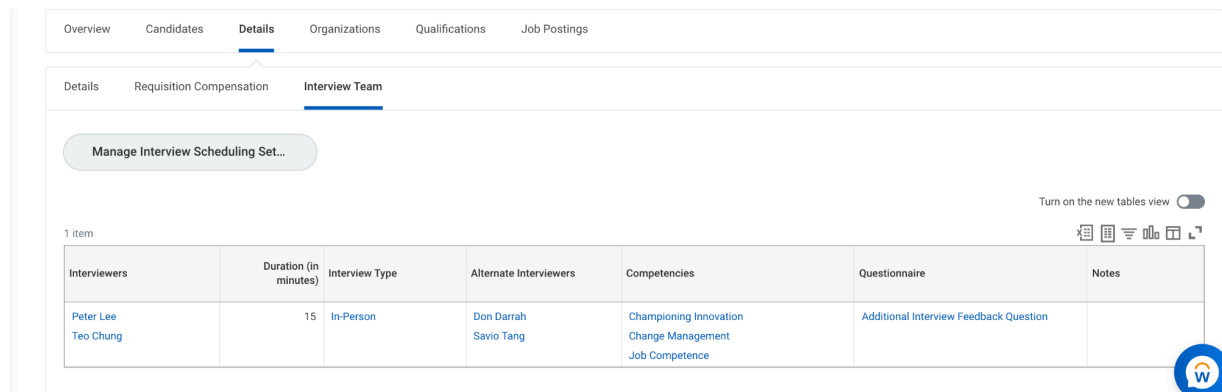
		services. When it detects changes (Step 6b), notifications from the calendar service cause the system to resolve any differences and update GoodTime. Changes are also pushed to Workday (Step 6c).
--	--	---

Advanced Integration Features

Note: As of Q1 2022, these features are on a limited beta availability. Please contact your CSM if your team is interested in these features.

Import of Interview Team from Workday into GoodTime

For each Job Requisition in Workday, Talent Acquisition team members can set up an Interview Team. (In Workday, on the Job Requisition's page, scroll down to the "Details" tab and "Interview Team" sub-tab.



The screenshot displays the 'Interview Team' sub-tab in the Workday interface. At the top, there are tabs for Overview, Candidates, Details (selected), Organizations, Qualifications, and Job Postings. Below these, there are sub-tabs for Details, Requisition Compensation, and Interview Team (selected). A button labeled 'Manage Interview Scheduling Set...' is visible. A toggle switch for 'Turn on the new tables view' is set to 'off'. Below the toggle, a table lists interview team members. The table has 7 columns: Interviewers, Duration (in minutes), Interview Type, Alternate Interviewers, Competencies, Questionnaire, and Notes. One item is listed in the table.

Interviewers	Duration (in minutes)	Interview Type	Alternate Interviewers	Competencies	Questionnaire	Notes
Peter Lee Teo Chung	15	In-Person	Don Darrah Savio Tang	Championing Innovation Change Management Job Competence	Additional Interview Feedback Question	

If the Interview Team is set up properly and GoodTime has enabled this Advanced Integration, the option to "Import From Workday" will be available within the scheduling flow in GoodTime:

If you do not have any templates previously linked, the screen will show this:

The screenshot displays the Goodtime web application. On the left, the 'Interviews' sidebar includes a filter for 'All Active Status' and a candidate profile for 'Candy Date' (saviodeveloper@gmail.com). The main area shows a modal titled 'Interview Details' with a red box highlighting the 'Add Panel Events' section. This section contains three buttons: 'Create', 'Select Template' (highlighted in purple), and 'Import from Workday'. The modal also features a 'Close' button at the top and a 'Priority' dropdown set to 'None'.

You have the extra option of “Import from Workday”

If you have previously linked other template(s) to this Job and Stage, you will find the same option under a drop-down menu:

Close
Continue >

Multi-day Interview Scheduling
Turn on to schedule interviews over multiple days.

