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Overview

This job will go over the Prepare for Hire functionality in TAM. Before completing the steps in this job aid, the steps outlined in the Job Offer job aid must be completed and there must be an accepted offer for the applicant.

Process Overview (Job Offer to Hire)

Prepare Job Offer	• Attach a position to the job opening if you haven't already • Record the job offer to selected candidate in TAM
Accept Job Offer	• Record an accepted job offer in TAM • Enter the written hiring reason
Reject Job Offer	• Record that the candidate rejected the job offer • Details depend on when in the process the candidate rejects the offer
Prepare for Hire	• Check if the candidate already exists in STAR • Record the hire and start date • Enter SSN, DOB, gender on applicant record (if applicable)
Manage Hire	• Moves candidate's information from TAM to Person and Job • HR completes Person and Job entry
Close the Cert	• Update the Reports of Action (ROA) and applicant statuses • Notify non-selected applicants • Close the job opening

Position Maintenance

Regardless of if a position(s) is attached to the job opening, all position maintenance for the position for which the applicant will be hired should be reviewed/updated as soon as possible (provided the incumbent is no longer in the position).

Why the Prepare for Hire Process Must be Used

The data collected via this process is used for required enterprise-wide analysis and reporting purposes. The majority of hires should be captured in the system.

The following types of hires are required to use the Prepare for Hire Process:

- A current employee is hired, and it is a transfer, demotion, or promotion
- A current employee is hired and is moving from one company to another (ex. current LEG employee is hired by an Executive Branch agency under the company of WIS)

- A current employee is hired into a concurrent job
- An external applicant who has no job record in STAR
- An external applicant who has a terminated job record in STAR
- An external applicant who has an active or terminated non-employee employment record (ex. POI, contingent worker...)

Hires that CANNOT use the Prepare for Hire Process

The following type of hires CANNOT use the Prepare for Hire Process and must be manually entered in as a hire:

- For whatever reason, the selected applicant was not attached to the job opening

See the [How to Manage Hires that Cannot Use the Prepare for Hire Process section](#) of this job aid for details about the steps that need to be taken.

Position Availability During the Prepare for Hire Process

If there was a Position used on the Job Offer, you will be able to complete the prepare for Hire using a Position. Position information will flow through to the hire.

If the Job Offer was prepared without a Position, you will NOT be able to select a Position during the Prepare for Hire Process unless you add the applicable Position to the Job Opening and Edit the Job Offer prior to starting the Prepare for Hire process. If no Position is used, HR will be able to manually add Position information when completing HR entry.

How to Add Position Information if Not Included on Job Offer (Offer Has Been Accepted)

1. Go to the **Details Tab** of the Job Opening.
2. Go to the **Positions** field on the **Opening Details** page
3. Enter the Position associated with the Hire
4. DO NOT check the Primary Position checkbox
 - a. When you add Position information after the Job Opening is initially created, do NOT check the Primary Position box at any point.

*Position	Position Number	Primary Position	
AUDITOR-ADV	007446		

Add Position

5. Click **Save** at the bottom on the Opening Details page.
6. Click on the **Applicants Tab** and go to the selected applicant.
7. Go to the Applicant's Application by clicking on the **Application icon**.

Screen (6)	Interview (0)	Offer (1)	Hire (0)
Position	Application	Resume	Reject
Accepted			

8. Go to the **Offer** tab on the Manage Applications page.

Process Application ?

Disposition 071 Offer Accepted
Reason
Date 05/28/2021

Application and Resume Notes Route **Offer**

9. Click **Edit Offer**

1 of 1 View

 **Edit Offer**

10. Click on the magnifying glass next to **Position Number** to select the applicable Position.

Offer Details ?

Job Opening 1389 Auditor – Senior (2)
Position Number  Deadline Extended

11. Once the Position is added, click **Submit**.

Applicant Name [redacted] Applicant ID [redacted]

Offer Details ?

