Extending Job Offers in Workday

THE IMPACT: Extending an accurate and timely job offer is an important step in creating a positive candidate experience and preparing a new Team Member for hire. Before beginning the offer process, confirm the candidate has completed their Workday application and is associated with the correct Job Requisition. Following each step of the offer process ensures pay, start date, position, and hiring information are accurate before the candidate moves to Ready for Hire.

THE GAME PLAN:

OFFER PROCESS

The offer process includes the following steps:

1. Contact candidate to offer them the role, confirm the start date and compensation, communicate next steps, and answer any questions.
2. Move Candidate to Offer Stage.
3. Create Offer task to input pay and start date (Hire Date).
4. Generate Document task to create and send the Offer Letter.
5. Candidate accepts the Offer Letter.
6. Complete the Make Offer Decision task by changing the status to Ready for Hire.

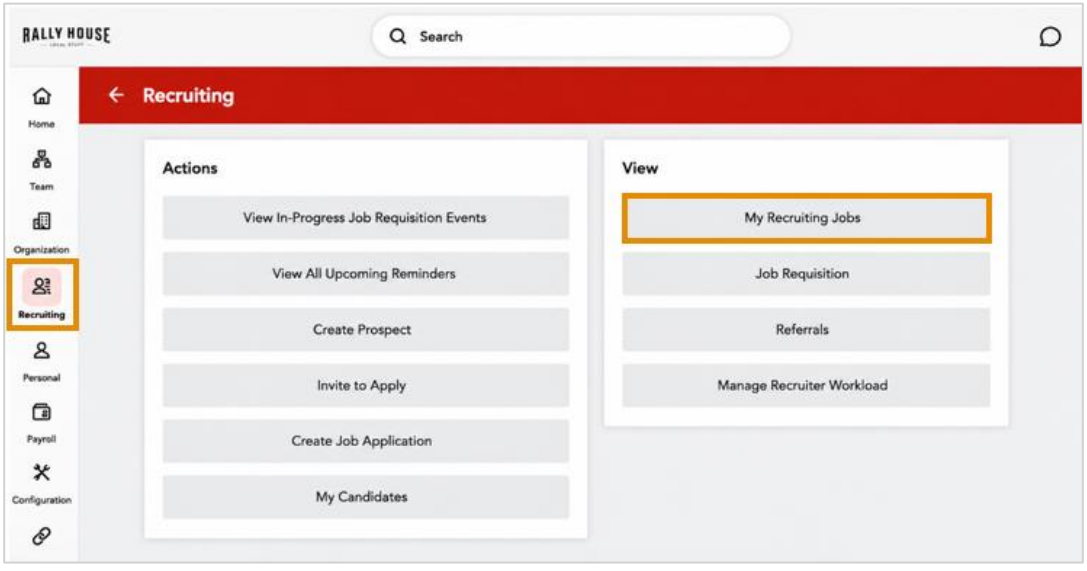
For Team Captain and Above: Human Resources will initiate the background check process before the candidate is moved to Ready for Hire Status.

CONFIRM THE CANDIDATE IS IN WORKDAY

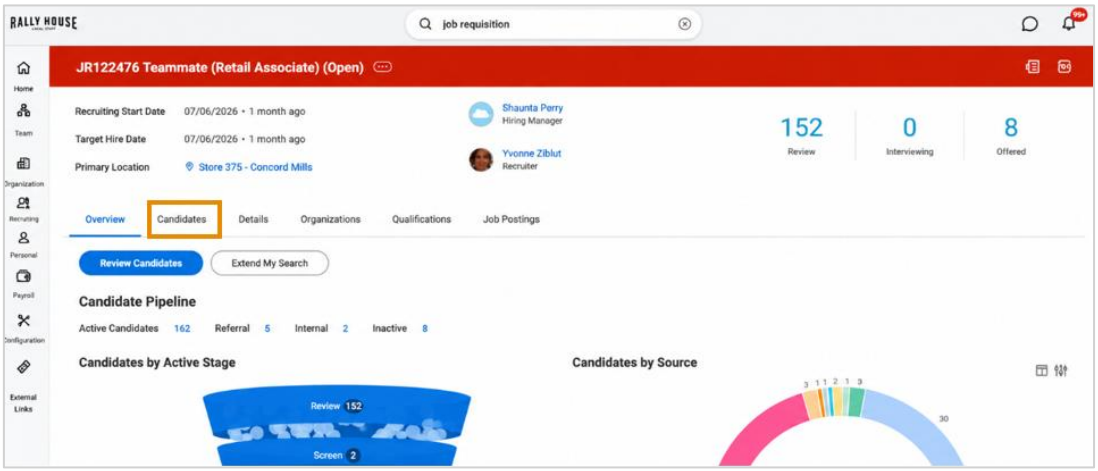
Before you can make an offer, the candidate must have a completed Workday application.

