

## Create Pre-Hire

A candidate must exist in Workday as a pre-hire before they can be hired in Workday. The Create Pre-Hire task is used when a candidate is not yet a pre-hire in Workday. This is to give them temporary limited Workday access to complete onboarding tasks.

**NOTE:** do NOT create pre-hire records for SU students. Student records are already created via the registrar's office and are found via the Find External Student report in Workday.

1. Enter **Create Pre-Hire** in the **Search** bar and select the task.
2. The Pre-Hire page displays.
3. Select the **Source Prompt** to choose how the candidate accessed the application or position.
4. (Optional) Select the **Referred By Prompt** if the candidate was referred by a current employee.

The screenshot shows the 'Create Pre-Hire' form. The title is 'Create Pre-Hire'. Below the title, there are four main sections: 'Source', 'Referred by', 'Comment', and 'Allow Duplicate Name'. The 'Source' field is a dropdown menu with 'Recruiter' selected and a yellow box around it. The 'Referred by' field is a dropdown menu. The 'Comment' field is a large text area. The 'Allow Duplicate Name' field is a checkbox.

5. (Optional) Enter any **Comments** in the **Comment** text box regarding this Pre-Hire.  
**Note:** (Optional) Select the Allow Duplicate Name check box to allow the creation of a new pre-hire even if there is already a pre-hire in the system with the same name and available for hire.
6. Navigate to the **Legal Name Information** tab to enter the candidate's **First Name** and **Last Name**.

Notes:

- The candidate's Pre-Fix, Middle Name, and Suffix are optional.
- Country is automatically populated to the United States of America but can be changed if the candidate's location is outside the United States of America.

Legal Name Information | Contact Information

Country \*

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

7. Navigate to the **Contact Information** tab.
8. Select **Add** under **Email** section.
9. Enter the **Candidate's Email** by selecting **Add** in the **Email** section.
  - a. Enter the **Candidate's Email Address**.

**Notes:** Note: Email is the primary form of communication used to notify a candidate of their progress within the hiring process.

- b. Select the **Type Prompt** to indicate if the candidate's email is their Home or Work contact.

Address

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Email

Email Address \*

Type \*

Primary Work

Primary Home

Use For

Visibility  Public

Comments

10. (Optional) Select **Add** under **Phone** section to enter a Phone number.
11. (Optional) Select **Add** under **Address** section to enter an address.
12. Select **OK** at the bottom of the page.
13. The Create Pre-Hire page displays.
14. Review the Create Pre-Hire page and note that the Pre-Hire ID is automatically created.
15. Select **Done**.