From the **Candidates** tab in Job Requisitions, you initiate a hire in one of three ways:

1. Select a candidate and click the ¹/_{Hre} button. (If you do not see the ¹/_{Hre} button, click the ellipsis with downward pointing triangle ¹/_L to expand the toolbar.)

= *		Test	<mark>: Site (59.4)</mark> Recrui	ting		举	ଦ ଡ 🛛 😪 🍒	• •
Q Search 《	🗲 Job Requis	itions						
Talent Community Overview	Project Co Procurement	oordinator, Procurement (PROC)		ID Sta 44 Op	atus Openings Den 🔍 1	Recruiter Jessica Choi 🕕	Hiring Manager Linda Martin 🕕	
a Job Requisitions	Candidates	Job Description Details Activity	Postings					
Recently Viewed Project Coordinator Procure	😯 Refresh	🚽 🛨 Favorites 👻 🌄 Filter 🛛 👁 View 🛛 🚺 F	Profile 💭 Notes	1 Status	🖒 Hire 🛛 🖓 Decline 🎴	Assign 🔗 Link @ Cont	act 💌 💌	
Coordinator, Procurement Car	(+ All) (0	New Send Resume 🕞 Add to Talent F	ool 🔇 🔇 Offer	🛃 Mark as I	Unviewed 🖉 Mark as	Viewed 🔓 🖌 Do Not Hire	1 Export	
Analyst, Property Assets		Candidate Name	Indicators	Location	Status	Date Applied Source	Score	*
Assistant Environmental Techn		Valentina Ribero	୭ .↓⇔	Toronto, ON	O New	1/30/21, 9:4 Client Careers Site		\$2
Sandidate Management		Lauren J Fulmer	୭⊥⇔	SCHOMBERG, ON	📭 Declined - Did not meet t	10/22/20, 10 Careers		\$2
Pinned		Suzy Hayes	9 0	Toronto	In-Progress	10/22/20, 10 Client Careers Site		\$2
🏖 Talent Pools		LINDA WATSON	🗩 🗢	Mississauga, ON	Declined - Interviewed - N	10/22/20, 10 Client Careers Site		\$2
Pinned		Marty Willardson	₽₽₽	Smalltown, ON	M Declined	10/22/20, 10 Client Careers Site		\$2
		Kate Giulio	₽≟ ₽	Whatever City, ON	💼 Offer Expired	10/22/20, 10 Client Careers Site		\$2
		Jennifer Billington	, 🗢 🗢	Windingtown	Meclined - Interviewed - N	10/22/20, 11 Client Careers Site		\$2

2. Click the Hire Candidate button in the Actions Panel when the Candidate Profile is loaded for the candidate.





3. Click the button in the fly-out menu that is enabled when a candidate is selected and then you right-click.

≡ #	Test Site (59.4) Recr	ruiting 🖄 Q 😨 😎 🔯 🗘 🕇
Q Search 🛛 🐇	← Job Requisitions	
O Talent Community	Project Coordinator, Procurement	ID Status Openings Recruiter Hiring Manager
Cverview	Procurement (PROC)	44 Open 🥑 1 Jessica Choi 🜒 Linda Martin 🕦
Job Requisitions	Candidates Job Description Details Activity Postings	
Recently Viewed Project Coordinator, Procure	� Refresh ★ Favorites ▼ 🍞 Filter @ View 🚺 Profile 💭 Notes	3 🚯 Status 👻 🖒 Hire 🌾 Decline 💄 Assign 🔗 Link @ Contact 👻 👻
Coordinator, Procurement Car	+ All O New 1 In-Progress 1 M Declined 4 (offer Expired 1	
Analyst, Property Assets Analyst, Water Resources Engi	Candidate Name Indicators	Location Status Date Applied Source Score 🖈
Assistant Environmental Techn	Valentina Ribero	Toronto, ON O New 1/30/21, 9:4 Client Careers Site
Landidate Management	□ □ · Lauren J Fulmer • • • • • • • • • • • • • • • • • • •	SCHOMBERG, ON III Declined - Did not meet t 10/22/20, 10 Careers
Pinned So Talent Pools	V Suzy Hayes Profile Profile	Mississauga ON III Declined - Interviewed - N 10/22/20, 10 Client Careers Site
Pinned	□ □ Marty Willardson Notes	Smalltown, ON III Declined 10/22/20, 10 Client Careers Site
	🗌 📮 🔸 Kate Giulio 🚺 Status 🔸 🔁	Whatever City, ON 👍 Offer Expired 10/22/20, 10 Client Careers Site 🖈
	Contact	Windingtown M Declined - Interviewed - N 10/22/20, 11 Client Careers Site 🖈
	Send Resume	
	Add to Talent Pool	
	Rark as Unviewed	
	Mark as Viewed	
	🖒 Hire	
	C Decline	
	Assign	
	C Link	
	Contract Offer	
	A Do Not Hire	
	Pin Candidate	
	t Export	