Job Opening 1389 Auditor – Senior (2 vacancies) - Business Unit 50500
Position Number 007446 Deadline Extended AUDITOR-ADV Offer Date 05/28/2021

Save as Draft
Submit
Post

12. The Position will now be available in **Prepare for Hire**.

Entering SSN, DOB, Gender and Marital Status on Applicant Account

If the selected applicant is an external applicant, you can enter the applicant's SSN, DOB, gender, and marital status on the applicant account. This information will flow through to Person when the applicant is pushed through Manage Hires. Adding the SSN also helps the system easily identify if the applicant already has a record in STAR.

1. From the Job Opening, click on the Applicants name (this can also be done by using the Search Applicants page)

Applicants Applicant Search Applicant Screening Register

All (9) Applied (9) Reviewed (0)

Applicants ?

Select Applicant Name Applicant ID Type

☐ Amanda [redacted] [redacted] External

2. Go to the **Applicant Data** tab from the Manage Applicant page and click on **Eligibility & Identity**

Applicant Activity Notes Applicant Data Interested Parties

Personal Information | References | Eligibility & Identity

3. Enter the applicant's DOB, Marital Status and Gender, if known.
 - a. Gender information will pull forward from the applicant's account if it was entered.

Applicant Activity Notes Applicant Data Interested Parties

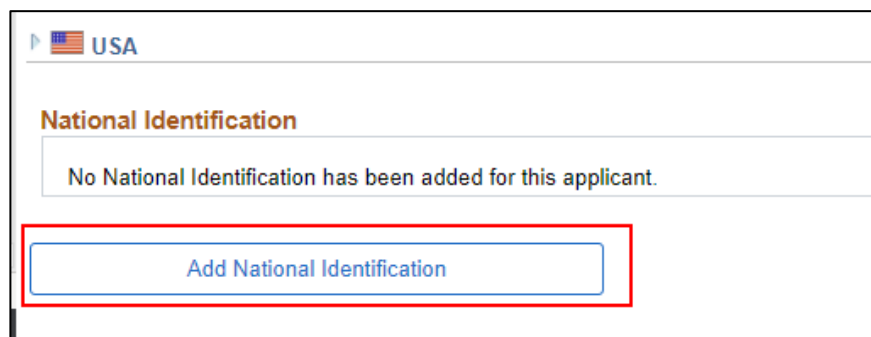
Personal Information | References | Eligibility & Identity

Personal Information

Date of Birth 07/20/1973 *Marital Status Married

*Gender Female

4. Under USA, click **Add National Identification**



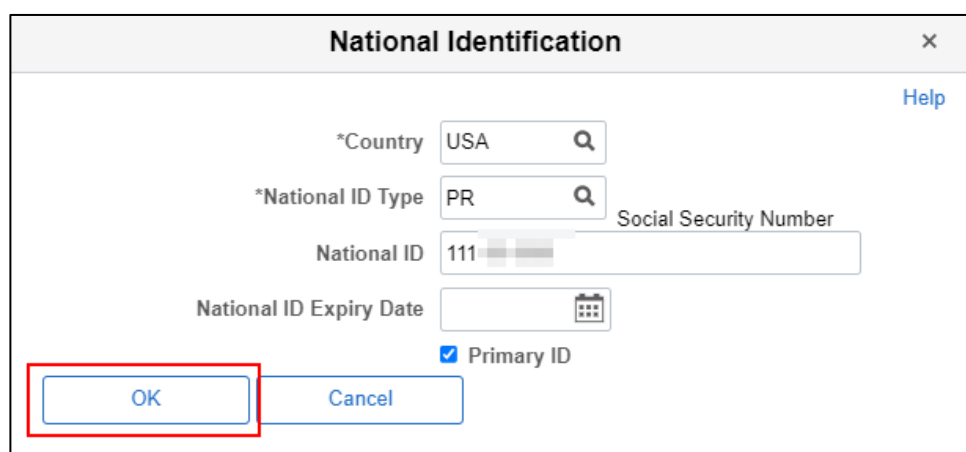
USA

National Identification

No National Identification has been added for this applicant.

Add National Identification

5. Select **USA** for Country. The National ID type will default to **PR** (Social Security Number). Enter the SSN. Click **OK**.



