

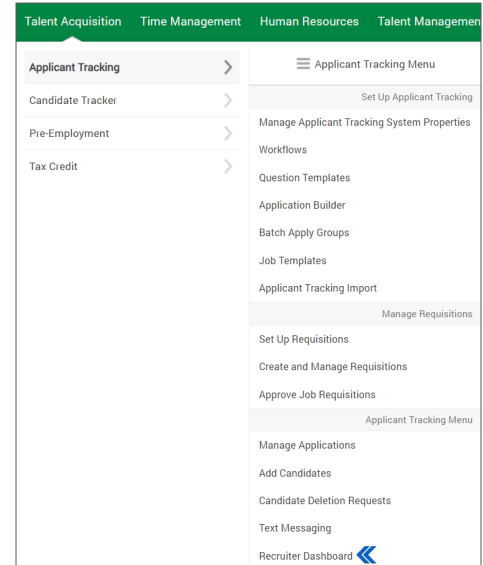
# Show Me How

## to Rehire or Transfer a Candidate

## APPLICANT TRACKING

### STEP 1

Navigate to Talent Acquisition > Applicant Tracking > Recruiter Dashboard.



### STEP 2

Click on the Offered Candidates tab in the Recruiter Dashboard's customizable header. From there, click on the appropriate action from the Employee Actions column.

The screenshot shows the Recruiter Dashboard with the 'Offered Candidates' tab selected. The dashboard includes a search bar, a 'Return to Dashboard' button, and a table of candidates. The table has columns for 'Select All', 'Application', 'Resume', 'Job Title', 'Email Address', 'Hiring Process', 'Offer Letter Status', 'Offer Sent Date', 'Background Check', 'Tax Credit', and 'Employee Actions'. The 'Employee Actions' column contains 'Transfer' and 'Rehire' buttons.

Select All	Application	Resume	Job Title	Email Address	Hiring Process	Offer Letter Status	Offer Sent Date	Background Check	Tax Credit	Employee Actions
<input type="checkbox"/>	Rache, Monique (99444) INTERNAL		Administrator Support	monique.rache@paycom.com	Interview	Offer Signed	08/20/2021	Converted	Converted	Transfer
<input type="checkbox"/>	Johnson, Sandy (88020)		Administrator Support	sjohn@paycom.com	Interview	Offer Signed	08/20/2021	Converted	Converted	Rehire
<input type="checkbox"/>	Smith, Rebecca (88115)		Corporate Trainer	rsmithw@paycom.com	Interview	Offer Signed	08/20/2021	Converted	Converted	Rehire

# Show Me How

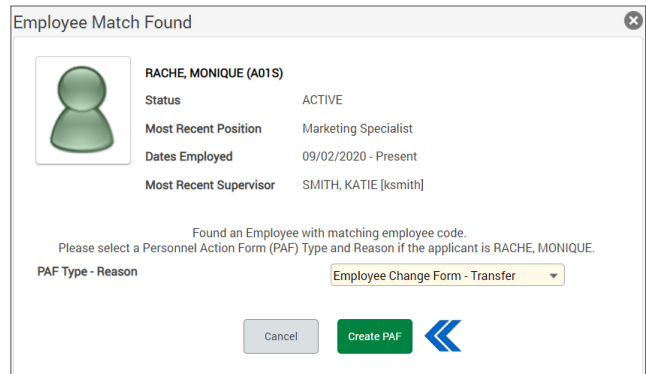
## to Rehire or Transfer a Candidate

### APPLICANT TRACKING


#### STEP 3

To rehire or transfer the employee, make the appropriate selection from the PAF Type - Reason drop-down menu. When done, click "Create PAF."

*Employee matches are found using their Social Security number. If the employee did not provide one on the application, the system will not be able to find a match.*



Employee Match Found

 RACHE, MONIQUE (A01S)

Status: ACTIVE

Most Recent Position: Marketing Specialist

Dates Employed: 09/02/2020 - Present

Most Recent Supervisor: SMITH, KATIE [ksmith]

Found an Employee with matching employee code.  
Please select a Personnel Action Form (PAF) Type and Reason if the applicant is RACHE, MONIQUE.

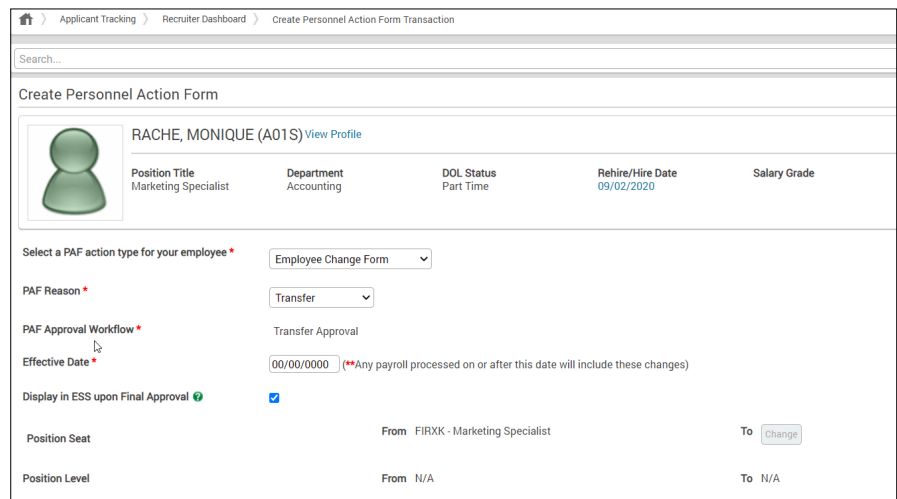
PAF Type - Reason: Employee Change Form - Transfer

Buttons: Cancel, Create PAF

#### STEP 4

From the Create Personnel Action Form Transaction screen, complete the personnel action form to rehire or transfer the employee.


Select your submission preference from the drop-down menu at the bottom when finished with the personnel action form.



Applicant Tracking > Recruiter Dashboard > Create Personnel Action Form Transaction

Search...

### Create Personnel Action Form

 RACHE, MONIQUE (A01S) [View Profile](#)

Position Title	Department	DOL Status	Rehire/Hire Date	Salary Grade
Marketing Specialist	Accounting	Part Time	09/02/2020	

Select a PAF action type for your employee \* Employee Change Form

PAF Reason \* Transfer

PAF Approval Workflow \* Transfer Approval

Effective Date \* 00/00/0000 (Any payroll processed on or after this date will include these changes)

Display in ESS upon Final Approval

Position Seat: From FIRXK - Marketing Specialist To

Position Level: From N/A To N/A

### HELPFUL TIPS



For more information about using personnel action forms, please see our Personnel Action Forms guide available on the Help Menu.

For more information on transferring or rehiring an employee without using a personnel action form, please see our Applicant Tracking guide available on the Help Menu.