

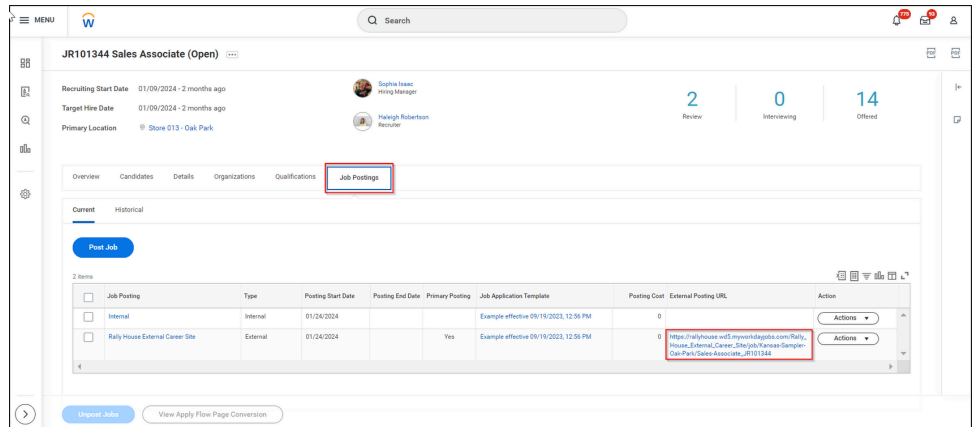
Confirm the Candidate is in Workday

Before you can make an offer, the candidate must have a completed Workday application.

- Some candidates may have applied through Phenom, Indeed, or by self-scheduling an interview without finishing their Workday application.
- In these cases, send them the Workday application link so they can complete it first.

Where to Find the Link

You can find the link to the application in Workday> Requisition> Job Posting section

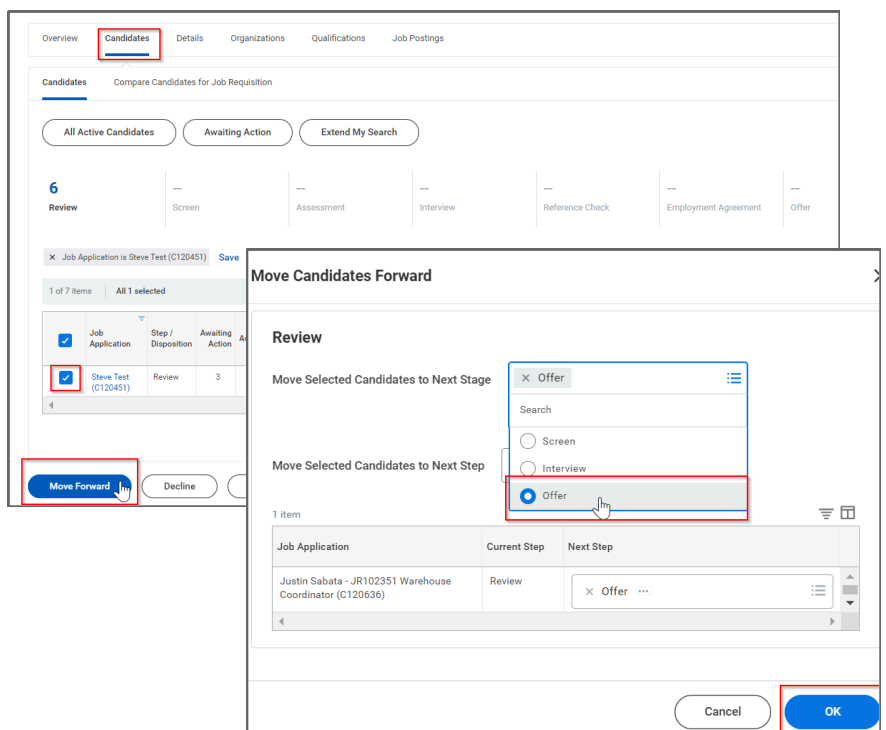


The Offer process includes the following steps:

1. Manager moves Candidate to Offer Stage
2. Create Offer“ Task to input pay and start date (as Hire Date)
3. “Generate Document” Task to create and send offer Letter
4. New Hire Accepts Offer from email
5. Manager completes “Make Offer Decision“ Task by changing status to “Ready for Hire“
OR (for Full Time Hires) HR Starts Background Check + changes status to “Ready for Hire”

Move Candidate to Offer Stage

- From the Candidate tab, select the candidate within your requisition
- Select “Move Forward”
- Select Offer and click “OK”



Please ensure you call the candidate once you send the extended offer!

