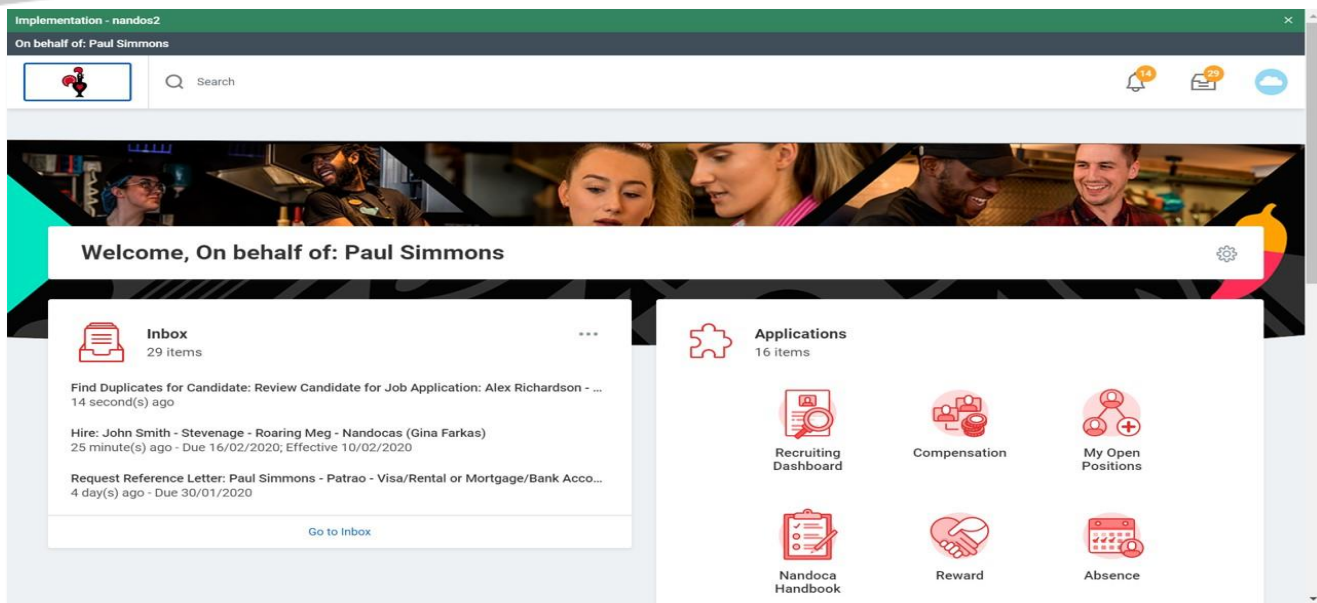




Recruitment

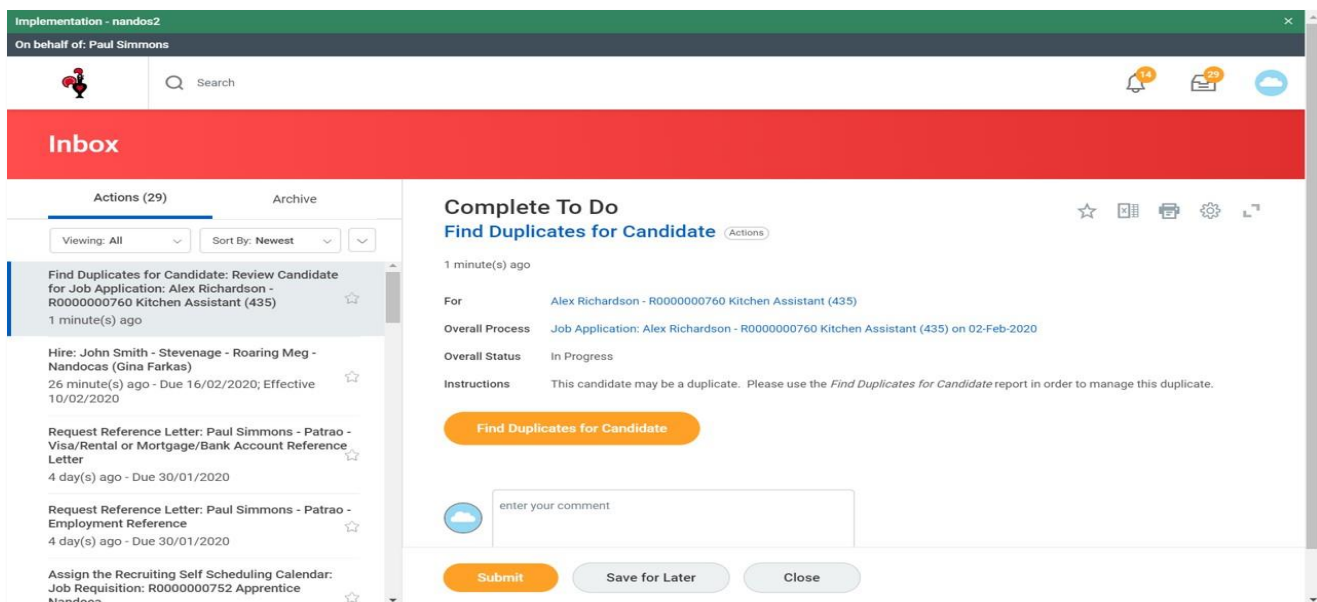


1.0 Rehires



When a candidate applies that is a previous Nandoca, Workday will identify the candidate as a duplicate within the system and you will receive a 'To Do' task into your inbox to find the duplicate.

Click the Inbox icon in the top right corner

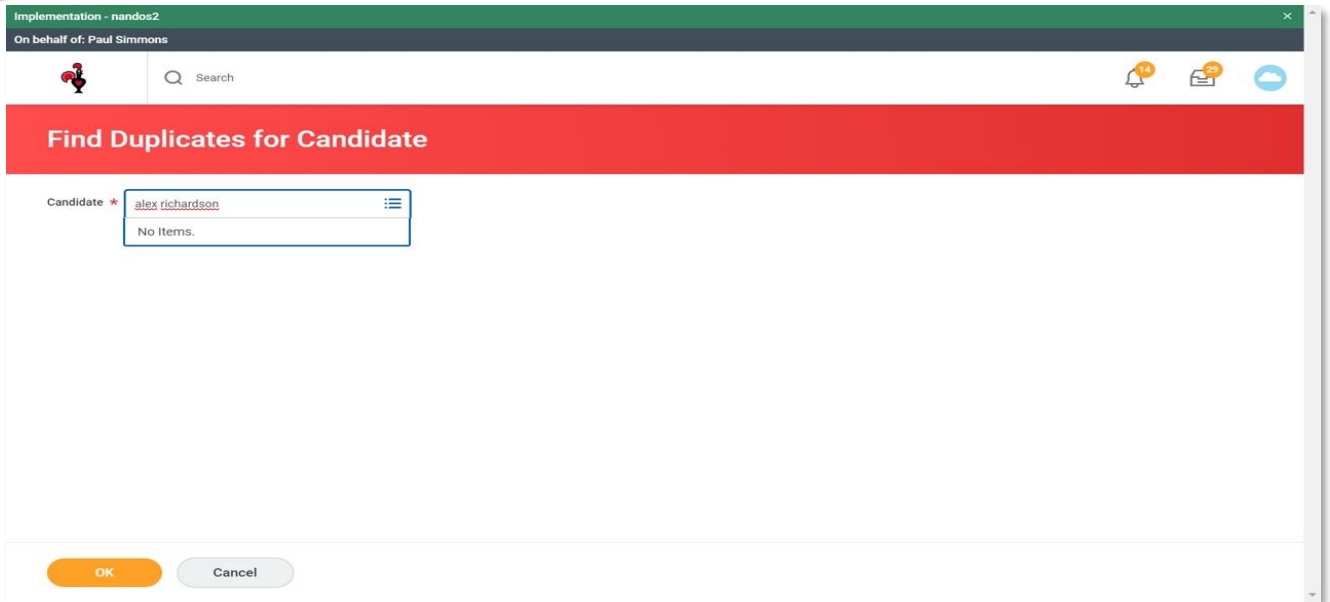


Click on the 'To Do' task and make a note of the candidate name.