Steps to validate that the candidate has an application in Workday.

1. From the Workday home screen, click **Recruiting.**
2. Select **My Recruiting Jobs**



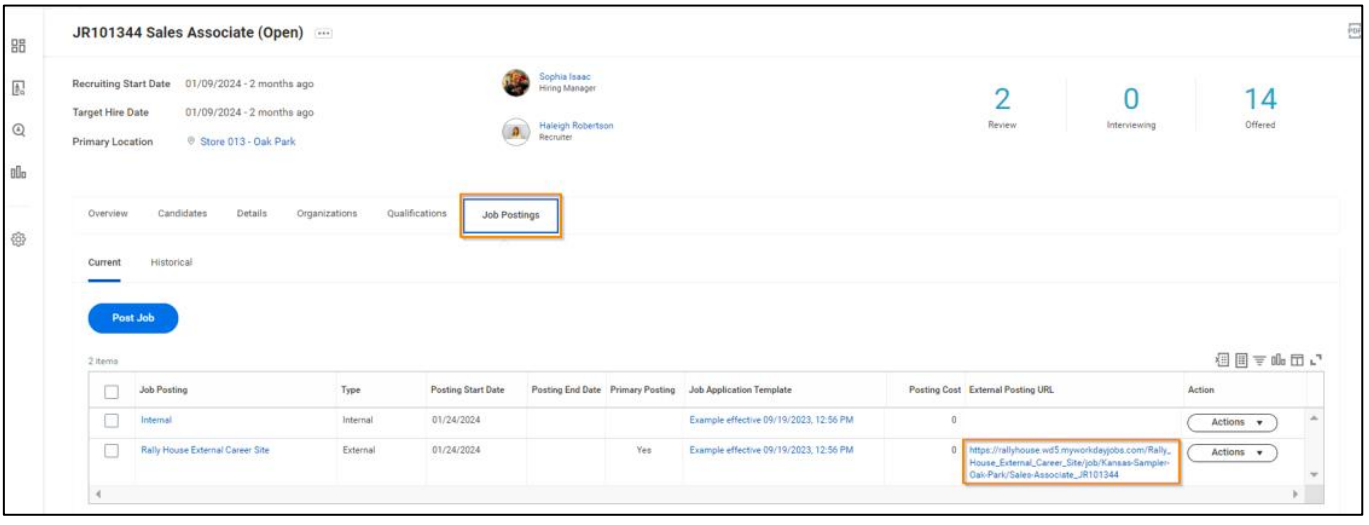
3. Click **OK** on the My Recruiting Jobs pop-up box.
4. Select the requisition and navigate to the **Candidates** tab.



Some candidates may have applied through Phenom, indeed, or by self-scheduling an interview without completing their Workday application. A Completed Workday application is required before the candidate can move forward in the hiring process.

If the candidate needs to apply in Workday:

1. Navigate to the appropriate **Job Requisition** in Workday.
2. Select the **Job Postings** tab.
3. Locate the **appropriate job listing** for the position the candidate is being considered for.
4. Copy the **application link associated with that job listing** and send it to the candidate via email.
5. Contact the candidate to let them know the application link has been sent and confirm they have received it.