Cloud Engineer (Tags) - Demo Template
Cloud Engineer (Tags) - Demo Template
Cloud Engineer - Phone Screen
Change Template
Create New Template
Import from Workday

+ Global Room

Any
45 Min

x Baymax Hamada
x Terence Richardson

Fourth
15 Min

Interviewers for: Break - \$Candidate.FirstName for \$...

Any
45 Min

x Engineering
x Workday

Any
45 Min

x Peter Lee

+ Add Another

Advanced Settings

Please note:

- The Interviewers from Workday will be imported into GoodTime as an Interview Template.
- The interview events are imported in order, but can be re-ordered in GoodTime.
- Multiple main interviewers imported from Workday are imported into GoodTime with an "AND" relationship.
- Interview duration is also imported.
- Alternate interviewers are imported into GoodTime with an "OR" relationship.
- Interview Questionnaires list is also imported.
- Interviewers who are actually scheduled will be synced back to Workday

Workday Questionnaires Support

Questionnaires can be set up inside Workday, please note that GoodTime will only recognize the Interview Type of Questionnaire in Workday (Workday supports multiple other types).

In the Confirmation step of the GoodTime scheduling workflow, the imported list of Interview Questionnaires will be displayed in a drop-down list. A Recruiting Coordinator will be able to confirm which questionnaires are to be used for each interview session.

Confirm Interview for Meredith Grey

Hold

Schedule Now

Interviewer Event Description

Description

B I ≡ ¶

Please connect with **Meredith Grey** for the **Cloud Engineer** role.

Use this **interview.zoom.link**, and here are the candidates contact details.

+1 4099330069
meredithgreygt@gmail.com

If you have any questions please to reach out to **Savio** at **savio@goodtimedemo.com**

Hiring Team

Recruiter

J

Jasper Sone
jasper@goodtimedemo.com

Coordinator

Interview Schedule

Interviews

Feedback Forms

10:00 AM

Technical Interview - Meredith for Cloud Engineer

John Bartsch

10:45 AM

Core Values Interview - Meredith for Cloud Engineer

J Jasper Sone

Mo Mo Marte

11:30 AM

Exec Interview - Meredith for Cloud Engineer

P Peter Lee

12:15 PM

Break - Meredith for Cloud Engineer

12:30 PM

Team Interview - Meredith for Cloud Engineer

Don Darrah

1:15 PM

Code Challenge Interview - Meredith for Cloud Engin...

Baymax Hamada

Itinerary is always shared with the interviewers.

☒ Share itinerary with candidate.

Select a Form

Interview Questionnaires

Additional Interview Feedback Question

Extra Interview Questions for Test

Select a Form

Select a Form

Select a Form

Select a Form

After an interview has been scheduled in GoodTime, the details are synced back to Workday. The names of Questionnaires (names only, not the contents) chosen will also be synced back to Workday:

Manage Interview Feedback Candy Date - R-00194 Cloud Engineer

15 minute(s) ago

saviodeveloper@gmail.com

Interview Schedule

Reschedule Interview

Cancel Interview

Interview: Candy Date - R-00194 Cloud Engineer 04/14/2023 2 items

Interviewers	Start Time	End Time	Location	Interview Type	Competencies	Questionnaires
Savio Tang	04/14/2023 11:00 AM	04/14/2023 11:45 AM			Change Management Job Competence	Additional Candidate Questions (BP)
Teo Chung	04/14/2023 11:45 AM	04/14/2023 12:30 PM			Change Management Job Competence	Additional Interview Feedback Questionnaire

Time Zone

Submit Cancel

Auto-sync Business Process Step IDs via Workday RaaS report

1. Start the "Create Custom Report" task in Workday
2. Name the report: **Step IDs for GoodTime RaaS**
 - a. Data Source should be "Business Process Definitions"
3. In the "Columns" tab, fill in the details as follows (also shown in screenshot below)

Business Object	Field
Business Process Steps	To Do
Business Process Steps	Task
Business Process Steps	Order
Business Process Steps	Workflow Step
Business Process Steps	Reference ID
Business Process Steps	Workflow Step Alternate Name

Report Type

Advanced

Data Source

×

Business Process Definitions

...

