



ACTIVATING  
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# Rehire Eligibility Verification

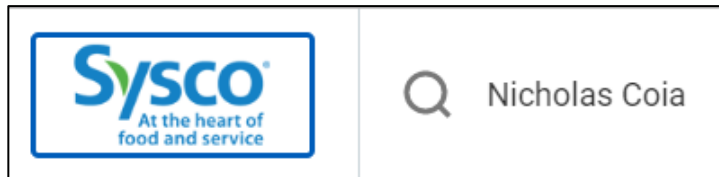
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# How to Verify Rehire Eligibility in Workday

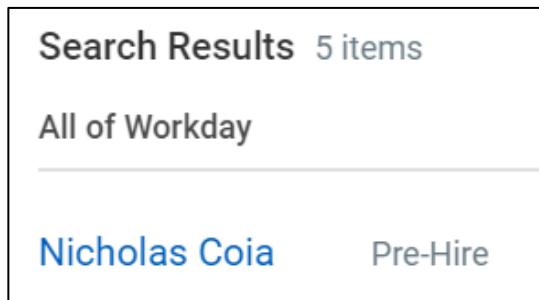
1 Enter the past associate's name in the Workday search bar.



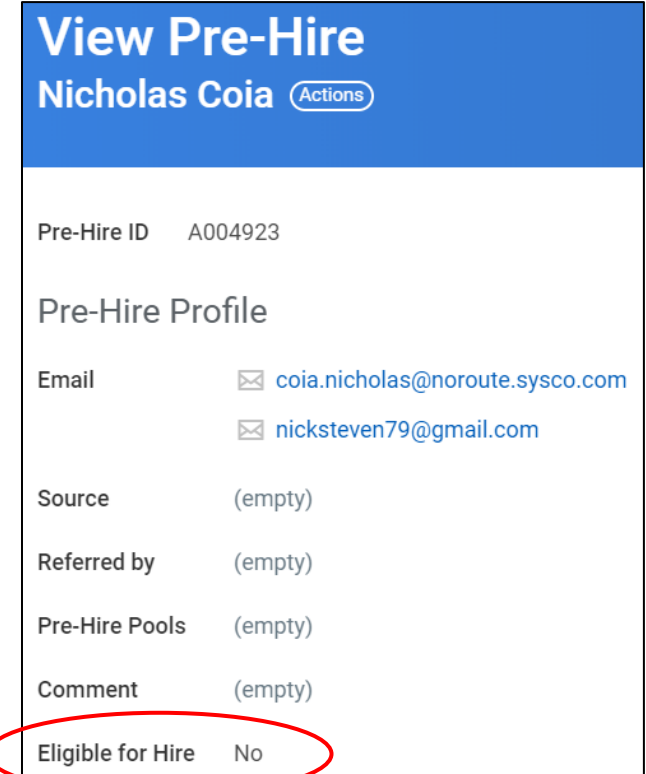
2 Click on **All Of Workday**.

All of Workday

3 Click on the past Associate's **Pre-Hire** record.

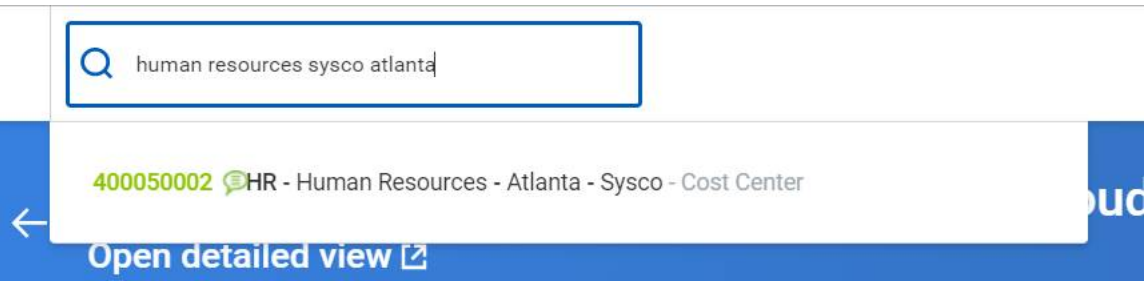


4 Review **Eligible for Hire** field.



# For rehire eligibility, how to find the HRBP in Workday from an OpCo that Primary Recruiter is not supporting

In Workday, type in human resources and the OpCo name....



Then click on that and you see the below...all of the HR team so then you know who to contact for the rehire verification.

A screenshot of the Workday "Members" page for the cost center "400050002 HR - Human Resources - Atlanta - Sysco". The page has a blue header with the cost center name and an "Actions" button. Below the header, there are tabs for "Members", "Details", "Staffing", "Unavailable to Fill", "Roles", and "Security Groups". The "Members" tab is selected, showing a list of 5 team members. The table has columns for Worker, Position, FTE, Time Type, Supervisory Organization, Phone, Email, and Location.

Worker	Position	FTE	Time Type	Supervisory Organization	Phone	Email	Location
Adjoa Greenidge-Banks	40053580 Human Resources Generalist	100.0%	Full time	Atlanta HR (Stacy Walker)		greenidge-banks.adjoa@atl.sysco.com	Sysco Atlanta
LaChaun Strong	60141536 Human Resources Talent Specialist	100.0%	Full time	Atlanta HR (Stacy Walker)		lachaun@gmail.com strong.l.margaret@atl.sysco.com	Sysco Atlanta
Queen Murphy [C]	60069441 Human Resources Admin Assistant	100.0%	Full time	Atlanta HR (Stacy Walker)	+1 (404) 2606020 (Landline)	murphy.queen@atl.sysco.com	Sysco Atlanta
Stacy Walker	40015058 Human Resources Manager	100.0%	Full time	Atlanta HR (Teri Hassell)		walker.stacy@atl.sysco.com	Sysco Atlanta
Teri Hassell	40032430 Human Resources Business Partner (Super Colossal)	100.0%	Full time	Atlanta (Sean Hyslop)		hassell.teri@atl.sysco.com hassell.teri@atl.sysco.com	Sysco Atlanta

To...  OpCo/Corp/SBS HRBP

Cc...

Subject: Rehire Verification - <Former Associate Name>

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If Eligible for Hire is blank, send the Rehire Eligibility request to the HRBP at the applicant's former Sysco Entity.

Hello,

<Candidate First & Last Name> has applied for a(n) position at <Entity Name>. <Candidate First Name> has indicated they were employed as a(n) <Job Title> from <employment start date> to <employment termination date>.


We have obtained authorization to verify previous employment status. Please confirm if the above information is correct and is eligible got rehire.



If you have any questions, please do not hesitate to contact me.


Thank you,

Document that rehire eligibility has been verified under Activity on the candidate's record.

### Activity (4)

 Type "@" to tag someone. Post

 Sandi Japp 0 seconds ago  
Laura Borrego - Eligible for Rehire: Yes 

 Sandi Japp 0 seconds ago  
Eligible for Rehire: Yes 