# Hiring a Candidate

## Navigate to your "My Tasks" inbox and click the "Background Check for Job Application: Candidate Name" task



8	Inbox		
	Actions Archive	Mark Sheppard (C12550) For: R27 Mark Sheppard (C12550)	Phone Number +1 (623) 5552415 (Mobile) Email gwe2e.testing+Mark.Sheppa
•	Background Check for Job Application: Mark Sheppard - R2742 Retail Sales Associate (Open) Requires your attention as information has been changed in 4 minute(s) ago	Actions Call Sectors Phone Email	<ul> <li>Location</li> <li>10515 W. Monterosa</li> <li>Street, phoenix, AZ</li> <li>85037 United States of</li> <li>America</li> </ul>
2		BB Summary     Overview     Ceruiting History	Active Job Applications (1) Mark Sheppard - R2742 Ratal Sales Associate (C12550) Location: 110097 - Pinnacie Peak Store   Date Applied 04/25/2021
		Screening     Screening     Band Interview     Questionnaire Results	Background Check
		Attachments	Ś⊞ View All ▼

2. Click Move Forward > Ready For Hire



### 3. Review the Hire Date Note: Change the hire date if necessary!

Actions Archive	Revise Employee Hire Mark Sheppard Pinnacle Peak ASM (Judith Groff, James Patterson, 4	+1)
Viewing: All 🗸 Sort By: Newest 🗸 🗸	2 second(s) ago - Effective 06/28/2021	
tire: Mark Sheppard - Pinnacle Peak ASM (Judith	Hire Date * 06/26/2021	
second(s) ago - Effective 06/28/2021	Reason × Hire Employee > New Hire	
	Initiated From Job Application: Mark Sheppard - R2742 Retail Sales Associate (C12550) on 06/25/2021	
	Job Details	
	Job Requisition X R2742 Retail Sales Associate := (Open)	
	Employee Type * Regular	
	Job Profile * X Retail Sales Associate …	
	Time Type * Part time	
	Location * X 110097 - Pinnacle Peak Store … :=	
	Work Space	
	Pay Rate Type 🛛 🛛 🖂	
	<ul> <li>Additional Information</li> </ul>	
	Submit Save for Later Cancel	

## **IMPORTANT!** THE HIRE DATE IS THE DATE THAT THE NEW HIRE WILL START WORKING FOR PAY! SELECTING THE WRONG HIRE DATE WILL CAUSE HARDSHIP WITH FORM I-9 DOCUMENTATION!

Please confirm the hire/start date with the new hire prior to submitting the task! If the task has already been submitted and the hire date needs to be changed, email HR Services at <a href="https://www.hrsupport@goodwillaz.org">hrsupport@goodwillaz.org</a>

4. Review the job details and click Submit.

5. Click **Open** on the pop up <u>OR</u> refresh your "My Tasks" inbox and click the **Review Employee Hire** task



6. Again review the Hire Date, Job Details and then click Approve.

88	Inbox	
₽.	Actions Archive	Review Employee Hire Mark Sheppard ···· Pinnacle Peak ASM (Judith Groff, James Patterson, +1) ····
٩	Viewing: All 💿 Sort By: Newest 💿 👳	7 second(s) ago - Effective 06/26/2021
۵۵۵	Hire: Mark Sheppard - Pinnacle Peak ASM (Judith Groff, James Patterson, +1) 7 second(s) ago - Effective 06/26/2021	Hire Date * 06/26/2021
		Reason × Hire Employee > New Hire
奋		Initiated From Job Application: Mark Sheppard - R2742 Retail Sales Associate (C12550) on 06/25/2021
Ť.,		Job Details
		Job Requisition × R2742 Retail Sales Associate := (Open)
		Employee Type * Regular
		Job Profile * × Retail Sales Associate … 🗄
		Time Type * Part time
		Location * 🗙 110097 - Pinnacle Peak Store …
		Work Space
>		Approve Send Back Save for Later Cancel

7. Return to your "My Tasks" inbox and click the "Onboarding Setup For Hire: Candidate Name" task

88	Inbox	
al g	Actions Archive	Onboarding Setup
٩	Viewing: All 🗸 Sort By: Newest 🗸 🗸	13 second(s) sgo - Effective 06/27/2021
000	Onboarding Setup for Hire: Mark Sheppard - Retail Sales Associate on 06/27/2021	Message Welcome to the Goodwill family! We're excited to have you join us. You will play a vital role in helping us with our mission to Empower Individuals. Strengthen Families, and Build Stronger Communities. Please meet your new teammates below:
ත		People to Meet
		Select People × ALEX JOHNSON-NELSON …
		× Alyssa Beach …
		× Ann Belcher …
		× Chris Kinder …
		× Florans Carreon …
		MORE (16)
		Notify
		Helpful Contacts
>		Submit Save for Later Cancel

#### 8. Click Submit

**Note:** If the new hire is a rehire, HR Services will have to manually verify the rehire's service dates before the onboarding setup task will appear in the hiring manager's "My Tasks" inbox.