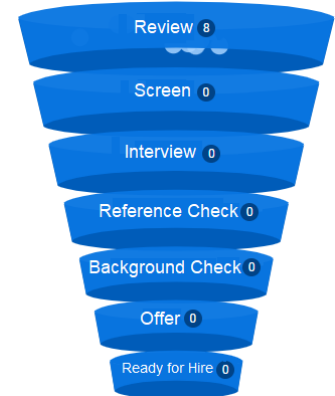


Hiring Through the Recruiting Module

This hire process involves utilizing the Recruiting module in which a job is posted, applicants apply, and are then moved through the recruiting funnel. It describes the final stages after a candidate has been selected for hire and moved to the Offer stage in the recruiting funnel.

See the following Direct Hire section that follows to obtain details regarding hiring when not using the recruiting module.



1. After the background check for the candidate clears, the hiring manager initiates the offer stage in Workday. HR will contact you to confirm the salary, start date and other details to create an offer letter.
2. Human Resources will take the information you have provided and complete an offer letter. You will then receive a task in Workday to approve the letter.
3. After the offer letter is approved, you will be sent the letter through Workday to sign via a Docusign integration to provide your electronic signature. Note that both the candidate and you will be sent notice at the same time to sign the offer, but you must sign the offer first before the candidate can sign it. Therefore, it is possible that if you delay signing, the candidate will attempt to sign the offer and be confused as to why they are unable to do so. With this in mind, please sign the offer as soon as possible.
4. The candidate will sign the offer letter, and it will upload in the Worker Documents section in Workday.
5. The new hire will receive an email to set up their Workday account, after which they will be notified via email of a series of tasks to complete in Workday as part of their onboarding process prior to their first day of work. For more information about this stage of the process, refer to the [Onboarding](#) section of the Managers Toolkit.

Direct Hire Process

There are times when you may already have a candidate to fill a position without needing to go through a recruiting process. The description below explains the process for doing so. Most of the steps are the same, but there will be times where information will be entered later in the process than when hiring a candidate who has been hired through the recruiting module because it has not been gathered through the regular application process.

1. The hiring manager or designee contacts Human Resources to inform them of their desire to hire a candidate directly. Human Resources will gather candidate information to create a profile of the candidate in Workday.
2. Human Resources will initiate a background check for the candidate.
3. Once the background check clears, HR will also take the hire date and salary information you have provided to create an offer letter for the candidate via DocuSign outside of Workday.
4. The offer letter will be sent to you directly from DocuSign for electronic signature. The candidate will not receive notice of the offer letter until you have signed, unlike the integrated process for candidates hired through the Recruiting module.
Very Important Note: Since the offer letter is being generated independent of Workday, you must save a PDF copy of it at the Review stage in DocuSign.
5. A task will be generated in Workday for you to upload the PDF copy of the offer letter created in DocuSign. Open the task and drag the file into the space for downloading and submit. The letter will be loaded into the Worker Documents section of the employee profile in Workday.
6. The new hire will receive an email to set up their Workday account, after which they will be notified via email of a series of tasks to complete in Workday as part of their onboarding process prior to their first day of work. For more information about this stage of the process, refer to the [Onboarding](#) section of the Managers Toolkit.