Click on the 'Find Duplicates for Candidate' orange button.



1.0 Rehires



Implementation - nandos2
On behalf of: Paul Simmons

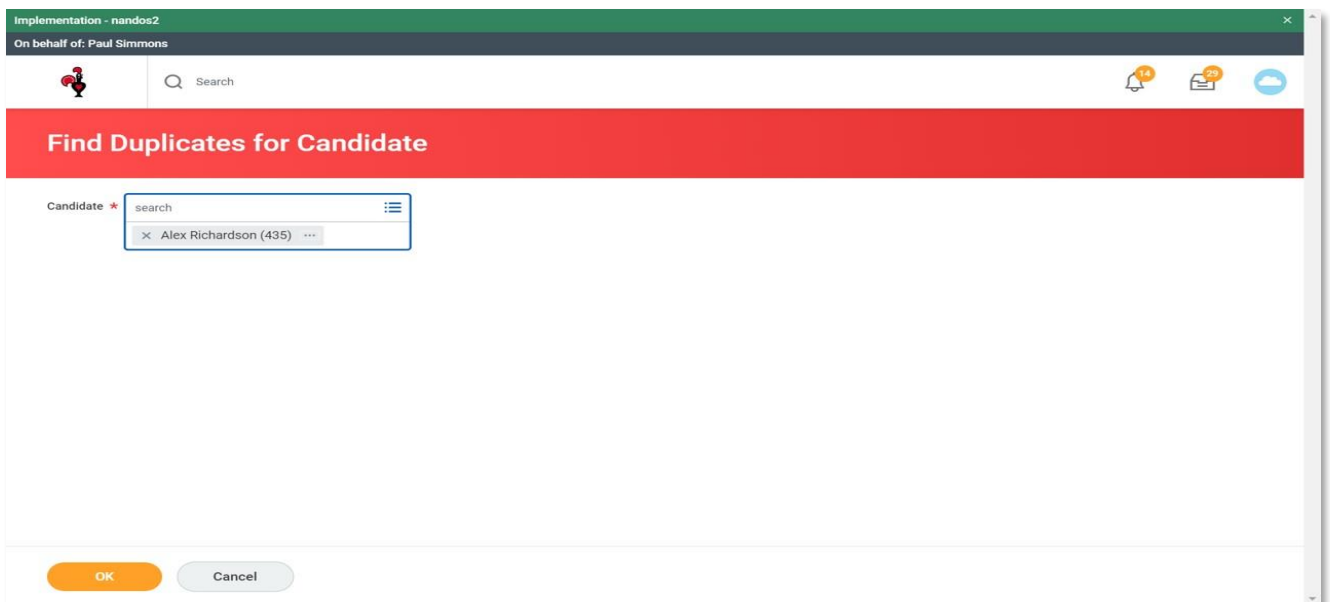
Find Duplicates for Candidate

Candidate *

No Items.

OK Cancel

Type in the candidate name to the 'Candidate' box and click enter.



Implementation - nandos2
On behalf of: Paul Simmons

Find Duplicates for Candidate

Candidate *

✕ Alex Richardson (435) ...

OK Cancel

The correct candidate should now be selected.

