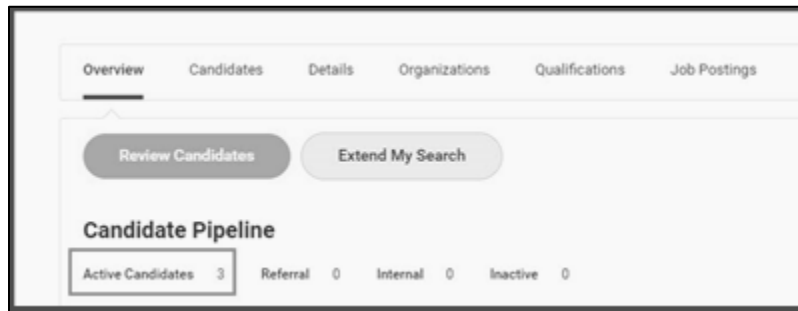


Workday Hiring Guide

FIND/MANAGE CANDIDATES

From the Workday home screen:

1. Go to Recruiting
2. Click the **My Recruiting Jobs**.
3. Select the appropriate **Job Requisition** recruiting for.
4. System will automatically default to active candidates.
5. Select **Review Candidates** located at the top of the screen.
6. Select the checkbox next to the desired candidate or candidates and click the **Move Forward** button.
7. Select an option from the Move Selected Candidates to the **Next Stage** list and click **OK**



MASS MANAGE CANDIDATES IN A REQUISITION

1. Select the **My Open Job Requisitions**
2. Click the requisition you are performing a mass action on.
3. Click the **Candidates** tab.
4. Click **All Active Candidates**, then select the checkbox next to the candidates you want to decline. This allows you to decline multiple candidates at once.
 - Note: For candidates in the review stage, you can mass Move Forward to the next step (screen, interview, etc.). Move candidates past the review stage by opening their Candidate Objects and selecting the

Move Forward button. If this button is not available, then the candidate has steps remaining to perform. The Awaiting Action on.

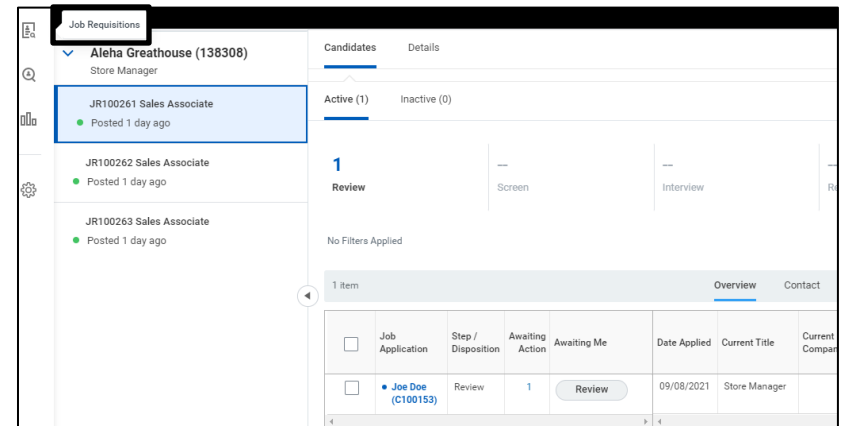
5. Click **Decline** and then select a Disposition Reason.
6. Click **OK**.

INTERVIEWING A CANDIDATE

1. Find the candidate's application in Workday.
 - a. If the candidate has not yet applied have them apply utilizing the store's mobile device and "Now Hiring Link"
2. If the candidate is in store, ask if they have 20 mins. to interview.
3. If the candidate is not in store call the candidate to verbally schedule a time, date, and location for the interview
4. Conduct the Interview.

AFTER THE INTERVIEW:

1. Access the recruiting dashboard
2. Find candidate from job requisition list.



3. Go to the Candidate list and verify if the candidate is a "duplicate" (rehire) before moving forward.

Workday Hiring Guide

REHIRE

- From the candidate's profile page, select **Overview** and tab over to **Duplicates**.

- Click the arrow next to **Previous Worker Identified** and verify if the candidate answered **Yes** or **No**.

- *If the candidate replied No to the question, the Previous Worker Identified section will not appear and you can proceed.*
- If the candidate replied **Yes**, they are a rehire.

- Reach out to your HR Generalist to verify if the candidate is eligible for rehire. **STOP**
- *If HR confirms the candidate is not re-hirable **STOP** the process. **STOP**
- Advise the candidate that you are reviewing applications and they will be contacted for an interview if they are a good fit for the open position.
- If the candidate has additional questions about their re-hire status, please direct them to our Human Resources office at **1-844-362-4422**.
- Click on check box next to candidate's name and then select **Move Forward** at bottom of screen.
- Select **Interview** in pop-up window and then select **OK**.