Initiate Offer

1. Enter the **start date** as “**Hire Date**”
2. **Select** new hire or Rehire for “**Hire Reason**”
3. Confirm **Location**
4. click “**Next**.”
5. On the **Compensation** screen, enter pay rate in the “**Assignment Details**” field
6. click **Next**
7. Click **Next** to skip the **One-Time Payment** screen
8. Review the information and click **Submit** to move to the **Generate Document** step

Target Hire Date (Job Requisition)
03/13/2024

1 Hire Date *
04/01/2024

2 Hire Reason *
× Hire Employee > New Hire

3 Location *
× Store 013 - Oak Park

4 Next

Compensation ▾

Total Base Pay

Total Base Pay
• 13.00 USD Hourly added

Salary
Add

5 Hourly
Assignment Details
• 13.00 USD Hourly added

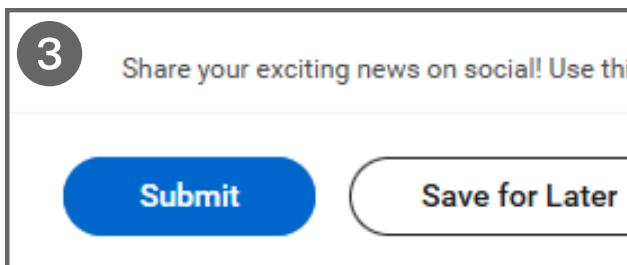
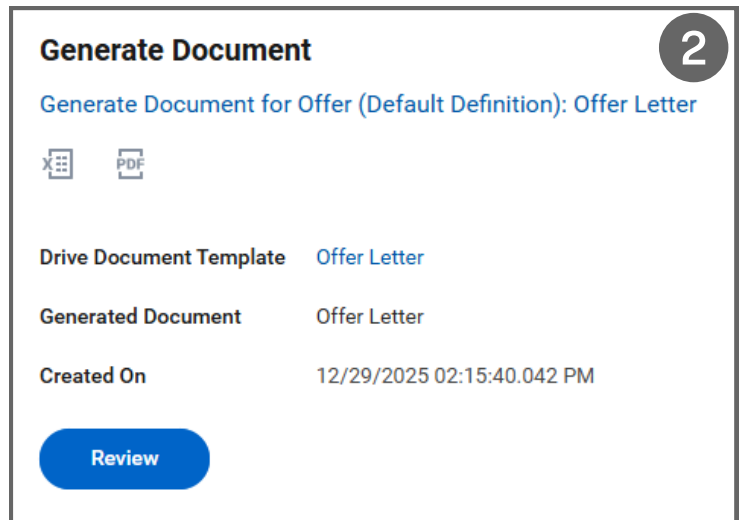
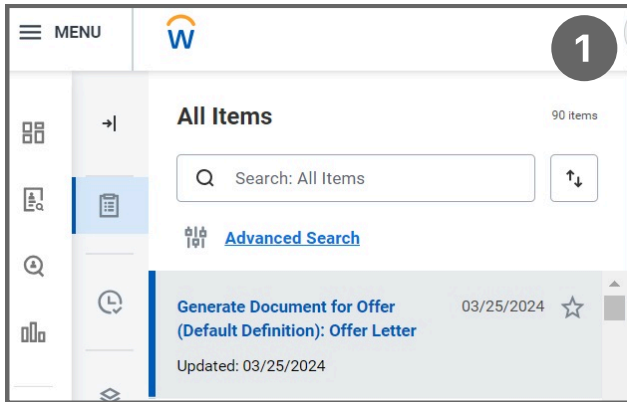
6 Next

7 One-Time Payment ▾
Click Next to SKIP

8 Submit

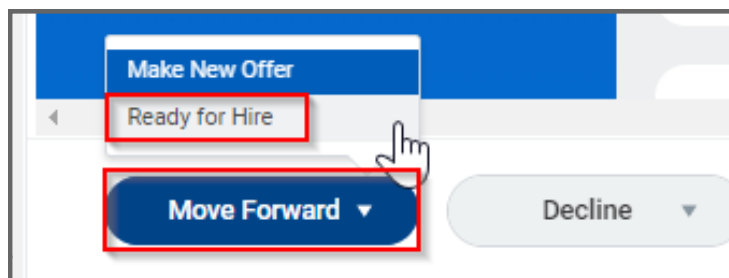
Generate Document

1. Use the task “**Generate Document**” for Offer Letter to check the location, pay rate, and start date.
2. Click “**Review**” to expand the offer letter.
3. Click “**Submit**” to send the candidate the offer letter.



Make Offer Decision

After new hire accepts their offer, Manager will receive this task. Selecting “Ready for Hire” completes the offer process.



Email Recruiting@RallyHouse.com with any questions when creating offers.