



Full Scale Open Recruitment	Fast Track Hiring	Current Employee Hire* (*staff, administrator, WDCE instructor, PTF)
<ol style="list-style-type: none"> <li>1. Contact HRSTM Recruiter to discuss position.</li> <li>2. Create job requisition in Workday.</li> <li>3. Review resumes and interview candidates.</li> <li>4. Upon identification of candidate, place them in Recommended Hire stage in Workday and complete Initial Rank form.</li> <li>5. Contact candidate to extend offer. If accepted, upload Initial Rank form in Workday.</li> <li>6. Recruiter will email offer letter to candidate and start background check.</li> <li>7. Upon completion of background check, Recruiter will complete hire in Workday.</li> <li>8. Candidate will receive login to start Workday Onboarding and schedule time to complete in-person I-9.</li> </ol>	<ol style="list-style-type: none"> <li>1. Create job requisition in Workday. PTF Recruiter will set up access for candidate to create profile.</li> <li>2. Instruct candidate to access position in workday to create profile.</li> <li>3. Notify HRSTM PTF Recruiter once candidate has completed candidate application.</li> <li>4. Place candidate in Recommended Hire stage in Workday and complete Initial Rank form.</li> <li>5. Contact candidate to extend offer. If accepted, upload Initial Rank form in Workday.</li> <li>6. Recruiter will email offer letter to candidate and start background check.</li> <li>7. Upon completion of background check, Recruiter will complete hire in Workday.</li> <li>8. Candidate will receive login to start Workday Onboarding and schedule time to complete in-person I-9.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check status of the employee in Workday to confirm active status. (This can be done by typing the employee's name into the search bar.) Please contact the HRSTM recruiter if you have any questions.               <ol style="list-style-type: none"> <li>a. If they are current PTF, Hiring Manager can add additional job and will not need to go through recruitment (see job aid).</li> <li>b. If they are staff, WDCE, etc. Hiring Manager will create job requisition in Workday.</li> </ol> </li> <li>2. Follow steps outlined in fast track hiring.</li> </ol>