



EMORY  
UNIVERSITY



## Faculty Recruit to Hire Workbook

Name \_\_\_\_\_

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## Department of Equity and Inclusion – Why we participate:

Monitor for compliance

Ensure we meet requirements

Serve as a gatekeeper

-DEI and our offices monitor searches to ensure we meet compliance:

- Search committee is documented
  - Recruitment Plan on file
  - Hiring goal is denoted and communicated
  - Diversity data is run at interview stage
  - Three or more candidates are interviewed
  - Finalist reviewed when there is a hiring goal
  - Job search Report is completed when required
    - Academic, research position, tenure, and tenure line.
- We are here to support all HR leadership and reps through the complete workflow
- Support each school on their individual unique workflow
  - Consult with leadership on redundancies in workflow
- Ensure background checks are completed when policy calls for it.
- Ensure compliant forms are completed such as COVID vaccine attestation.
- Review search and send finalist data to PeopleSoft que.

### Navigating the dashboard:

Each user Dashboards will be different depending on the level of user.

- Open Jobs only include requisitions that include you on the requisition team
- You may search by job and view the entire requisition or by candidate in a widget
- Closed jobs with candidates can still be,
  - o Moved to other requisitions that you are on the req. team
  - o Available to complete the hire workflow and onboarding process
  - o My offer details only works when you include the “advance” step and signature feature in every step
- Onboarding in progress appears to everyone on the req. team
- The all candidates feature allows you to look for candidates in all your requisitions

### **Creating a new requisition:**

First you must decide if a search is taking place or a candidate has been identified already. A search waiver can include positions such as part time, appointments, adjuncts and visiting titles.

The provost office requires that a search be held for all fulltime positions with exceptions that are approved.

- 6 options for requisition types; Staff, Part time staff, ETS, faculty search or Admin. decision
- Staff or faculty (Post doc Searches are considered Faculty searches)
- Search or Administrative Decision (Search waiver for Faculty)

Job codes for faculty do not generate automated job descriptions. The department must create the JD and place it into the Job Description box.

Open rank 001 is used when the committee or hiring manager is unsure of the rank that will be hired.  
Be sure to change the Posting title to reflect the position , department and specialty.

The system will have within its template welcome language and EEO/AA language for every position and posting.

Be sure to use inclusive language and include specific information about the department and team.

Select the location of the position or default to the campus location **Clifton Corridor**

**Creating a new requisition (Continued)****The Job Details tab****Common errors include:**

- If you start with the incorrect job code, you cannot edit it.
- Open Rank code is not changed in the "Position Title" section
- Job template does not include department specific information
- Include the required application process, additional submission, due dates or closed dates in the verbiage of the Job description

**Create New Requisition**

Cancel Previous Next

Verdana 9pt A A B I U S

Talent Pools

[Add Talent Pools](#)

**REQ ADMINISTRATION**

Recruiter \*

-Select-

Req Administrator \*

David Goetsch-DGOETSC@emory.edu

Speedtype 3

-Select-

Speedtype Distribution % 3

Speedtype 4

-Select-

Speedtype Distribution % 4

**HIRING GOALS AND OUTREACH EFFORTS TO ATTRACT DIVERSE CANDIDATE PO...**

Minority Hiring Goal

No

Female Hiring Goal

No

Select the recruiter for Faculty and assign the requisition administrator as the person that will be responsible for monitoring the candidates.

The requisition team should be ALL people that need to see the requisition and help with recruitment and hire workflow

The search committee and hiring manger should be included on the Interview section in order to view candidates

Utilize internal notes for justification purposes or Business case may be required based upon university approvals.

Hiring goals will not auto fill. Please refer to your updated AAP analysis from OEI.

Hiring goals for faculty will be updated and communicated by OEI

- An email including the link will come to you with details and requirements.

Ensure accurate data is placed in each area as this becomes part of the new employee's data.



**Ask who is responsible for communicating a hiring goal**

OEI will send the notice along with your link to your position. The department should have a Hiring plan or recruitment strategy. Utilize the outreach free form boxes to list all recruitment efforts with a focus on sites for women and minorities.

The OEI office will have resources on their site if needed.

**Create New Requisition**

Cancel Previous Next

**REQ ADMINISTRATION**

Recruiter \*  
David Goetsch-DGOETSC@emory.edu-EUV

Req Administrator \*  
David Goetsch-DGOETSC@emory.edu

PeopleSoft Supervisor \*  
Ivy Newman-newman@emory.edu

Requisition Team  
Kimberly Hoyt-Eden-kimberly.hoyt-eden@emory.edu x  
[Add Requisition Team](#)

Interview / Search Committee (1-9)  
No Results

**HIRING GOALS AND OUTREACH EFFORTS TO ATTRACT DIVERSE CANDIDATE PO...**

Minority Hiring Goal  
No

Female Hiring Goal  
No

Outreach Publications  
NAPD  
AAAUA

Outreach Conferences  
National Meeting in Washington

### **New requisition (Continued)**

Select the documents that are stated in the Job ad as required from the drop down. So the candidate will get the prompts to upload as part of their submission / application.

A request for references offers the candidate a place to list names and contact information.

A request for recommenders creates an auto generated message to the recommender contact information that is entered by the candidate to submit a letter directly to the hiring manager and or search committee.

Select the appropriate safety questions that go with the position. Ensure that these are selected as these prompt per-hire training and documentation



Common errors include:

- Wrong Administrator or PeopleSoft supervisor
- Incomplete committee or search team
- Incorrect charge back for Background check- Cannot use a Grant speed type.
- Incorrect onboarding experience selected

### The Third Slide or option is to ask for this to be an ETS hire

Create New Requisition

Cancel
Previous
Next

**IF USING EMORY TEMPORARY SERVICES, COMPLETE BELOW**

Reason for Temp (ETS Only)

-Select- ▼

ETS Pay Rate:- If pay rate higher than min, add here:

Additional Information

Dress Code

**IDENTIFIED CANDIDATE FOR ETS**

Identified Candidate Name

Identified Candidate Email

Identified Candidate Phone



#### Common errors include:

- Not selecting the proper ETS Job code for the position. If you do not see the job code, contact an ETS Recruiter – All ETS job codes have ETS at the end.
- Selecting the incorrect type of requisition – Emory Temporary Services.
- Not completing the ETS Tab and Additional information in the spaces provided

📄 Create New Requisition

⌂ Cancel
← Previous
Finish

USE FOR ADMIN DECISION, SEARCH WAIVER, DEPT. TEMPS:

Reason for Admin Decision/Search Waiver/Dept. Temp:

-Select- ▼

Justification for Bypassing Competitive Search

Admin Decision/Search Waiver/Dept. Temp Action - Please select one

-Select- ▼

IDENTIFIED CANDIDATE

Identified Candidate Name

Identified Candidate Email

Identified Candidate Phone

Identified Candidate Proposed Salary

### **Administrative Decision (Staff) or Search Waiver (Faculty)**

The fourth and final slide would include the name of the person in an Administrative Decision or Search Waiver

- “Reason” to utilize an Administrative Decision or Search Waiver must be selected
- Justification should include the complete “story” of the hire and reason for no search.

