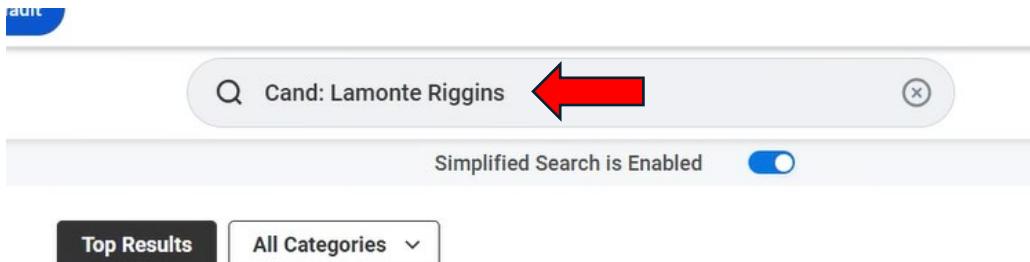
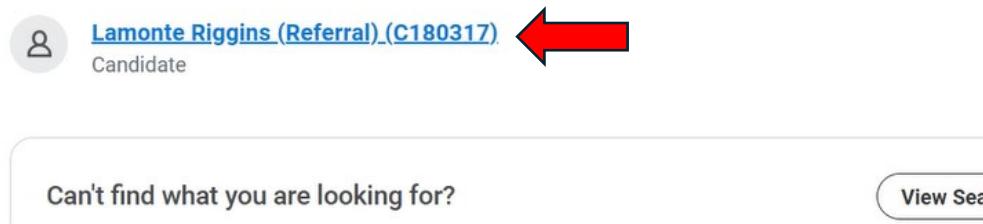


How to Reactivate a Job Application for an Employee after they have been Rescinded

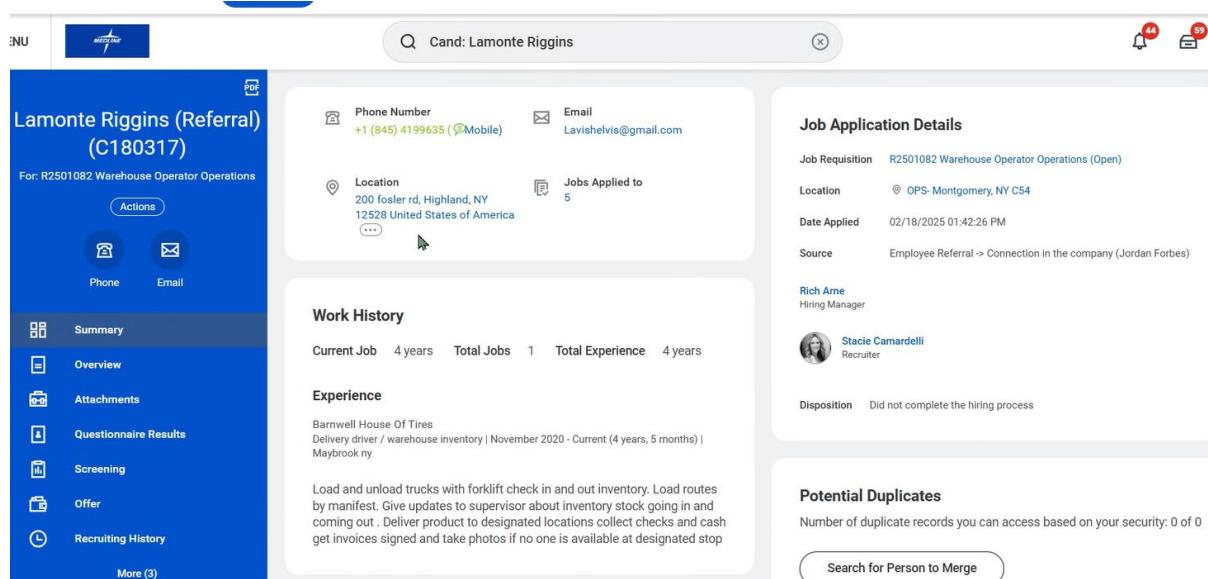
- After logging into WorkDay you will want to find your candidate in the search bar and hit enter
 - The screen below will come up and you will want to click on the candidate's name to bring up their profile



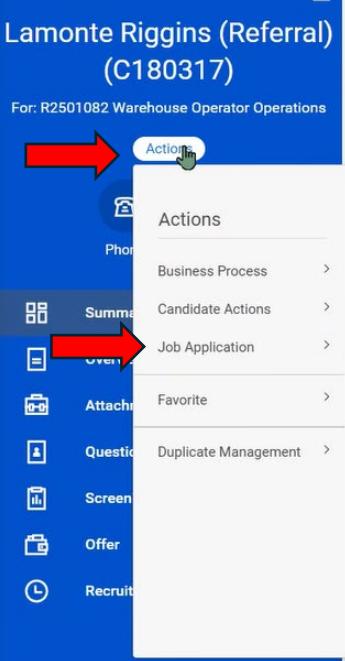
Workday



- The screen below will pop up



- You will want to click on the blue “Action” button and then hover over “Job Application”