Either the **External Candidate** Hire or **Internal Candidate** Hire form will display, depending on whether the candidate is external or internal.



External Candidate Hire	e Form		
New Hire			
Personal Details			
Provide personal details for the	new employee. Fields marked v	with an asterisk are required values.	
First Name*	Middle Name	Last Name*	Preferred First Name
Suzy		Hayes	
Gender	Marital Status	SIN	SIN Expiry Date
Select an 💌	Select an 💌		[222]
Birth Date	Citizenship	Language*	Hire Date*
111	Select an 🔻	English (🗶 🔻	6/26/2021
Onboarding Policy			Onboarding Date
Select an Option v			6/26/2021
Address			
Provide address information for	the new employee. Fields mar	ked with an asterisk are required va	lues.
Country*	State / Province*	Address Line 1*	Address Line 2
Canada 🗙 🔻	Ontario 🗙 🔻	123 Anyroad	
Address Line 3	City*	County	Postal Code*
	Toronto		M5B 9K1
Phone Number Type*	Phone Number*	Business Email	Personal Email
Mobile 🗙 💌	4161233322		shayes5544@gmail.com
LinkedIn URL			
Location and Position			
Indicate the employee's location	and position. Fields marked w	ith an asterisk are required values.	
Location*	Position Title*		
Coordination & Ecosyste X 🔻	C&EM - Assistant Environ 3	× ×	