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\*The General Rule for approvers is at least two (2) people should approve a new position within your community excluding yourself.

\* A common practice is to include your name last, so you know it’s completed the rounds

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Common errors include:

- No email or Incorrect email for new candidate for the Search Waiver
- Routing to people that are not familiar with iCIMS
- Link to new posting is not distributed to department to be included in announcements.

The screenshot shows the iCIMS Emory interface. On the left, a requisition for a 'Post Doctoral Fellow' is shown as 'APPROVED'. The status bar indicates 'OPEN' with a green checkmark. Statistics show 266 days since first approved, 0 in offer tasks, and 1 in pre-employment. The main area displays a list of candidates under the 'People' tab, with columns for Status, Recruiti..., Person..., and more. The 'Source' tab is highlighted in the top navigation bar.

### The requisition and tabs

- People tab includes all the submitted resumes
- Job code is the first slide of the requisition you just reviewed
- Job Details is the second tab of the requisition you just reviewed
- Source is the posting to include dates posted



Did you know that you don't have to ask when or if the job is posted? Its right here on the "source" tab!!

The screenshot shows the 'Source' tab for the same requisition. A red arrow points to the 'Source' tab in the top navigation bar. The main area displays a table with 'Posting Search Results (1 Found)'. The table has columns for Status, Posted Date, Post End Date, Posted To, and Posted By. The data row shows 'Posted' on 3/20/2018 at 8:58:00 AM, posted to 'University Faculty Car...', and by 'David Goetsch'.

The screenshot shows the iCIMS Emory recruitment system interface. On the left, a sidebar displays a requisition for a 'Post Doctoral Fellow' with a status of 'APPROVED' and a progress bar. The main area shows a list of candidates under the 'People' tab, with a red arrow pointing to the 'Bin: Department Review' column. The table includes columns for status, recruitment, and candidate details.

Bin: Department Review	Status	Recruitment	Person	Person	Person	Person	Person	Person	Person	Person
<input type="checkbox"/>	Long-List	AKANSHA ...	No	Cand:Active	Ph.D.					11/1/...
<input type="checkbox"/>	Long-List	Nardia Gre...	No	Cand:Active	Bachelor's ...					11/1/...
<input type="checkbox"/>	Long-List	Ahmed Al ...	No	Cand:Active	Doctorate ...					11/1/...
<input type="checkbox"/>	Long-List	Michael Af...	No	Cand:Active	Ph.D.					11/1/...
<input type="checkbox"/>	Long-List	Xiaomiao L...	Yes	Cand:Active	Ph.D.					11/1/...
<input type="checkbox"/>	Long-List	Sibel Islak ...	No	Cand:Active	M.D. - Medi...					11/1/...
<input type="checkbox"/>	Long-List	Hamidreza...	No	Cand:Active	Ph.D.					11/1/...
<input type="checkbox"/>	Submitted ...	ashley Hill	No	Cand:Active	Doctorate ...					3/22/...
<input type="checkbox"/>	Submitted ...	Amanda B...	No	Cand:Active	Ph.D.					3/26/...

## Reviewing and advancing candidates

- The candidate status is simplified into; “Long List”, “Short list” and “Interview”.
  - This is how you keep track of the status of the search by “Advancing” candidates.
  - Work with hiring manager to ensure this person can complete this task.
  - Make sure committee members are aware they can log in to view the candidate pool.
- All candidates are asked to “self-identify” as to Gender, race, disability, and Veterans Status.

All candidates should be asked to apply. Utilize the Resource section to learn more about setting up a confidential link for finalist to formally apply to the position and be entered into the iCIMS system

The screenshot displays the iCIMS system interface. At the top, there is a navigation bar with options like 'Create', 'Search', 'Report', 'Communicate', and 'Library'. The main content area shows a candidate profile for Virginia S. Baker PhD (ID 101281). The profile includes a 'Submit to Requisition' button and a list of activities such as 'Email Link Clicked', 'Email Opened', and 'Profile Edited'. The EEO information section shows 'Gender: Female' and 'Race: White (Not Hispanic or Latino)'. The system also displays 'EMPLOYEE EEO DATA' with update and creation timestamps.



Where do I “submit a candidate profile to a requisition?”

- Click on the name in a requisition, and the candidate profile appears. Use the blue button to select the candidate to another requisition. Only the requisitions you are on will appear,

The screenshot displays the iCIMS Emory interface for a candidate named AKANSHA SINGH, ID 139438. The candidate is currently in the 'CAND:ACTIVE' status. The 'Applying for' section shows the position 'Post Doctoral Fellow' and the 'Department Review - Long-List' status. Two red arrows point to the 'Reject' and 'Advance' buttons. The 'Activity' section shows a 'Job Application Completed' status for the 'Post Doctoral Fellow - Global Health' position, updated 3 months ago. The 'PERSONAL INFORMATION' section includes contact details for Dr. Akansha Singh, and the 'EDUCATION' section lists three degrees: a Doctor of Philosophy in Population Studies (2011-2016), a Master of Philosophy in Population Studies (2008-2010), and a Master of Science in Statistics (2006-2008).

## Reviewing and advancing candidates

- Utilize the “advance” button to track the status of a candidate
  - o This does not send out auto notification when a candidate status changes
  - o If an error is made, the status can be corrected to another status.



**The last selected status of a candidate will always appear under the “applying for position”**

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The search / Interview committee should be able to log in and review candidates to help with selection process. Ensure each person has access to the iCIMS feature before announcing to the committee. A search committee guide is available in the Resource section in the back of the workbook

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The screenshot shows the iCIMS system interface for a candidate named AKANSHA SINGH, ID 139438. The candidate is a Senior Project Officer Research, female, Asian (Not Hispanic or Latino), with a Ph.D. in Highest Education. She is currently applying for a Post Doctoral Fellow position. The interface includes a 'Reject' button (highlighted with a red arrow) and an 'Advance' button. The 'Department Review - Long-List' section shows various application statuses, including 'Job Application Completed' 3 months ago.

### Reviewing and advancing candidates

- Reject the candidate by utilizing the Red “Reject” button
- No notifications go to the candidate unless you select “Send an email”
  - o Templates are available for rejections.
- You must select a “reason” for rejections



Common errors include:

- No email or Incorrect email for new candidate
- No rejections sent to the candidate
- No rejection “reason” selected

## Staff- Skill Survey



How do I request a Skill Survey to be utilized as part of the decision to hire my finalist?

