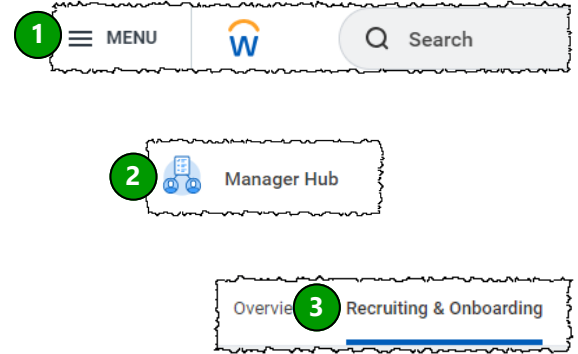| **VUMC BUSINESS EDUCATION**

Candidate Status Tracking (People Leaders)

Candidate Status Tracking can be utilized to track new hires and contingent workers throughout the onboarding process. This tool provides insight for both completed and pending Workday transactions.
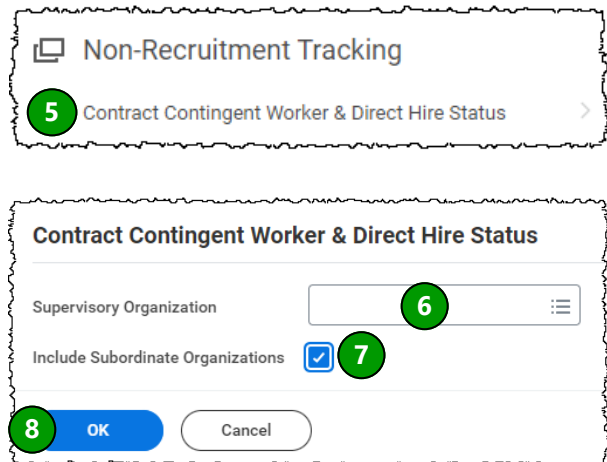
From your homepage:

1. Select **Menu.**

2. Select **Manager Hub**.
Note: If not displayed, select **Add Apps** to search for Manager Hub. When searching, if this app does not appear in search results, select the **Edit** button and scroll down.

3. Select **Recruiting & Onboarding**.

4. Review the **Candidate Status Tracking Report.** (See page 2 for additional details.)

① ≡ MENU   **w**   **Q Search**

② Manager Hub

Overview **③ Recruiting & Onboarding**

Recruitment Candidate Status Tracking   **④**

Job Requisition	Candidate Name	Hiring Manager	Supervisory Organization	Position	Candidate Stage	Background Check Status	Candidate Start Date - Proposed from Offer	Staffing Transaction (Click on link for process steps)	Staffing Transaction - Effective Date	Staffing Transaction Overall Status	Onboarding Steps In Progress	Onboarding Steps Completed
R-5695 Nurse Resident Inpatient (Open)	Candidate One (Internal) (CAND-1234)	Walter Melon (0098765)	VUH Nurse Residency Department (Walter Melon (0098765)	P00090438 Nurse Resident Inpatient (Unfilled)	Offer	Not Required	02/25/2024					

5. Select **Contract Contingent Worker & Direct Hire Status.**

6. Select **Supervisory Organization(s).**

7. If you want to include Subordinate Organizations, select the **Check Box**.

8. Select **OK**.

9. Review the **Contract Contingent Worker & Direct Hire Status Report.** (See page 3 for additional details.)

⧉ Non-Recruitment Tracking

⑤ Contract Contingent Worker & Direct Hire Status ›

Contract Contingent Worker & Direct Hire Status

Supervisory Organization   ⑥ ≣

Include Subordinate Organizations ☑ ⑦

⑧ **OK**   **Cancel**

Contract Contingent Worker & Direct Hire Status ⋯ ⟟   **⑨**

Name	Worker Type	Position	Supervisory Organization	Manager	Background Check Status	Effective Date	Staffing Transaction (Click on link for process steps)	Staffing Transaction Overall Status	Onboarding Steps In Progress	Onboarding Steps Completed
DH 01	Employee	P00100234 Instructor	VUH Nurse Residency Department (Walter Melon (0098765)	Walter Melon (0098765)	Not Required	01/31/2024	Hire: DH 01 (0055789)	Successfully Completed	Onboarding Setup	
CW 01	Contingent Worker	P00100235 Contractor/Visitor	VUH Nurse Residency Department (Walter Melon (0098765)	Walter Melon (0098765)	Background Process Not Started	01/31/2024	Contract: CW 01 - P00100235 Contractor/Visitor	In Progress		

