

# Hiring: Important Reminders for Hiring

## Rules

1. Work histories should be typed in the interactive .PDF form within the application.
2. Give your Regional Manager a heads up when initiating an offer so they can be on the lookout for it.
3. If you decline an applicant, you **must** inform them by phone or use the Workday message templates to send them an email.

## Things to Remember

- Let the applicant know the next step of the process.
- Explain what's in the offer letter, and inform them that:
  - they will be receiving an email from Sterling with the background check, drug screening, and physical.
    - ◆ After completing the details of that email, a second email with their confirmations, check-in paperwork, and passports will arrive.
  - need to download a copy of the job offer and bring the page with the physical and mental requirements of the job to the physical.
- Keep in contact with your candidate. You can use the notes option in Workday to enter copies of emails or make a note of the date you called.
- **Workday does not schedule the interview for you.**
  - The Schedule Interview step is just that: a step that moves the Workday process along.
  - You can use the Enter Interview Notes feature to record your observations and thoughts.
- Wonderlic does not live in Workday. You will still need to access the Wonderlic site to launch the assessment as well as collect the results.
- Scan and email the Comp Plan to your HR Assistant.

