








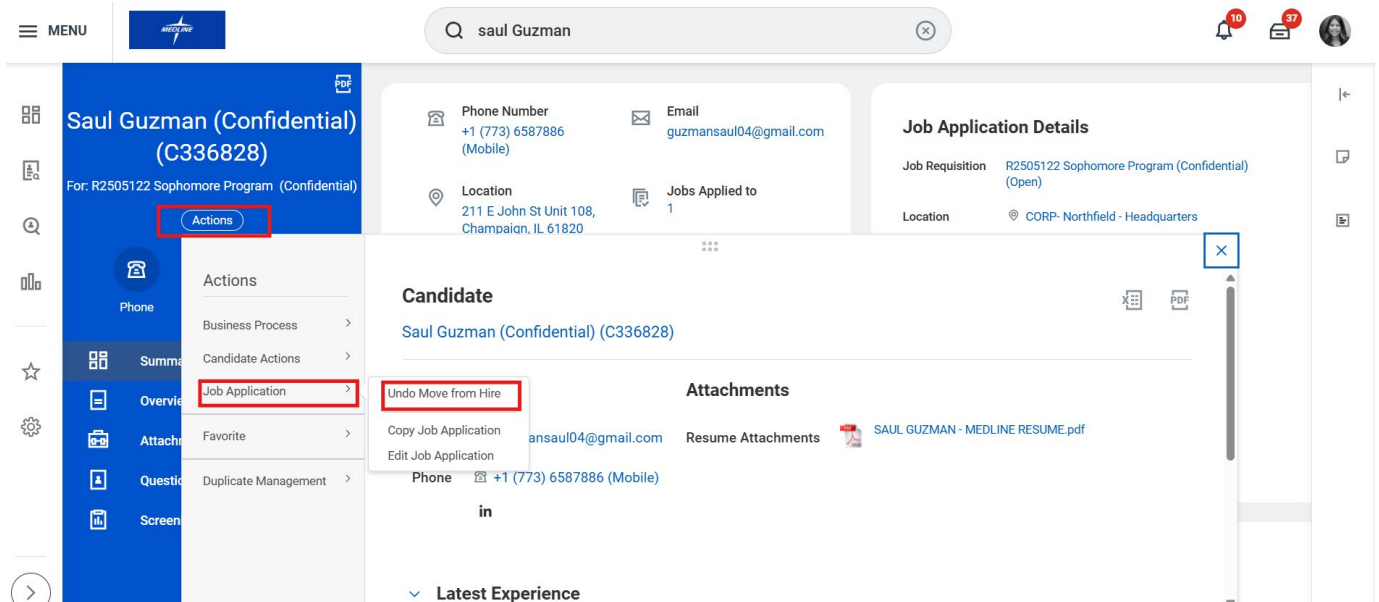
How to Update a Hiring Manager on a Job Req after a Candidate has been put in R4H

- 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

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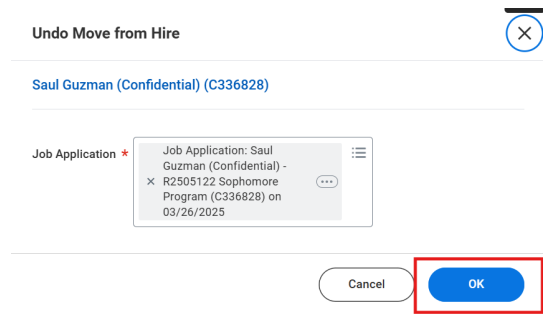
 saul guzman 

- 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 displays the Workday interface for a candidate profile. The top navigation bar includes a menu icon, the Workday logo, a search bar with "saul Guzman", and notification icons. The candidate's name and ID, "Saul Guzman (Confidential) (C336828)", are prominently displayed. Below this, the profile is divided into sections: "Job Application Details" (showing job requisition R2505122 and location), "Candidate" (showing contact info and job application history), and "Attachments" (showing a resume). A left-hand sidebar contains a "MENU" section with various icons. The "Actions" menu is open, showing options like "Business Process", "Candidate Actions", "Job Application", "Favorite", and "Duplicate Management". The "Job Application" option is highlighted, and a sub-menu is visible with "Undo Move from Hire" highlighted.

- 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”

Undo Move from Hire Job Application: Saul Guzman (Confidential) - R2505122 Sophomore Program (C336828) on 03/26/2025

Reason *

Send Back to Create Offer

Workflow Step Offer (Default Definition) step 1 - Action

enter your comment

Process History

- Job Application- Step Completed
- Review Candidate- Automatic Complete
- Change Government Identifiers- Not Required

Submit Cancel

- 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

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

Actions

Phone Email Resume

Summary

Overview Attachments Questionnaire Results Screening More (5)

Phone Number
+1 (773) 6587886 (Mobile)

Email
guzmansaul04@gmail.com

Location
211 E John St Unit 108, Champaign, IL 61820 United States of America

Jobs Applied to
1

Active Job Applications (1)