Job Application	Step / Disposition	Awaiting Action	Awaiting Me
<input checked="" type="checkbox"/> Joe Doe (Internal) (C100153)	Schedule Interview	1	To Do

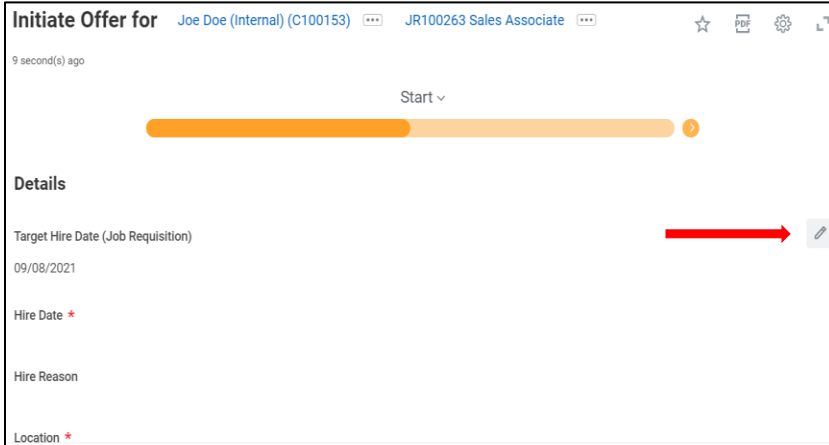
Move Forward Decline Send Message ...

- Skip the task of scheduling the interview. Ignore the inbox task. No data is sent to the candidate or hiring manager. Select **Next**.
- On the next screen click **Submit** to finalize.

Workday Hiring Guide

ENTERING A JOB OFFER

1. Under the **Candidates** tab, select the checkbox next to the name of the candidate you would like to extend an offer to and click **Move Forward**.
2. A pop-up window will show the candidate has been moved to the Offer stage. Click **OK**.
3. Navigate to  icon and select the task Offer for Job Application for the candidate. This will allow you to initiate the job offer.
4. Click on the  to edit the offer.



Initiate Offer for Joe Doe (Internal) (C100153) JR100263 Sales Associate

9 second(s) ago

Start ▾

Details


Target Hire Date (Job Requisition)


09/08/2021

Hire Date *

Hire Reason

Location *

5. Enter the anticipated hire date.
6. The Location, Job Details, and Work Hours will repopulate.
7. Click **Next**.
8. Click  to edit hourly pay amount if desired.
9. Review the Compensation screen. Under the Hourly section, the candidate's pay will default to the minimum amount for the

positions pay range. Click on  if you need to adjust the offered pay amount.

10. **Before hitting Submit the hiring manager must contact the DSM for verbal approval. If approved offer can be made.**
11. Hiring manager verbally offers the candidate the job if accepted click **Submit**.

CANDIDATE'S FIRST SHIFT


Offer, Background and Onboarding steps must be completed in store during candidate's first shift.

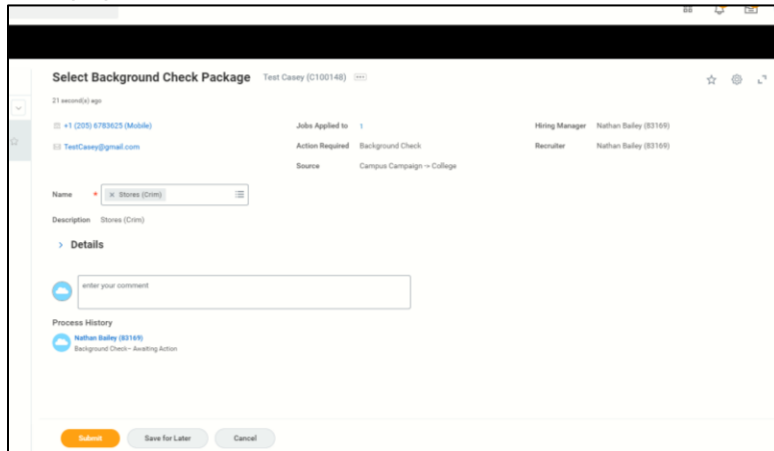
- Shift must be no less than 4hrs. to allow for the permanent Workday user credentials to generate.
- These credentials allow for onboarding tasks to be completed and ability for the new associate to clock in/out.

FINALIZING CANDIDATE OFFER

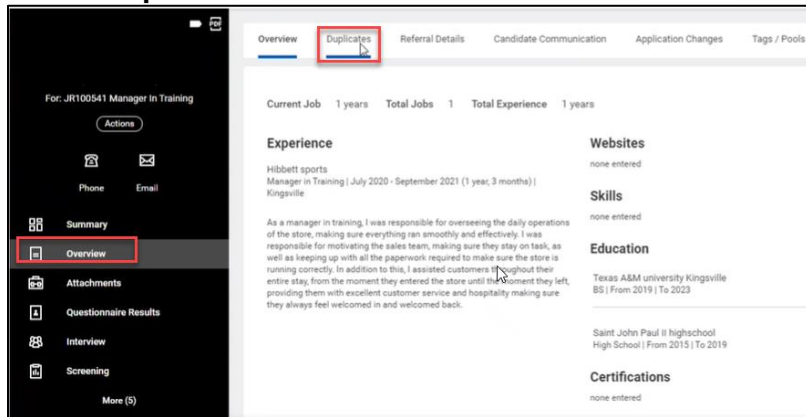
1. Hiring manager will receive an **Offer Letter** task in your Inbox.
2. Click **Submit** to send the offer letter to the candidate.
3. Candidate will accept the offer and will receive a task to enter in **DOB and SS#**.
- **Hiring manager cannot move to the next step until the applicant completes.**
4. Once completed the hiring manager will move the candidate to **Background Check**.

