Hiring a New Associate
HOW TO GET STARTED

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The recruiting and hiring process begins with position management. A position is a seat in your organization. To add headcount, you build a new seat in Workday. This can be done as a standalone process, but it is typically combined with the Job Requisition process (see Step 2 below). You can't recruit or hire associates until you build seats for them (unless you already have empty seats available). See the **Position Management infographic** or watch the **Position Management Video** to learn more.

STEP 1: ANSWER THESE QUESTIONS

Are you backfilling an existing position (seat) or adding a new position to your organization?

If the position already exists, you just need a job requisition. If it's new, you'll need a position AND a requisition.

Is it a high volume role?

Drivers and outbound selectors are considered high volume.

Have you talked to your manager?

Before creating a job requisition, make sure you have budget approval from your leaders.

Then watch the corresponding **Process Story Videos** before moving to Step 2. They're only a couple of minutes long and will help you understand your role in each process.

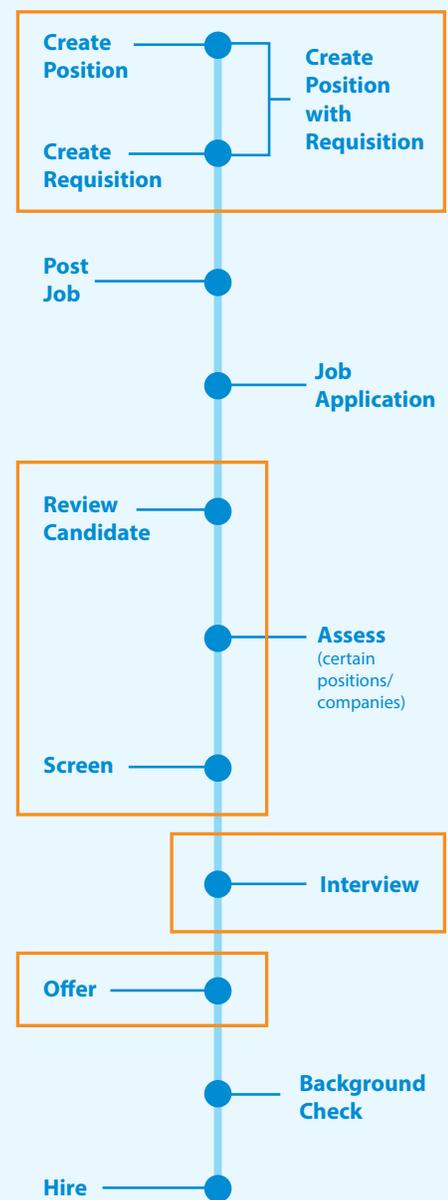## STEP 2: CREATE A JOB REQUISITION

Use the **Create Job Requisition** process in Workday to begin the recruiting process. The job requisition indicates that you're ready to hire.

- If you're filling an existing position, select the **For Existing Position** option. If you need a new position, select the **Create New Position** option.

- If this is a high volume role, you can create multiple positions with the requisition. For all other roles, only one position can be created per requisition.

- Be sure to select the correct **Job Profile** when creating a new position. Some are company-specific.

See the **Organizational/Position Management Job Aid** for step-by-step instructions.

THE RECRUITING PROCESS

Here's an overview of Sysco's recruiting process. **The manager is involved in the steps circled in orange.** Most other steps are completed by the primary recruiter.

Create Position
Create Requisition
Create Position with Requisition

Post Job

Job Application

Review Candidate

Assess (certain positions/ companies)

Screen

Interview

Offer

Background Check

Hire

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STEP 3: WATCH YOUR INBOX

The remaining steps will be sent to your Workday Inbox:

- Complete the **Manager Intake Questionnaire** (for most roles)
- Complete the **Equipment Provisioning Questionnaire** (for most roles)
- **Review candidates** and select which one(s) to interview
- **Provide interview feedback**
- **Make hiring decision** (decide who to hire, decline the others)
- **Approve offer** (primary recruiter will usually call to discuss details first)

To get an overview of the interview process, watch the **Interview Process Story**.

The **Recruiting Process Infographic** shows a complete list of steps in the recruiting/hiring process, and the **Recruiting Process for Managers Job Aid** provides step-by-step instructions.

WORKDAY APPROVALS

Most of the processes managers initiate in Workday require approval from the 1-Over Manager and the HR Partner. Workday makes the approval process fast and easy by automatically sending approval requests to the approvers' inboxes. But it's important to remember that **approvals inside Workday do NOT replace conversations outside of Workday!** You still need to talk to your leaders and HR Partners.

Here's a brief overview of the approval process for position management and recruiting processes. For a more comprehensive list of approvals, see the **Approvals Infographic**.

Process	Manager Approves?	1-Over Manager Approves?	HR Partner Approves?
Create Position with Job Requisition (non-high volume)	N/A*	Yes	Yes
Create Position with Job Requisition (high volume)	N/A*	No	No
Create Job Requisition (non-high volume)	N/A*	Yes	Yes
Create Job Requisition (high volume)	N/A*	No	No
Job Offer	Yes	Only if pay is out of range	Yes

*Since the manager initiated the process, he/she does not approve it.

You'll notice that high volume positions and requisitions do not require approvals. That's because we always need these roles and eliminating approvals allows the recruiting process to begin immediately. For non-high volume positions and requisitions, the recruiting process cannot begin until all required approvals have been submitted.