



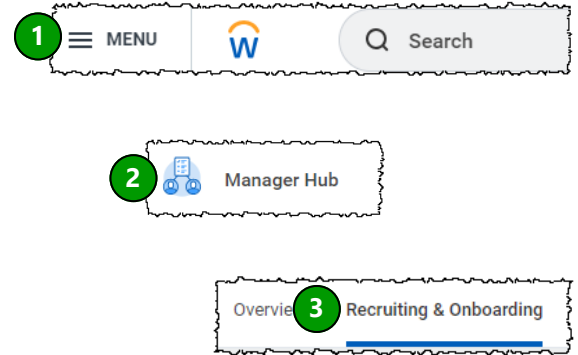
Candidate Status Tracking (People Leaders)

Candidate Status Tracking can be utilized to track new hires and contingent workers throughout the onboarding process. This tool provides insight for both completed and pending Workday transactions.

From your homepage:

1. Select **Menu**.
2. Select **Manager Hub**.
Note: If not displayed, select **Add Apps** to search for Manager Hub. When searching, if this app does not appear in search results, select the **Edit** button and scroll down.
3. Select **Recruiting & Onboarding**.
4. Review the **Candidate Status Tracking Report**.

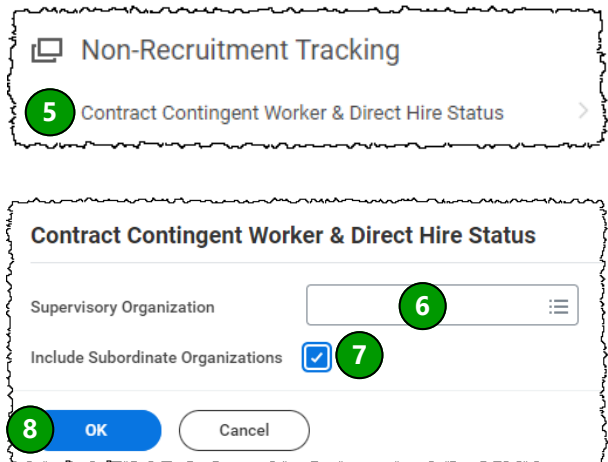
Note: If you need to check **Contract Contingent Worker & Direct Hire status**, please continue to step 5.



Recruitment Candidate Status Tracking 4

Job Requisition	Candidate Name	Hiring Manager	Supervisory Organization	Position	Candidate Stage	Background Check Status	Candidate Start Date - Proposed from Offer	Staffing Transaction (Click on link for process steps)	Staffing Transaction - Effective Date	Staffing Transaction Overall Status	Onboarding Steps In Progress	Onboarding Steps Completed
R-5695 Nurse Resident Inpatient (Open)	Candidate One (Internal) (CAND-1234)	Walter Melon (0098765)	VUH Nurse Residency Department (Walter Melon (0098765))	P00090438 Nurse Resident Inpatient (Unfilled)	Offer	Not Required	02/25/2024					

5. Select **Contract Contingent Worker & Direct Hire Status**.
6. Select **Supervisory Organization(s)**.
7. If you want to include Subordinate Organizations, select the **Check Box**.
8. Select **OK**.
9. Review the **Contract Contingent Worker & Direct Hire Status Report**.



Contract Contingent Worker & Direct Hire Status 9

Name	Worker Type	Position	Supervisory Organization	Manager	Background Check Status	Effective Date	Staffing Transaction (Click on link for process steps)	Staffing Transaction Overall Status	Onboarding Steps In Progress	Onboarding Steps Completed
DH 01	Employee	P00100234 Instructor	VUH Nurse Residency Department (Walter Melon (0098765))	Walter Melon (0098765)	Not Required	01/31/2024	Hire: DH 01 (0055789)	Successfully Completed	Onboarding Setup	
CW 01	Contingent Worker	P00100235 Contractor/Visitor	VUH Nurse Residency Department (Walter Melon (0098765))	Walter Melon (0098765)	Background Process Not Started	01/31/2024	Contract: CW 01 - P00100235 Contractor/Visitor	In Progress		