Data Source Type

Standard

Primary Business Object

Business Process Definition

> Additional Info

Columns

Sort

Filter

Subfilter

Prompts

Output

Share

Advanced

6 items

	Order	*Business Object	Field	Column Heading Override	Column Heading Override XML Alias	Format	Options
+	▼	×	Business Process Steps	×	To Do		To_Do
+	▲	×	Business Process Steps	×	Task		Task
+	▼	×	Business Process Steps	×	Order		Order
+	▲	×	Business Process Steps	×	Workflow Step		Workflow_Step
+	▼	×	Business Process Steps	×	Reference ID		referenceID
+	▲	×	Business Process Steps	×	Workflow Step Alternate Name		Workflow_Step_Alternate_Name

Group Column Headings 1 item

	*Business Object	Group Column Heading	Group Column Heading XML Alias
+	×	Business Process Steps	
+	×	Business Process Steps	Business_Process_Steps_group

OK

Cancel

- Please note that the "Column Heading Override XML Alias" will have values generated for you. Please leave the column value as-in (do not change them).
- In the "Filter" sub-tab, fill in the details as follows (also shown in screenshot below)

And/Or	(Field	Operator	Comparison Type	Comparison Value)
And		Business Process Type	in the selection list	Value specified in this filter	Job Application	

> Additional Info

Columns

Sort

Filter

Subfilter

Prompts

Output

Share

Advanced

Filter on Instances

Filter conditions for filtering on instances 1 item

or	And/Or	(*Field	*Operator	Comparison Type	Comparison Value)	Indexed				
▼	And		×	Business Process Type	×	in the selection list	×	Value specified in this filter	×	Job Application		

Condition as Text

Business Process Type in the selection list Job Application

Filter on Aggregations

Filter condition for filtering on aggregated values 0 items

+	Order	And/Or	(*Aggregation Function	Field	*Operator	Comparison Type	Comparison Value
								No Data

OK

Cancel

6. In the "Share" sub-tab, check "Share with specific authorized groups and users", and select "ISU_Goodtime" in the "Authorized Users" field.

> **Additional Info**

ColumnsSortFilterSubfilterPromptsOutputShareAdvanced

Specify sharing options for the report definition

Report Definition Sharing Options (empty)

*

☐ Don't share report definition

☐ Share with all authorized users

☒ Share with specific authorized groups and users

Authorized Groups

× GoodTime Security Group

⋮

Authorized Users

× ISU_Goodtime

⋮

Report Owned by

plee / Peter Lee (GT)

OK

Cancel

7. In the "Advanced" sub-tab, under "Web Services Options", check "Enable As Web Service", and select "v44.0" as the Web Service API Version. Just accept the default value for "Namespace" without changing it.

Columns
Sort
Filter
Subfilter
Prompts
Output
Share
Advanced

Specify advanced options for the report (empty)

Report Performance

Optimized for Performance
☐

Background Only
☐

View Options

Freeze First Column
☐

Enable Preferred Currency
☐

Enable Save Parameters
☐

Exclude Execution Link from Search
☐

Web Services Options

A save and re-open is required to see and modify the web service aliases if they are not shown. (empty)

Enable As Web Service
☒

Web Service API Version

v44.0

Namespace

urn:com.workday.report/Step_IDs_for_Goc

8. Click OK. Ignore the warning messages, you might need to click OK once more to get past the warning message.
9. Find and provide GoodTime with the **RaaS JSON URL** following the steps below.
 - a. Click the “...” on the custom report and navigate to Web Service → View URLs

