

VNDLY Training

Managing Pre-Identified Candidates

Role: Supplier

This quick reference guide will provide the steps to manage pre-identified candidates. If you will be managing pre-identified candidates, Corewell Health's Contingent Labor Program will be in contact with you prior to sourcing.

1. On the Home page, in the Jobs dashboard, select the filter for Candidate Source and choose **Pre-Identified**.
2. Using the contact information provided, contact the candidate to confirm their interest and availability for the job.
3. If the candidate does not already have a profile in Workday VNDLY, collect all the necessary details from the candidate and create a profile.
4. Apply them to the job using the following steps:
 - a. From the job page, select **Apply Candidates**.
 - b. Select **Apply Pre-Identified** on the Apply Actions pop-up.
 - c. Use the search functionality to locate the candidate.
 - d. Select the checkbox next to their name (you can select more than one pre-identified candidate at this stage).
 - e. Select **Apply**.
5. If they are already in **Ready to Onboard** status, you will proceed with any required checklist items (if applicable).
6. If the resource manager wishes to interview them first, they will request an interview in Workday VNDLY.
7. If an offer is made, follow the typical steps to accept the offer.