National Identification x

Help

*Country USA

*National ID Type PR Social Security Number

National ID 111-

National ID Expiry Date

☒ Primary ID

OK Cancel

6. Click **Save** on the bottom of the page.
7. Click **Return** on the bottom or top of page to return to the Job Opening.

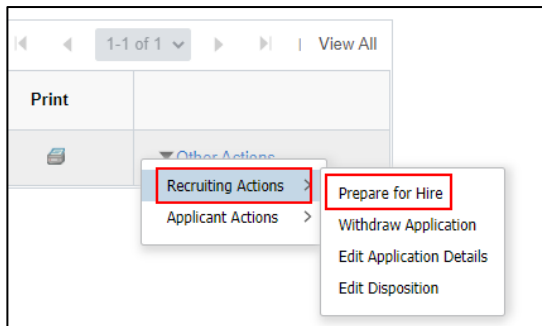
Prepare for Hire Steps

Prior to starting the Prepare for Hire process, all steps associated with creating and accepting the Job Offer must be completed. See the Job Offer job aid for details. The Prepare for Hire process pushes the applicant to the Manage Hires page where HR will select the applicant and finish the Person and Job entry.

1. Go to the **Applicants Tab – Offer** page of the job opening and select the applicant who will be hired.
 - a. The applicant must have an accepted offer entered in the system and have a disposition of **Accepted** before you start the **Prepare for Hire** process.

Screen (0)	Interview (0)	Offer (1)	
Disposition	Application	Resume	
Accepted			

2. Click **Other Actions – Recruiting Actions – Prepare for Hire**



3. Complete the **Prepare for Hire** page

Prepare for Hire

1-1 of 1

View All

Print

Other Actions

Recruiting Actions

Applicant Actions

Prepare for Hire

Withdraw Application

Edit Application Details

Edit Disposition

Applicant ID

10561

Applicant Name

ANN

Current Disposition

071 Offer Accepted

Disposition Date

05/06/2021

Applicant Type

External - New

Application Date

04/16/2021

Job Opening ID

1073

Procurement Specialist - 2 Vacancies1

Job Opening Type

Standard Requisition

Business Unit

Administration

Department

State Bureau of Procurement

Position Number

006

PROCUREMENT SPEC

Job Code

10461

PROCUREMENT SPEC

*Type of Hire

*Start Date

Contract Number

Employee ID

Employee ID Verified

No

Verify Employee ID

Send Offer Letter to HR

☐

Hire Comments

Submit Request To HR

Cancel

- a. Validate the **Job Opening ID** is correct
- b. If the Position Number is populated, validate it is the correct position.
 - i. If only 1 position is on the Job Opening, the Position field will not be available for selection.

Job Opening ID	1389	Auditor – Senior (2 vac Extended
Job Opening Type	Standard Requisition	
Business Unit	Administration	
Department	Office of the Secretary	
Position Number	007446	AUDITOR-ADV
Job Code	00205	AUDITOR-ADV

- ii. If multiple positions are on the job opening, the position associated with the Job Offer will populate. Update if applicable (only position entered on Job Opening are available for selection)

Department	State Bureau of Procurement	
Position Number	006720	PROCUREMENT SPEC
Job Code	10461	PROCUREMENT SPEC

- c. **Type of Hire** – the options available will depend on whether this is an internal or external candidate.
 - i. If an **external candidate who has no record in STAR**, select **Hire**.

*Type of Hire	▼
*Start Date	Add Contingent Worker
Contract Number	Hire

- ii. If an **external candidate who has a record in STAR**, select **Rehire** if previously an employee. If you need a new employment instance (ex. applicant was previously a contingent worker or POI), select **Hire**.
- iii. If an **internal candidate**, the selection will be based on the situation.
 1. If the applicant is continuing in their current job and adding this job, select **Add Concurrent Job**. This will ultimately create a new employment instance.
 2. If the applicant is moving from one company to another within STAR, select **Hire**. This will ultimately create a new employment instance.
 3. If the applicant is transferring, demoting, or promoting to a new job, select **Transfer**. This will keep the applicant on the same employment instance.

