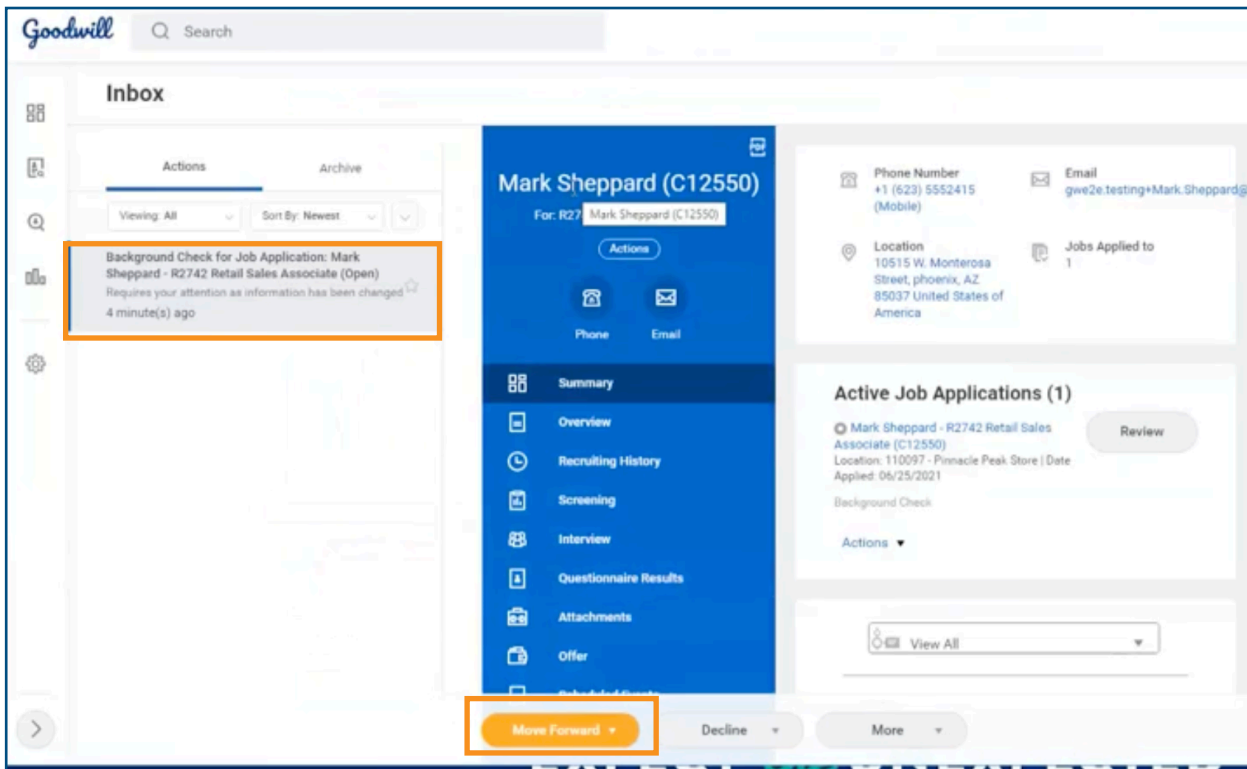
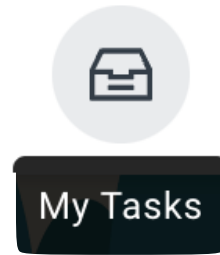
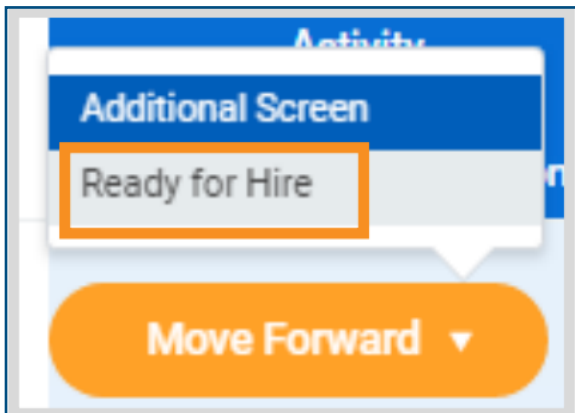


Hiring a Candidate

1. Navigate to your “My Tasks” inbox and click the “Background Check for Job Application: Candidate Name” task



2. Click **Move Forward > Ready For Hire**



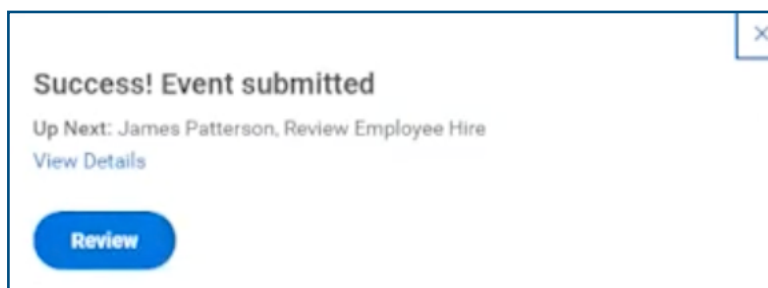
3. Review the **Hire Date** **Note:** Change the hire date if necessary!

The screenshot shows a web interface for revising an employee hire. The main heading is "Revise Employee Hire" for Mark Sheppard at Pinnacle Peak ASM. The "Hire Date" is set to 06/26/2021. The "Reason" is "Hire Employee > New Hire". The "Job Requisition" is "R2742 Retail Sales Associate (Open)". The "Employee Type" is "Regular", "Job Profile" is "Retail Sales Associate", "Time Type" is "Part time", "Location" is "110097 - Pinnacle Peak Store", and "Pay Rate Type" is "Hourly". At the bottom, there are buttons for "Submit", "Save for Later", and "Cancel".

