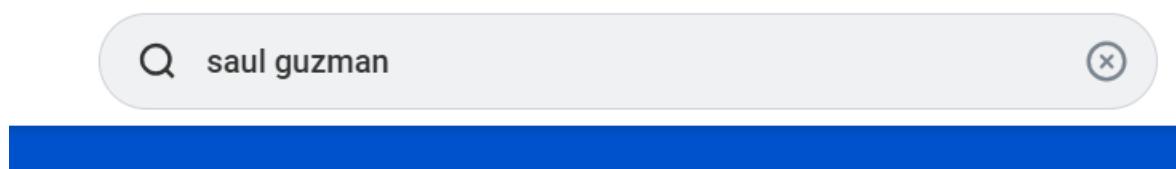


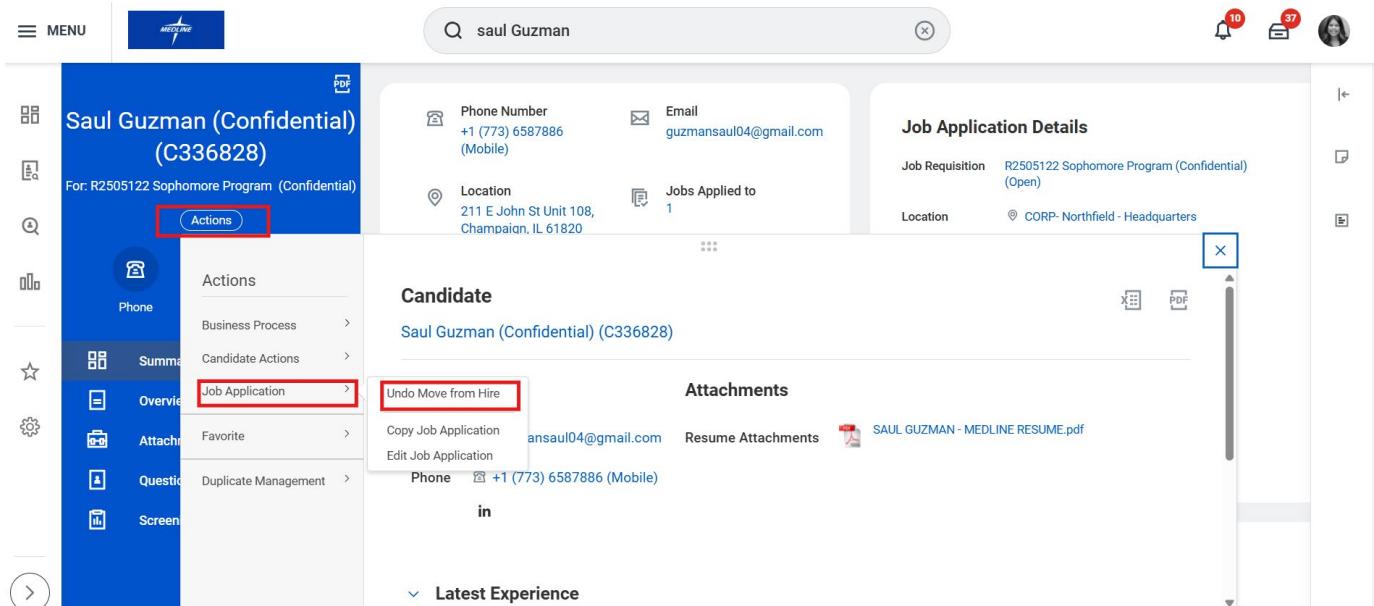
## How to Update a Hiring Manager on a Job Req after a Candidate has been put in R4H

- Start by submitting a Zendesk ticket to HRIS to let them know that the candidate needs to be taken out of R4H so you can update the hiring manager on the req
  - You will want to include the candidate's name and EID on the ticket
- Once HRIS confirms that they have removed the candidate from R4H, you will want log into Workday and in the search bar, you will want to put in the employee's name and/or Workday ID to find their candidate profile

ack...  WORKDAY  EQUIFAX SSO  Coupa Home  Running- Missing I9s  COUPA ZEI

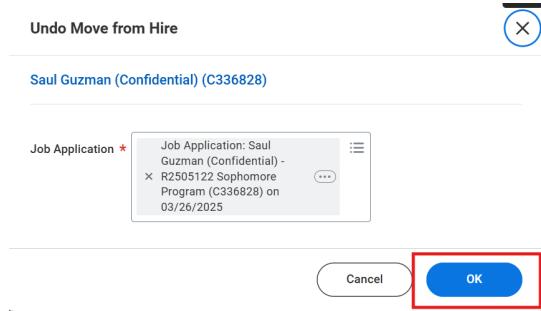


- Once you are in the candidate's profile, you will click on the blue "Actions," then "Job Application," and then "Undo Move from Hire"