- Contact your recruiter to initiate the process and to get the results



Common errors include:

The screenshot displays the iCIMS Emory interface for a candidate named AKANSHA SINGH (ID 139438). The candidate is a Senior Project Officer Researcher, currently applying for a Post Doctoral Fellow position. The interface shows a 'Reject' button in red and an 'Advance' button in green. A red arrow points to the 'Advance' button. Below the buttons, a dropdown menu is open, showing options like 'Long-List', 'Short-List', and 'Candidate Selected for Offer'. The candidate's education history is listed as follows:

Year	Degree	Institution
2011-2016	Doctor of Philosophy in Population Studies	International Institute for Population Sciences (IIPS), Mumbai, India
2008-2010	Master of Philosophy in Population Studies	International Institute for Population Sciences (IIPS), Mumbai, India
2006-2008	Master of Science in Statistics	University of Allahabad, India

## Reviewing and advancing candidates

- Move the candidate to short list
- Utilize the “Interview” feature if needed
- Once the candidate is selected, advance the candidate to “candidate selected for offer”

“Candidate selected for offer” triggers a box that asks if you want to send the confidential data form. This form asks for confidential data to complete the offer process such as birthdate and social security number

The screenshot shows the iCIMS Emory interface for a candidate profile. The candidate is AKANSHA SINGH, ID 139438, a Senior Project Officer Research. The profile includes contact information (email: cand139438@emory.edu, phone: +32466189150) and a list of activities. A dropdown menu is open over the 'Advance' button, showing options: Long-List, Short-List, Candidate Selected for Offer, Offer Tasks, EUV Request Comp Quote (highlighted with a red arrow), Prepare Offer Details Form, Launch Offer Details Form Approval, Notify Manager to Send Offer, and Send Offer and Confidential Data Form. The right side of the screen shows EEO INFORMATION (Gender: Female, Race: Asian) and EMPLOYEE EEO DATA.

**Staff- Compensation Quote**

The screenshot shows the iCIMS Emory interface. On the left is a candidate profile for AKANSHA SINGH, Senior Project Officer Research, with ID 139438. The profile includes contact details, activity feed, and application status. On the right, a navigation menu is open, showing options like Experience, Candidate Details, Screen, iForms, Notes, Offer Details / In..., Offer Approval, Other Workflows, and Schedule. A red arrow points to the 'iForms' option.

### Faculty Launch Offer details

- iForms are located in the tabs or “More’ tab

**Staff recruiter** will launch and send for completion to the req. administrator

- Dashboard feature for recruiters will be driven by the signature

**Offer Details Form Status**

**Offer Detail Form Status: Complete**

**Signature Peter Buch 7/10/2018 1:54 PM**

(checking the checkbox above is equivalent to a handwritten signature)



**School of Medicine – SOM Tab.**

Steps to utilize this tab for Packet approvals are located in the resource section in the back of the workbook.

The screenshot displays the iCIMS Emory interface. On the left is a user profile for AKANSHA SINGH, Senior Project Officer Research, with a 'CAND:ACTIVE' status. The main area shows the 'Emory Offer Details Form' in edit mode, indicated by a red arrow pointing to the 'Edit' button in the top navigation bar. The form fields include:

- Candidate Name: AKANSHA SINGH
- Job Code/Title: 9903-Post Doctoral Fellow
- Department: 816000 - SPH, Global Health
- Offer Type: -Select-
- Employee Class: [Dropdown]
- PeopleSoft Supervisor: Aryeh D. Stein
- Action/Reason: [Dropdown]
- Pay Frequency: Monthly
- Reg/Temp Full/Part Time: Regular Full-Time

Select “edit” and the form turns yellow and ready for you to input all new hire data.



Common errors include:

- “Save and Exit” is not selected.
- Distribution fields can only go to 3 places after the decimal

The screenshot displays the iCIMS Emory interface for a candidate named AKANSHA SINGH (ID 139438). The candidate is a Senior Project Officer Researcher with a Ph.D. and 1 other submission. The interface shows a list of offer tasks, with a red arrow pointing to the 'Launch Offer Details Form Approval' task. The candidate's education history includes a Postdoctorate Fellowship at the Centre de recherche en démographie, Université Catholique de Louvain (2011-2016), a Master of Philosophy in Population Studies at the International Institute for Population Sciences (IIPS) in Mumbai, India (2008-2010), and a Master of Science in Statistics at the University of Allahabad, India (2006-2008).

## Faculty- Launch Offer Details for Approval

### Staff- recruiter will send for approval

- Be sure to make the recruiter aware of who that department needs to approve

Not all communities require the Offer Details form to be approved. Be sure you are aware if this should be routed for additional approval.

https://emory.icims.com/platform iCIMS 17.3 - Emory

Candidates Requiring My Review

1 Candidates Requiring My Review

Jobs By Status

Jobs Pending My Approval (0) My Pending Jobs (2) My Closed Jobs (2) My Open Jobs (3) My Open Jobs - Req Teams (I am on) (2)

My Jobs

Req ID	Posting Job Title	Department - Name
6335	Assistant Professor Pediatrics Oncology	720000 - SOM: Dean's Office
6340	Acting Assoc. Professor - School of Medicine	720004 - SOM: Strategic Initiative Exp
6397	Faculty Position - Open Rank	814000 - SPH: Epidemiology

Open Jobs Requisition Teams (I am on)

Req ID	Posting Job Title	Department - Name
6350	Assistant Professor - Ophthalmology	720000 - SOM: Dean's Office
6304	Faculty Position - Open Rank	733015 - SOM: Medicine: Endocrinology

SOM Faculty Offer Packet Progress

New Packets Sent to Faculty Affairs (0) Pending Re-Submissions (You do not have access to the underlying search template.) Needs My Attention (3) In Progress (0) Approved in Last 12 months (19) All Approved (19)

Career Site:

University Faculty Careers: <https://faculty-emory.icims.com>

My Offer Details Form and Offer Progress

My Offer Details Form Pending Approval (0) Offers Approved Ready to Extend (0) My Rejected Offers (0) Finalist Accepted Offer (0) Offer Details Forms Needed My Attention (5) Finalist Offer Letter Not Signed (1)

Quick instructions for using the system:

Requisitions

- To create a new Requisition and route for approval

Review Candidates

- To review multiple Candidates

10:49 AM 2/11/2018

Once the Offer Details is routed to all approvers, view the dashboard “Offers Approved, Ready to Extend”

The screenshot shows a web browser window with multiple tabs. The active tab is 'iCIMS 17.3 - Emory' with the URL 'https://emory.icims.com/platform?hashed=-1910424811'. The page displays a candidate profile for James R. Robinson, ID 400. The profile includes a photo, name, title (Assistant Professor - Ophthalmology), and contact information (Home phone 5402461336, Work phone 540-568-6991, email david.goetsch@emory.edu). A red arrow points to the 'Send Offer and Confidential Data Form' task in the 'Offer Tasks' list. The resume content is visible, detailing experience at James Madison University and RR Donnelley. The Windows taskbar at the bottom shows the time as 10:49 AM on 2/9/2018.