Click "OK"



1.0 Rehires

Implementation - nandos2

On behalf of: Paul Simmons



14

29

← Find Duplicates for Candidate

Alex Richardson (435) [Actions](#)

> Previous Worker Identification

Potential Duplicates: 1 item

Type	Name	Eligible for Rehire	Match Reasons	Merge	Remove
Nandoca	Alex Richardson (Terminated)	Yes	Alex Richardson Previous Worker ID Previous Location: Stevenage Previous Manager: Jayson	Merge	Remove

[Merge with Other](#)

Workday should now identify the previous worker that is a duplicate for the candidate.

Click 'Merge' next to the previous worker record.

Implementation - nandos2

On behalf of: Paul Simmons



14

29

Merge Candidates

Alex Richardson (435) [Actions](#)

Workday has modified and enhanced the Duplicate Management functionality. Data fields and relationships will be merged according to pre-set merge rules delivered by Workday. A description of the Duplicate Management functionality, including field-level descriptions of the merge rules, can be found on the Workday What's New on Duplicate Candidate Merging on Workday's Community website. The team responsible for administering Workday for your company should be able to assist you with accessing the merge rules. Prior to using this functionality, end users should understand how the functionality operates and their employers' expectations for data management and retention.

If the merge involves a contingent worker or nandoca, they must be the merge target.

2 items

	Name	Type	Email Addresses	Job Applications	Last Application Date	Phone Numbers	Addresses
☐	Alex Richardson (435)	Candidate	alex@noemail.com	Alex Richardson - R0000000760 Kitchen Assistant (435)	02/02/2020	+44 7898 567654	24 The Road
☒	Alex Richardson (Terminated)	Nandoca					

The grid below displays a summary of the merge and the data that will move to the merged record.

