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.

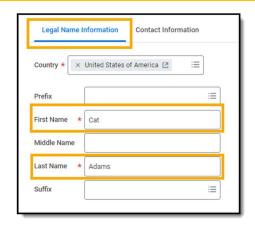


5. (Optional) Enter any *Comments* in the Comment text box regarding this Pre-Hire.

Note: (Optional) Select the <u>Allow Duplicate Name check box</u> 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:

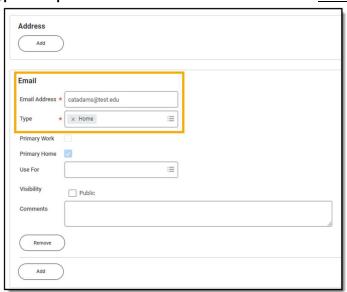
- The candidate's Pre-Fix, Middle Name, and Suffix are optional.
- Country is automatically populated to the United States of America but can be changed if the candidate's location is outside the United States of America.



- 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 <u>Home or Work contact</u>.



- **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.