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# Contingent Hire

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# Contingent Hire

- **Workday Recruiting How To: Updating the Background Status | Contingent Hire**

- When hiring a contingent worker, there is specific status we must use to “clear” them through background and on to “Ready to Hire”. Below are the steps of the process.

1. Select candidate’s “Select Overall Background Status” Task from Inbox or Job Requisition.

Sandbox - sysco  
On behalf of: Astarte Howell [C]

Sysco At the heart of food and service

jr.r1868

### Review Candidates

R1868 Driver-3 (Open) [Actions](#)

All Active Candidates Awaiting Action Extend My Search

Review Phone Screen and Manager Review Assessment Interview

No Filters Applied

1 item All 1 selected Overview Contact Experience

	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Resume	Date /
<input checked="" type="checkbox"/>	Bradley Metz (C677)	Background Check	<a href="#">Review</a>	1	3	<a href="#">Sysco Resume.docx</a>	01/28


# Contingent Hire


- 2. From the drop down, select “Cleared to Start Contingently”.

Hiring Manager Carvey Dunn

Recruiter Astarte Howell [C]

## Background Check

Status Date \* 03 / 04 / 2020 

Status \* Search 

- Cleared to Start
- Cleared to Start Contingently
- Error
- Initiated
- In Progress
- Not Cleared to Start

### Detail

Background C

Status	Results URL	Test Name	Test Status	Status Date	Test Description
		County Criminal			Past 7 years

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3. After selecting that status, the candidate will then be able to move forward to “Ready to Hire.”

**Bradley Metz (C677)** Actions  
For: R1868 Driver-3

Jobs Applied to: 1  
Action Required: Background Check  
Source: Job Board -> Indeed

+1 (803) 5288267  
bmetz729@gmail.com

1200 Farming Creek Rd  
Irmo, SC 29063  
United States of America

Bo Na Hiring  
Astart Recruit

Overview Recruiting History Screening Interview Questionnaire Results Attachments Offer Reminders Candidate

Overview Candidate Communication Duplicates Application Changes Tags / Pools

Current Job 8 months Total Jobs 2 Total Experience 2 years

### Experience

McElroy Truck Lines –  
OTR Truck Driver | August 2019 - Current (8 months)

Enterprise Rent-A-Car  
Management Trainee | July 2015 - June 2017 (2 years)

### Websites

none entered

### Resume / Cover Letter

sysco Sysco Resume.docx

### Education

Full Sail University  
Bachelor's Degree | Recording Arts Technology

Additional Background Check or Reverification  
Ready for Hire

Move Forward Decline