**“Send Offer and Confidential Letter Form”**

The screenshot displays the iCIMS system interface. On the left, a candidate profile for Dr. Buddy Wisner Wisner is shown, including his title (Assistant / Associate Professor - Cardiology), education (JD/PhD), and contact information. The main area shows the iForms Center with a dropdown menu set to '+ Faculty Offer Letter - Copy & Paste Template'. A red arrow points to the 'Send iForm' button in the top toolbar of the iForms Center window. The bottom of the screen shows the Windows taskbar with the time 9:46 AM on 2/11/2018.

- **Select "Faculty Offer Letter- Copy and paste template"**
- **Select "Edit" then add message.**
- **Select "Save and Exit"**
- **Select "Send Form"**

The screenshot displays the iCIMS 17.3 web interface. In the foreground, a "Send iForm(s)" dialog box is open. The dialog shows a table with the following data:

iForm Display Name	Expiration Date	Expire When Completed
+ Faculty Offer Letter - Copy & Paste Template	8/10/2018	<input checked="" type="checkbox"/>

Below the table, the text "Please select what action you would like to perform:" is followed by two radio button options:

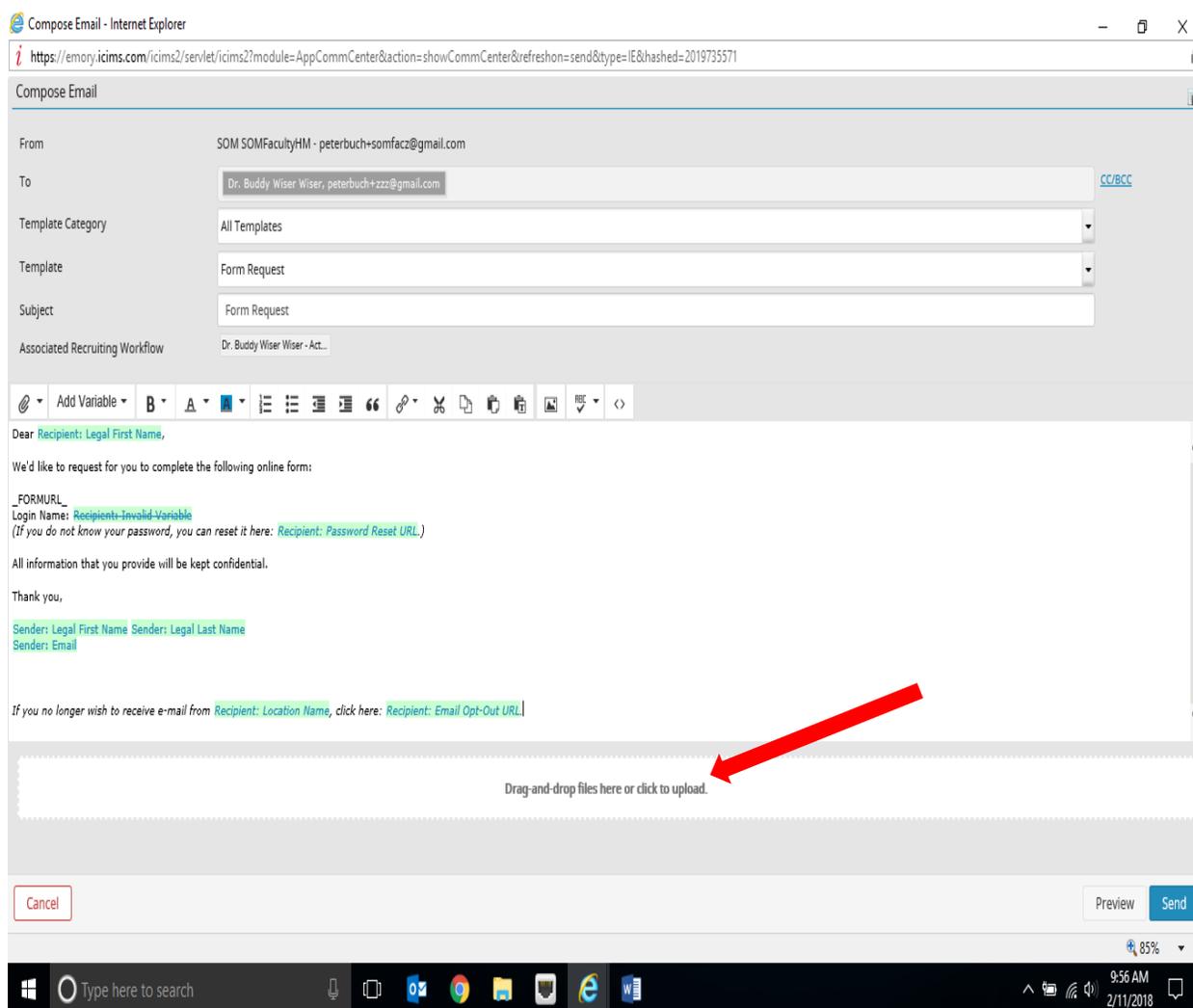
- Request *Dr. Buddy Wisner* to complete this iForm.
- Request 3rd Party to complete this iForm.

At the bottom of the dialog, there are "Cancel" and "Continue" buttons. Two red arrows point to the selected radio button and the "Continue" button.

The background shows the profile page for Dr. Buddy Wisner, Assistant / Associate Professor - Cardiology, with "EMP-NEW HIRE" status and "Applying for Acting Assoc Professor - School of Medicine".

### “Send Offer and Confidential Letter Form”

- **Send to the candidate and select “Continue”**



### “Send Offer and Confidential Letter Form”

Your email template will appear

- **Edit the message to your candidate.**
- **Drag and drop the Final approved offer letter at the bottom of the message if necessary.**
- **Select “Send”**

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The Confidential Data form will be sent to the candidate if the data is not completed from the first request page (12).

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## Follow your "Offer progression" on your Dashboard

The screenshot shows the iCIMS dashboard interface. The browser address bar displays <https://emory.icims.com/platform>. The dashboard is divided into several sections:

- Candidates Requiring My Review:** Shows 1 candidate.
- Jobs By Status:** Includes categories like Jobs Pending My Approval (0), My Pending Jobs (2), My Closed Jobs (2), My Open Jobs (3), and My Open Jobs - Req Teams (2 am on) (2).
- My Jobs:** Contains two tables:
 

Req ID	Posting Job Title	Department : Name
6335	Assistant Professor Pediatrics Oncology	720000 - SOM: Dean's Office
6340	Acting Assoc Professor - School of Medicine	720004 - SOM: Strategic Initiative Exp
6397	Faculty Position - Open Rank	814000 - SPH: Epidemiology

Req ID	Posting Job Title	Department : Name
6350	Assistant Professor- Opthamology	720000 - SOM: Dean's Office
6304	Faculty Position - Open Rank	733015 - SOM: Medicine: Endocrinology
- SOM Faculty Offer Packet Progress:** Shows metrics for New Packets Sent to Faculty Affairs (0), Pending Re-Submissions (0), Needs My Attention (3), In Progress (0), Approved in Last 12 months (19), and All Approved (19).
- Career Site:** Links to University Faculty Careers at <https://faculty-emory.icims.com>.
- My Offer Details Form and Offer Progression:** This section is highlighted with a red arrow. It includes metrics for My Offer Details Form Pending Approval (0), Offers Approved Ready to Extend (0), My Rejected Offers (0), Finalist Accepted Offer (0), Offer Details Forms Needed My Attention (5), and Finalist Offer Letter Not Signed (1).
- Quick instructions for using the system:**
  - Requisitions:** To create a new Requisition and route for approval
  - Review Candidates:** To review multiple Candidates

The Windows taskbar at the bottom shows the search bar, system tray, and the date/time: 10:40 AM, 2/11/2018.

