

## Candidate Legal Name, view

This job aid provides step by step instructions on how to view a candidate's legal name.

Step 1: Navigate to the candidate profile via an inbox item, the requisition or through the search bar.

The example below displays navigation from an inbox item. Steps will vary slightly depending on your role and the inbox item.

The screenshot shows a Workday inbox item titled "Complete Questionnaire" with a sub-header "'Reference Check' for Reference Check for Job Application: Abby Rode - REQ-46335 Cost Estimator (CAND-145763)". A red box labeled "1" highlights the "Actions" button in the top right corner. Below the main title, there is an "Event" section with a red box labeled "2" highlighting the event title "Complete Questionnaire 'Reference Check' for Reference Check for Job Application: Abby Rode - REQ-46335 Cost Estimator (CAND-145763)". A "View Event" modal window is open, with a red box labeled "3" highlighting the candidate name "Abby Rode - REQ-46335 Cost Estimator (CAND-145763)" in the "For" field.

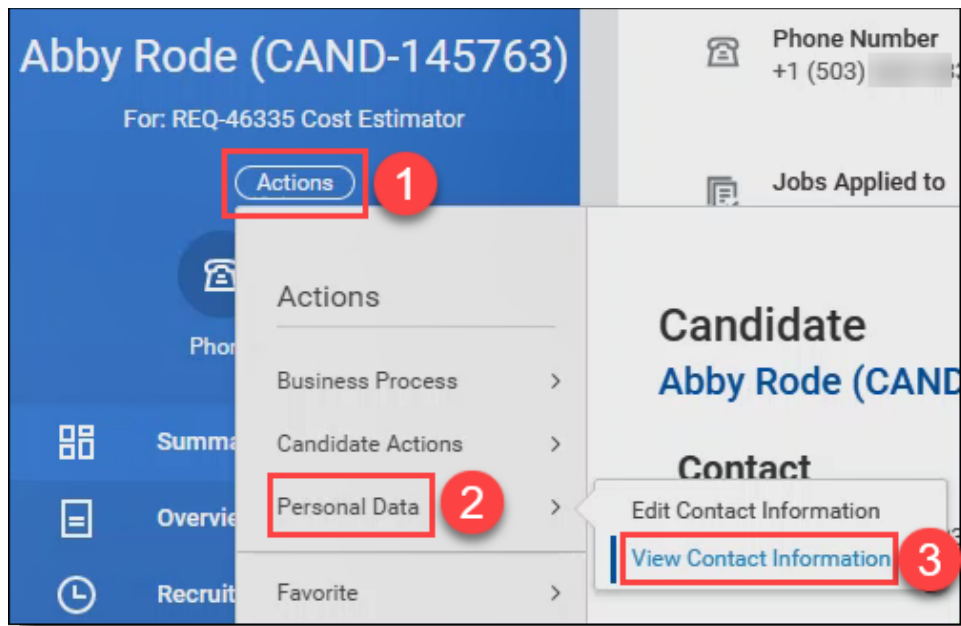
The example below displays navigation from the job requisition.

The screenshot shows a list of job requisitions. The first item is "Job Application" with a checkbox. The second item is "Abby Rode (CAND-145761)" with a checkbox, and this entire row is highlighted with a red box.

The example below displays navigation from the search bar.

The screenshot shows a search bar with the text "abby rode". Below the search bar, the "Search Results" section is displayed. Under the "Organizations" category, the result "Abby Rode (CAND-145761) Candidate" is highlighted with a red box. A tip at the bottom suggests: "Tip: try selecting another category from the left to see other results".

Step 2: Click on **Actions** (1), hover over **Personal Data** (2) and select **View Contact Information** (3).



Step 3: The candidate's **Legal** and **Preferred Name** (if entered) will be viewable.