Workday Hiring Guide

- Click the  icon and a task for the background package will auto populate.

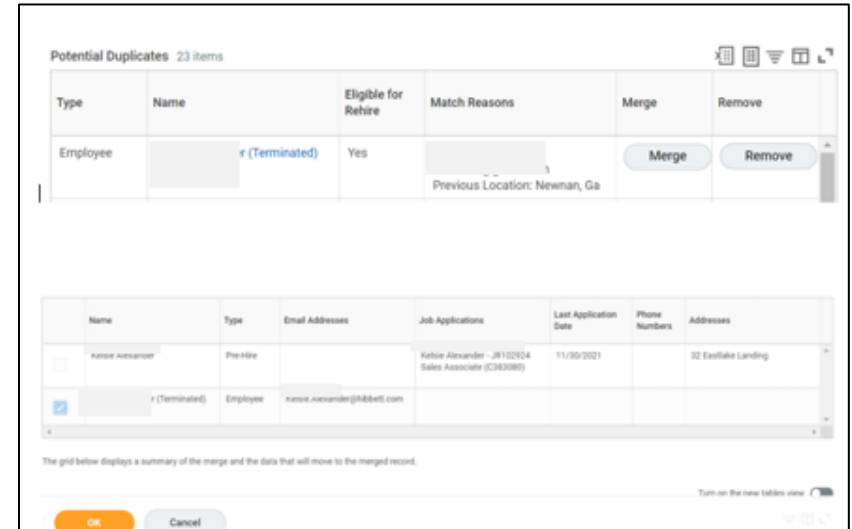



- Click **Submit**.
 - Note: If a candidate has been identified as a rehire the hiring manager must merge the profiles here following these steps:**
 - From the candidate's profile page, select **Overview** and tab over to **Duplicates**.



- Click the arrow next to the **Previous Worker Identified**.

- A pop-up box will appear with the terminated candidate's profile. Select the terminated profile to merge with the new profile.
- Select **OK**.




- Once the background has been completed by the candidate.
 - Hiring manager cannot move to the next step until the applicant completes.**
- Click the  icon and you will see a task listed to complete for your applicant in the folder.
- Enter the candidate's pay rate type.

Workday Hiring Guide

10. Enter the candidate's anticipated Hire Date. The other details will be prepopulated.

11. Select **Submit**.

12. Click the  icon and you will see a task listed to complete for your applicant in the folder.
13. The Final Hire approval request will be sent to your DSM. Once your DSM has approved the request, you will receive one final task in your Workday Inbox.
14. All information should prepopulate.
15. Select **Submit**.
16. This will send the onboarding task email to the candidate to complete.
17. The candidate is an official employee at this point and has generated an employee #.
18. Permanent user credentials will generate in up to 4 hrs.
19. It is very important the associate completes all onboarding tasks on their first shift
20. Store Manger must complete the I-9 on the first shift.

Onboarding Status Summary

1. Store Managers can view the onboarding progress for the candidate by going to the search bar and typing Onboarding Status Summary.
2. Do not enter in any selected fields and select **Ok**.

Worker	Hire Date	Short Notice	Position	Supervisory Organization	Hiring Manager	Onboarding Progress	In Progress	In Progress For >1 Day	Completed	Email
Year-Old (16/7890)	09/15/2021		Sales Associate	Alpha Greathouse (138308)	Alpha Greathouse (138308)	80%	Review Form I-9		Change Emergency Contacts Edit Government IDs Manage Payment Elections Review Documents To Do: Fill out My Tax and Compliance Forms More (3)	
Joe Doe (16/7800)	09/09/2021		Sales Associate	Alpha Greathouse (138308)	Alpha Greathouse (138308)	0%	Edit Government IDs Home Contact Change Legal Name Change Personal Information Change Preferred Name Change More (2)			

3. The report will show any workers onboarding tasks status that have been completed or are in progress.

Workday Hiring Guide

HOW TO REVIEW AND PROCESS A CANDIDATES I-9 FORM

- The “**Review Form I-9**” task will show in the hiring manager’s Inbox.

- Verify the information provided is accurate.

- The candidate must provide the hiring manager one document from List A or a combination of one document from List B and one document from List C as listed on the “Lists of Acceptable Documents”. For each document the hiring manager must review, and enter in the following information: Document Title, issuing authority, document number, and expiration date, if any.

Workday Hiring Guide

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A		LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	OR	Documents that Establish Identity	Documents that Establish Employment Authorization
			AND
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record	5. Native American tribal document
		6. Military dependent's ID card	6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document	8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:	
		10. School record or report card	
		11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record		