Hire Process Overview

This diagram gives you a visual illustration of how the hire process will flow if you go through the recruitment Offer step.

The HR Partner needs to ensure they hire the worker on the correct *Hire Date*, in the correct *Position*, with the correct *Grade Profile,* and the correct *PERS Class Code* via confirmation from PERS representative.

The enhanced process has been streamlined to auto select the correct *Representation/Union*, *Benefit Code*, and *Probation Period* based on the *Grade Profile* that was selected during the offer step.

The *Probation Period* can be adjusted if needed through the *Manage Probation Period* task.

Note: Employee's hired into a Seasonal position, will not auto populate with a Probation Period. If needed, add a probation period through the *Manage Probation Period* task.

Orange = Steps they need to do. Blue = Conditional Steps. Green = Service Steps that fire behind the scenes.

Initiate Hire — This Hire Step is initiated from Ready for Hire. It now contains the PERS Status Check Worklet at initiation.

Edit Service Dates — This step will only pop up in the inbox if the reason for hire is re-employment. It is so the HR partner can adjust the service dates.

Edit Government ID — This step will only pop up in the inbox if the candidate does not have a SSN (Either when they applied or as an existing employee). Should be rare.

Change Personal Info — This step will only pop up in the inbox if the candidate does not have a DOB (Either when they applied or as an existing employee). Should be rare.

To Do: Add Home Contact — This step will only pop up in the inbox if the candidate does not have an Address (either when they applied or as an existing employee). Should be rare.

Propose Compensation — This step will only pop up in the inbox if the agency did not go through the offer business process. If they skipped the offer they have to do it here.

Assign Pay Group

Assign Union & Probation

Create Workday Account

These steps are all service steps and fire behind the scenes. A pay group will get assigned, unions, probations and a workday account (OR#).

Initiate Onboarding — The employee receives items for Onboarding.

Additional Information: For more in-depth training, with step by step instructions and videos, visit iLearn Oregon.
For system issues, please contact Workday.help@oregon.gov