Employee Details Hire Date* Employee Number Onboarding Policy #Md4yyyy> Illie Holt 000006 Select an Option Location and Position Indicate the employee's location and position. Fields marked with an asterisk are required values. Location* Position* Reason Coordination & Ecosystem Management (C& × v) C&EM - Assistant Environmental Technician, × v) Relect an Option v Manager CaseM - Assignment Method Imployee Imployee will have the below derived managers, to add a direct manager select one from the list below. Manager Assignment Method Ire aloyd Direct Direct Direct Select an Option v) Pay Type* Status and Compensation Indicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required Status* Pay Type* Pay Class* Pay Group* Select an Option v) Pay Group* Select an Option v) Pay Group* Select an Option v) Select a							L
Hire Date* Employee Number Onboarding Policy MdWyyyp> Image 000006 Select an Option cocation and Position ndicate the employee's location and position. Fields marked with an asterisk are required values. Image: Cocation* Reason Coordination & Ecosystem Management (C& X * C&EM - Assistant Environmental Technician, X * Select an Option * Vanagers Cature Assignment Method Image: Cature In employee will have the below derived managers, to add a direct manager select one from the list below. Manager Assignment Method Ire Lloyd Direct Direct Select an Option * * Status and Compensation Image Name Name Name Name Name Name Name Nam	loyee Details						
Image: Select an Option Select an Option Wanagers C&EM - Assistant Environmental Technician, × * Select an Option * Vanagers Cation * C&EM - Assistant Environmental Technician, × * Select an Option * Wanager select an manager to add a direct manager select one from the list below. Manager Assignment Method Ira Lloyd Direct Direct Direct Status and Compensation Pay Type* Pay Class* Pay Group* Select an Option Y Select an Option Select an Option Time Off Policy Punch Policy Pay Policy Holdag Group Schedu Rule Policy Shift Trading Policy Select an Option Select an Option Veekly Hours* Average Daily Hours Semi Monthly Hours (Top) Semi Monthly Hours (Top)	Date*	Employee		Number		Onboarding Policy	
Location and Position Indicate the employee's location and position. Fields marked with an asterisk are required values. Location* Position* Reason Coordination & Ecosystem Management (C& × v) C&EM - Assistant Environmental Technician, × v) Select an Option * Managers The employee will have the below derived managers, to add a direct manager select one from the list below. Manager Assignment Method tra Lloyd Direct Direct Manager Select a manager to add to the employee. Tra Lloyd × Status and Compensation Pay Type* Pay Class* Pay Group* Status* Pay Type* Pay Class* Pay Group* Select an Option Y Select an Option Y Schedule Rule Policy Select an Option Y Select an Option Y Schedule Rule Policy Select an Option Y Select an Option Y Select an Option Y Schedule Rule Policy Select an Option Y Select an Option Y Select an Option Y Schedule Rule Policy Select an Option Y Select an Option Y	/yyyy>	Lillie Holt		000006		Select an Option	v
ndicate the employee's location and position. Fields marked with an asterisk are required values. Location* Coordination & Ecosystem Management (C& × C C&EM - Assistant Environmental Technician, × C Select an Option Vanagers The employee will have the below derived managers, to add a direct manager select one from the list below. Manager Assignment Method Tra Lloyd Direct Direct Direct Direct Manager Select a manager to add to the employee. Tra Lloyd X Status and Compensation ndicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required Status* Pay Type* Pay Class* Pay Group* Select an Option Select an Opt	tion and Position						
Location* Position* Reason Coordination & Ecosystem Management (C& X * C&EM - Assistant Environmental Technician, X * Select an Option * Managers ************************************	te the employee's location	i and position. Fields ma	arked with an asterisk	are required values.			
Coordination & Ecosystem Management (C& X * C&EM - Assistant Environmental Technician, X * Select an Option * Managers Anager Assignment Method Ire employee will have the below derived managers, to add a direct manager select one from the list below. Manager Manager Assignment Method Ire Lloyd Direct Direct Manager Select a manager to add to the employee. Ira Lloyd Actual and Compensation Ira Lloyd Indicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required Status* Pay Type* Select an Option Pay Class* Time Off Policy Punch Policy Punch Policy Pay Policy Select an Option Select an Option Schedule Rule Policy Shift Trading Policy Select an Option Select an Option Select an Option <td< td=""><td>tion*</td><td></td><td>Position*</td><td></td><td>Reaso</td><td>n</td><td></td></td<>	tion*		Position*		Reaso	n	