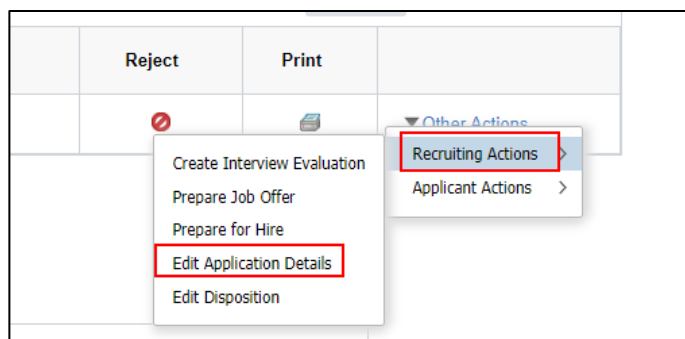
*Type of Hire	▼
*Start Date	Add Concurrent Job
Contract Number	Add Contingent Worker
Employee ID	Hire
	Transfer
Employee ID Verified	No
	Verify Employee ID

4. Is the **Type of Hire** you want not available? See the following step.

Applicant Applied While Active in STAR, but is Now Terminated

- iv. To prepare selected applicants **who applied as an internal candidate** but in the interim, **they are no longer an active employee**, and you plan to rehire the applicant on an existing employment instance.

1. When you are on the **Prepare for Hire** page, if you do NOT have “Rehire” as an available option under Type of Hire – **STOP** and cancel out of the transaction.
2. On the job opening, go to the selected applicant and edit their application (**Other Actions – Recruiting Actions – Edit Application Details**)



3. Under **Personal Information**, update the “Are you a former employee” field to “Yes”

4. Click **Save** at the bottom of the page.
5. Click **Return** at the bottom of the page to go back to the Applicant information.
6. You can now start the Prepare for Hire process again and you will see **Rehire** as an available **Type of Hire**.

d. Enter the **Start Date**

- i. This will be the effective date of the hire in Job so please ensure this date is correct before pushing to HR. If this date was entered on the Job Offer, it will flow through to this page.

4. Click **Verify Employee ID** (must be done for both internal and external applicants)

*Type of Hire

*Start Date

Contract Number

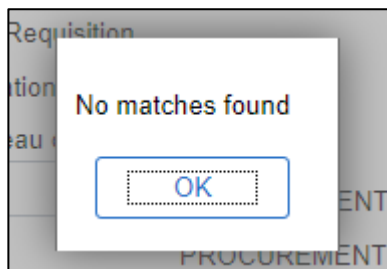
Employee ID

Employee ID Verified Yes

[Verify Employee ID](#)

a. The system will do a search in STAR to see if someone who has similar criteria matches and display possible matches. The Verify Employee ID process will bring back possible matches to the selected applicant based on name, DOB, SSN, address, email.

b. If no match, the following will display.



c. If there are possible matches, all “matches” will display. If one is the applicant, click **Carry ID** to select the correct person and then click **Return**.

i. Click on **Match Criteria** to review how the match was found.

Search/Match Results

Search Results

WARNING: Potential duplicates were found - this person may already exist in the database. Refer to the given list for possible matches to the person you are adding. After you select the return button on the page, you'll be asked whether you want to continue adding this new person, or cancel this operation.

[Match Criteria](#)

[Search Results Summary](#)

Search Results

			Empl ID	Last Name	First Name	Middle Name	National ID	Date of Birth
1	Carry ID	Detail	100126		April	C		04/26/1967

[Return](#)

ii. The hire’s **Empl ID** will populate on the **Prepare for Hire Page**

iii. The **Type of Hire** will change to **Rehire** if the system determine that you will be using an existing employment record for the hire.

Job Code 65221 POLICE SERGEANT

*Type of Hire Rehire

*Start Date 04/26/2021

Contract Number

Employee ID 1000

Employee ID Verified Yes [Verify Employee ID](#)

☒ Send Offer Letter to HR

- iv. In the case where you are hiring an employee who has only a POI or Contingent Worker employment instance in STAR, the applicant type will change to “Internal – Non-Employee” and you should update the **Type of Hire to Hire** because you will need to add a new employment instance for the hire.