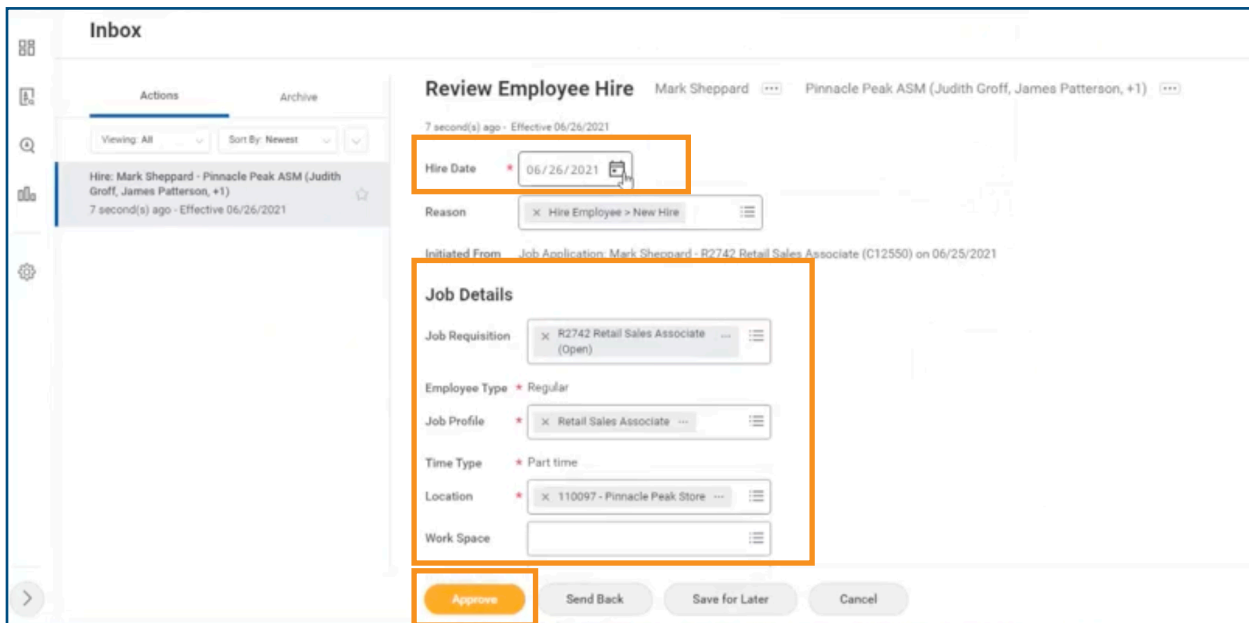
IMPORTANT! THE HIRE DATE IS THE DATE THAT THE NEW HIRE WILL START WORKING FOR PAY! SELECTING THE WRONG HIRE DATE WILL CAUSE HARDSHIP WITH FORM I-9 DOCUMENTATION! Please confirm the hire/start date with the new hire prior to submitting the task! *If the task has already been submitted and the hire date needs to be changed, email HR Services at hrsupport@goodwillaz.org*

4. Review the job details and click **Submit**.

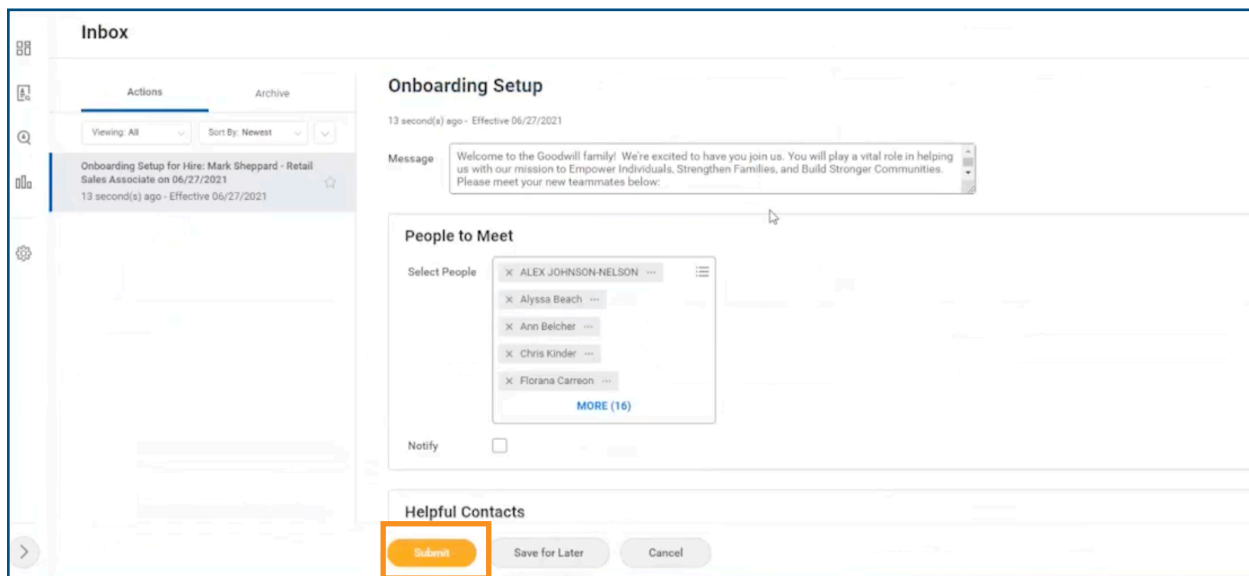
5. Click **Open** on the pop up OR refresh your "My Tasks" inbox and click the **Review Employee Hire** task



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



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



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.