

WORKDAY HCM Help with Hiring

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This email is being sent to USBL, Corporate and SBS managers and HR team members.

Workday HCM is now our system of record containing all current and future associate data. A critical part of Sysco's business success is bringing new associates through the selection and onboarding process efficiently. We rely on our systems – including now, Workday – to make that possible. As a manager who may be hiring either now or in the future, there are several steps you must take to ensure a smooth hiring and onboarding process.

The Talent Acquisition process (managing candidates and the selection of your new associate) will continue to occur in SuccessFactors. But to begin the process, you will first manage your headcount and the requisition in Workday.

- 1. When you log in to Workday, regularly review** the positions assigned to you. If you do not intend to fill the open positions in your hierarchy (org chart) in the next few months, you should close them (Position Restrictions > Close Position) as part of your initial cleanup process.
- 2. If there were open job requisitions that were approved prior to Oct. 19,** those job requisitions are being handled by your Talent Acquisition Partner (TAP). If you have a new job requisition after that date, you will follow the [Create a New Job Requisition](#) process in Workday.
- 3. Starting Oct. 29, you will fill your teams using the Position Management process.** [Click here](#) to learn more about the process. You can also attend or watch recorded tours dedicated to Position Management / Job Requisitions ([Tour 1](#)) and Creating Positions ([Tour 2](#)).

KEY TERMS

Position

A position is a seat in your organization.

Job Requisition

A job requisition is the request to fill the position (initiates recruiting).

Competitive Position

A competitive position is posted before it is filled. It requires first, an approved position, then a job requisition. Your TAP will complete the hiring process.

Non-Competitive Position

A non-competitive position is not posted. It does not require a job requisition, and the job change is done by the manager or by HR OPs. The most common non-competitive job change is a promotion from Sales Trainee to Marketing Associate.



TIP

Remember with position management, you need an approved position and a completed new job requisition to start the hiring process. Then your TAP is off to recruit!

- 4. Once your job requisition is approved,** it will automatically import into SuccessFactors Recruiting. Your TAP will post the job requisition, and you will manage candidates in the same manner you did prior to the Workday implementation. To access Recruiting, go to <https://thedish.sysco.com>, click on the **Talent Central** link under the **Our HR** dropdown and then click **Recruiting** under the **Home** dropdown.
- 5. Once a candidate has been successfully hired,** onboarding will take place in Workday. [Click here](#) for an overview of the associate onboarding process.

To learn more about how all of our associate-related systems work together, [click here](#). If you have questions about the processes you are responsible for in Workday or SuccessFactors, tools and resources including job aids and videos can be found on [SyscoWorkday.com](#). You may also contact your HRBP or TAP for assistance.