

Process for a new/rehire

These instructions are for an employee that started with your agency but did not apply on a job requisition.

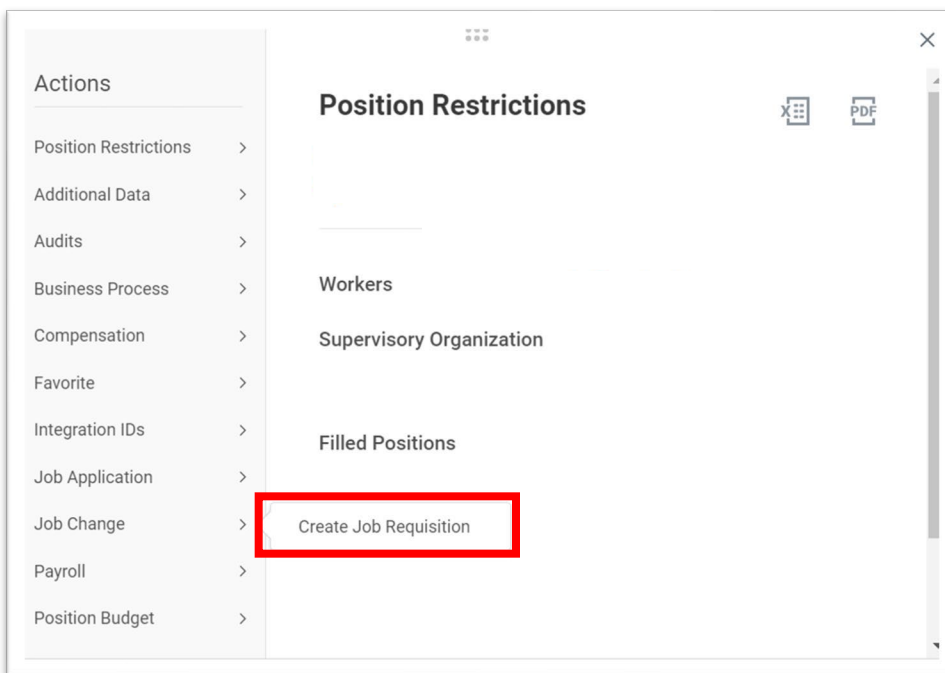
Step 1: Review the position restrictions.

Update the job profile and default compensation, if needed.

- Instructions on how to complete this can be found in the [hire to termination job aid](#).

Step 2: Create the job requisition.

To create a job requisition, enter a **Job Change** on the position the employee will fill. The job profile and compensation entered for the job requisition must match what is listed on the position restrictions.



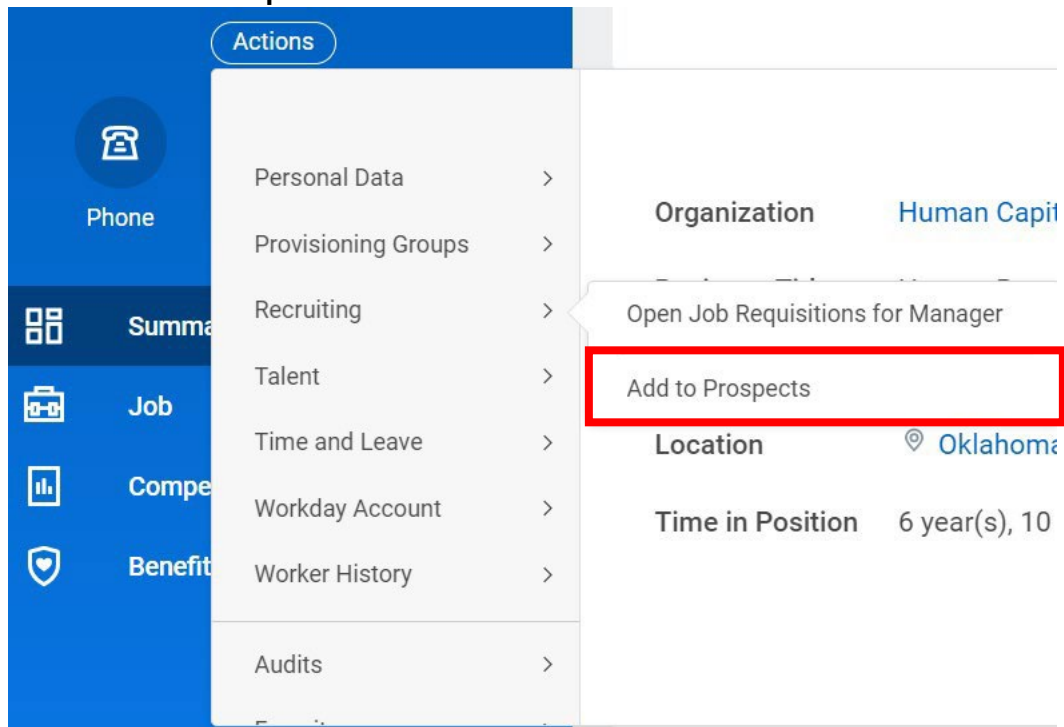
This job requisition **MUST** be posted internally. Be sure to write down the requisition number because you will need it later in the process.