### Follow your "Offer Progression" dashboard by viewing "Finalist Accepted"

The screenshot shows the iCIMS platform interface. The browser address bar displays <https://emory.icims.com/platform>. The user is logged in as 'iCIMS 17.3 - Emory'.

**Candidates Requiring My Review**  
1 Candidates Requiring My Review

**Jobs By Status**

- Jobs Pending My Approval (0)
- My Pending Jobs (2)
- My Closed Jobs (2)
- My Open Jobs (3)
- My Open Jobs - Req Teams (I am on) (2)

**My Jobs**

**My Open Jobs**

Req ID	Posting Job Title	Department - Name
6335	Assistant Professor Pediatrics Oncology	720000 - SOM: Dean's Office
6340	Acting Assoc. Professor - School of Medicine	720004 - SOM: Strategic Initiative Exp
6397	Faculty Position - Open Rank	814000 - SPH: Epidemiology

**Open Jobs Requisition Teams (I am on)**

Req ID	Posting Job Title	Department - Name
6350	Assistant Professor - Ophthalmology	720000 - SOM: Dean's Office
6304	Faculty Position - Open Rank	733015 - SOM: Medicine: Endocrinology

**SOM Faculty Offer Packet Progress**

- New Packets Sent to Faculty Affairs (0)
- Pending Re-Submissions (You do not have access to the underlying search template.)
- Needs My Attention (3)
- In Progress (0)
- Approved in Last 12 months (19)
- All Approved (19)

**Career Site:**  
University Faculty Careers: <https://faculty-emory.icims.com>

**My Offer Details Form and Offer Progression**

- My Offer Details Form Pending Approval (0)
- Offers Approved Ready to Extend (0)
- My Rejected Offers (0)
- Finalist Accepted Offer (0)** (indicated by a red arrow)
- Offer Details Forms Needed My Attention (5)
- Finalist Offer Letter Not Signed (1)

**Quick instructions for using the system:**

**Requisitions**

- To create a **new Requisition** and route for approval

**Review Candidates**

- To review **multiple Candidates**

Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 10:43 AM on 2/11/2018.

## Hire Workflow

The screenshot displays the iCIMS hiring system interface. On the left, a candidate profile for Peter A. Paulmary is shown with a 'CAND.ACTIVE' status. Below the profile, there are 'Reject' and 'Advance' buttons. A dropdown menu is open, showing various actions, with 'Offer Accepted' highlighted by a red arrow. The main content area shows a resume/CV document titled 'EMORY UNIVERSITY SCHOOL OF MEDICINE STANDARD CURRICULUM VITAE FORMAT', revised on 10/2/2015. The resume lists the following information:

1. Name: Peter Paulmary
2. Office Address: 404-712-1415  
Telephone: 706-540-1389
3. E-mail Address: david.goetsch@msn.com
4. Citizenship: United States Citizen
5. Current Titles and Affiliations
  - a. Instructor of Medicine, Division of General Medicine, Emory University School of Medicine, 2015

### Offer Accepted status

- When candidate accepts the offer the status **MUST** be selected
- This step is critical in auto generating the *Faculty Background Check* (See Faculty background process)

### Staff- Send to HireRight

- This status will be launched by your recruiter

## Hire Workflow

The screenshot displays the iCIMS hiring platform interface. On the left, a candidate profile for Peter A. Paulmary is shown, including his name, ID (544), and status (CAND:ACTIVE). He is applying for the position of Assistant Professor Pediatrics Oncology. A dropdown menu for 'Post Offer Tasks' is open, showing options such as 'Launch Pre-Start', 'Hire - Offer Details Form Complete Ready for Pe...', and 'Onboarding Started'. A red arrow points to the 'Launch Pre-Start' option. The main content area shows a resume/CV document titled 'EMORY UNIVERSITY SCHOOL OF MEDICINE STANDARD CURRICULUM VITAE FORMAT', revised on 10/2/2015. The resume lists the following information:

1. Name: Peter Paulmary
2. Phone Address: 404-712-1415  
Telephone: 706-540-1389
3. E-mail Address: david.goetsch@msn.com
4. Citizenship: United States Citizen
5. Current Titles and Affiliations
  - a. Instructor of Medicine, Division of General Medicine, Emory University School of Medicine, 2015

## Faculty Select "Launch Prestart"

### Staff-

- Your recruiter will launch this step

## Hire Workflow

### Faculty- launch Prestart

- Custom integration Dialogue Box opens
- Select “Confirm and Modify”
- A net Id will be prompted. Displayed and sent to your e-mail
  - o You can utilize the NetID and information for VISA application
    - Always consult with ISSS for support with Visas.

### Faculty – launch Prestart

Use your Single sign on to begin and confirm



Common errors include:

- “Confirm and Modify” is not selected

## Onboarding:

Staff- launched by your recruiter

Faculty, begin the process by selecting the “advance” step to “Onboarding”

The screenshot shows a web browser window displaying the ICIMS 'New Hire' form. The browser address bar shows the URL: <https://emorytest.icims.com/icims2/servlet/icims2?module=AppSearchActionAdapter&action=autoLaun>. The form has a navigation bar with 'New Hire' selected, followed by 'Submit to Workflow', 'Add Tasks', and 'Email'. The main content area is titled 'New Hire' and shows the job title 'Abdominal Radiologist' for 'Ayushi Gupta'. Below this, there are sections for 'ACTIONS' and 'EMPLOYEE FIELDS'. The 'ACTIONS' section includes checkboxes for 'Move job to folder', 'Move candidate to folder', 'Create an Employee (Onboarding) Profile', and 'Reject New Hire from all other jobs applied:'. The 'EMPLOYEE FIELDS' section includes dropdowns for 'Job', 'Job Title', 'Onboarding Start Date', and 'Manager'. The 'Job' dropdown is set to 'Abdominal Radiologist-15567', 'Job Title' is 'Abdominal Radiologist', 'Onboarding Start Date' is '10/1/2018', and 'Manager' is 'Tanita Williams-emp25925@person.icims.com'. At the bottom of the form, there are 'Cancel' and 'OK' buttons. The Windows taskbar at the bottom shows the time as 10:56 AM on 10/1/2018.