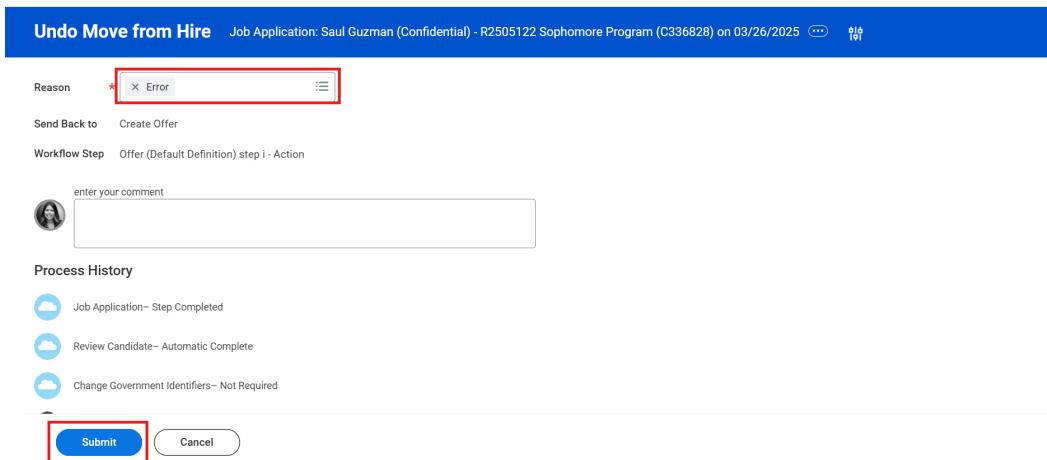


The screenshot shows the Workday Candidate Profile for Saul Guzman (C336828). The left sidebar has an 'Actions' menu open, with 'Job Application' highlighted. The main content area shows 'Job Application Details' (Job Requisition: R2505122 Sophomore Program (Confidential) (Open), Location: CORP- Northfield - Headquarters) and 'Candidate' details (Saul Guzman (Confidential) (C336828)). The 'Job Application' section in the candidate details shows an 'Undo Move from Hire' button, which is highlighted with a red box. Other buttons in this section include 'Copy Job Application', 'Edit Job Application', and 'Attachments' (Resume Attachments: SAUL GUZMAN - MEDLINE RESUME.pdf).

- The below screen will come up. You will want to make sure you choose the correct “Job Application,” and then click “OK”



- Once you click “OK,” the below screening will come up
  - For “Reason” you will put in “Error” and then you will click “Submit”



- You will now go back to the candidate’s profile and click on the “Job Requisition” that you would like to update their manager on

Job Application Details	
Job Requisition	R2505122 Sophomore Program (Confidential) (Open)
Location	CORP- Northfield - Headquarters
Date Applied	03/26/2025 10:22:04 PM
Source	Contacted by Recruiter -> Other
Bri Sarley Hiring Manager	
Lauren Miller Recruiter	

- The below screen will come up and you will want to go to the ellipses (aka twinkie)
  - Hover over “Job Change,” and then click on “Edit Job Requisition”

- The below screen will come up and you will want to choose “Administrative>Requisition Detail Correction/Adjustment” for “Reason”

- Now, click on the “Job” tab. Under “Supervisory Organization” you will want to search for the hiring manager that you would like to update for the req (**\*NOTE\* - if the hiring manager is not populating, they are likely not a people manager and will need to be added by submitting a Zendesk ticket to HRIS)**

- Once the hiring manager populates, you will want to click enter so the name sticks and then click on “Summary”

Job

Job Details

Supervisory Organization \*

Kaitlyn Zabadal

Job Posting Title \*

Sophomore Program

Job Profile \*

Seasonal Help

Job Description Summary

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Attachments

Summary

- You will now see the supervisor update that was inputted in under “Job Details”/”Supervisory Organization”
  - You will then want to click “Submit”

Job

Job Details

Supervisory Organization \*

Kaitlyn Zabadal

Job Posting Title \*

Sophomore Program

Job Profile \*

Seasonal Help

Job Description Summary

Job Description \*

With more than 50+ years of consecutive growth, we've created a dynamic workplace where over 43,000 employees worldwide, are empowered to grow and add to our entrepreneurial

Submit

Save for Later

Cancel

End Date

- You will now see the updated “Hiring Manager” in the candidate’s profile
  - You can now click on “Move Forward” then “Ready for Hire” to hire them back on

**Saul Guzman (Confidential) (C336828)**  
For: R2505122 Sophomore Program (Confidential)

**Job Application Details**

- Job Requisition: R2505122 Sophomore Program (Confidential) (Open)
- Location: CORP- Northfield - Headquarters
- Date Applied: 03/26/2025 10:22:04 PM
- Source: Contacted by Recruiter -> Other

**Active Job Applications (1)**

Saul Guzman (Confidential) - R2505122  
Sophomore Program (C336828)  
Location: CORP- Northfield - Headquarters | Date Applied: 03/26/2025

**Background Check**

- Negotiate Offer
- Update Offer Details
- Ready for Hire**

**Move Forward**

**Kaitlyn Zabadal**  
Hiring Manager

**Lauren Miller**  
Recruiter

**In Progress 1 item**

Step	Awaiting Me
Create Offer	Make Offer Decision