Disposition Date 06/18/2021

Applicant Type Internal - Non-Employee

Application Date 05/03/2021

Job Opening ID 1066 [Director, Bureau of Program Career Executive](#)

Job Opening Type Standard Requisition

Business Unit Veterans Affairs

Department Bureau Programs & Services CO

Position Number 036402 [Veterans Affairs Manager](#)

Job Code 50150 [VETS AFFAIRS MANAGER](#)

*Type of Hire Hire

- d. **If hiring an internal candidate**, the employee’s Employee ID will automatically populate on the page. You still must click **Verify Employee ID**. The employee’s information will display on the page, and you click **Carry ID** and then **Return**.

Search Results

Results Results2

			Empl ID	Last Name	First Name	Middle Name	National ID	Date of Birth
1	Carry ID	Detail	10003		Daniel	M		06/04/1971
2	Carry ID	Detail	10003		Daniel	M		06/04/1971
3	Carry ID	Detail	10003		Daniel	M		06/04/1971

[Return](#)

- e. You may see multiple rows for the same person in the search results. The search is matching on multiple pieces of data, including address. If someone has multiple addresses in the system, they will appear more than once. You just need to select one of the Carry IDs to move forward.

5. After verifying the employee ID, click **Review Jobs** to determine if you need to create a new Empl Record
- The window **Job Information** will appear. It consists of the Empl ID, Empl Record, top of stack job data row effective date, Business Unit, Company, HR Status, Empl Class, and Org Relationship (Emp, CWR, POI).

Job Information							
Empl ID	Empl Record	Effective Date	Business Unit	Company	HR Status	Employee Classification	Organizational Relationship
1	0	02/27/2022		WIS	Active	PRM	Emp

[Return](#)

- Use this job information to determine if you need to create a new empl record (Hire) or not (Rehire or Transfer) and/or what kind of transaction should be used.
- Create a new empl record if ANY of the following appear in the hire's job information:
 - Business Unit** is greater than 600
 - Company** is outside of WIS
 - Employee Classification** is National Guard (NGD)
 - Organizational Relationship** is something other than Employee (EMP), such as CWR or POI
 - Regardless of HR Status, you should create a new empl record if one of the above are true
- Use an existing empl record if ALL of the following appear in the hire's job information
 - Business Unit** is less than 600
 - Company** is WIS
 - HR Status** is active
 - Employee Classification** is NOT National Guard (NGD)
 - Organizational Relationship** is Employee (EMP)
 - Make sure the employee is not staying in this existing appointment before using it. This requires communication between the business units and/or employee.



If you have questions on which empl record to use, contact the DPM HRIS team.

If you do not see job information for someone you know is a current or former employee or if you made an error on empl records, STOP and create a ticket before processing the hire.

The sooner empl record errors are reported, the easier it is to make corrections.

6. The box next to **Send Offer Letter to HR** will be checked. This is not currently in use and no notification will be sent to HR. You can just leave this checked.

Employee ID Verified	Yes	Verify Employee
☒ Send Offer Letter to HR		
Hire Comments		

7. Enter any **Hire Comments** for HR to review.

- Once everything is entered, click **Submit Request to HR**. This pushes the applicant to **Manage Hires** so HR can complete the hire entry in Person and Job.

Hire Comments

Submit Request To HR Cancel

- The following message will display. Click **OK**.

You have successfully submitted this request. (18175,1019)

OK

- The applicant will be moved to **Hire**, and their Disposition will be updated to **Ready**.

Applicants Applicant Search Applicant Screening Register Certifications Activity & Attachments Details

All (22) Applied (0) Reviewed (0) Screen (20) Interview (0) Offer (0) Hire (1)

Applicants ?

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume
☐	ANN [REDACTED]	10561	External	Ready	[REDACTED]	[REDACTED]

- The applicant will then appear on the **Manage Hires** page (**Navigation:** Workforce Administration > Personal Information > Manage Hires) for HR to complete the Person and Job entry. There is no automatic notification to HR to let them know when someone is added to the page – please let your HR staff know that the entry needs to be done.

Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires

*Select Transactions Where Start Date

From 11/01/2021 To 11/21/2021 Refresh

Hire Transactions

Select	Business Unit	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
☐	37000	11/08/2021	Requested	Caitlin		Hire	Recruiting Solutions	Am Pa
☐	43500	11/08/2021	Requested	Ben Pi	1000	Rehire	Recruiting Solutions	All
☐	11500	11/08/2021	Requested	Ashley	1001	Transfer	Recruiting Solutions	Jo Ko
☐	37000	11/08/2021	Requested	Fernan	1000	Rehire	Recruiting Solutions	Am Pa
☐	43500	11/08/2021	Requested	Craig	1000	Rehire	Recruiting Solutions	All
☐	37000	11/08/2021	Requested	Ezekie		Hire	Recruiting Solutions	Ka W

How to Process Hires that Cannot Use the Prepare for hire/Manage Hires Process

For those who will not be going through the Prepare for Hire Process (*this should be used in very limited situations*), you should still go through the Offer process and Accept the Offer outlined in the [Job Offers job aid](#). Once the applicant is in Offer status, you should do the following:

1. From the **Applicants Tab – Offer**, select the applicant and go to **Other Actions – Recruiting Actions – Edit Disposition**.

2. Update the disposition to **Ready to Hire** with a Status Reason of blank. Click **Save**.

- The applicant will move to Hire with a disposition of Ready but will not be pushed through Manage Hires. The recruiter will need to notify HR of the hire and HR will manually update Job.

Applicants	Applicant Search	Applicant Screening	Register	Certifications	Activity & Attachments	Details
All (22)	Applied (0)	Reviewed (0)	Screen (19)	Interview (0)	Offer (0)	Hire (2)
Applicants ?						
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume
☐	ANN [redacted]	10561	External	Ready		
☐	Anne [redacted]	14097	Employee	Ready		

- Once HR entry is done, edit the Disposition again to **Hired** with a blank Status Reason. Click **Save**.

Edit Disposition

Current Disposition 080 Ready to Hire

*New Disposition

090 Hired

Status Reason

Date

05/28/2021

Save

Cancel

- The applicant's disposition will be updated to Hired.

Screen (15)	Interview (0)	Offer (0)	Hire (1)
Disposition	Application	Resume	Print
Hired			

Troubleshooting Tips

I need to use Rehire as the Type of Hire, but it's Not Available for Selection

If the Type of Hire you need is not available – STOP. If you do not use the correct Type of Hire when you go through the Prepare for Hire Process, you will not be able to use Manage Hires.

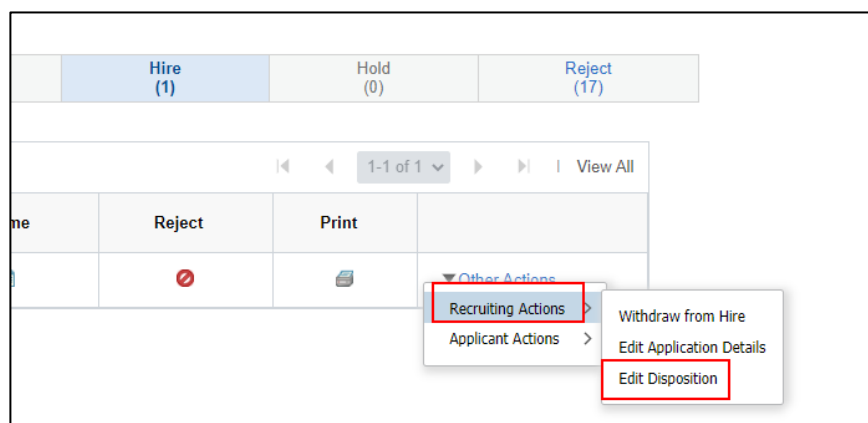
If you are hiring a current employee who will be terminating (ex. terming an LTE position), the termination must be entered on job **BEFORE** you go through the Prepare for Hire process. If there is no terminated job available when going through Prepare for Hire, **Rehire** is not a valid **Type of Hire**.

If there is a terminated job record but the applicant was an active employee when they applied, you will need to follow the steps outlined in the [Applicant Applied While Active in STAR but is Now Terminated section](#) of this job aid.