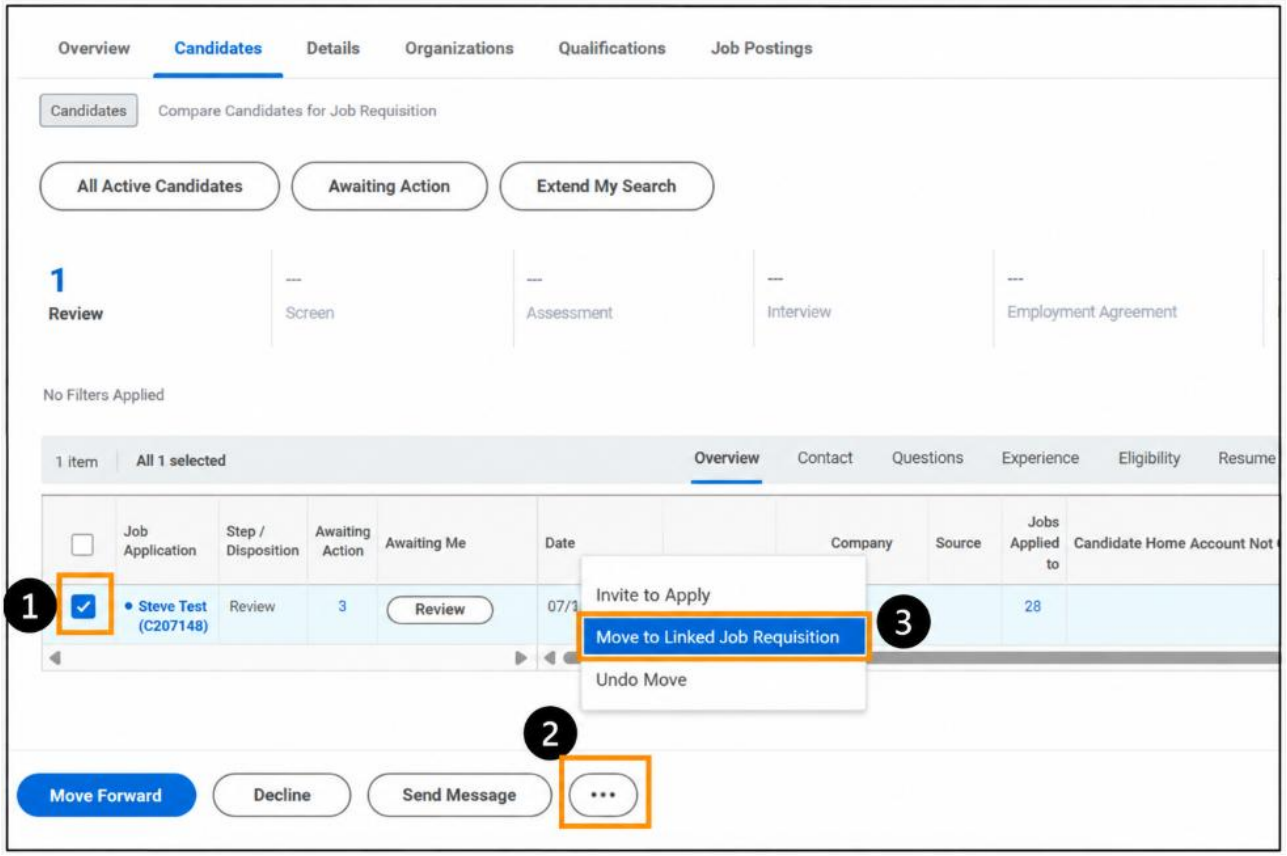


6. Once the candidate completes their Workday application, continue with the hiring process.

SEASONAL TEAM MEMBER HIRES

If the candidate is being hired as a Seasonal Team Member, they must be moved from the Evergreen Requisition to the appropriate **Seasonal Job Requisition** before moving the candidate to the Offer Stage.

1. From the Evergreen Requisition, **select the checkbox next to the candidate's name**.
2. Select the **Three Dots**.
3. Select **Move to Linked Job Requisition.**



4. Confirm the Seasonal Job Requisition and Click **OK.**
5. Navigate to the Seasonal Job Requisition and locate the candidate.
6. Continue with the Move Candidate to Offer Stage with the steps listed below.

MOVE CANDIDATE TO OFFER STAGE

Before moving the candidate to the Offer Stage, contact them to offer them the role, confirm their start date and compensation, review next steps in the hiring process, and answer any questions before the offer is sent.

