workday. | **VUMC BUSINESS EDUCATION**

Pre-Hire Status

VUMC Managers can see the status of applicants to positions they have posted. Once an employee has gone through background check, they should show as Ready to Hire. This does not indicate an employee record. The manager must keep track of the timeline posted in the applicant profile. Follow the steps below to review the status of a potential New VUMC Employee.

From the Workday Homepage:

1. Select the **Menu** icon.

2. Select the **Recruiting App** from the Menu.

Note: If the Pay app does not appear in your menu, you can add it by selecting **+Add Apps** and searching for **Recruiting.**

3. Under **View**, select **Job Requisition Workspace**.

4. All of the Job Requisitions that you have created will appear on a table. The menu will indicate how many applicants are in each stage of the hiring process. Selecting the number below each stage will bring you to a list of the applicants. Select the number under **Ready for Hire**.

5. Select the **Employee Name**.

Note: Although the step may say **Ready for Hire**, continue to **page 2** to see if the candidate has outstanding items that must be completed before an employee record is created. A candidate may be listed as Ready for Hire before their background check is complete.

Example: The candidate will be in a holding stage until the background check is passed. Then, they can claim their VUMC ID, etc.

Job Requisition Workspace

Show All | By Hiring Manager | By Primary Location

Job Requisition	Status	Hiring Manager	Review ↓	Screen	Interview	Reference Check	Offer	Background Ch...	Ready for Hire
2216074 Nurse Residency Program Signing Bonus (Evergreen)	● Open	Sandy Beech (0123456) Dir, Clinical Educ & Develop	742 >	25	10	5	2	2	2

	Job Application	Step / Disposition	Awaiting Action	Awaiting Me	Date Applied	Time in Status (Days)	Current Title	Current Company	Require Sponsorship	Rehire	Eligible for Hire	Source
☐	Paige Turner (9876543)	Ready for Hire	1		01/23/2023	81	Credentialing Specialist	RC Billing				Job Search
☐	Artie Chokie (9123456)	Ready for Hire	1		03/16/2023	60	Provider Enrollment Analyst	CGS				Our Web Sit...

From the Applicant Profile:

1. Under the applicant profile menu, select **Recruiting History**.

2. A **Timeline** will appear to indicate where the applicant is in the process and will detail what the applicant still needs to complete.

Best practice is to keep tabs on this timeline for all applicants that you want to hire. Information on various communications will be stored here.

QUESTIONS?
Please email BusinessEducation@vumc.org.