## Faculty -Onboarding (Slide 1)

- Do you close the job or leave “approved”?



Common errors include:

- Incorrect email for new candidate or email is located on Phone number cell
- “Move to Job Folder” is not at “Approved” which closes the requisition

Submit to Workflow

Submit Ayushi Gupta to the following workflows:

Filter By: All New Hire Category Profiles

Available

- 3504 - Campus Life
- 3505 - LITS: Library and IT Services
- 3506 - Campus Services
- 3508 - Goizueta Business School
- 3509 - Emory College
- 3510 - School of Law
- 3511 - Oxford College
- 3512 - Yerkes

Selected

**Onboarding Workflow**

- 3507 - SOM: School of Medicine

Assign Onboard Portal

onboarding

Cancel Submit

## Faculty-Onboarding (Slide 2)

- Select the correct “Candidate experience” for the onboarding process

https://emorytest.icims.com/icims2/servlet/icims2?module=AppSearchActionAdapter&action=autoLaun - Internet Explorer

https://emorytest.icims.com/icims2/servlet/icims2?module=AppSearchActionAdapter&action=autoLaunchWrapper&actions=Hire,IdentifyWizard,TaskWizard,Comm&id=15214&slot=SRCH\_B\_100\_59593&hashed=1503322584&status=

New Hire Submit to Workflow **Add Tasks** Email

Add Onboarding Workflow Task(s)

TASK LIBRARY

11 of the selected tasks have prerequisite tasks. If the prerequisite tasks are not added, these tasks can be completed without first completing the prerequisites.  
[Show prerequisite tasks](#)

Filter by Category — Suggested —

Name	Category	Type	Days Until Due	Prerequisite	Last Completed Date
<input checked="" type="checkbox"/> Safety Orientation	EUV	Form: EUV Safety Orientation	5 After Task Assigned	<a href="#">2 Tasks</a>	8/9/2018 12:06 PM
<input checked="" type="checkbox"/> EHC Confidentiality Statement	Emory	Form: EHC Confidentiality Statement	5 After Task Assigned	<a href="#">2 Tasks</a>	8/7/2018 10:12 PM
<input checked="" type="checkbox"/> Link to External I-9 Management Site	Emory	Form: Emory Link to I-9 Form	5 After Task Assigned		8/7/2018 1:11 PM
<input checked="" type="checkbox"/> Direct Deposit	Emory	Form: Emory Direct Deposit	5 After Task Assigned	<a href="#">2 Tasks</a>	8/7/2018 10:12 PM
<input checked="" type="checkbox"/> GA Withholding Form G-4	Emory	Form: Emory Georgia Tax Withholding (G4)	5 After Task Assigned	<a href="#">2 Tasks</a>	8/9/2018 11:58 AM
<input checked="" type="checkbox"/> Federal Withholding Form W-4	Emory	Form: Emory Federal Tax Withholding (W4)	5 After Task Assigned	<a href="#">2 Tasks</a>	8/9/2018 11:48 AM
<input checked="" type="checkbox"/> Emory Privacy and Security Awareness Training	Emory	Form: Emory Privacy and Security Awareness Training	5 After Task Assigned	<a href="#">1 Task</a>	8/7/2018 10:14 PM
<input checked="" type="checkbox"/> Network ID (NETID)	EUV	Form: EUV Network ID (NETID)	5 After Task Assigned	<a href="#">2 Tasks</a>	8/7/2018 10:05 PM
<input checked="" type="checkbox"/> Title IX Training	EUV	Form: EUV Title IX Training	6 After Task Assigned	<a href="#">3 Tasks</a>	8/9/2018 1:59 PM

Cancel Add 15 task(s)

### Faculty -Onboarding (Slide 3)

- Rarely do you deselect tasks
- Exceptions are during Promotions or rehire \* Consult your recruiter

Compose email Save as document

From: David Goetsch-emp100@person.icims.com

To: Recruiting Workflow » Per... Cc/Bcc

Template category: All Templates

Template: Onboard Welcome Letter 📧

Subject: Welcome to Emory!

Associated Recruiting Workflow: Ayushi Gupta - Abdominal...

🔗 Add Variable **B** A A

Hello **Recipient: Legal First Name,**

Congratulations on your new position and welcome to Emory! We look forward to seeing you on the first day of your new career at Emory.

We want your transition to your new role with us to go smoothly and for you to feel confident on your first day. To help you in your onboarding process, you will need to log in to our New Hire Portal (see information below). The New Hire Portal is where you will go to update your information, review organizational documents and policies related to your position, and complete some key tasks before your start date! In order to get the Onboarding process started we would like you to log in to our New Hire Portal below. There you will be able to update your information, review company documents, and complete relevant tasks prior to your start date.

Drag-and-drop files here or click to upload.

Preview Cancel **Send**

## Faculty -Onboarding (Slide 4)

- Copy yourself on the email in case the candidate does not get it.
- Use the “Drag and drop” feature to add department specific orientation details



Did you know you can “relaunch” the process?



Common errors include:

- Incorrect email for new candidate, ask your recruiter to change
- Candidate does not receive the email, or it goes to their junk mail
- Department does not use the feature to send details of the first day to candidate

The screenshot shows the iCIMS 17.3 - Emory interface. On the left, a candidate profile for Peter A. Paulmary (ID 544) is displayed with a 'CAND:ACTIVE' status. A dropdown menu is open, showing the status 'Hire - Offer Details Form Complete Ready for Pe...' selected. A red arrow points to this status. The main content area shows the resume content, including the title 'EMORY UNIVERSITY SCHOOL OF MEDICINE STANDARD CURRICULUM VITAE FORMAT' and a list of personal information:

1. Name: Peter Paulmary
2. Office Address: 404-746...  
Telephone: 706-778-1389
3. Email Address: david.goetsch@msn.com
4. Citizenship: United States Citizen
5. Current Titles and Affiliations
  - a. Instructor of Medicine, Division of General Medicine, Emory University School of Medicine, 2015

The status 'Revised: 10/2/2015' is also visible.

### **Faculty- "Hire Offer Details form Complete, ready for PeopleSoft"**

- Select this status to auto notify OEI that you are ready for the record to be sent to the PeopleSoft que.



Common errors include:

- Forgetting to select this status
- The req. can't be found due the "closed" status of the req.
-

## Trouble Shooting Onboarding issues:

- Changing the email of the candidate finalist
  - o During the recruitment of the candidates, please be sure to check that the e-mail that will be utilized through out the process will continue to be available to the finalist. The e-mail can be changed by your recruiter

The screenshot shows the iCIMS Emory interface for a candidate profile. The candidate is Nikolaos Papadantonakis, ID 294600, with the job title Hematologist - Clinical Investigator. The 'CONTACT INFORMATION' tab is active, showing the following details:

- GENERAL INFORMATION:** Legal First Name: Nikolaos; Legal Last Name: Papadantonakis; Email: npapadantonakis@gmail.com; Original Candidate Email: npapadantonakis@gmail.com; Person Folder: Emp:New Hire.
- CONTACT INFORMATION:** Mobile: 8573341837; Address: 1413 11th Place South, Apt U, Birmingham, Alabama 35205, United States.

