Hire and Onboarding

The Hire and Onboarding tip sheet is for Recruiters and HR Partners.

Hire a New Employee

1. In the Workday Search bar, type "**Hire Employee**" and select the task. Workday opens a window which allows you to search for the individual you would like to hire.
2. Enter details on the candidate (e.g., First and/or Last Name)
3. Select **Search**.
4. Select the box of the correct individual and select **Start Hire.**
5. Confirm the **Supervisory Organization** is correct.
6. Select **OK**.
7. Enter the **Hire Date** and an appropriate **Reason**.
8. **Job Details** auto-populates based on the selected position. Only adjust if necessary:
    - **Position:** Verify the position for which you are hiring the employee.
    - **Employee Type:** Select from Regular, Intern, or Temporary.
    - **Job Profile:** Verify the job profile for which you are hiring the employee.
    - **Time Type:** Select from Full Time or Part Time.
    - **Location:** Verify the location for which you are hiring the employee into.
    - **Pay Rate Type:** Select from hourly or salaried.
9. Scroll down and expand the **Additional Information** tab. The information auto-populates based on the Position selected. Only adjust details as necessary.
10. Select **Submit**.

What's Next?

The process is routed to the Recruiting team to complete background checks, propose compensation, and create the Workday accounts. Once the hire process is complete, you will receive a notification.

Onboarding

NOTE: Each school has a separate checklist of to do items.

Once the Hire is complete, HR Partners and Recruiters receive the Onboarding Setup task in their Workday Inbox.

1. In the **Message** box, a greeting auto-populates. Feel free to personalize this message for the new hire.
2. In the **People to Meet** box, **Select People** you would like your new hire to get to know. The people identified receive a notification with the message populated below. Personalize this message based on what you want them to do for the new hire.
3. In the **Helpful Contacts** box, **Select People** who could be helpful contacts for the new worker, such as Benefits and HR partners. The people identified receive a notification with the message populated below. Personalize this message based on what you want them to do for the new hire.
4. Select **Submit**.