Search for Individuals (under the All of Workday Search Category)

Hiring – No Recruiting

*Please see bottom of guide for note about Recruiting Pre-Hires.*

1. **Search Name** – provides results that show (if applicable) an individual’s Pre-Hire record, Active record, Supervisory Organizations, and Position information (and other details). Be sure you are spelling the name correctly.

   **Note:** The name search option for an individual will display the Preferred Name of the employee.

2. **Search UIN** – provides results that show if the individual is an active employee

3. **Search AUIN** – provides results that show the Pre-Hire record but does not show an active employee record.

   When searching and no results are shown using #s 1, 2, or 3, then you can create a new pre-hire record

**When Hiring, use the Pre-hire record to hire instead of going to the position and hire.**

**Search Results and Options:**

1. **Search Name** *(Search Category use All of Workday)*
   In the Search field you can type in the full name or partial of first and last name then press enter

   ![Search Interface](image)

   a. **Results** – if active, Pre-Hire, Employee record, Position Info, Supervisory Orgs, etc. will appear
   b. The Pre-Hire record will not give you the options for Hire or Job Change if individual is an active employee
   c. You will need to employ from the Employee record under the Job Change options:
      i. Request Transfer or
      ii. Add Job
d. **Results** – if **not active**, (individual has a Workday account), the Pre-Hire record will be displayed and you will have the Hire option under Actions.

2. **Search UIN** *(Search Category use All of Workday)*
   
a. Results – if **active**, the Employee record will appear
   
b. Does not display the Pre-Hire record
   
c. Actions on the Employee record- Job Change
      
i. Request Transfer
      
ii. Add Job

   d. This means that the individual is in Workday and hire should be initiated from the employee record
   
e. Results – if **not active**, (individual has a Workday account), the Pre-Hire will be displayed and you will have the Hire option under Actions.
3. **Search by AUIN** (Example: A123004567)  *(Search Category use All of Workday)*

a. Results – if **active**, the Pre-Hire record for an individual appears
b. Does not display the active employee record
c. Actions on the Pre-Hire record do not provide an option to Hire or Job Change if the employee is **active** in Workday

d. This means that the individual is in Workday so any action should be taken from the employee record not the Pre-Hire Record (you can search by UIN or by name to locate the employee record)
e. Results – if not **active**, the Actions on the Pre-Hire record will provide the Hire option if the employee already has a Workday account
NOTE:

From Pre-Hire record when searching by name (pending hire in process) there is no option for Add Additional Job or Hire. In this case, if you attempt to hire via the position, the individual does not show up in the Existing Pre-Hire records. This example is because the pre-hire has a pending hire in progress.
1. Type Create Pre-Hire in the search field

2. Click Create Pre-Hire

3. Under Legal Name Information input:
   a. First Name
   b. Last Name

   **NOTE:** Country defaults to United States of America
   **DO NOT CHANGE** this field (no matter what country the individual is from)
   This is a Workday design format (for the legal name) and changing it will cause an error on our downstream systems and integrations.
4. **Under Contact Information Add:**
   a. Email address
   b. Type (Home or Work)

5. **Click OK**

6. You will then hire the individual through the Pre-Hire record (not the position).

**PLEASE NOTE: Hiring individuals through Recruiting:**
- A Pre-Hire record is created for an external candidate as soon as the candidate enters the “Offer” stage.