Prepare for Hire: Step by Step

This job aid contains detailed information on how to prepare an applicant from Recruiting Solutions for hire via the Manage Hires queue in appointment entry. Only unit recruiters can do the Prepare for Hire process; hiring managers cannot.

Before beginning the Prepare for Hire process:
- Background check must be complete.
- Paperwork should be assembled and completed (I-9, HRIF, etc.).

1. Initiate the Prepare for Hire.
   a. Navigate to: Recruiting > Recruiting Home > My Alerts – Hires to Prepare.

Note: You may see an alert before the background check is complete. Do NOT prepare for hire until the background check is complete.

2. Locate the applicant to be hired on the Search Applicants page.
   a. Check the Select box on the applicant row.

3. Select the drop-down menu in Other Actions.
   a. Choose Recruiting Actions > Prepare for Hire.
4. Review the **Prepare for Hire** information.
   
a. **Applicant Type** denotes how the applicant applied: External or Internal.

b. **Position Number** defaults to the primary position number on the job opening. If more than one position number is affiliated with the job opening, the correct position number must be selected when hiring.

c. **Type of Hire** options are based on applicant type.

d. **Start Date** populates based on start date from Recruiting Solutions.

e. **Employee ID Verified** defaults to “No” until Verify Employee ID is processed.

5. Click **<Verify Employee ID>**.
   
a. If the **<Verify Employee ID>** link does not appear, the “Prepare for Hire” status was likely updated via Edit Disposition. The recruiter must return to the job posting for the applicant,
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change their disposition to “071 - Offer Accepted,” then return to and reinitiate the Prepare for Hire: Step by Step process.

b. The system looks for existing matches based on the first three letters of the first and last names. To review the search criteria, expand the Match Criteria section.
c. Review the search results for potential duplicates.

6. Click the Additional Information tab then the <Person Organizational Summary> link of the potential match.

7. Review the Person Organizational Summary page.
   a. If the applicant already exists in the HRMS system, the relationship will display within the Person Organizational Summary.
b. If an employment relationship appears to exist, the best practice is to verify applicant information in Job Data pages. This will determine the “Type of Hire” selection on Prepare for Hire pages.

8. Return to the Search Results tab in the browser.
   a. If a match is found, click <Carry ID> which will pull the EmplID into the Prepare for Hire page preventing a duplicate record.
   b. If no match is found, proceed to step “c” below.
   c. Click <Return>.
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9. Complete the **Prepare for Hire** page.

   a. **Applicant Type and Type of Hire:**
      These options may have changed based on the results of Employee Verify ID process and whether Carry ID was selected. Review the table to determine which options to select for these fields based on the results. The selections that are displayed for Type of Hire depend on the Applicant Type.

<table>
<thead>
<tr>
<th>Original Applicant Type</th>
<th>Verify Employee ID Results/Matches</th>
<th>Status</th>
<th>Modified Applicant Type</th>
<th>Type of Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>External New</td>
<td>No Match</td>
<td>N/A</td>
<td>External New</td>
<td>Hire</td>
</tr>
<tr>
<td>External New</td>
<td>Campus Solution Person</td>
<td>Active</td>
<td>Internal Non-Employee</td>
<td>Hire</td>
</tr>
<tr>
<td>External New</td>
<td>Employment Instance</td>
<td>Active</td>
<td>Internal Employee</td>
<td>Choose “Hire” if all records are active at the new appointment is not a transfer. Choose “Transfer” if the person is transferring from one appointment to another.</td>
</tr>
<tr>
<td>External Previous Employee</td>
<td>Employment Instance</td>
<td>Terminated</td>
<td>External Previous Employee</td>
<td>Choose “Rehire”.</td>
</tr>
<tr>
<td>Internal Employee</td>
<td>Employment Instance</td>
<td>Active</td>
<td>Internal Employee</td>
<td>Choose “Hire” or “Transfer” depending on the scenario.</td>
</tr>
</tbody>
</table>
b. Enter the date the new hire will begin work.

c. *Employee ID Verified* should reflect “Yes” after searching for a match in the system. If a match was found, the EmplID value will display in the *Employee ID* field.

d. Check the *Send Offer Letter to HR* box to submit the letter to central HR.

e. *Hire Comments* field is optional. Fill out as needed.

f. Click <Submit Request to HR>.

10. The candidate is moved to the Manage Hires queue for HR appointment entry and the Disposition is now changed to “Ready to Hire” on the Search Applicants page.