Managers Ine employee will have the below derived managers, to add a direct manager select one from the list below. Manager Assignment Method Ira Lloyd Direct Direct Manager Select a manager to add to the employee. Ira Lloyd Status and Compensation Ira Lloyd ndicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required Status* Pay Type* Select an Option Pay Group* Time Off Policy Punch Policy Select an Option Select an Option Schedule Rule Policy Shift Trading Policy Select an Option Select an Option Verkity Hours* Average Daily Hours	rdination & Ecosystem Man	agement (C& 🗶 💌	C&EM - Assistant Er	nvironmental Technician, 🗶 🔻	Sele	ct an Option	•
The employee will have the below derived managers, to add a direct manager select one from the list below. Manager Assignment Method Ira Lloyd Direct Direct Manager Select a manager to add to the employee. Ira Lloyd Status and Compensation Ira Lloyd ndicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required Status* Pay Type* Select an Option Pay Pay Class* Time Off Policy Punch Policy Select an Option Select an Option Schedule Rule Policy Shift Trading Policy Select an Option Select an Option Select an Option Select an Option Weekly Hours* Average Daily Hours 40 Semi Monthly Hours (Top)	agers						
Manager Assignment Method Ira Lloyd Direct Direct Manager Select a manager to add to the employee. Ira Lloyd Status and Compensation Indicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required Status* Pay Type* Select an Option Pay Type* Hourly FT Select an Option Pay Direct Select an Option Select an Option Schedule Rule Policy Shift Trading Policy Select an Option Select an Option Veekly Hours* Average Daily Hours 40 Semi Monthly Hours (Top)	mplovee will have the belo	w derived managers to	add a direct manage	r select one from the list below.			
Ira Lloyd Direct Direct Manager Select a manager to add to the employee. Ira Lloyd X • Itatus and Compensation Ira Lloyd X • Indicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required Status* Pay Type* Pay Class* Pay Group* Select an Option Indicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required Status* Pay Type* Pay Class* Pay Group* Select an Option Indurity Image: Field status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required Status* Pay Type* Pay Class* Pay Group* Select an Option Image: Field status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required Status* Pay Type* Pay Class* Pay Group* Select an Option Image: Field status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required Select an Option Select an Option Image: Field status and assign various policies that affect the employee's scheduling and pay. Fields marked with an	Manage	r	and a circle manage	Assignment	Method		
Direct Manager Select a manager to add to the employee. Ira Lloyd X	yd		Direct				
Status and Compensation Indicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required Status* Pay Type* Select an Option Pay Type* Time Off Policy Punch Policy Select an Option Pay Class* Select an Option Pay Policy Belect an Option Select an Option Schedule Rule Policy Shift Trading Policy Select an Option Select an Option Veekly Hours* Average Daily Hours 40 Semi Monthly Hours (Top)	Manager Select a manage	er to add to the employ	ee. Ira Lloyd	X v			
Indicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required Status* Pay Type* Pay Class* Pay Group* Select an Option Pay Dicy Pay Policy Pay Policy Pay Policy Select an Option Schedule Rule Policy Shift Trading Policy Overtime Group Payroll Policy Select an Option Select an Option Select an Option Average Daily Hours Semi Monthly Hours (Top) Semi Monthly Hours (Bottom 40							
Status* Pay Type* Pay Class* Pay Group* Select an Option Image: Select an Option Image: Select an Option Image: Select an Option Time Off Policy Punch Policy Pay Policy Holiday Group Select an Option Select an Option Select an Option Select an Option Schedule Rule Policy Shift Trading Policy Overtime Group Payroll Policy Select an Option Select an Option Select an Option Select an Option Weekly Hours* Average Daily Hours Semi Monthly Hours (Top) Semi Monthly Hours (Bottom)	is and Compensatio	n					
Select an Option Hourly FT FT Select an Option Punch Policy Select an Option Select an Op	is and Compensatio	N	ios that affect the omr	slovee's scheduling and pay Field	de marko	d with an actorick are require	od values