OK

Cancel

Information to be Merged

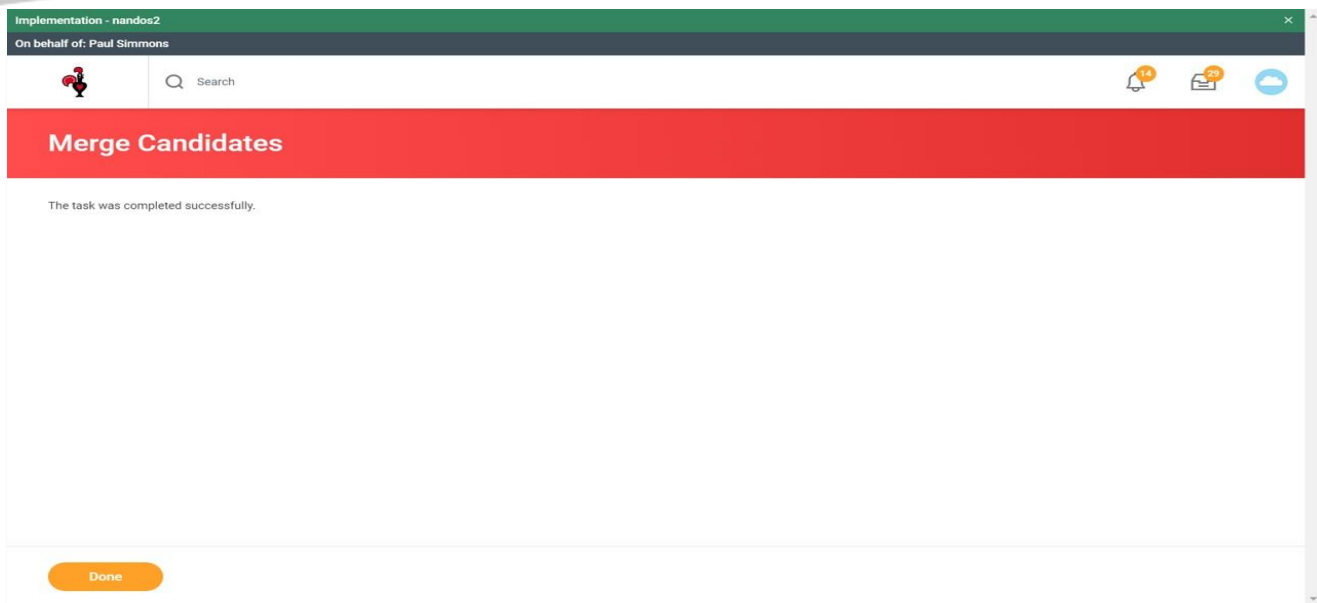
To

Merged Result

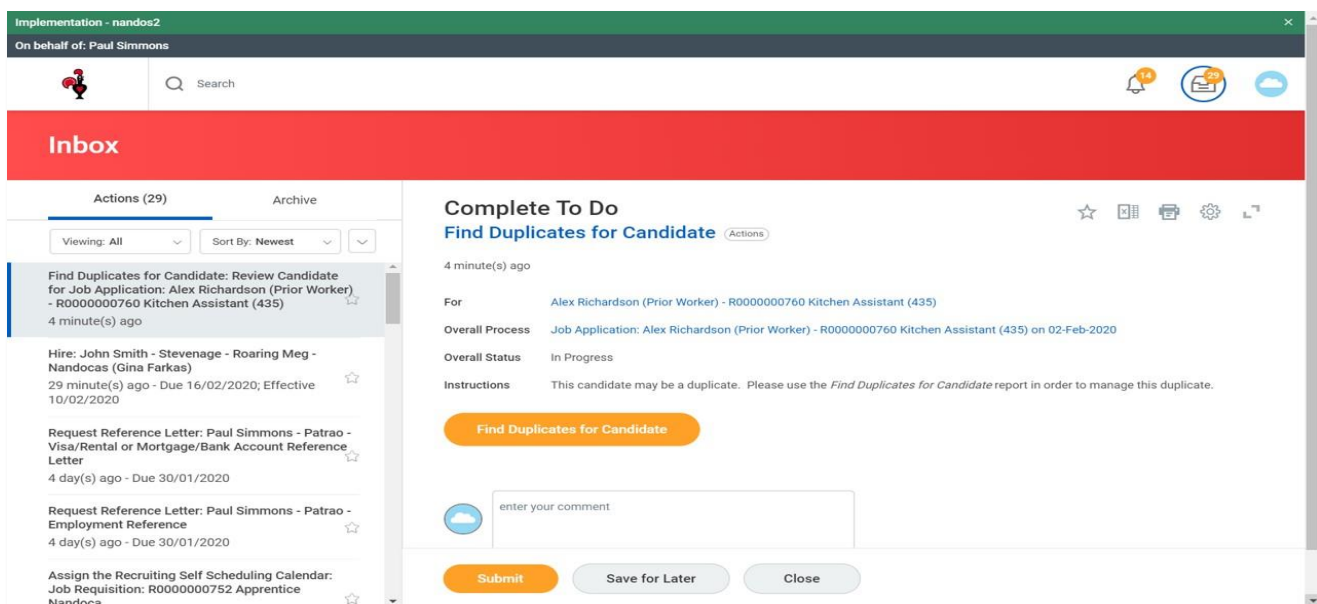
Check the information on the next page and click 'OK'



1.0 Rehires



You have now successfully merged the records. Click 'Done'.



Navigate back to your Inbox and 'Submit' the Find Duplicates for Candidate To Do task.



1.0 Rehires

When the previous Nandoca appears on your candidate grid you will see that they are identified as a 'prior worker', you will also see in the 'Previous worker' column it will indicate if they have been marked as 'eligible for rehire'.