Step 3: Create a candidate profile.

For new hires start at A. For rehires, start at B.

- a. Type **Create Prospect** in the search box and complete the new employee's information. Skip to Step 4.
- b. Type worker's name in the search box and go to the worker's profile.

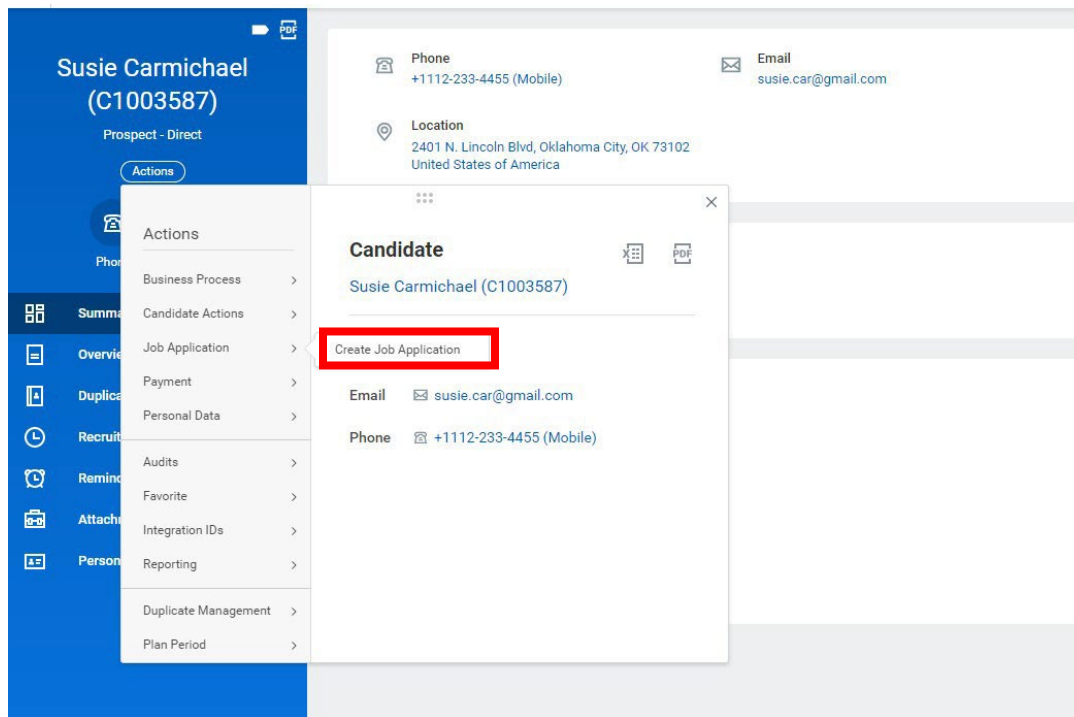
Select the **Related Actions** button → **Recruiting** → select **Add to Prospects**.



