Process for a new/rehire

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

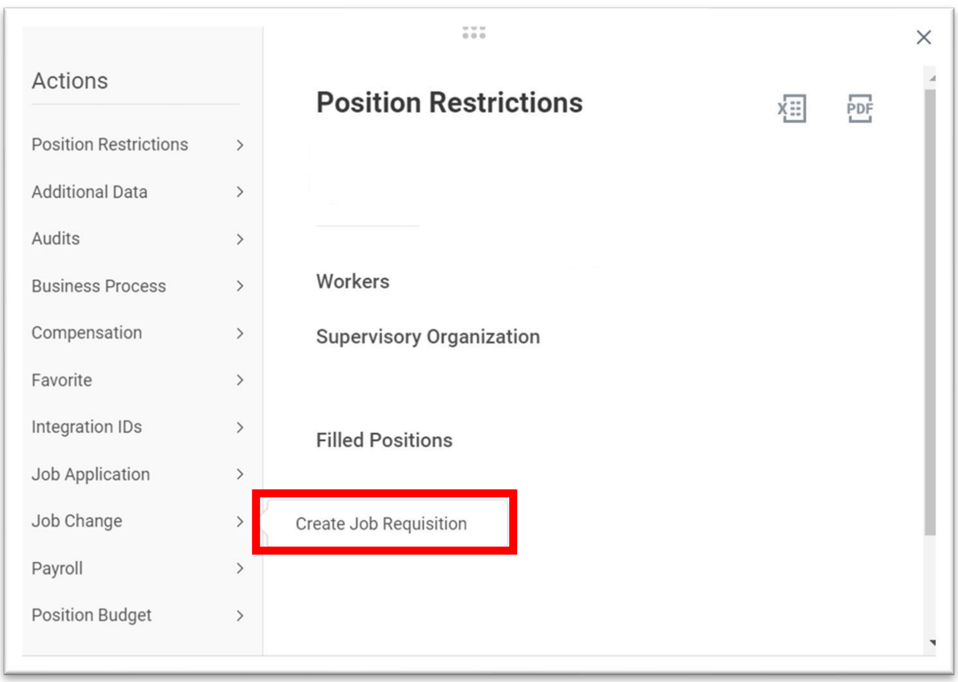
Step 1: Review the position restrictions.

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.

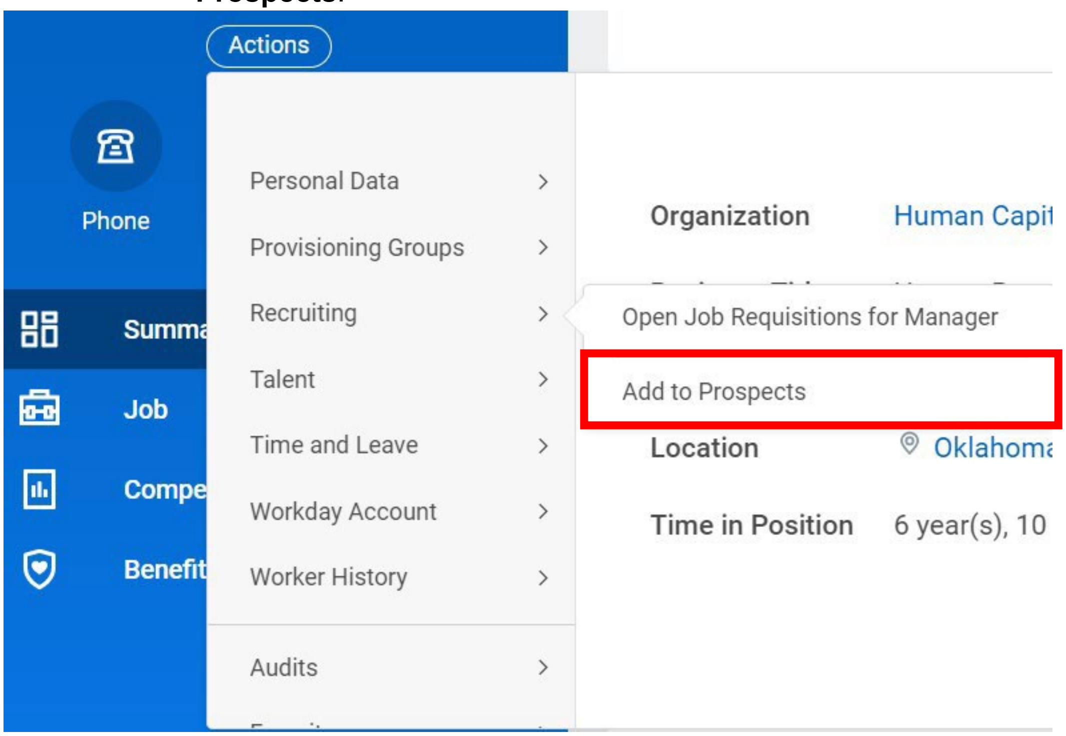
Step 3: Create a candidate profile.