Review Candidates
R0000000760 Kitchen Assistant (Open) [Actions](#)

Active Candidates 1 of 1 Active Referrals 0 of 0 Active Internal Candidates 0 of 0 Converted Prospects 0 of 0

All Active Candidates Awaiting Action Extend My Search

Review Screen Interview Reference Check 1 Offer Ready for Hire

No Filters Applied Saved Filters select one

1 item	Overview	Contact	Questions								
☐	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Step awaiting action	Previous Worker?	Requires Reasonable Adjustments?	Commuting Distance	Primary Phone Number	Jobs Applied to	Source
☐	Alex Richardson (Prior Worker) (435)	Offer/Contract	Offer/Contract	3	Offer/Contract	Eligible for Rehire	No	0 - 30 Minutes	7898567654	1	Website -> Nandos

Move Forward Decline Send Message ...

If you click into the candidate profile there will be a link to the 'previous worker' record. From here you will be able to see the role, location and previous manager if you would like to follow up with their previous manager for a reference before proceeding. If you would like to offer the role to this candidate once taking them through the normal recruitment process. Select Offer/Contract.

Implementation - nandos2
On behalf of: Paul Simmons

Initiate Offer for
Alex Richardson (Prior Worker) (435) [Actions](#)
R0000000760 Kitchen Assistant [Actions](#)

Start ▾

Details

Target Hire Date (Job Requisition)
02/02/2020

Hire Date *

Hire Reason *

Location *

Stoneware - Rising May

Next

You will now be presented with the normal Initiate Offer screen

Click the pencil icon to edit



1.0 Rehires

The screenshot shows a web application interface for hiring. At the top, there's a 'Start' dropdown and a progress bar. The main section is titled 'Details' and contains several fields: 'Target Hire Date (Job Requisition)' with the value '02/02/2020', 'Hire Date' with a calendar icon and the value '10/02/2020', 'Hire Reason' with a dropdown menu, and 'Document Language' with a dropdown menu showing 'English (United States)'. The 'Hire Reason' dropdown is open, showing options: 'New Hire', 'Rehire', and 'Rehire > Fill Vacancy'. The 'Rehire' option is highlighted. Below the 'Details' section is a 'Job Details' section with a 'Job Profile' field. At the bottom, there is a 'Next' button.

When selecting the Hire Reason, select “Rehire” rather than “New Hire”

This screenshot shows the same 'Details' form as the previous one, but with the 'Hire Reason' dropdown menu open to a different level. The 'Rehire' option is now expanded, showing two sub-options: 'Rehire > Fill Vacancy' (which is selected with a radio button) and 'Rehire > New Position' (which is unselected). The 'Next' button remains at the bottom.

Select whether it is to fill a vacancy or a new position. The rest of the offer/contract process is the same as for non rehires

Click “Next”



1.0 Rehires

Implementation - nandos2
On behalf of: Paul Simmons

 Search

Inbox

Actions (29) Archive

Viewing: All Sort By: Newest

Hire: Alex Richardson - Stevenage - Roaring Meg - Nandocas (Gina Farkas)
1 second(s) ago - Due 16/02/2020; Effective 10/02/2020

Hire: John Smith - Stevenage - Roaring Meg - Nandocas (Gina Farkas)
39 minute(s) ago - Due 16/02/2020; Effective 10/02/2020

Request Reference Letter: Paul Simmons - Patrao - Visa/Rental or Mortgage/Bank Account Reference Letter
4 day(s) ago - Due 30/01/2020

Request Reference Letter: Paul Simmons - Patrao - Employment Reference
4 day(s) ago - Due 30/01/2020

Assign the Recruiting Self Scheduling Calendar: Job Requisition: R0000000752 Apprentice Nandoca

Revise Nandoca Hire

Alex Richardson (Actions)

Stevenage - Roaring Meg - Nandocas (Gina Farkas) (Actions)

1 second(s) ago - Due 16/02/2020; Effective 10/02/2020

Hire Date * 10 / 02 / 2020

Reason *

Initiated From Job Application: Alex Richardson (Prior Worker) - R0000000760 Kitchen Assistant (435) on 02-Feb-2020

Job Details

Job Requisition

Nandoca Type * 01 - Regular

Job Profile *

When complete you'll go back to the Inbox screen

