

Overview/Description

This document provides step-by-step instructions on how to **Manage Hires** after an Applicant has accepted a **Job Offer**.

Prerequisite(s)

Applicant disposition should read **“Offer Accepted”** or **“Accepted”**.

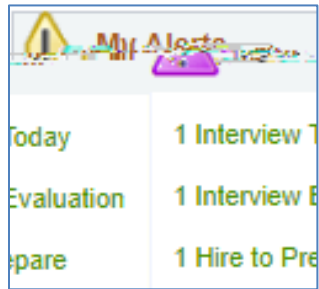
Instructions

Choose a Navigation path to access the Applicant who is being Prepared for Hire either through the “Recruiting Alerts” tile, Browse Job Openings (or Search Job Openings), or Browse Applicants (or Search Applicants).

Navigation

Navigator > Recruiting > Browse Job Openings (or Search Job Openings) or Browse Applicants (or Search Applicants) or Recruiting Alerts tile

1. The last step required before an applicant can be hired or transferred is Prepare for Hire. This is when you establish the Applicant as Ready to Hire by confirming the Start Date, the type of hire (or transfer) that’s taking place and verifying if the applicant already exists as an employee. Identify the applicant you would like Prepare for Hire by:
 - a. Option 1: Navigate to the Recruiting Alerts tile
 - b. Option 2: Navigate to Recruiting -> Browse (or Search) Job Openings. Select the Applicant of interest.
 - c. Option 3: Navigate to Recruiting -> Browse (or Search) Applicants. Select the Applicant of interest.



Find the line with the correct Job Opening or Applicant listed. The disposition should read "**Offer Accepted**" or "**Accepted**".

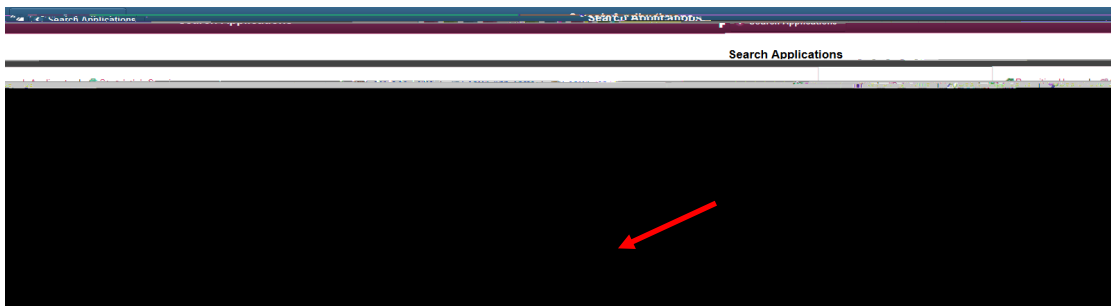
2. Prepare Job Offer .c 0w 1946



g. After reviewing the data on the "**Prepare for Hire**" page and verifying the **Employee ID**, click "**Submit Request to HR**".

h. You will see a pop-

- i. Upon returning to either the **“Manage Applicant”** page (Option 3) you will notice that Applicant’s disposition/status now reads as **“Ready to Hire”**.



Alternately, if you return to the **“Manage Job Openings”** (Option 2) page, you will notice that the Applicant’s disposition/status now reads as **“Ready”** and can be found on the **“Hire”** tab.