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.

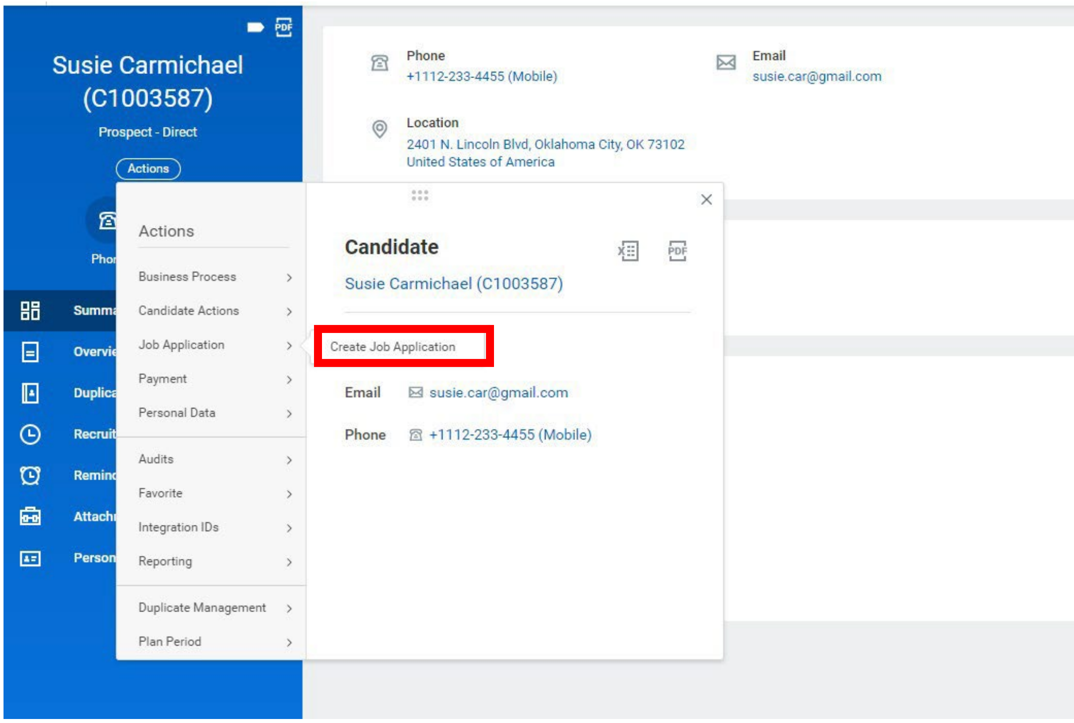
Select the **Related Actions** button → **Recruiting** → select **Add to Prospects**.



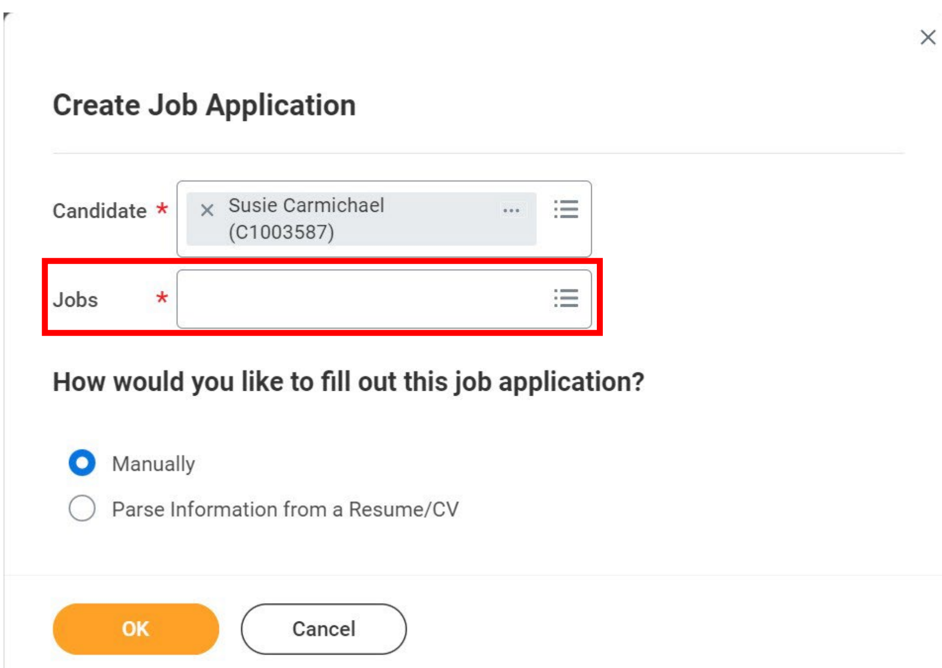
A box will pop up to give you the option to add education, experience and skills. This information is not needed. Select **OK** to move forward. The system will direct you to the candidate profile.