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

Create Offer

Offer Decision

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

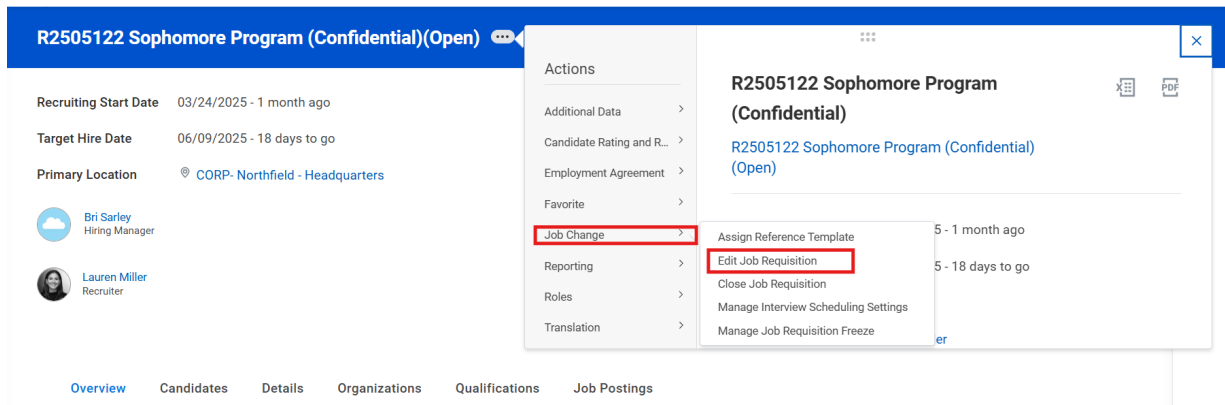
Bri Sarley
Hiring Manager

Lauren Miller
Recruiter

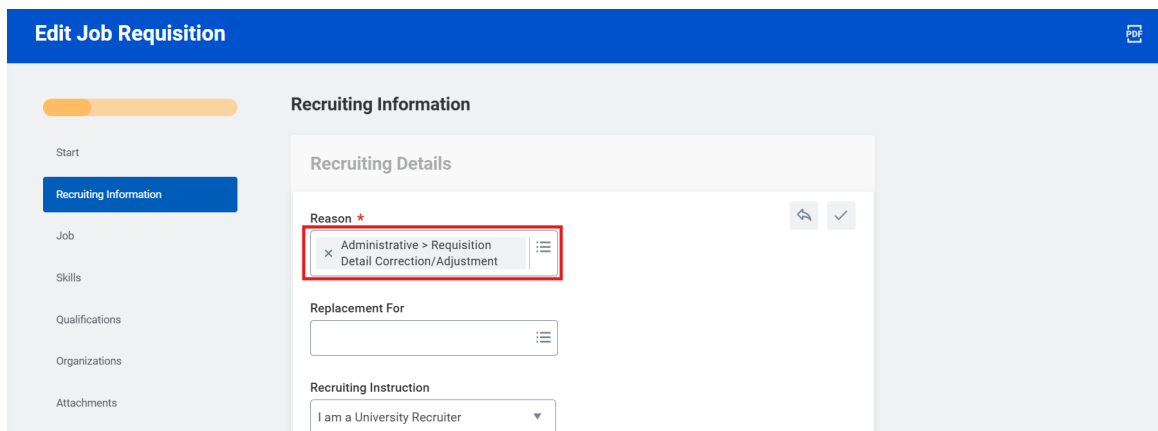
In Progress 1 item

Step	Awaiting Me
Create Offer	Make Offer Decision

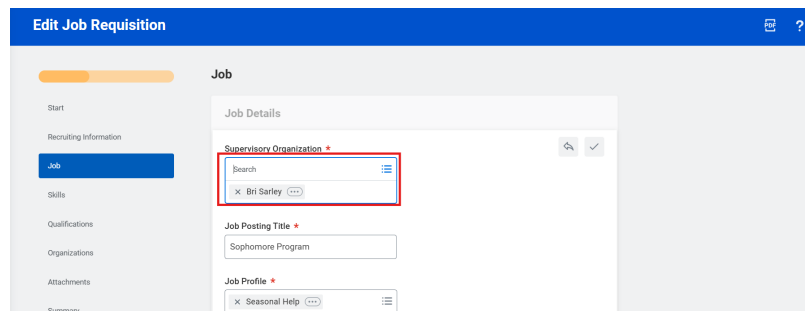
- The below screen will come up and you will want to go to the ellipses (aka twinkie)
 - Hover over “Job Change,” and then click on “Edit Job Requisition”



- 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”

The screenshot shows the 'Edit Job Requisition' interface. On the left is a sidebar with a progress bar and a list of tabs: Start, Recruiting Information, Job (selected), Skills, Qualifications, Organizations, Attachments, and Summary (highlighted with a red box). The main area is titled 'Job' and contains a 'Job Details' form. The 'Supervisory Organization' field is highlighted with a red box and contains 'Kaitlyn Zabadal'. Other fields include 'Job Posting Title' (Sophomore Program), 'Job Profile' (Seasonal Help), and 'Job Description Summary'.

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

This screenshot shows the same 'Edit Job Requisition' interface, but the 'Supervisory Organization' field now displays 'Kaitlyn Zabadal' without the selection interface. The 'Job' tab is still selected. At the bottom of the form, there are three buttons: 'Submit' (blue), 'Save for Later' (grey), and 'Cancel' (grey). To the right of the 'Cancel' button is a faint 'End Date' label.

- 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)

Phone Number: +1 (773) 6587886 (Mobile)
Email: guzmansaul04@gmail.com
Location: 211 E John St Unit 108, Champaign, IL 61820, United States of America
Jobs Applied to: 1

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 | Decline

Hiring Manager
Kaitlyn Zabada

Lauren Miller
Recruiter

In Progress 1 item

Step	Awaiting Me
Create Offer	Make Offer Decision