

# Quick Tips: Prior Workers Returning & the Recruitment Process

## Overview

Tips and strategies for Talent Acquisition's Recruiting Process when a Prior Worker is returning to work for CoorsTek.

**Who Does This:** Talent Acquisition, Recruiting Manager, Recruiter, Recruiting Coordinator

## Things to Know:

- It is important for Talent Acquisition to confirm whether or not candidates are former CoorsTek employees.
- Returning workers must be eligible for rehire per HR confirmation.
- Any offer made to a returning worker means TA MUST use their (Prior Worker) candidate profiles, and not any subsequent or additional candidate profiles created by the applicant, so that duplicate SSNs are not created in the system.
- This process does not need to happen with every single candidate. It only needs to occur with any returning candidate (prior worker) who is moving forward in the offer/rehire process.

## SEARCH RESULTS:

**Search Results**

Categories

- Common
- Assets
- Integrations
- Learning
- Organizations
- Payroll
- People
- Processes
- Procurement
- Projects
- Recruiting**
- Reporting
- Revenue

Search Results 2 items

Recruiting

- Luke Skywalker (Prior Worker) Candidate
- Luke Skywalker Candidate

Tip: try selecting another category from the left to see other results

## Step 1

### Prior/Returning Worker Confirmation:

The recruiter confirms whether or not candidate is a prior CoorsTek employee prior to moving candidate forward in recruiting/offer process.

### How?:

- Candidate's resume
- Job Application Questionnaire answers
- Recruiter phone screen with Candidate
- Search for their name in Workday

## REVIEW JOB APPLICATION QUESTIONNAIRE:

**Luke Skywalker**  
For: R-103414 EHS Manager

Actions

- Phone
- Email
- Summary
- Overview
- Screening
- Interview
- Questionnaire Results**

Questionnaire External - updated (10.23.2019)

Total Score 40

Respondent Luke Skywalker

Submission Date 04/10/2020

12 items

Question	Answers
Have you worked for CoorsTek before?	Yes
If yes, please provide your position, location and dates	Worcester - as the plant manager (yesterday)

The screenshot shows the Workday interface for a candidate named Luke Skywalker. The 'Duplicates' tab is active, displaying a table of potential duplicates. The 'Merge' button for the 'Luke Skywalker (Terminated)' profile is highlighted with a red box. Below the table, there is a 'Merge with Other' button. The interface also shows a summary of the merge process, including a table of data to be merged and a confirmation dialog with 'OK' and 'Cancel' buttons.

**Potential Duplicates** 2 items

Type	Name	Eligible for Rehire	Match Reasons	Merge	Remove
Employee	Luke Skywalker (Terminated)	Yes	Luke Skywalker 5555555	Merge	Remove
Candidate	Senait Yohannes (Referral)		5555555	Merge	Remove

**Merge Candidates**  
Luke Skywalker (Actions)

Workday has modified and enhanced the Duplicate Management functionality. Data fields and relationships will be merged according to pre-set merge rules delivered by Workday. A description of the Duplicate Management functionality, including field-level descriptions of the merge rules, can be found on the Workday What's New on Duplicate Candidate Merging on Workday's Community website. The team responsible for administering Workday for your company should be able to assist you with accessing the merge rules. Prior to using this functionality, end users should understand how the functionality operates and their employers' expectations for data management and retention.

If the merge involves a contingent worker or employee, they must be the merge target.

**2 items**

Name	Type	Email Addresses	Job Applications	Last Application Date	Phone Number
Luke Skywalker	Candidate	luke1skywalker@starwars.com	Luke Skywalker - R-103414 EHS Manager	04/10/2020	+1 (303) 5
Luke Skywalker (Terminated)	Employee		Luke Skywalker - R-103082 Plant Manager	04/10/2020	

The grid below displays a summary of the merge and the data that will move to the merged record.

**1 item**

From	Information to be Merged	To	Merged Result
Luke Skywalker	<b>Job Applications</b> Luke Skywalker - R-103414 EHS Manager  <b>Email Address</b> luke1skywalker@starwars.com	Luke Skywalker (Terminated)	<b>Job Applications</b> Luke Skywalker - R-103414 EHS Manager  Luke Skywalker - R-103082 Plant Manager  <b>Email Address</b> luke1skywalker@starwars.com

OK Cancel

## Step 2

**Merge any/all duplicate candidate profiles into Prior Worker (Terminated) candidate profile:**

From the overview section in a duplicate candidate profile, click on the “**Duplicates**” tab.

Merge any duplicate Workday candidate profiles into the Prior Worker’s (Terminated) candidate profile.\*

Ensure that the Prior Worker’s (Terminated) candidate profile is the one being submitted into the offer process.

*\*Merging candidate records, for any returning workers being rehired, must take place prior to the Ready for Hire status. Workday will not allow candidates record to be merged with a current employee’s candidate record. The merge can only take place prior to rehire.*

## FAQ’s

**What happens next?** Any offers made to a returning worker need to have the (Prior Worker) candidate profile submitted through the req >> offer process >> pre-employment screenings >> ready for hire.