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.

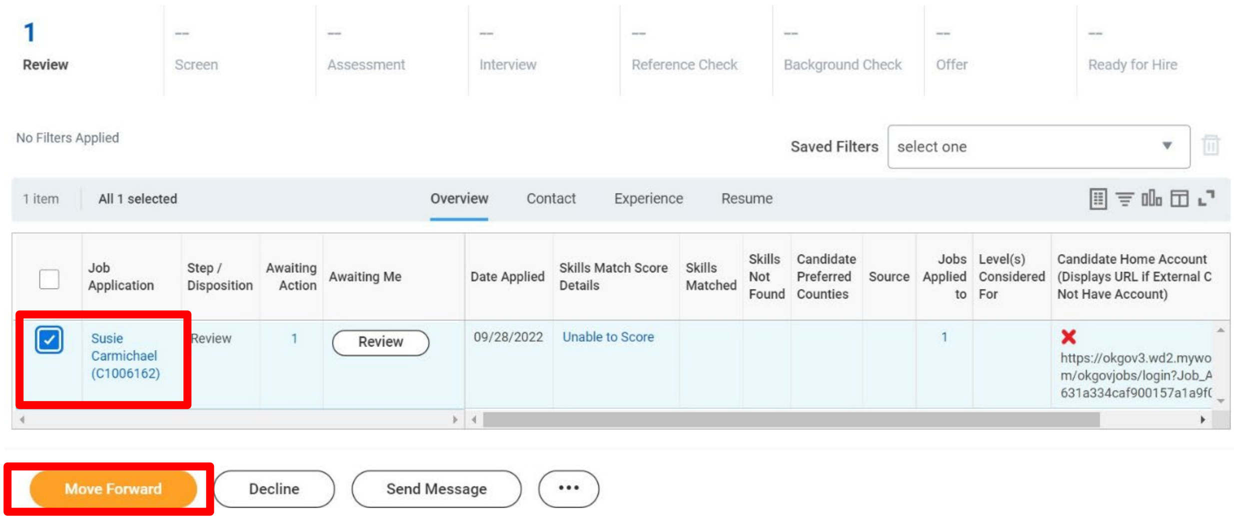


A pop-up box will give you the option to add education, experience and skills. This information is not needed. Select **OK** to move forward. The system will direct you to the candidate profile. Select the **Job Requisition number** located under the **Job Application Details** on the right of the candidate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

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

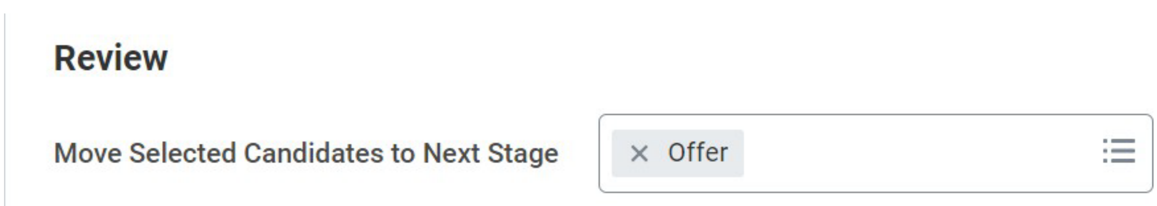
Note: You must be listed as the recruiter to complete these steps.

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.

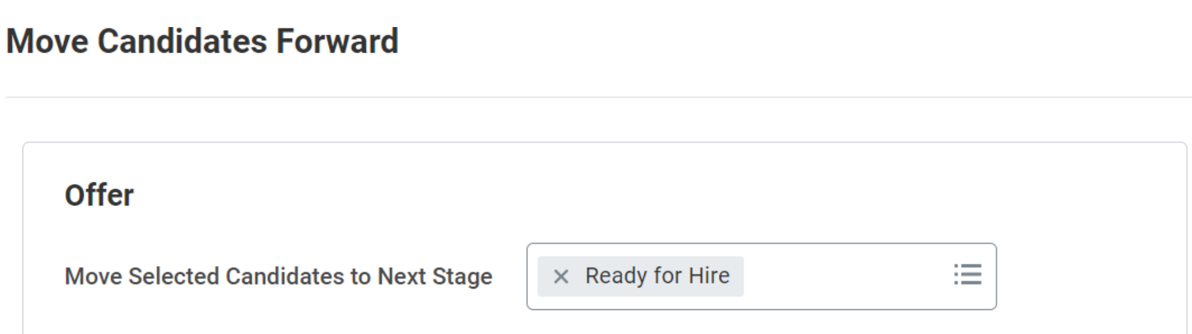


Then select **Move Forward** (this is located at the bottom of the page).

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



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**.



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**.

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.