Lamonte Riggins (Referral) (C180317)

For: R2501082 Warehouse Operator Operations

Actions

- Business Process >
- Candidate Actions >
- Job Application >**
- Favorite >
- Duplicate Management >

Phone Number +1 (845) 4199635 (Mobile)

Email Lavishelvis@gmail.com

Location 200 fosler rd, Highland, NY 12528 United States of America

Jobs Applied to 5

Candidate

Lamonte Riggins (Referral) (C180317)

Contact

Email Lavishelvis@gmail.com

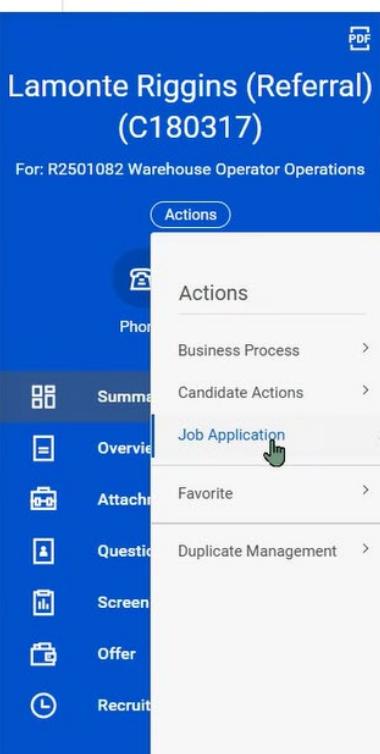
Phone +1 (845) 4199635 (Mobile)

Latest Experience

Barnwell House Of Tires
Delivery driver / warehouse inventory | November 2020 - Current (4 years, 5 months) | Maybrook ny

Load and unload trucks with forklift check in and out inventory. Load routes by manifest. Give update

- The below screen will come up after hovering over “Job Application.” You will then want to click on “Reactivate Job Application.”



Lamonte Riggins (Referral) (C180317)

For: R2501082 Warehouse Operator Operations

Actions

- Business Process >
- Candidate Actions >
- Job Application >**
- Favorite >
- Duplicate Management >

Phone Number +1 (845) 4199635 (Mobile)

Email Lavishelvis@gmail.com

Location 200 fosler rd, Highland, NY 12528 United States of America

Jobs Applied to 5

Candidate

Lamonte Riggins (Referral) (C180317)

Copy Job Application

Edit Job Application

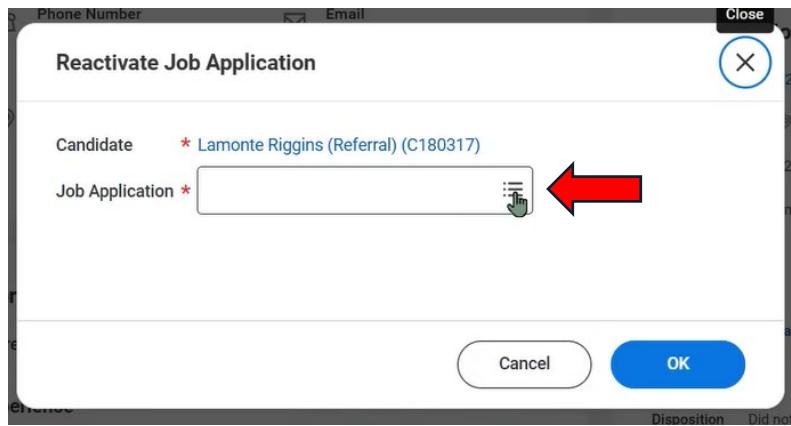
Reactivate Job Application

Phone +1 (845) 4199635 (Mobile)

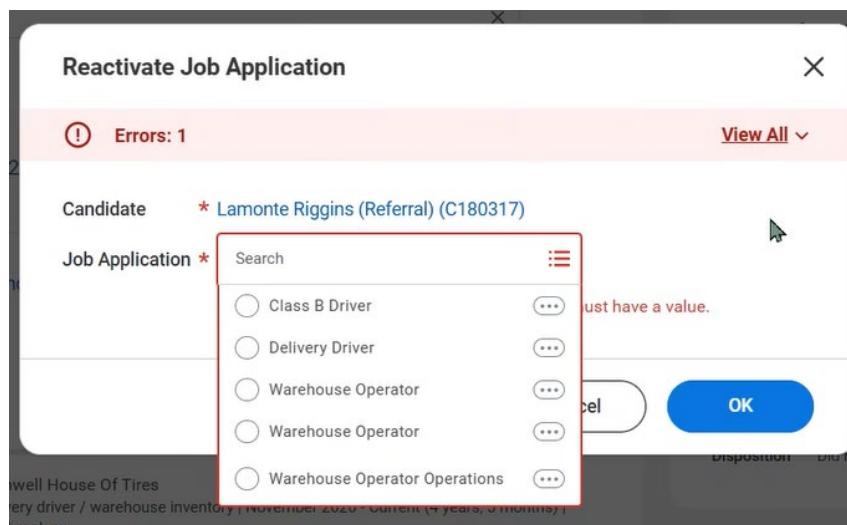
Latest Experience

Barnwell House Of Tires
Delivery driver / warehouse inventory | November 2020 - Current (4 years, 5 months) | Maybrook ny