Phone Offer Conversation

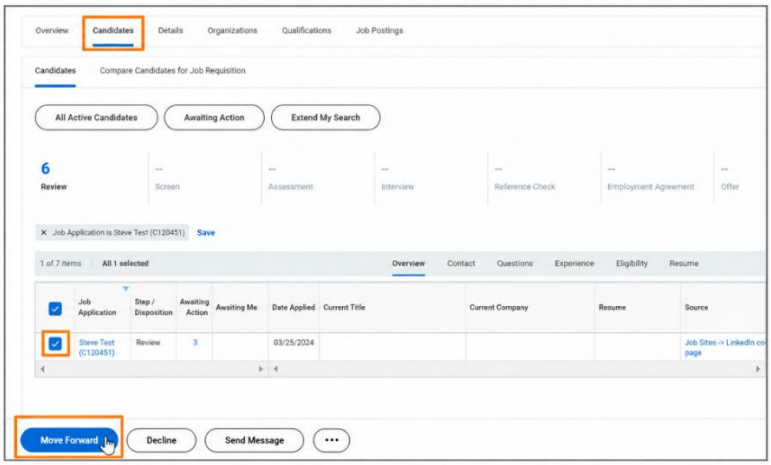
"Hi [Candidate Name], I'm excited to offer you the [Position] role at Rally House [Location]. We'd like to offer you a starting rate of [$XX.XX] per hour with an anticipated start date of [Date]."

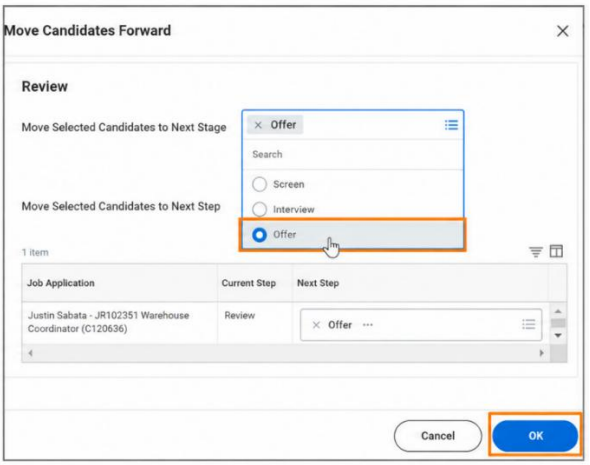
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"Your next step will be to review and accept your official Offer Letter, which will be sent electronically. Do you have any questions before we move forward?"

Once the candidate confirms they would like to move forward, complete the following steps in Workday to move them to the offer stage.

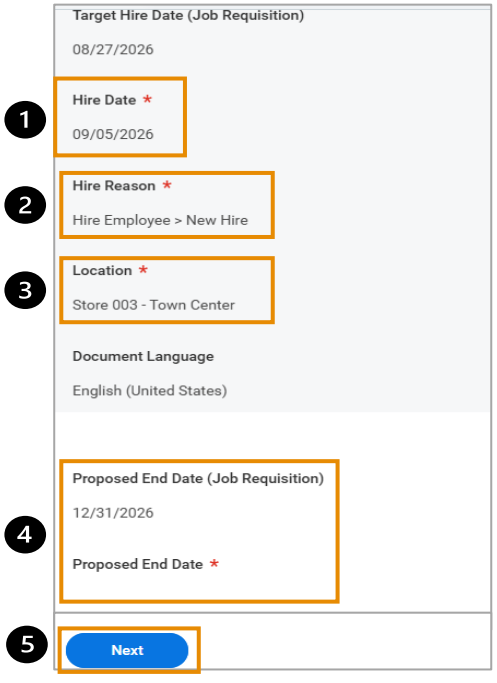
1. Open the requisition in Workday and navigate to the **Candidates** tab.
2. Select the candidate and click **Move Forward**.
3. Select **Offer** and click **OK.**





INITIATE OFFER

1. Enter the start date as the **Hire Date.**
2. Select **New Hire** or **Rehire** for Hire Reason.
3. Confirm the **Location.**
4. **Seasonal Team Members:** You must enter the Proposed End Date; this will be the same date as listed directly above this field.
5. Click **Next.**
6. On the Compensation screen, enter the pay rate in the **Assignment Details** field.
7. Click **Next**.
8. Click **Next** again to skip the One-Time Payment screen.
9. Review all information and click **Submit**.