Recruitment Candidate Status Tracking

Job Requisition	Candidate Name	Hiring Manager	Supervisory Organization	Position	Candidate Stage	Background Check Status	Candidate Start Date - Proposed from Offer	Staffing Transaction (Click on link for process steps)	Staffing Transaction - Effective Date	Staffing Transaction Overall Status	Onboarding Steps In Progress	Onboarding Steps Completed	Preboarding Partner
R-5695 Nurse Resident Impatient (Open)	Candidate One (Internal) (CAND-1234) ①	Walter Melon (0098765)	VUH Nurse Residency Department (Walter Melon (0098765))	P00090438 Nurse Residency Inpatient (Unfilled)	Ready for Hire ②	Onboarding Review Approved ③	1/29/2024 ④	Hire: Walter Melon (0098765) ⑤	1/29/2024 ⑥	Successfully Completed ⑦	Passports and Visa Change Photo ⑧	Add Emergency Contacts Compl... al Withho... tions ⑨ Complete Form I-9	Stanley Kupp (0175986) ⑩

Below are steps to help you interpret each column. On items with a hyperlink, you can use the link to review more details about the transactions.

1. Displays **Candidate Name**, candidate ID, or candidate type.

2. 2. **Candidate Stage** displays the candidate's stage in the recruiting process:

   Offer—Candidate stays in the offer stage until the recruiter moves it to the background check stage.
   Background check—Candidate has been placed in background check process status by Talent
   Ready for Hire—background check reviewed and approved by Onboarding Partner

3. **Background Check status**:

   Onboarding Review Approved—Onboarding Partner has reviewed and approved the candidate's record to move forward in the onboarding process

   Not Required—Reviewed by Onboarding Partner for job code requirements and verified information. No background check is needed to meet requirements and the candidate's record is approved to move forward

   In Progress—Background check with Background check vendor in progress

   Archive—Background results have been reviewed and passed with vendor but not yet put in Onboarding Review Approved status in Workday

   Background Process Not Started—The background check is awaiting initiation by Talent. All contingent workers and direct hire backgrounds are ordered through the preboarding team.

   Awaiting Candidate to Initiate—Talent has placed the candidate's record in background check status. Background check vendor sent an email link and candidate has not completed background details and authorization.

4. **Candidate Start Date** is the start date on the offer.

5. **Staffing Transaction** shows processed here.

6. **Staffing Transaction Effective Date** is the hire date or transfer effective date for an internal transfer.

7. **Staffing Transaction Overall Status** displays:

   In Progress—Transactions have started and are not complete
   Successfully Completed—Staffing transaction is approved and now the employee has a Workday record.

8. **Onboarding Steps in Progress** are tasks in pre-hires Workday inbox to be completed.

   Set 1 has 3 tasks— Enter legal name, personal information, & contact information
   Set 2 has 9 tasks—Onboarding, add passports and visas, add emergency contacts, manage your payment elections, federal tax election for onboarding, veteran status identification, self-identification of disability, complete I-9 form, and add my photo.

9. **Onboarding Steps Completed** shows pre-hires completed Workday inbox tasks.

10. **Preboarding Partner** is the pre-hire's assigned onboarding partner.

Name	Worker Type	Position	Supervisory Organization	Manager	Background Check Status	Effective Date	Staffing Transaction (Click on link for process steps)	Staffing Transaction Overall Status	Onboarding Steps In Progress	Onboarding Steps Completed
① E ②	Instructor P00100234	VUH Nurse Residency Department (Walter Melon (0098765)	Walter Melon (0098765)	Not Requ ③	01 ④	Hire: DH 01 (0055789)	Successfully Completed	Onboarding Setup	
CW 01	Contingent Worker	P00100235 Contractor/Visitor	VUH Nurse Residency Department (Walter Melon (0098765)	Walter Melon (0098765)	Background Process Not Started	01/31/2024	Contract: CW 01 - P00100235 Contractor/Visitor	In Progress		

1. Displays Pre-hires **Name** listed last, first.

2. **Worker Type** displays:

> **Employee**—Direct hires by departments
>
> **Contingent Workers**—They do not work for VUMC; includes contract hires, volunteers, agency hires, and visiting students for a disclosed period of time

3. Background Check Status displays:

> **Onboarding Review Approved**—Onboarding Partner has reviewed and approved the pre-hire's record to move forward in the onboarding process
>
> **Not Required**—Reviewed by Onboarding Partner for job code requirements and verified information. No background check is needed to meet requirements and the pre-hire's record is approved to move forward
>
> **In Progress**—Background check in progress with vendor.
>
> **Archive**—Background results have been reviewed and passed with vendor but not yet put in Onboarding Review Approved status in Workday
>
> **Background Process Not Started**—The background check is awaiting initiation by Preboarding team.
>
> **Awaiting Pre-hire to Initiate**—Awaiting Preboarding to order pre-hire's background check or determine if background is need for contingent workers.

4. Select **OK**.