The left sidebar shows the candidate's profile summary, including a 'Submit to Requisition' button and a list of activities such as 'Profile Edited', 'Email Received', and 'Task Assigned'.

- Once onboarding has been sent to the candidate here is where you locate the new candidate Login information to iCIMS

The screenshot shows the iCIMS Emory interface for the same candidate profile. The 'EEO INFORMATION' tab is active, displaying the following details:

- EEO INFORMATION:** Gender: Male; Race: White (Not Hispanic or Latino); Birth Date: 6/26/1976.
- EMPLOYEE EEO DATA:** Gender: Male; Hispanic: No.

The left sidebar remains the same, showing the candidate's profile summary and activity log.



## FAQs

- If a change needs to be made to an existing or new requisition, how is this done?
  - o The requested changes should be sent to your iCIMS recruiter
  - o If a job code or responsibilities change, the req. would be trashed, and you would need to start over.
  - o
- What triggers the faculty Background check?
  - o “Offer Accepted’ status for the candidate will auto trigger the process
- Does the system know what I need to do next?
  - o No, the candidate status lets you know what you did last.
  - o Consult your recruiter for suggested decision and hire workflow.
- Does the system automatically send messages to the candidates?
  - o No, the user must generate a message and is notified that an email is being generated and asks for verification to commence.
- What about candidates that will need a visa?
  - o Follow the guide on Faculty Hiring in the box account.
    - Move the candidate to “launch prestart” to get an EMPL ID and send to ISSS
- If my candidate is not integrating properly or documents for my candidate do not appear, who do I email/
  - o [icimsinternalsupport@listserv.ccc.emory.edu](mailto:icimsinternalsupport@listserv.ccc.emory.edu)
-

 **Resources**

**All candidates should formally apply to a position or utilize a formal “link” to a position. These links are live and generated by the “Source” system to post onto the internet through Emory’s career portal.**

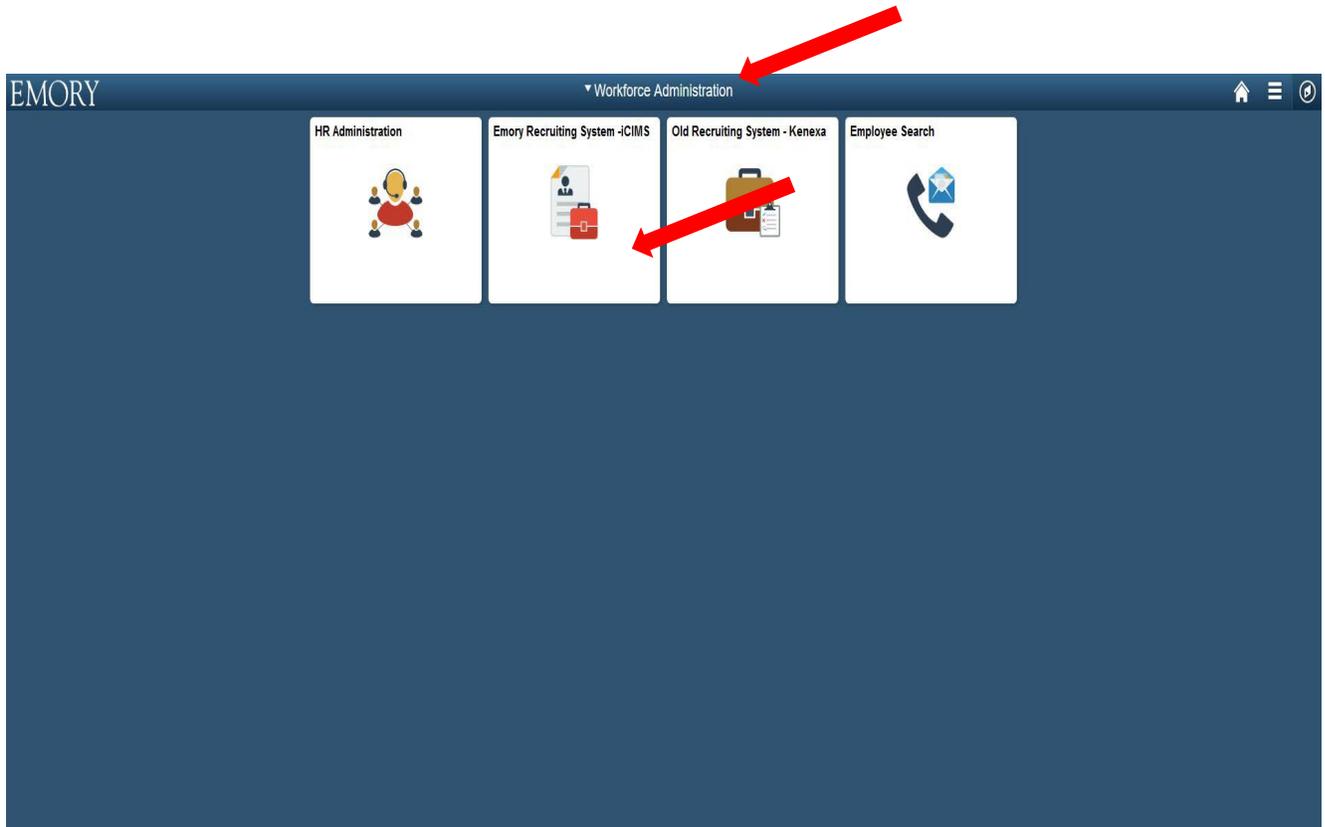
In the instance of an Administrative Decision or Search Waiver. Your recruiter will send you a “link” utilizing a confidential portal that only the administration can view. There the candidate can formally apply to the specific Administrative Decision/ Search Waiver

Instances include:

- Staff Administrative Decision
- Faculty Search Waiver
- Faculty PT Hire
- Visiting Scholars
- Adjunct Positions
- Spousal hires

 **Resources**

**Search Committee member guide**



**Go to your PeopleSoft page and select the HRweb drop down then select the iCIMS tile to begin**

EMORY UNIVERSITY | EMORY HEALTHCARE | Login

Network ID  
dgoetsc

Password  
\*\*\*\*\*

Login

Forgot Password?

Login is Emory's authentication tool for logging into multiple web systems and applications. If you have any questions, problems, or comments about Login, please contact the University Service Desk at (404) 727-7777 or the Emory Healthcare Call Center at (404) 778-HELP. You may also submit an IT support request at <http://help.emory.edu/>.