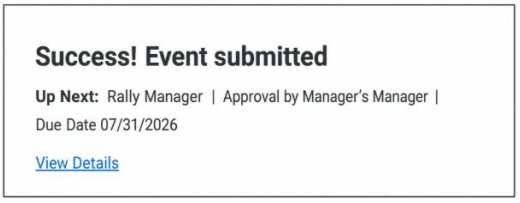




Coaches Note: Use the Pay Range Segment Placement Guide when evaluating starting pay for a new Team Member. Seasonal Team Members must always be hired at the starting point of the pay range.

For all other hires, offers above the mid-point (50%) of the compensation range require additional approval. If an offer requiring approval is submitted, the approval must be completed before an Offer Letter can be generated.

You will receive a message like the one below when this additional step is required during the Offer Process.

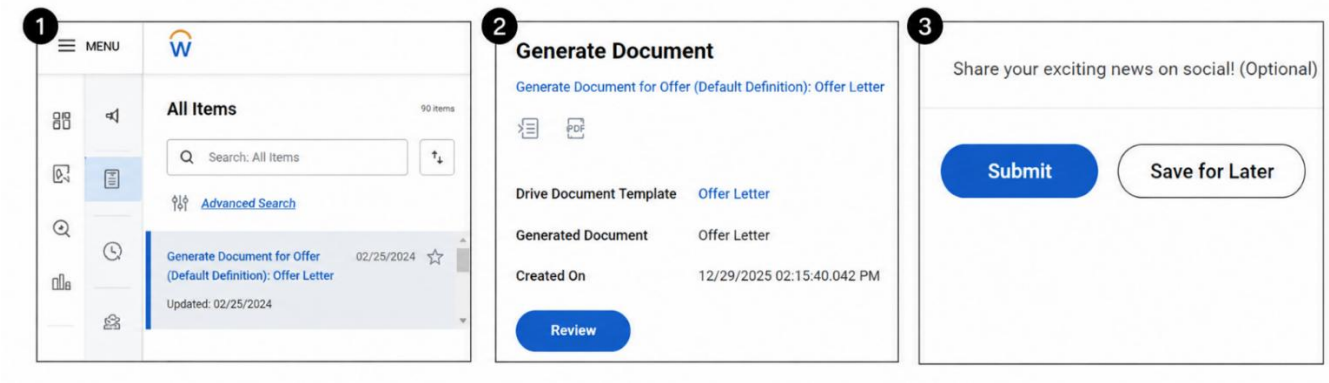


GENERATE OFFER LETTER

The **Generate Offer Letter** task will appear in the Hiring Manager's Workday once all required steps are complete.

If additional approval is required, such as pay approval, the task will not appear until that requirement is complete. If no additional action is required, the Generate Offer Letter task will appear after the Initiate Offer steps are completed.

1. Use the task **"Generate Document"** for Offer Letter.
2. Click **Review** to expand the Offer Letter, then verify the location, pay rate, and start date.
3. Click **Submit** to send the Offer Letter to the candidate.



BACKGROUND CHECK (TEAM CAPTAIN & ABOVE POSITIONS ONLY)

Human Resources will initiate the background check process after the candidate has accepted the offer.

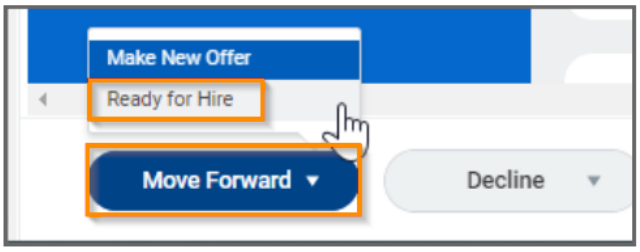
- No action is required from Store Leadership while the background check is in progress.
- If an adverse action process is required, Employee Relations will contact the Hiring Manager with next steps.

- Once the background check has been successfully completed, the Head Coach will receive the **Ready for Hire** task in Workday.

READY FOR HIRE

After the candidate accepts the offer, and the background check has been successfully completed for Team Captain and above positions, the Head Coach will receive a Ready for hire task in Workday.

1. Open the **Ready for Hire** task.
2. Select **Ready for Hire** from the Move Forward menu.
3. Complete the task to finalize the hiring process.



Note: Teammate positions do not require a background check and will proceed directly to the **Ready for Hire** task after the candidate accepts the offer.

Support: Email Recruiting@rallyhouse.com with any questions when creating offers.