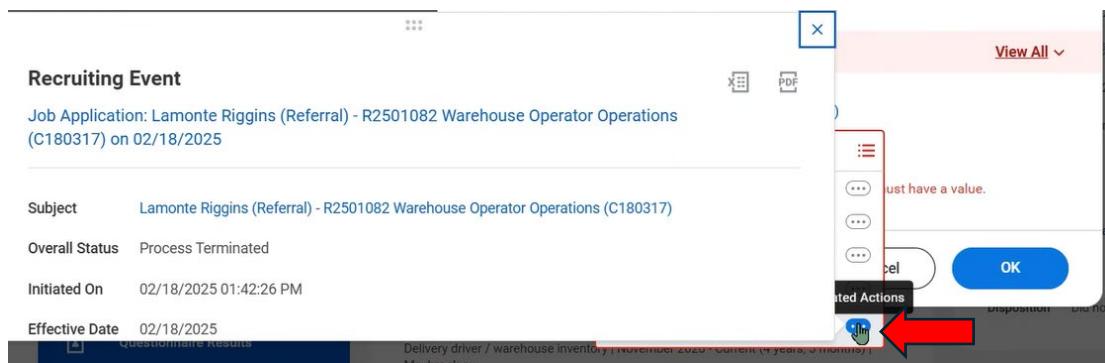
- The below screen will then pop up and you will want to click into “Job Application”



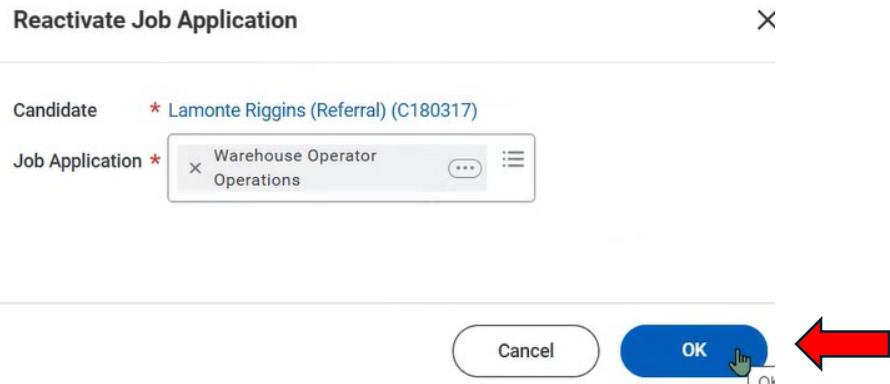
- Once you click into “Job Application,” a list of reqs will pull up, and you will want to click into the req that you want to reactivate the candidate in



- You can see the req number if you click on the three ellipses (aka twinkie)



- After you have chosen your req, you will then want to click “OK”



- After you click “OK” the below screen will come up and you will want to enter a comment to why you are reactiving the job req and then click “Submit”

The screenshot shows a confirmation screen for reactivating a job application. It includes contact details: Email (Lavishelvis@gmail.com) and Phone (+1 (845) 4199635 (Mobile)). Below this is a section titled "Latest Experience" with a description of work at Barnwell House Of Tires. A comment entry field contains the text: "Candidate no called no showed and branch decided to move forward with the candidate." At the bottom, there are "View Comments (2)" and two comments from Nisa Tejeda-Vittorio and Jessica Campbell. The "Submit" button is highlighted with a red arrow.

enter your comment

Candidate no called no showed and branch decided to move forward with the candidate.

View Comments (2)

Nisa Tejeda-Vittorio 1 week ago
No Show
No Show > No Show

Jessica Campbell 1 week ago
Candidate no showed to orientation.

Submit **Cancel**

- After you click “Submit,” the below screen will come up and you will now see that the candidate’s job req is reactivated and they are now back in process under background

Google Chrome isn't your default browser [Set as default](#)

MENU 

Cand: Lamonte Riggins [\(X\)](#)

Lamonte Riggins (Referral) (C180317)
For: R2501082 Warehouse Operator Operations

Actions

Phone Email

Summary (selected) Overview Attachments Questionnaire Results Screening Offer Recruiting History More (3)

Event sent back
Up Next: Jessica Campbell | Make Background Check Decision
[View Details](#)

Review

Active Job Applications (1)

Lamonte Riggins (Referral) - R2501082 Warehouse Operator Operations (C180317)
Location: OPS- Montgomery, NY C54 | Date Applied: 02/18/2025

Background Check

Actions ▾

Decline These Applications

Move Forward ▾ Decline ▾

Rich Arne
Hiring Manager

Stacie Ca
Recruiter

In Progress 1 item

Step Backgr...

Work History