You are about to access a computer system maintained or made available by Emory University and/or Emory Healthcare that is intended for authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your acceptance of Emory's IT Conditions of Use and other applicable policies and your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by Emory University or Emory Healthcare, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

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**You will sign in utilizing your NET ID**



Candidates for Review	
Candidates	
6356 - Acting Assoc Professor - TT	Faculty person ConfidentialLetter <a href="#">↗</a>
6356 - Acting Assoc Professor - TT	Peter Facttest <a href="#">↗</a>
6356 - Acting Assoc Professor - TT	Guy Test <a href="#">↗</a>
6356 - Acting Assoc Professor - TT	Minnie Mouse <a href="#">↗</a>
6382 - Faculty Position - Open Rank	Jon Rocker <a href="#">↗</a>
6382 - Faculty Position - Open Rank	Peter FacultyPortal <a href="#">↗</a>
6382 - Faculty Position - Open Rank	Micky Mouse123 <a href="#">↗</a>
6382 - Faculty Position - Open Rank	Micky MouseTEST123 <a href="#">↗</a>
6382 - Faculty Position - Open Rank	Miley Cryuss <a href="#">↗</a>
6397 - Faculty Position - Open Rank	Peter Fulltest <a href="#">↗</a>

[More Results](#)

**Only the positions that you are on a committee for will appear as a list of all candidates to review.**

**We are going to review “Jon Rocker”**

The screenshot displays the iCIMS interface for a candidate profile. On the left, the candidate's name is Jon R. Rocker, Assistant Professor - SOM. The main content area shows the resume for Jonathan Rocker, including contact information, education (J.D. from Emory University), and experience (Judge at Gwinnett County, Owner at McMullin, LLC, and Faculty at Emory University). The right sidebar, titled 'Faculty Letters/Internal Uploads', shows a 'CONFIDENTIAL LETTERS OF RECOMMENDATION' section with a link to 'Recommendation letter- Rocker.docx'. Red arrows highlight the 'Resume/CV' tab, the split-screen arrow, and the recommendation letter link.

Tabs across the top can offer the view of the resume and any additional documents that were requested in the posting ad.

The screen can be split utilizing the arrow at the top, to view side by side the additional documents.

This includes the recommendation letters that were requested and sent back to Emory for viewings

The screenshot displays the iCIMS recruitment system interface. On the left, there is a candidate profile for Jon R. Rocker, Assistant Professor - SOM, with contact information and activity logs. The main area shows a resume for Jonathan Rocker, including his contact details, education at J.D. Emory University School of Law and B.S. Jacksonville State University, and experience as a Judge and Owner. On the right, there is a section for 'Faculty Letters/Internal Uploads' with an audit trail. A red arrow in the top right corner points to a small circular icon containing a right-pointing arrow, which is used for navigating to the next candidate in the list.

View and move to next candidate using the arrows

The screenshot displays the iCIMS recruitment system interface. The browser address bar shows <https://emorytest.icims.com/platform>. The candidate profile for James R. Robinson (ID 400) is shown. The candidate is currently in the "Submitted for Review" status. A red arrow points to the "Advance" button in the candidate status dropdown menu. The candidate's contact information includes Home phone 5402461336, Work phone 540-568-6991, and email david.goetsch@emory.edu. The candidate's experience includes roles at James Madison University, such as Title IX Administrator/Coordinator, Director of Equal Opportunity/ADA Coordinator, and Recruitment Specialist. The right sidebar shows "Cand. Uploads" and "FACULTY AND ACADEMIC SUPPORTING DOCUMENTS" with a list of supporting documents for application, including a Cover Letter and a Research Statement.

**The chair or designated administrator can move the candidate status from “submitted for review” to; “Long list” then to the “Short list” utilizing the Green button**

The screenshot shows the iCIMS recruitment system interface. The browser address bar displays <https://emorytest.icims.com/platform>. The candidate profile for James R. Robinson is visible, including contact information and a resume. A red arrow points to the 'Offer Rejected' status in the sidebar.

**James R. Robinson**  
Faculty Position - Open Rank  
EMP NEW HERE

Highest Education: [Blank] | Status: Send Offer a... | Last Updated Date: 2018-03-14T1...

Applying for Faculty Position - Open Rank  
Offer Tasks - Send Offer and Confidential Dat...

Reject | Advance

Department Review  
Rejected

Offer tasks  
Offer Rejected  
Offer Rescinded

Candidate withdraw  
Self-Withdrew (Recruiter)  
Accepted Another Emory Position

Workflow Profile Edited 3 weeks ago  
Workflow Profile Edited 3 weeks ago  
Workflow Profile Edited 3 weeks ago

Load More

**Resume/CV** | Cand. Uploads | Faculty Letter... | SOM Packet | Experience | More

Download Resume

Traditional | LinkedIn | Facebook | Microsoft | Standard

**Dr. James Robinson**  
Home phone 5402461336  
Work phone 540-568-6991  
[david.goetsch@emory.edu](mailto:david.goetsch@emory.edu)

**Experience**

2011 James Madison University Title IX Administrator/Coordinator Coordinate Title IX efforts including the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of all complaints pursuant to Title IX. Recommend and/or effect changes to policies, to revise practices and to implement equitable procedures across many departments, including human resources, athletics, academic affairs, and student affairs/student conduct/discipline.

2004 James Madison University Director of Equal Opportunity/ADA Coordinator EEO risk management. Plans, directs, monitors, and evaluates the EEO complaint systems including oversight, counseling and early resolution activities. Title IX Administrator with a focus on social justice.

2004 2004 James Madison University Recruitment Specialist Refocus the organizations' recruitment efforts in the local diverse community to become employed. This involve local programing and marketing of open job positions.

1982 2004 RR Donnelley Management Divisional Diversity Executive Council to promote and support diversity efforts through out the division and company.

1982 2004 RR Donnelley Supervisor/Planner Managing department operations

**Cand. Uploads**

FACULTY AND ACADEMIC SUPPORTING DOCUMENTS

Supporting Documents for Application

Document Type  
Cover Letter

Attachment (max size 10mb)  
[Dr. James Robinson- Cover.docx](#)

Document Type  
Research Statement

Updated: 3/14/2018 11:46 AM  
Created: 12/14/2017 9:22 AM

3:57 PM  
5/1/2018

Or the candidate can be “rejected” utilizing the Red button.

The screenshot shows the iCIMS HR system interface. On the left, a candidate profile for James R. Robinson is displayed, with a status of 'Rejected'. A communication box is overlaid on the profile, allowing the user to select a disposition and reason for rejection. A red arrow points to the 'Disposition' dropdown menu. The interface includes a navigation bar with options like 'Resume/CV', 'Cand. Uploads', and 'Faculty Letter...'. The candidate's contact information and activity log are visible on the left side.

Once rejected a communication box will appear. You can elect to send a rejection email to the candidate by clicking the box. If not selected a message does not go to the candidate.

Select a reason for rejection. (The candidate will NOT see the reason you select)

Work with your HR team to ensure you communicate the status of the search.

 **Resources**

**School of Medicine packet Tab:**