



## 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**.

The screenshot shows the Workday interface. At the top, there is a 'MENU' icon (1) and the Workday logo. Below it, a 'Menu' dropdown is open, showing 'Apps' and 'Shortcuts' tabs. Under 'Apps', 'Recruiting' (2) is selected. A 'View' dropdown is open, showing 'Job Requisition Workspace' (3), 'My Recruiting Jobs', and 'Job Requisition'. At the bottom of the menu, there are 'Add Apps' and 'Edit' buttons. Below the menu, the 'Job Requisition Workspace' table is visible. The table has columns for 'Job Requisition', 'Status', 'Hiring Manager', and a row of hiring process stages: 'Review' (742), 'Screen' (25), 'Interview' (10), 'Reference Check' (5), 'Offer' (2), 'Background Ch...' (2), and 'Ready for Hire' (2) (4).

**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.

<input type="checkbox"/>	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
<input type="checkbox"/>	Paige Turner (9876543) (5)	Ready for Hire	1		01/23/2023	81	Credentialing Specialist	RC Billing				Job Search
<input type="checkbox"/>	Artie Chokie (9123456)	Ready for Hire	1		03/16/2023	60	Provider Enrollment Analyst	CGS				Our Web Sit



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### 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.

The screenshot shows the Workday interface for an applicant profile. On the left is a navigation menu for 'Paige Turner (9876543)', with 'Recruiting History' highlighted and marked with a green circle containing the number '1'. The main content area is titled 'Recruiting History' and features a 'Timeline' section with a green circle containing the number '2'. The timeline lists several events from May 2023:

- May 17: Job Application Status Updated (R-901 Reg Nurse 2 CC Inpatient: Moved from 'Additional Background Check' to 'Completion').
- May 17: Job Application Results: Background Check Received (R-901 Reg Nurse 2 CC Inpatient: Full Background = In Progress).
- May 15: Automatic Message Sent (System sent 'Please Acknowledge your Offer Letter.' Email for R-901 Reg Nurse 2 CC Inpatient).
- May 15: Automatic Message Sent (System sent 'A Task Awaits You: Review Documents - Offer for Job Application: Leah Benson - R-901 Reg Nurse 2 CC Inpatient (CAND-7251)' Email for R-901 Reg Nurse 2 CC Inpatient).
- May 15: Job Application Results: Offer Questionnaire Received.

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).