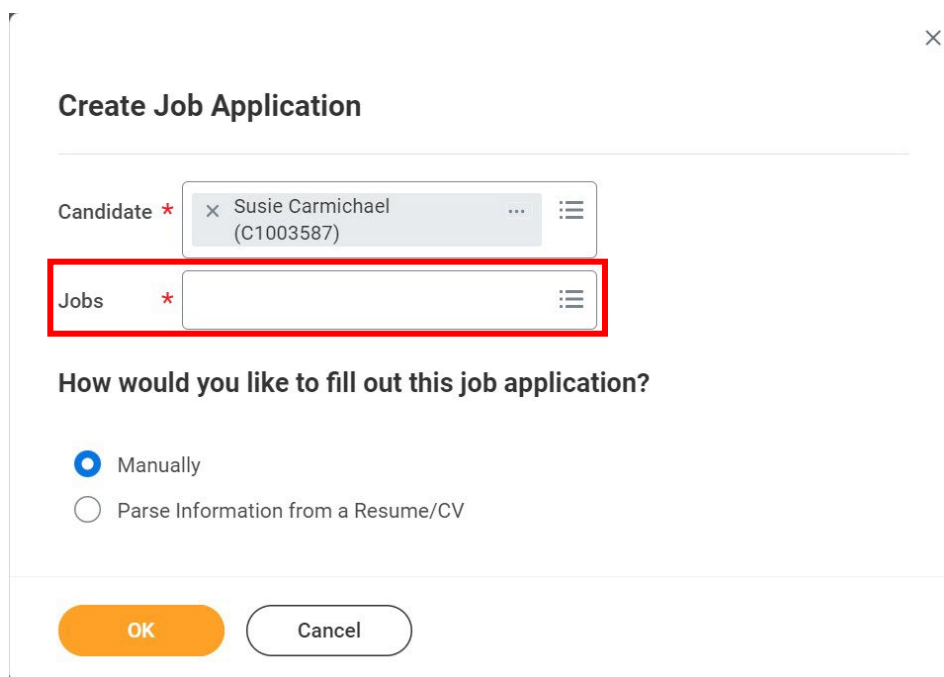
A box will pop up to give you the option to add education, experience and skills. This information is not needed. Select **OK** to move forward. The system will direct you to the candidate profile.

Step 4: Create an application.

From the candidate profile, create a job application.



The box below will pop up. Enter the job requisition number of the requisition you created in the jobs section.



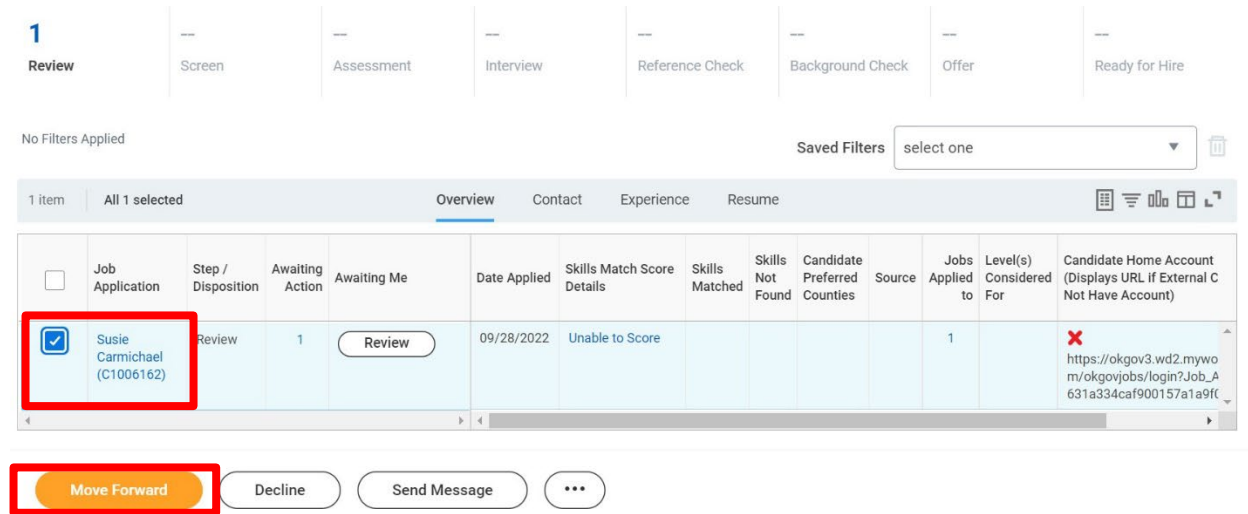
The screenshot shows the 'Create Job Application' dialog box. The title is 'Create Job Application'. There are two required fields: 'Candidate' and 'Jobs'. The 'Candidate' field is populated with 'Susie Carmichael (C1003587)'. The 'Jobs' field is empty and highlighted with a red box. Below the fields is the question 'How would you like to fill out this job application?' with two radio button options: 'Manually' (selected) and 'Parse Information from a Resume/CV'. At the bottom are two buttons: 'OK' and 'Cancel'.

A pop-up box will give you the option to add education, experience and skills. This information is not needed. Select **OK** to move forward. The system will direct you to the candidate profile. Select the **Job Requisition number** located under the **Job Application Details** on the right of the candidate profile page.

