Faculty Recruit to Hire Workbook

Name__________________________________________________________
**Directory:**

<table>
<thead>
<tr>
<th>Process</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboards</td>
<td>3</td>
</tr>
<tr>
<td>Requisitions</td>
<td>4</td>
</tr>
<tr>
<td>Reviewing and advancing candidates</td>
<td>11</td>
</tr>
<tr>
<td>Skill survey</td>
<td>15</td>
</tr>
<tr>
<td>Confidential Data Form</td>
<td>16</td>
</tr>
<tr>
<td>Compensation Quote</td>
<td>17</td>
</tr>
<tr>
<td>Offer Details From</td>
<td>19</td>
</tr>
<tr>
<td>Offer letter</td>
<td>22</td>
</tr>
<tr>
<td>Offer accepted</td>
<td>28</td>
</tr>
<tr>
<td>Hire workflow</td>
<td>29</td>
</tr>
<tr>
<td>Launch PreStart</td>
<td>30</td>
</tr>
<tr>
<td>Onboarding</td>
<td>33</td>
</tr>
<tr>
<td>Onboarding issues</td>
<td>36</td>
</tr>
<tr>
<td>FAQ</td>
<td>38</td>
</tr>
<tr>
<td>Resources</td>
<td></td>
</tr>
<tr>
<td>Administrative Decisions</td>
<td>38</td>
</tr>
<tr>
<td>Search Committee Guide</td>
<td>39</td>
</tr>
<tr>
<td>School of Medicine Faculty packet Tab</td>
<td>47</td>
</tr>
</tbody>
</table>
- 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,
  - Moved to other requisitions that you are on the req. team
  - Available to complete the hire workflow and onboarding process
  - 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

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 manager 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

  o 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.
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

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
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.

*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

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 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!!
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.

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,
Reviewing and advancing candidates

- Utilize the “advance” button to track the status of a candidate
  - This does not send out auto notification when a candidate status changes
  - 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”

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.
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”
  - 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:
**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.
Staff - Compensation Quote
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

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.
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.
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.
Once the Offer Details is routed to all approvers, view the dashboard “Offers Approved, Ready to Extend”
“Send Offer and Confidential Letter Form”
- Select “Faculty Offer Letter - Copy and paste template”
- Select “Edit” then add message.
- Select “Save and Exit”
- Select “Send Form”
“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”

The Confidential Data form will be sent to the candidate if the data is not completed from the first request page (12).
Follow your “Offer progression” on your Dashboard

Candidates Requiring My Review

Jobs By Status

My Jobs

Open Jobs Requisition Teams (I am on)

Candidates Requiring My Review

SOM Faculty Offer Packet Progress

Career Site

University Faculty Careers: https://faculty.emory.edu

My Offer Details Form and Offer Progression

Quick instructions for using the system:

- To create a new Requisition and route for approval
- To review multiple Candidates

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Follow your “Offer Progression” dashboard by viewing “Finalist Accepted”
Hire Workflow

Offer Accepted status

- When candidate excepts 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**

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
  - 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”

**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
Faculty-Onboarding (Slide 2)

- Select the correct “Candidate experience” for the onboarding process
Faculty - Onboarding (Slide 3)

- Rarely do you deselect tasks
- Exceptions are during Promotions or rehire * Consult your recruiter
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
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
  - During the recruitment of the candidates, please be sure to check that the e-mail that will be utilized throughout the process will continue to be available to the finalist. The e-mail can be changed by your recruiter

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

- 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
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
Go to your PeopleSoft page and select the HRweb drop down then select the iCIMS tile to begin
You will sign in utilizing your NET ID
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”
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.
View and move to next candidate using the arrows
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
Or the candidate can be “rejected” utilizing the Red button.
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: