



The Talent Marketplace is a platform that organizations can use to leverage internal talent by connecting employees with opportunities that match their skills, interest and expertise. It is a win-win for both the organizations that need to get work done and employees looking to build skills. Hosts will use the Talent Marketplace app to create, recruit and manage short-term work opportunities.

Creating a Gig (Work Opportunity):

On your Workday home page, click the **Talent Marketplace** app. In the **Talent Marketplace** dashboard, click **Create a Gig**. You will see all gigs that you host. Click **Create Gig**.

On the **Create Gig** form, enter as much information as possible. This information will be used by Workday to leverage the Skills Cloud to suggest skills you may need for the gig and to promote the gig to employees with those skills (if they added skills to their Professional Profile).

1. Enter a **Gig Title**. Explain the gig in **This Gig is about...** Enter **What are your Gig Deliverables or Milestones?**
2. Select a category in **What is the category for this Gig?** Select the duration of the gig in **What type of Gig is this?**
3. Specify a date range for the gig by selecting **Start Date** and **End Date** or **Ongoing**.
4. A default **Gig image** will be assigned to the gig. Select a different image from the available pool of images if you prefer.
5. Include an **Attachment** if required by clicking **Select Files** and then click **Continue**.
6. In **What skills do you need?** add needed skills (the more skills added, the better the talent match to your gig).
7. Select location in **Where is the gig located?**. Select where the gig members will be located **Onsite**, **Remote** or **Both**.
8. Select the time commitment in **What is the expected time commitment?**
9. Enter **How many team members are need for this gig?**
10. If you have someone in mind you would like to add to your gig, you can invite them by adding them to **Add a member?**
11. A confirmation message appears that your gig is published. It also gives you the option to **Promote** the Gig.

Gig Changes/Updates/Promotions

As the gig host, you can edit, promote or cancel your gig.

1. Navigate to the gigs by going to the **Talent Marketplace** app and selecting **Create a Gig**.
2. On the gig you want to update, click **Actions** and then select one of the actions including:
 - a. Manage Gig Team – To manage team members
 - b. Promote Gig – To promote the gig to potential candidates
 - c. View Gig – To view Gig details
 - d. Mark Complete – To mark a Gig completed
 - e. Edit Gig – To make changes to Gig details

f. Cancel Gig – To cancel in case Gig no longer needed

Note: The options you see depends on the status of your Gig. For example, if a Gig changes to **Fully Staffed**, the **Promote Gig** option disappears from the drop-down menu.

Manage Gig Members

Select **Manage Gig Team**.

1. **To add specific members:** click **Add Member**, you can search and select an employee by name.
2. **To add members from the Candidates table:** These members are identified by the system based on a match analysis of the skills and interests expressed by the employee.
 - a. You can see details of the match analysis by clicking on the **Match** (ex: Good or Fair Match).
 - b. You can **Filter** the candidate list by using the search options on the left side of the screen.
 - c. Click the **Plus** icon to add employee to the opportunity.
3. **To remove member/s from the gig:** Click the **X** next to the employee's name.

Promote Gig

- Click **Promote Gig**. Clicking **Promote Gig** will send your Gig invitation to all potential candidates. You can only promote a gig once unless you update the list of needed gig skills after the initial promotion.

Feedback/Endorsements

When you mark a Gig complete, you will be prompted to provide feedback and endorsements for all members of the gig. You will have the option to:

1. Recommend each team member for future gigs by selecting **Yes** or **No**.
2. Endorse the Gig skills for each member. Endorsed skills will be added to the total number of unique endorsements received over time.

After completing all fields for each member, click **Complete**. Verify all feedback is complete before selecting **Yes, Mark Complete**.