Step 5: Move candidate to the ready for hire disposition.

Note: You must be listed as the recruiter to complete these steps.

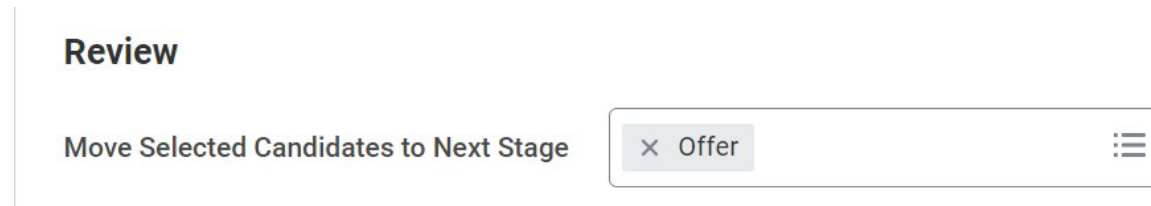
From the job requisition page, select **Review Candidates**. The candidate should be in the review disposition. To prepare them for the hire disposition, select the checkbox next to the candidate's name.



The screenshot shows a candidate review interface. At the top, a progress bar indicates the current step is 'Review'. Below this, a table lists candidates. The first candidate, Susie Carmichael (C1006162), is selected with a checkbox. The table columns include Job Application, Step / Disposition, Awaiting Action, Awaiting Me, Date Applied, Skills Match Score Details, Skills Matched, Skills Not Found, Candidate Preferred Counties, Source, Jobs Applied to, Level(s) Considered For, and Candidate Home Account. Below the table, a row of action buttons is visible: 'Move Forward' (highlighted with a red box), 'Decline', 'Send Message', and a three-dot menu.

Then select **Move Forward** (this is located at the bottom of the page).

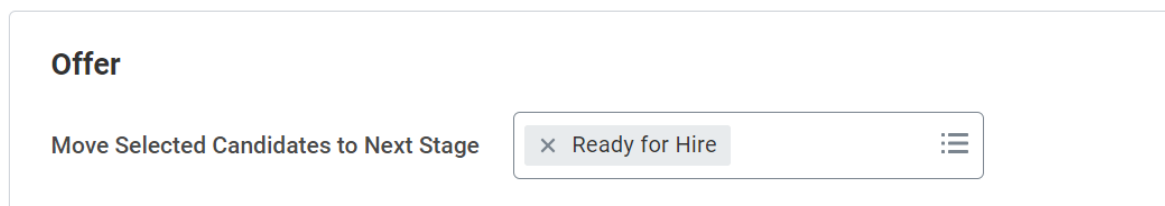
Enter **Offer** in the **Move Selected Candidates to Next Stage** box.



The screenshot shows a dialog box titled 'Review'. It contains the text 'Move Selected Candidates to Next Stage' followed by an input field containing the word 'Offer'. There is a close button (X) and a menu icon (three horizontal lines) on the right side of the input field.

Repeat the steps above again to move the candidate to the **Ready for Hire** disposition. Select the checkbox next to the candidate's name. Then select **Move Forward** (at the bottom of the page). Now enter **Ready for Hire**.

Move Candidates Forward



The screenshot shows a dialog box titled 'Offer'. It contains the text 'Move Selected Candidates to Next Stage' followed by an input field containing the text 'Ready for Hire'. There is a close button (X) and a menu icon (three horizontal lines) on the right side of the input field.

Step 6: Initiate Hire.

Go to your inbox to complete the next task. Enter in the hire date, reason, first day of work, continuous service and benefits service date. Select **Submit**.

Revise Employee Hire

Susie Carmichael

11 second(s) ago - Due 10/19/2022

Hire Date

MM/DD/YYYY

Reason

Initiated From Job Application: Susie Carmichael - JR

Note: If the recruiter completed the previous steps, the next task will be sent to the HR specialist's inbox.

The **change organization assignments**, **propose compensation hire** and **assign pay group** tasks will pop up. All these tasks need to be completed to continue the approval/onboarding process.

Step 7: Checking the status of the hire entry.

To see on whom the task is awaiting an action, type in the employee's name in the search box. Under **Processes**, select the **Hire** action. Select process to view the remaining processes and see on whom the current step is waiting.

Processes

Hire: Susie Carmichael

Hire Employee Event

Transfer: Susie Carmichael

Change Job

Assign Organizations: Susie Carmichael

Assign Organization