Processing Non-Recruiting Hires

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If you did not use Recruiting for a position, follow these steps after creating your job requisition.

First Steps for Processing a Non-recruiting Hire

1) Run the **My Open Job Requisitions** report.

2) Under the **Job Requisition** column, hover over the position you are filling.

3) Click the **Related Actions** button (a rectangle with three dots), which should appear next to the requisition link.

4) From the resulting **Actions** menu, hover over the **Hire** tab, then click **Hire Employee** from the submenu.

5) Under **Search Pre-Hires and Former Workers**, enter the individual's name, then click **Search**.

It's important to make sure that you don't create duplicate people in Workday. Follow the steps below according to whether you need to create a new pre-hire profile for the individual you're hiring:

Existing Pre-Hire or Former Employee:

If the individual's name comes up in this search, then they are already in the system.

- If they are a *current employee*, use the Manage Job Changes guide instead (this includes additional jobs).
- Otherwise, check the box next to their name, then click **Start Hire**.

New Pre-Hire

If the individual does not come up in search, click **Create New Pre-Hire**, then follow these steps:

1. Complete required pre-hire legal name information.
2. Complete required pre-hire information under the **Contact Information** tab. A pre-hire must have at least one piece of contact information in Workday.
3. Click **OK**.
4. The job information from the requisition will auto-fill. Make changes as appropriate.
5. Click **Submit**.

What's Next

From here, follow the steps to process the new staff hire (student positions require the use of the recruiting process).