



Ready for Hire

This How-To Guide covers **moving a candidate to the hiring process** once they have accepted an offer.

Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. Select the **Recruiting Dashboard** from the left side menu.
5. Select the **candidate's name**.
6. Select **Move Forward**.
7. Select **Ready for Hire**.
8. The **Primary Recruiter** will receive notification of next steps.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.