View Custom Report
Step IDs for GoodTime RaaS

Report Name
Step IDs for GoodTime RaaS

Report Type
Advanced

Data Source
Business Process Definitions

Data Source Type
Standard

Primary Business Object
Business Process Definition

Additional Info

Columns
Sort
Filter
Subfilter
Prompts
Output

9 items

Business Object
Field

Business Process Steps
Workflow

Actions

Custom Report
>

Audits
>

Calculated Field for Re...
>

Favorite
>

Integration IDs
>

Layout
>

Process
>

Report Definition
>

Reporting
>

Reports
>

Schedule Future Process
>

Solution
>

Translation
>

Web Service
>

Custom Report

Step IDs for GoodTime RaaS

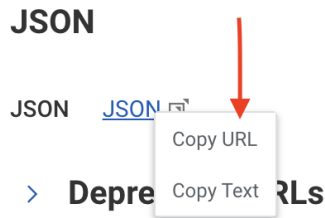
Brief Description
(empty)

Data Source
Business Process Definitions

Primary Business Object
Business Process Definition

View URLs

- b. Scroll down to JSON, right click on the blue “JSON” hyperlink and click “Copy URL”



c. Provide GoodTime with the copied **RaaS JSON URL**

10. [Optional] **If using OAuth**, additional permission needs to be granted. Start the task “Edit API Client for Integrations” and edit the GoodTime API Client for Integration. Grant the additional permission scope “Tenant Non-Configurable” and save.

Edit API Client for Integrations

GoodTime API Client for integration

Client Name

* GoodTime API Client for integration

Client Grant Type

* ☒ Authorization Code Grant

Access Token Type

* ☒ Bearer

Refresh Token Timeout (in days)

0

Non-Expiring Refresh Tokens

* ☒

Disabled

☐

Scope (Functional Areas)

*

Contact Information

Organizations and Roles

Pre-Hire Process

Recruiting

Staffing

System

Talent Pipeline

Tenant Non-Configurable

LESS (3)

Include Workday Owned Scope

☐

Locked Out due to Excessive Failed Signon Attempts

☐

Restricted to IP Ranges

11. Start the task “View User-Based Security Group”, choose “GoodTime Security Group”, click on the 3 dots next to “GoodTime Security Group”, go to “Security Group” in the pop-up and select “Maintain Domain Permissions for Security Group”, and grant “Business Process Reporting” under “Domain Security Policies permitting View access”.

MENU

W

Maintain Domain Permissions for Security Group

10 64

View User-Based Security Group

GoodTime Security Group

Name

GoodTime Security Group

Comment

For GoodTime Integration.

Context Type

Unconstrained

Members

System Users

ISU_Goodtime

plee / Peter Lee (GT)

plee2 / Peter Lee

Domain Security Policy Permissions

Business Process Security Policy Permissions

Domain Security Policy Permissions

28 items

Operation	Domain Security Policy	Domain Security Policies Inheriting Permission	Functional Areas
Get Only	Manage: External References		Talent Pipeline Recruiting

Actions

User-Based Security Gr...

Audits

Favorite

Integration IDs

Reporting

Reports

Roles

Security Group

Tenanted Security Group

Translation

Maintain Domain Permissions for Security Group

Test Membership

View Action Summary

User-Based Security Group

GoodTime Security Group

Security Group

GoodTime Security Group

Assignable Role

(empty)

Context Type

Unconstrained

Comment

For GoodTime Integration.

Maintain Domain Permissions for Security Group

GoodTime Security Group

1 item

Errors & Warnings

Classification	Severity	A Problem Exists With	Problem/Solution
Application	Information	Candidate Data: Interview Schedule (Domain Security Policy)	Workday doesn't support queries using indexed data sources for members of Initiator and may return no results for ...more

Has Pending Changes

Report/Task Permissions

Domain Security Policies permitting Modify access

Domain Security Policies permitting View access

Business Process Reporting

Alert: Activate your security policy changes using the Activate Pending Security Policy Changes task, and update the security evaluation moment, which is currently set to 08/06/20

Integration Permissions

Domain Security Policies permitting Put access

Candidate Data: Interview Schedule

Move Candidate

Domain Security Policies permitting Get access

Candidate Data: Attachments

Candidate Data: Job Application

Candidate Data: Questionnaires

Candidate Data: Questionnaire Total Score

OK

Cancel

12. Activate Pending Security Policy Changes

goodtime