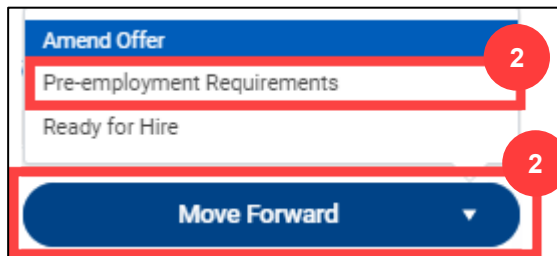


Job Application Stage: Pre-employment Requirements and Ready to Hire

You may initiate pre-employment requirements for candidates who reached the offer stage in Workday. Then the candidate may move to the Ready to Hire stage. Depending on the group, either the Primary HR Liaison, the Primary Recruiter, or Nursing Intake Coordinator, APP Intake Coordinator will initiate the pre-employment and ready for hire steps.

Initiate Pre-employment Requirements

1. In the **Recruiting Hub**, select the appropriate Candidate to review pre-employment requirements.
2. From the candidate profile, select **Move Forward**, then **Pre-employment Requirements**.



The screenshot shows a candidate profile interface. At the top, there is a blue bar with the text 'Amend Offer'. Below it, there are three options: 'Pre-employment Requirements', 'Ready for Hire', and 'Move Forward'. The 'Pre-employment Requirements' option is highlighted with a red box and a red circle containing the number '2'. The 'Move Forward' button is also highlighted with a red box and a red circle containing the number '2'.

Select Background Package

Once you Move Forward with Pre-Employment Requirements, a pop-up will appear, select Open.

3. Select the background check package in the **Name** field.
4. Select **Submit**



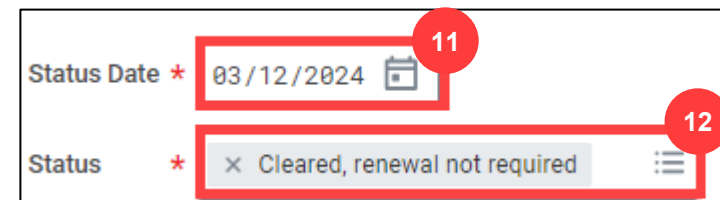
The screenshot shows a pop-up window for selecting a background check package. The 'Name' field is highlighted with a red box and a red circle containing the number '3'. The selected package is 'New Hire (>25000)'. Below the 'Name' field, the 'Description' is 'New Hire Background Check >25000'.

Self-Disclosure Form Questionnaire

5. Once you populate the Background Check Page, a pop-up will appear, select Open.
6. Select the **Self-Disclosure Form Questionnaire** task
7. Select the **Self-Disclosure Form** for the candidate.
8. Select **Submit**.

Select Background Check Status

9. Once you complete the Pre-Offer Validation, a pop-up will appear, select Open.
10. Select the **Background Check for Job Application** task
11. Select **Status Date**
12. Select **Status**
13. Select **Submit**

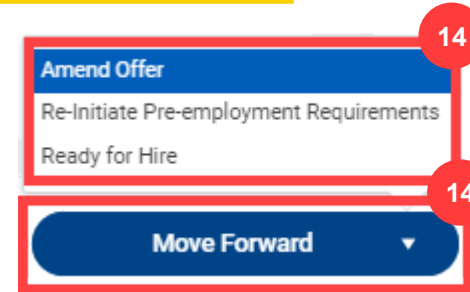


The screenshot shows a pop-up window for selecting a background check status. The 'Status Date' field is highlighted with a red box and a red circle containing the number '11'. The selected date is '03/12/2024'. The 'Status' field is also highlighted with a red box and a red circle containing the number '12'. The selected status is 'Cleared, renewal not required'.

Job Application Stage: Pre-employment Requirements and Ready to Hire

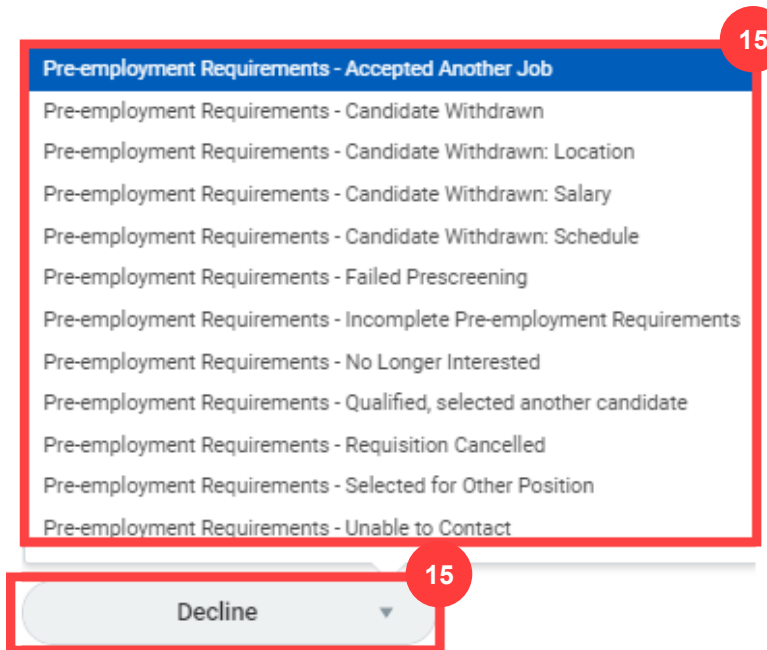
Set Pre-employment Requirements Decision

If the candidate passes pre-employment requirements,
14. In the Candidate profile, select **Move Forward**, then **Ready for Hire**.



A screenshot of a dropdown menu. The menu is open, showing three options: 'Amend Offer', 'Re-Initiate Pre-employment Requirements', and 'Ready for Hire'. The 'Ready for Hire' option is highlighted in blue. A red circle with the number '14' is positioned to the right of the menu.

If the candidate does not pass the pre-employment requirements or withdraws their application
15. In the Candidate profile, select **Decline**, then a **Decline Reason**.

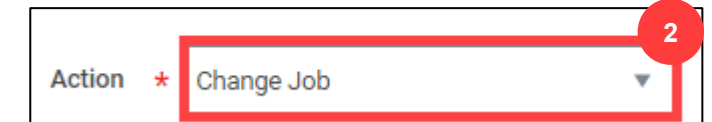


A screenshot of a dropdown menu. The menu is open, showing a list of decline reasons. The first option, 'Pre-employment Requirements - Accepted Another Job', is highlighted in blue. A red circle with the number '15' is positioned to the right of the menu. Below the list is a 'Decline' button, also highlighted with a red box and a red circle with the number '15'.

Staffing Action

If you are adding or changing a job, there will be a Staffing Action task. This step only triggers for internal hires.

1. Go to **My Tasks** and select the **Staffing Action** task
2. Select **Action**
3. Select **Submit**.



A screenshot of a dropdown menu. The menu is open, showing the word 'Action' followed by a red asterisk and a list of options. The 'Change Job' option is highlighted in blue. A red circle with the number '2' is positioned to the right of the menu.

Actions including Hire, Change Job, and Add Additional Job will all be processed by HR Data Services