

## Chapter 6

### Manage Hires Section

The last step required before an applicant can be hired or transferred is **Prepare for Hire**. This is when you establish the applicant as Ready / Ready to Hire by confirming the Start Date, the type of hire (or transfer) that's taking place, and verifying if the applicant already exists as an employee.

1. Identify the applicant you would like Prepare for Hire by:

- Option 1: Navigate to **Recruiting → Search (or Browse) Applicants**.  
Select the applicant of interest.

OR

- Option 2: Navigate to **Recruiting → Search (or Browse) Job Opening**.  
Select the job opening of interest.

2. On either the **“Manage Applicant”** page (Option 1) or **“Manage Job Opening - Offer Tab”** (Option 2) page, find the line with the correct job opening or applicant listed. The disposition should read **“Offer Accepted”** or **“Accepted”**.

In the last column click on the **“Other Actions”** drop down menu. Then click on **“Recruiting Actions”**, then **“Prepare for Hire”**.

The screenshot displays the 'Manage Applicant' page for Elizabeth Davis. The main table lists applicant activities with columns for Select, Job Opening, Job Opening ID, Disposition, Application, Resume, Mark Reviewed, Route, Interview, Reject, and Other Actions. The row for 'Buyer I (Elizabeth Davis)' (Job Opening ID 1023, Disposition 071 Offer Accepted) is highlighted in red. The 'Other Actions' dropdown for this row is open, showing 'Recruiting Actions' selected and 'Prepare for Hire' highlighted with a red arrow.

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	Other Actions
<input type="checkbox"/>	Administrative Assistant - Office of Human Resources (Leslie Pierce)	1001	120 Withdrawn							Other Actions
<input type="checkbox"/>	Business Manager II (Cathy Brinson)	1029	120 Withdrawn							Other Actions
<input type="checkbox"/>	Buyer I (Elizabeth Davis)	1023	071 Offer Accepted							Other Actions
<input type="checkbox"/>	Dir Budget & Reporting (Ashley Kelly)	1020	120 Withdrawn							Other Actions
<input type="checkbox"/>	Associate Professor (Gena Wilson)	1003	110 Reject							Other Actions
<input type="checkbox"/>	Admin Secretary (Benjamin Scott)	1015	120 Withdrawn							Other Actions
<input type="checkbox"/>	Admin Secretary	1018	120 Withdrawn							Other Actions
<input type="checkbox"/>	Sr Admin Secretary (Christy Yates)	1008	120 Withdrawn							Other Actions
<input type="checkbox"/>	Admin Secretary (Ernest)									Other Actions

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The screenshot shows the 'Manage Job Opening' interface. At the top, there are navigation links and a search bar. Below that, the job opening details are displayed: Job Opening ID 1023, Job Posting Title Buyer I (Elizabeth Davis), Status 010 Open, Business Unit 40000 (Georgia Gwinnett College), Job Code 633X01 (Material Management Profession), and Department 7010330 (Purchasing). The main section is a table with tabs for Applicants, Applicant Search, Applicant Screening, Activity & Attachments, and Details. The Applicants tab is active, showing a table with columns for Select, Applicant Name, Applicant ID, Type, Disposition, Application, Mark Reviewed, Route, Interview, and Reject. The row for Tester ElizabethDavis (Applicant ID 1048, External, Accepted) is highlighted with a red box. To the right of this row, a dropdown menu is open, showing options: Create Interview Evaluation, Prepare Job Offer, Prepare for Hire (indicated by a red arrow), Withdraw Application, Edit Application Details, and Edit Disposition.

3. This will take you to the “**Prepare for Hire**” page.

Verify the information listed in the APPLICANT section and the JOB OPENING section is correct.

The screenshot shows the 'Prepare for Hire' page. At the top, there is a title 'Prepare for Hire' and a close button. Below the title, there is a instruction: 'To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.' The page is divided into two sections: Applicant Information and Job Opening Information. The Applicant Information section includes: Applicant ID 1048, Applicant Name Tester ElizabethDavis, Current Disposition 071 Offer Accepted (indicated by a red arrow), Disposition Date 11/28/2017, Applicant Type External - New, and Application Date 11/27/2017. The Job Opening Information section includes: Job Opening ID 1023 (with a search icon), Buyer I (Elizabeth Davis), Job Opening Type Standard Requisition, Business Unit Georgia Gwinnett College (indicated by a red arrow), Department Purchasing, Position Number 10003947, Buyer I, and Job Code 633X01, Material Management Profession.

4. Select the “**Type of Hire**” this will be from the drop down menu. Options may include Hire, Rehire, Transfer, or Add Contingent Worker, depending on the type/status of the applicant.

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\*Type of Hire Hire

\*Start Date 01/29/2018

Contract Number

Employee ID

Employee ID Verified No [Verify Employee ID](#)

Send Offer Letter to HR

Hire Comments Hiring Tester Applicant for Purchasing Dept - Buyer I. She is putting in her two weeks notice and will be ready to start on Monday, January 29, 2018.

Submit Request To HR Cancel

NOTE: If this is a rehire, make sure that you select “Rehire” for “Type of Hire”, do not use “Hire”. If this is a rehire, but you do not see “Rehire” in the drop down list, click Cancel and follow steps A through C below, otherwise continue to step 5.

#### Fix / check for rehires:

- a. Navigate to the applicant’s application. Scroll down to the Personal Information Section and **make sure that yes is selected for the Former Employee question.**
  - b. Scroll down and click Save and Submit.
  - c. Click on the Applicant Activity link and under Take Action select Prepare for Hire. You should now see Rehire as an option to select under Type of Hire.
5. Choose the applicant’s **“Start Date”** using the calendar icon.
  6. Enter any **“Comments”** you would like the HR person that will enter this new hire, rehire or transfer to receive. This may include salary, any special workgroup or other special instructions.