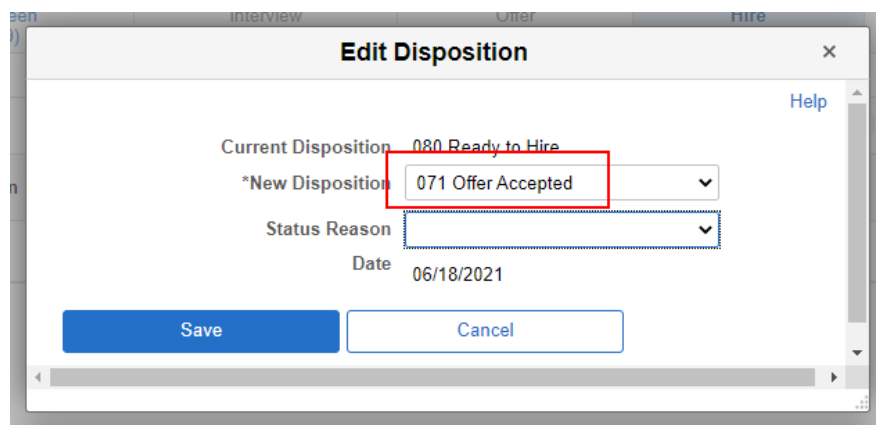
I manually updated the disposition to Ready to Hire before starting the Prepare for Hire Process

If the applicant's disposition is "Ready to Hire," you will not be able to go through the Prepare for Hire Process – you will need to change the applicant's disposition before starting the process.

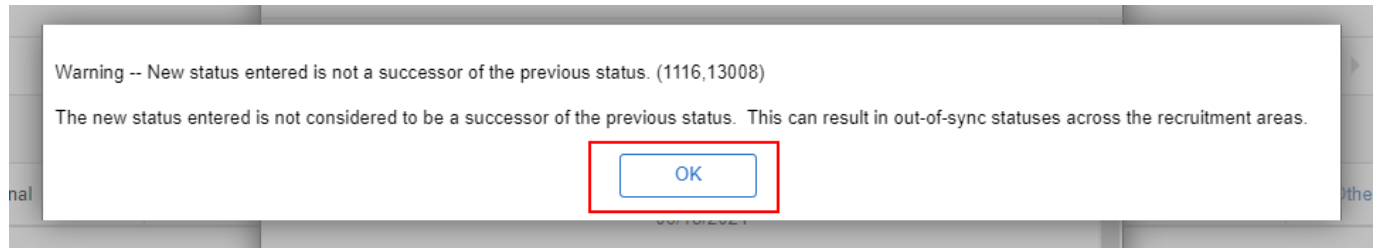
1. From the Applicants – Hire tab, click on **Other Actions – Recruiting Actions – Edit Disposition**



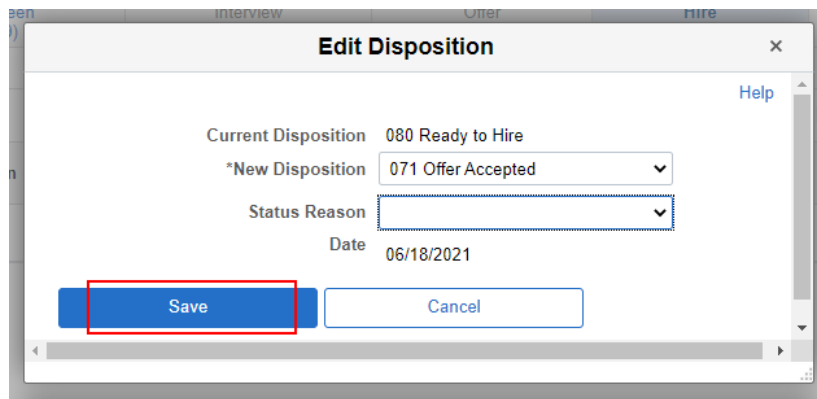
2. You will be pushing back the applicant one step to Offer Accepted. Select a New Disposition of **071 Offer Accepted**.



3. The following will display. Click **OK**.



4. Click **Save**.



5. The applicant will move back to the Applicants – Offer tab and have a disposition of **Accepted**. You can now start the Prepare for Hire process.