Time Off Policy Punch Policy Pay Policy Holiday Group Select an Option Select an Option Select an Option Select an Option Schedule Rule Policy Shift Trading Policy Overtime Group Payroll Policy Select an Option Select an Option Select an Option Select an Option Weekly Hours* Average Daily Hours Semi Monthly Hours (Top) Semi Monthly Hours (Bottom)	us and Compensatio te the employee's status a s*	n Ind assign various polici Pav Type*	ies that affect the emp	oloyee's scheduling and pay. Field	ds marke	d with an asterisk are requin Pay Group*	ed values.
Select an Option Select an Option Select an Option<td>us and Compensatio te the employee's status a s* ct an Option</td><td>n Ind assign various polici Pay Type*</td><td>ies that affect the emp</td><td>oloyee's scheduling and pay. Field Pay Class* FT</td><td>ds marke</td><td>d with an asterisk are requin Pay Group* Select an Option</td><td>ed values. v</td>	us and Compensatio te the employee's status a s* ct an Option	n Ind assign various polici Pay Type*	ies that affect the emp	oloyee's scheduling and pay. Field Pay Class* FT	ds marke	d with an asterisk are requin Pay Group* Select an Option	ed values. v
Schedule Rule Policy Shift Trading Policy Overtime Group Payroll Policy Select an Option Select an Option Select an Option Select an Option Weekly Hours* Average Daily Hours Semi Monthly Hours (Top) Semi Monthly Hours (Bottom 40 Semi Monthly Hours Semi Monthly Hours (Top) Semi Monthly Hours (Bottom	IS and Compensatio te the employee's status a s* ct an Option Off Policy	n Ind assign various polici Pay Type* Hourly Punch Policy	ies that affect the emp	Ployee's scheduling and pay. Field Pay Class* FT Pay Policy	ds marke v	d with an asterisk are requin Pay Group* Select an Option Holiday Group	ed values. v
Select an Option Select an Option Select an Option Select an Option Weekly Hours* Average Daily Hours Semi Monthly Hours (Top) Semi Monthly Hours (Bottom 40 Image: Semi Monthly Hours (Top) Semi Monthly Hours (Top) Semi Monthly Hours (Bottom	IS and Compensatio te the employee's status a s* ct an Option Off Policy ct an Option	n Ind assign various polici Pay Type* Hourly Punch Policy Select an Opti	ies that affect the emp v	Ployee's scheduling and pay. Field Pay Class* FT Pay Policy Select an Option	ds marke v	d with an asterisk are requir Pay Group* Select an Option Holiday Group Select an Option	ed values. •
Weekly Hours* Average Daily Hours Semi Monthly Hours (Top) Semi Monthly Hours (Bottom 40	IS and Compensatio te the employee's status a is* ct an Option Off Policy ct an Option Jule Rule Policy	n Ind assign various polici Pay Type* Hourly Punch Policy Select an Opti Shift Trading Pi	ies that affect the emp v on v olicy	Pay Class* FT Pay Policy Select an Option Overtime Group	ds marke v	d with an asterisk are requin Pay Group* Select an Option Holiday Group Select an Option Payroll Policy	ed values. •
40	us and Compensatio te the employee's status a is* ct an Option Off Policy ct an Option dule Rule Policy ct an Option	n Ind assign various polici Pay Type* Hourly Punch Policy Select an Opti Select an Opti Select an Opti	ies that affect the emp on v olicy on v	Pay Class* FT Pay Policy Select an Option Overtime Group Select an Option	ds marke	d with an asterisk are requin Pay Group* Select an Option Holiday Group Select an Option Payroll Policy Select an Option	ed values. •
	us and Compensatio te the employee's status a is* ict an Option Off Policy ct an Option dule Rule Policy ct an Option ly Hours*	n Ind assign various polici Pay Type* Hourly Punch Policy Select an Opti Select an Opti Select an Opti Average Daily H	ies that affect the emp on v olicy on v Hours	Pay Class* FT Pay Policy Select an Option Overtime Group Select an Option Semi Monthly Hours (Top)	ds marke v	d with an asterisk are requin Pay Group* Select an Option Holiday Group Select an Option Payroll Policy Select an Option Seemi Monthly Hours (Botto	ed values. v v v m)
Base Rate* Annual Salary*	us and Compensatio te the employee's status a is* ict an Option Off Policy ct an Option dule Rule Policy ct an Option ily Hours*	n nd assign various polici Pay Type* Hourly Punch Policy Select an Opti Select an Opti Select an Opti Average Daily H	ies that affect the emp on v olicy on v Hours	Pay Class* FT Pay Policy Select an Option Overtime Group Select an Option Semi Monthly Hours (Top)	ds marke	d with an asterisk are require Pay Group* Select an Option Holiday Group Select an Option Payroll Policy Select an Option Semi Monthly Hours (Botto	ed values. v v om)

For more detailed instructions about how to update required fields and submit, please refer for the **Manager User Guide – Dayforce Recruiting** and the Hire section.