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\*Type of Hire

\*Start Date

Contract Number

Employee ID

Employee ID Verified  [Verify Employee ID](#)

Send Offer Letter to HR

Hire Comments

7. Click the “**Verify Employee ID**” link.



You will get a “**No Matches Found**” message if the applicant doesn’t already exist as an employee in the system.

If this is a **former employee or current employee** you will get a list of ID’s and names that matches the applicant. Click the “**Carry ID**” button next to the name and ID that belongs to this applicant (if the same name and ID are listed multiple times just click Carry ID on one of the matches). Then click **Return**.

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Search/Match Results

#### Search Results

**WARNING:** Potential duplicates were found - this person may already exist in the database.  
Refer to the given list for possible matches to the person you are adding.  
After you select the return button on the page, you'll be asked whether you want to continue adding this new person, or cancel this operation.

Match Criteria

Search Results Summary

Search Results Personalize | Find | View All | [?] First 1 of 1 Last

Results	Additional Information	Empl ID	Last Name	First Name	Middle Name
1	Carry ID	1001516	AshleyKelly	Tester	

Return

If you selected Carry ID, you will see the applicant's former Employee ID number in the Employee ID field.

Once the ID has been verified you will see the line "Employee ID Verified" which confirms that you have completed this step.

Employee ID Verified Yes

8. After reviewing the data on the "Prepare for Hire" page and verifying the employee ID, click "**Submit Request to HR**".

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Prepare for Hire

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.

Applicant ID 1048  
Applicant Name Tester ElizabethDavis  
Current Disposition 071 Offer Accepted  
Disposition Date 11/28/2017  
Applicant Type External - New  
Application Date 11/27/2017

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Job Opening ID 1023 Buyer I (Elizabeth Davis)  
Job Opening Type Standard Requisition  
Business Unit Georgia Gwinnett College  
Department Purchasing  
Position Number 10003947 Buyer I  
Job Code 633X01 Material Management Profession

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\*Type of Hire Hire  
\*Start Date 01/29/2018  
Contract Number  
Employee ID  
Employee ID Verified Yes [Verify Employee ID](#)  
 Send Offer Letter to HR

Hire Comments Hiring Tester Applicant for Purchasing Dept - Buyer I. She is putting in her two weeks notice and will be ready to start on Monday, January 29, 2018.



9. You will see a pop-up window acknowledging that your request was submitted successfully.

**Click OK.**

Message

You have successfully submitted this request. (18175,1019)



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10. Upon returning to either the “**Manage Applicant**” page (Option 1) you will notice that applicant’s disposition/status now reads as “**Ready to Hire**”.

Manage Applicant

Save | Return | Recruiting Home | Search Applicants | Previous | Create Applicant | Add to List | Add Application | Change Status | Personalize

Name: Tester ElizabethDavis  
Applicant ID: 1048  
Applicant Type: External Applicant  
Status: 030 Inactive

Preferred Contact: Not Specified  
Phone: 678/407-5070  
Email: edavis33@ggc.edu  
Address: 123 Sesame St Valdosta, GA 31602

Applicant Activity | Notes | Applicant Data | Interested Parties

Current Status | Interview Schedule/Evaluation | Expenses | History

Applicant Activity

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	Other Actions
<input type="checkbox"/>	Brown	1000	120 Withdrawn							Other Actions
<input type="checkbox"/>	PROF of Art	1005	120 Withdrawn							Other Actions
<input type="checkbox"/>	ASTP of Art (Neil Jones)	1017	120 Withdrawn							Other Actions
<input type="checkbox"/>	Administrative Assistant I	1016	120 Withdrawn							Other Actions
<input type="checkbox"/>	Administrative Assistant I (Julia Williams)	1007	120 Withdrawn							Other Actions
<input type="checkbox"/>	Administrative Assistant I - Office of Human Resources (Leslie Pierce)	1001	120 Withdrawn							Other Actions
<input type="checkbox"/>	Business Manager II (Cathy Fungone)	1029	120 Withdrawn							Other Actions
<input type="checkbox"/>	Buyer I (Elizabeth Davis)	1023	080 Ready to Hire							Other Actions
<input type="checkbox"/>	Dir Budget & Reporting (Ashley Kelly)	1020	120 Withdrawn							Other Actions

Alternately, if you return to the “**Manage Job Opening**” (Option 2) page, you will notice that the applicant’s disposition/status now reads as “**Ready**” and can be found on the “**Hire**” tab.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Next | Create New | Clone | Refresh | Add Note | No Category | Print Job Opening | Personalize

Job Opening ID: 1023  
Job Posting Title: Buyer I (Elizabeth Davis)  
Job Code: 633X01 (Material Management Profession)  
Position Number: 10003947 (Buyer I)

Status: 010 Open  
Business Unit: 40000 (Georgia Gwinnett College)  
Department: 7010330 (Purchasing)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (37) | Applied (0) | Reviewed (0) | Screen (0) | Route (0) | Interview (0) | Offer (1) | **Hire (1)** | Hold (26) | Reject (9)

Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Mark Reviewed	Route	Interview	Reject	Other Actions
<input type="checkbox"/>	Tester ElizabethDavis	1048	External	Ready						Other Actions

Select All | Deselect All | Group Actions

Return | Recruiting Home | Search Job Openings | Next | Create New | Clone | Refresh | Add Note | No Category | Print Job Opening | Top of Page