# Hire

1. Search and select the task "**Manage Pre-Hires for Job Report**".

Q  Manage Pre-Hires for Job  ⊗

📋  Manage **Pre-Hires** for Job
     Task
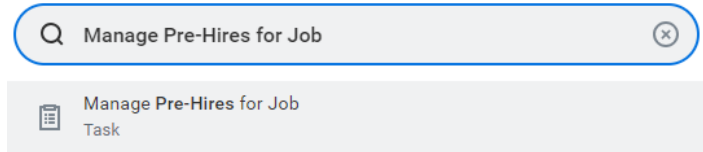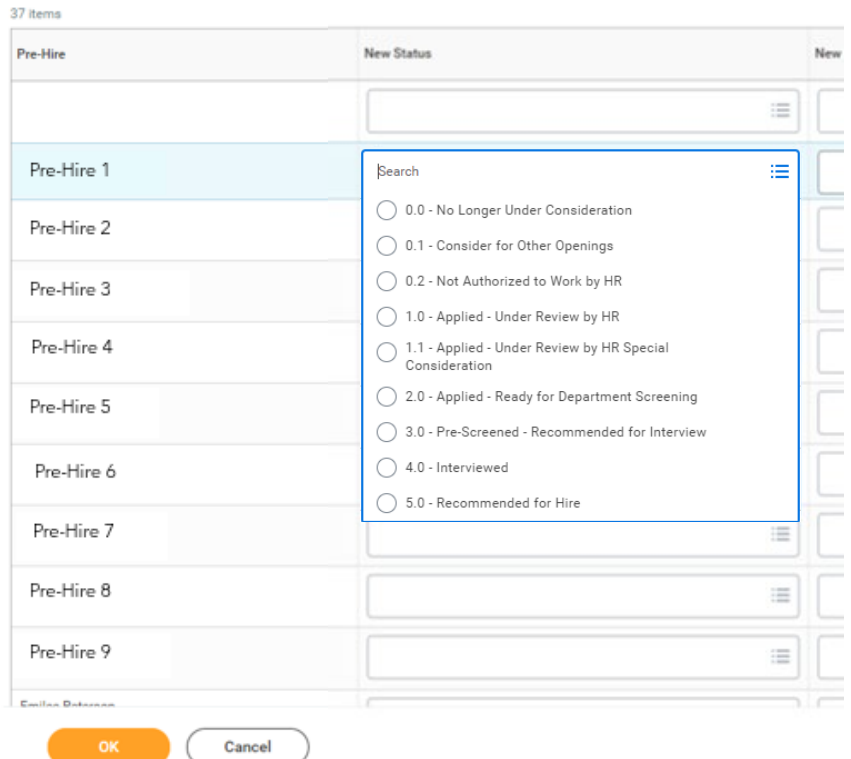
2. Input the **Position number** and click **OK**. You can update the status of the pre-hire to reflect where they are in the hire process.

**Manage Pre-Hires for Job**

Considered for *   ✕ P-2028286 Director of Honey Distribution (Unfilled)  ⋯ ☰

OK        Cancel
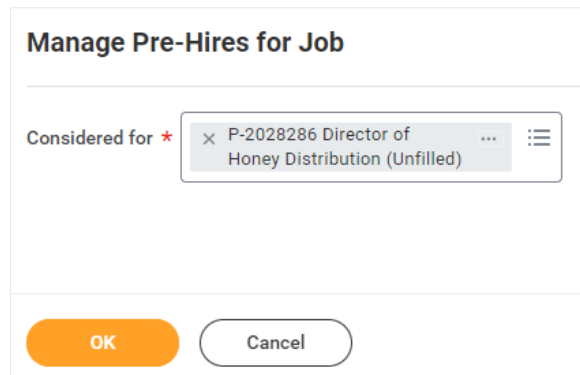
Select a Status for *each* pre-hire, such as "No Longer Under Consideration" or "Recommended for Hire".

*Please note, if you put the status to "*No Longer Under Consideration*" or "*Considered for Other Positions*", an automated rejection email will send to the candidate to make them aware they are no longer being considered for this position.

**Manage Pre-Hires for Job**

The status of a pre-hire for the job opening.

37 Items

| Pre-Hire | New Status | New |
|----------|-----------|-----|
|  |  ☰ |  |
| Pre-Hire 1 | Search  ☰ |  |
| Pre-Hire 2 | ○ 0.0 - No Longer Under Consideration |  |
| Pre-Hire 3 | ○ 0.1 - Consider for Other Openings |  |
| | ○ 0.2 - Not Authorized to Work by HR |  |
| Pre-Hire 4 | ○ 1.0 - Applied - Under Review by HR |  |
| | ○ 1.1 - Applied - Under Review by HR Special Consideration |  |
| Pre-Hire 5 | ○ 2.0 - Applied - Ready for Department Screening |  |
| Pre-Hire 6 | ○ 3.0 - Pre-Screened - Recommended for Interview |  |
| | ○ 4.0 - Interviewed |  |
| Pre-Hire 7 | ○ 5.0 - Recommended for Hire  ☰ |  |
| Pre-Hire 8 |  ☰ |  |
| Pre-Hire 9 |  ☰ |  |
| Emilce Petersen |  |  |

