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## Review for Duplicates Process Staff and Temp/Casual Job Requisitions

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All active Texas A&M University System (TAMUS) employees (including Contingent Workers) have a pre-hire record and an employee record in Workday. A contingent worker is denoted by a (C) next to their name. If an employee or contingent worker terminates for any reason, the employee name will show as Terminated or Retired and the pre-hire and employee records remain in Workday.

Applicants applying to a job posting must be carefully reviewed during the recruiting process to ensure they are handled correctly in the hire process. The following scenarios are presented below to provide clarity and understanding on this issue.

1. **External applicant** (no previous history with TAMUS)
  - a. Applicant applies to job posting using **External Career Site**
  - b. Duplicate check reveals no pre-hire or employment records in Workday.
2. **External applicant** (former student, no prior employment with TAMUS)
  - a. Applicant applies to job posting using **External Career Site**
  - b. Duplicate check reveals no pre-hire or employment records in Workday.
  - c. Being a former student, a UIN was created and exists in UIN Manager.
    - i. If applicant is hired, previous UIN must be used. DO NOT create a new UIN.
3. **External applicant** (previous TAMUS employee)
  - a. Applicant applies to job posting using **External Career Site**
  - b. At the *To Do: Review Candidate for Duplicates*, Recruiting Partner will search Workday for former employment records.
    - i. If former employee records are found, the candidate's application will be merged with the former employee records found in Workday
    - ii. Once this is done, the applicant has been connected with their previous employment records, including the pre-hire record
4. **Internal applicant** (current TAMUS employee)
  - a. Applicant applies to job posting using **Internal Career Site** in Workday
  - b. Applicant name shows (Internal) to indicate their applicant status
  - c. Review for Duplicates will confirm the correct status
5. **Internal applicant** (current TAMUS employee)
  - a. Applicant applies to job posting using **External Career Site**
  - b. At the *To Do: Review Candidate for Duplicates*, the Recruiting Partner will determine the applicant has applied incorrectly and ask the applicant to re-apply using the **Internal Career Site**
  - c. Upon re-application, *Review for Duplicates* will confirm the correct status
6. **Internal applicant** (current TAMUS employee at application, but has terminated during the process)
  - a. Applicant applies to job posting using **Internal Career Site** in Workday
  - b. Since employee has terminated during the process, the former employee will no longer have access to the internal career site
  - c. Contact HROE Recruitment to determine the appropriate next step.

You **MUST** ensure that a candidate has been through the *Review for Duplicates* process before moving the candidate to the **Offer or Background Check** stage. Moving a candidate to either stage will automatically create a pre-hire record in Workday unless the candidate's application

has been merged or is properly submitted as an Internal candidate. Creating a duplicate pre-hire record will delay the Hire Process. Email HROE Recruitment at [jobs@tamu.edu](mailto:jobs@tamu.edu) to confirm your candidate's hiring status before moving them forward to Offer or Background Check.

**RECRUITING PARTNERS ARE THE ONLY VALID SECURITY ROLE THAT CAN RUN THE REVIEW FOR DUPLICATES REPORT, RESEARCH AND CORRECT THE RECORDS FOR SMOOTH PROCESSING OF THE STAFFING ACTIONS AT THE END OF THE JOB REQUISITION/RECRUITMENT PROCESS.**

Other security roles are able to search Workday to determine if an employment record might exist in Workday for the candidate. The instructions are outlined below to allow you to do a preliminary search. These procedures **DO NOT** replace the requirement to email HROE Recruitment to confirm the candidate's status within Workday prior to moving the candidate forward to Offer or Background Check.

### **PROCESS FOR CHECKING FOR DUPLICATES:**

1. Recruiting Coordinator or Hiring Manager can do a preliminary check for duplicates at any time, but the only valid check for duplicates report must be done by the Recruiting Partner.
  - a. Look at the applicant name on the job application. If there is (Internal) or (Prior Worker) next to the name, you do not need to worry about the proper application type or merging records with the application – it has already been accomplished.
  - b. Note the name of the applicant
  - c. Open a duplicate tab and go to the Global Search Bar in the upper left hand corner and enter the candidate name.
    - **TIP:** use the first three letters of the first name and the first three letters of the last name to do the search. This will bring up various possibilities to check.
  - d. Ensure you are searching **All of Workday**
  - e. Review the employee records names and the pre-hire records names. Try to match the pre-hire record to the employee records – either active or inactive employee records.
  - f. If you find an employee record that matches the applicant's name, you must contact HROE Recruitment immediately so the proper report can be run for that candidate and the proper research and actions can be taken.
2. If you are unsure at any step of the job requisition/recruitment process whether a check for duplicates was completed, you can always review the applicant's process on the job requisition.
  - a. Go to the job requisition and open it
  - b. Choose the **Candidate** tab and press enter
  - c. You are now at the **Candidate Grid**: **Warning:** you must never move a candidate from this grid – except when you are performing Initial Review/Minimum Qualifications review.
  - d. Go to the candidate you would like to check and click on their name
  - e. Click on the **Actions** button and Choose **Business Process** and click on *Business Process Event History*
  - f. Ensure the Job Application field has pre-populated with the current job requisition. If the candidate has applied to multiple job requisitions, you will need to view the list and choose the current job requisition number
  - g. Press OK button

- h. Click on the **Process** tab
- i. You can now see the steps this candidate has completed for this job requisition, the status and the person who completed the action
- j. For the *Review Candidate* step, if the person who completed this step is a Recruiting Partner in HROE, the check for duplicates was completed as part of the review step. **Warning:** THIS DOES NOT REMOVE THE REQUIREMENT TO MOVE CANDIDATES THROUGH THE PROCESS USING INBOX TASKS ONLY.
- k. If the Review Candidate step was not completed by a Recruiting Partner, continue to review the steps in the process
  - If the Interview and/or the Reference Check step(s) have **Automatic Complete** in the status and the *To Do: Review Candidate for Duplicates* step has **Automatic Skip** in the status – the correct process was not followed for this applicant and no duplicates check has been processed. STOP and contact HROE Recruitment immediately to correct the candidate record.
  - If the Interview and/or Reference Check step(s) have **Completed** in the *To Do: Review Candidate for Duplicates* step and the name of a Recruiting Partner as the person who complete the step, the Review Duplicates report has been completed correctly.

If you have any questions or concerns about a candidate, HROE Recruitment must always be contacted to provide the valid Review for Duplicates report.

### **Recruitment & Workforce Planning Contact Information**

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Location: General Services Complex ([Map](#)), 750 Agronomy Road, Suite 1201  
College Station, TX 77843-1255

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Texas A&M jobs website: [jobs.tamu.edu](http://jobs.tamu.edu)