Overview/Description
This document provides step-by-step instructions on how to Manage Hires after an Applicant has accepted a Job Offer.

Prerequisite(s)
Applicant disposition should read “Offer Accepted” or “Accepted”.

Instructions
Choose a Navigation path to access the Applicant who is being Prepared for Hire either through the “Recruiting Alerts” tile, Browse Job Openings (or Search Job Openings), or Browse Applicants (or Search Applicants).

Navigation
Navigator > Recruiting > Browse Job Openings (or Search Job Openings) or Browse Applicants (or Search Applicants) or Recruiting Alerts tile

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

   a. Option 1: Navigate to the Recruiting Alerts tile

   b. Option 2: Navigate to Recruiting -> Browse (or Search) Job Openings. Select the Applicant of interest.

   c. Option 3: Navigate to Recruiting -> Browse (or Search) Applicants. Select the Applicant of interest.
Find the line with the correct Job Opening or Applicant listed. The disposition should read “Offer Accepted” or “Accepted”.

2. **Prepare Job Offer > Prepare for Hire > Manage Hires**
   
a. To **Prepare Job Offer**, on the appropriate Applicant’s row, in the “Other Actions” column, click on “Recruiting Actions”, then “Prepare Job Offer”.
b. 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.

c. Select the “Type of Hire” this will be from the drop-down menu. Options may include Hire, Rehire, Transfer, Add Concurrent Job, Add USG Affiliate, Demotion, or Promotion, depending on the type/status of the Applicant.
d. Choose the Applicant’s “Start Date” using the calendar icon.

e. Enter any “Comments” you would like the HR person that will enter this Hire, Rehire, Transfer, Add Concurrent Job, Add USG Affiliate, Demotion, or Promotion to receive. This may include salary, any special workgroup or other special instructions.
f. 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.

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 “Yes” on the line “Employee ID Verified”, which confirms that you have completed the step.
g. After reviewing the data on the “Prepare for Hire” page and verifying the Employee ID, click “Submit Request to HR”.

h. You will see a pop-up window acknowledging that your request was submitted successfully. Click Ok.
i. Upon returning to either the “Manage Applicant” page (Option 3) you will notice that Applicant’s disposition/status now reads as “Ready to Hire”.

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