OK        Cancel

3. Once you have established who you will hire, and all statuses have been updated - search your Pre-Hire in Workday.

   Hover over their name and click the three dots. Hover over Hire and select **Hire Employee**.
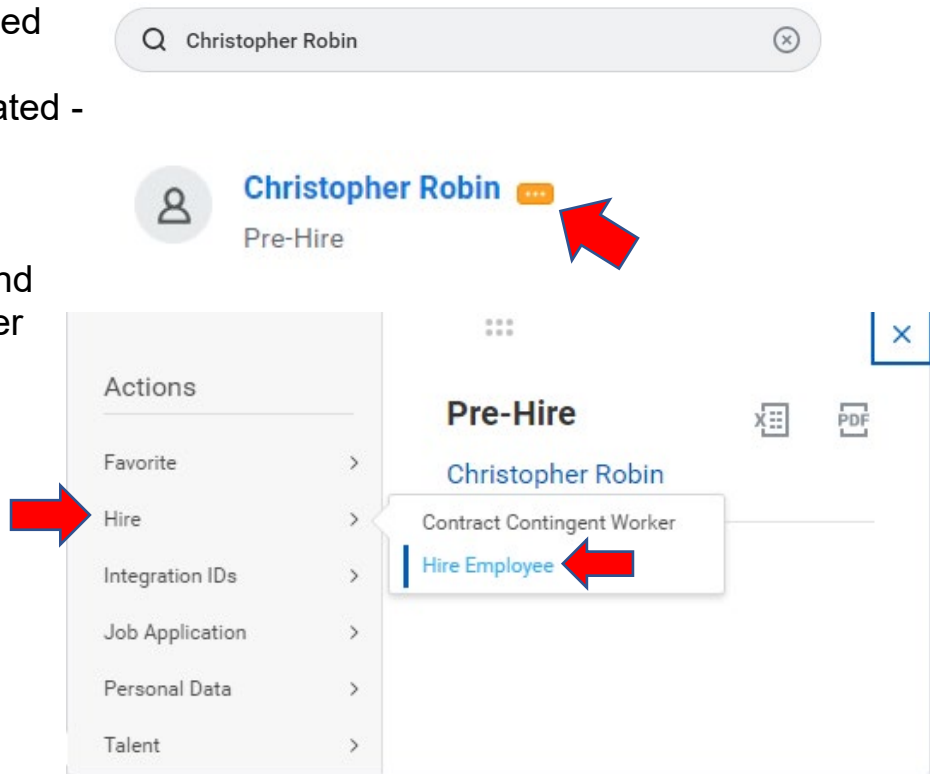


4. Select the **supervisory organization** you are hiring into.

   Select **Existing Pre-Hire**.
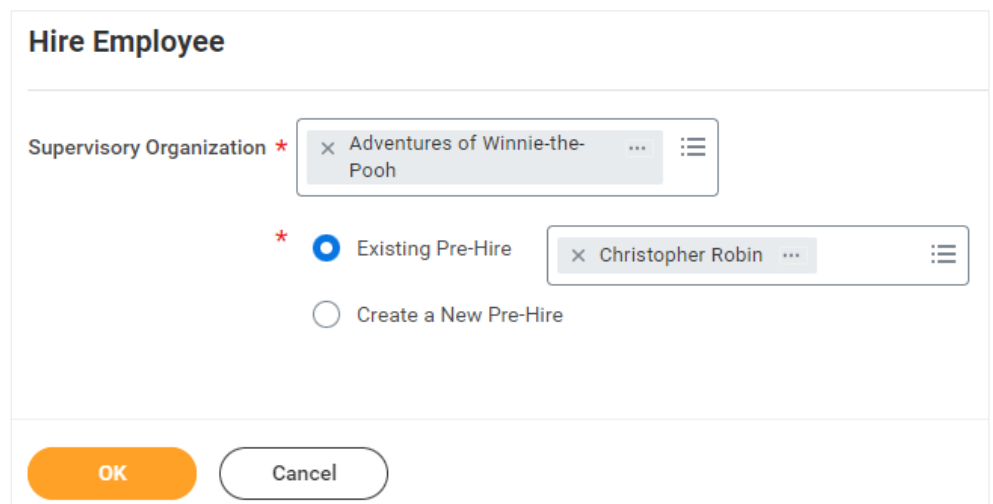
5. Add the **Hire Date**. Select the **Reason**, and **Position**. Once the Position is selected, the remaining information should auto-populate. If it does not, select **Employee Type**, **Job Profile**, **Time Type**, and **Location**.

**Hire Employee**   Christopher Robin  •••   Adven

Hire Date * | 07/24/2023 📅

Reason | ✕ Hire Employee > New Hire

## Job Details

Position * | ✕ P-2028286 Director of Honey Distribution •••

Employee Type * | ✕ Regular ↗

Job Profile * | ✕ Event Coordinator •••

Time Type * | ✕ Full time

Location * | ✕ Lynchburg - In Office •••

Pay Rate Type | ✕ Hourly •••

Note: If employee is Part Time, please update Default And Scheduled Weekly Hours.

(For example: Employee is part time, 15 hours weekly, update Scheduled Weekly Hours to 15 hours)

### ⌄ Working Time

Location Weekly Hours | 40

Default Weekly Hours | 40

Scheduled Weekly Hours | 40

FTE | 100%

Work Shift |

› **Additional Information**

6. **Submit**

**Submit**

7. Workday will go through an auto integration process event. This takes up to 45 minutes.

8. The Hire will route to the **HR Office Partner** for approval, then the **Compensation Manager** > **Compensation Approver** > **Academic Office Partner** (if an academic role) > **HR Executive** > **HR Office Partner** > **Compensation Manager** > **Compensation HR Office Partner** (for offer letter).

   _Note_: If the hire is Sent Back at any time, It will need to go through the approval process again.

   For example, if the HR Executive sends back the hire to the HR Analyst to update the hire date, once the HR Analyst re-submits it will go through approval with the HR Office Partner, Compensation Manager, and Compensation Approver again.

9. Once the approval process is complete, the New Hire will be sent an **offer letter** and have the task to review their documents.