iCIMS Faculty recruit to hire review session

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Updates in this session include:

- **New:**
  - Faculty Hiring Learning Resources
    - Getting Started
    - iCIMS support, FAQ’s
    - Resources, school specific items

**Help and support steps/ problem resolution!**
- Correct email at the beginning of the process.
- No foreign address, or phone number
- No Emory email
- Profile Merge issues
Past Updates

- **Past discussion**
- Contact tab view, Background check status, email, address and phone.
- Reference check policy reminder
- Health Assessment and Drug screen guidance.
- Updated AAP hiring goals are in place. These reflect Job family in iCIMS. Your responsibility will be to communicate the goal and to document outreach accordingly. Faculty Goals are placed in req. after they are created, and a link is sent back to you.
- Its requisition closing time. Requisitions beginning with 1, 2, 3 or 4 are too old. Please do an inventory and close out old requisitions
- Tenure, Tenure line. All academic and research hires should always include a JSR (Job Search Report at the Interview stage).
More updates

• New resources to help with decisions on, emeritus hires, rehires and background checks. Request to be shared the expanded document.

• Adding positions to requisitions should be approved, with special emphasis on tenure line or eligible positions.

• Higheredjobs.com and Insight into Diversity have been added as an additional site all postings will go to on both Faculty and staff postings. Direct, Employers, Indeed.com and LinkedIn.com are still in place

• Source reporting is available upon request to track your ROI for postings you send out to and pay for.

• Utilizing Specific research, teaching or clinic work in the title raises your responses online

• Interfolio is not being used in SOM, RSPH, yet. Any use should include our offices in the routing for approval.
• Start session for new employees or those that need a refresher.
### Why does DEI support your searches?

| Monitor         | Monitor the search for compliance  
|-----------------|-----------------------------------
|                 | - Self IDs are gathered from all candidates  
|                 | - Search committees follow the required processes  

| Ensure          | Ensure hiring goals are announced and outreach is created.  
|-----------------|----------------------------------------------------------
|                 | - Search committee is announced for each search  
|                 | - Gather best practices to share across the enterprise  
|                 | - All compliant documentation is on file  

| Gate            | Gate keeper for support  
|-----------------|--------------------------
|                 | - School decision workflow  
|                 | - School Hire workflow  

Building a requisition

Search or Search Waiver

Search

• Know the path and have data ready when you start
• SK, funding, background check funds, supervisor, req. team, interview team.
• Hiring goal, outreach locations
• A Recruitment Plan Form is available on our website
Job details - openings, supervisor and administrator, business case
Job details - community and recruitment effort
Search Waivers

Once approved the Search Waiver requisition is open. Do not create a profile on behalf of a candidate.

We now search the database for a profile and automatically add it to save you time.

We will send a link for the candidate to create a profile.
Building a Search Waiver

Must be approved by leadership through approval stream.
- No tenure lines position
- No leadership position

- Using the words recruited on a search waiver is not suggested
- Reason needs to be narrative on “reason for not holding a search”
- Please include name of person and email
- Hiring Freeze approval
Select “Reason”, Justification, name and email.
Building a requisition

• **Errors to remember**
  • Once you enter a job code you cannot change it.....
  • Once you create a requisition you can not edit it......
  • Make sure the documents you request on the Ad match how you build the req.
  • Difference between recommenders and references. Issues with recommender tool.
  • Ad title should be specific to need in order to attract the right candidates.
  • The requisition becomes a part of the new employee data make sure its correct
    • The offer details form is one place you can ensure your data is correct and edit
    • Some fields are not editable
Posting the Req.

• We encourage application instructions to be on the job Ad.
  • Documents requested from the candidate as part of the submission
  • Date the job closes

• When there are no application instructions
  • We post for one year
  • There are no “evergreen” requisitions, just postings for one year to fill multiples of like positions.
  • You can view the posting date and closing date using the “source” tab.

• All postings go to Direct Employers, Higheredjobs.com, Linkedin.com and Indeed.com

• We automatically include inclusion language and EEO language on the Ad.

• The job link is sent to you via email to add to ALL postings

• We have a complete Compliance Toolkit to help your search committee
Candidate review

- Person responsible for requisition
- This would be your designated back-up
- Give status to candidates
- Reject candidates
- Send candidate rejection letters

A search committee guide is available for new people new to iCIMS
Use the “All candidate” widget to find that lost candidate.
New Feature: Candidate information Bulk printing

- The system allows you to go backwards on the status. The system will only inform you what you last selected.
- Ask about the Provost Office Search committee guide
All candidates appear as “submitted for review” department selects – Long list, short list and Interview
Compliance Quiz time!!!!

• True or False:
  • All openings must be posted to the applicant tracking system.
  • External postings MUST include a link to the applicant tracking system.
  • A posting in the applicant tracking system automatically goes to over 500+ sites.
  • You can change the job code on a requisition once its created.
  • Multiple candidates should be interviewed for all openings, at least three.
  • At least two people should be on the “search/ Interview” committee.
  • Hiring goals require additional efforts to post and announce to women and minorities.
  • Reference check for faculty and post-doctoral jobs are the department responsibility.
• Document request on the requisition does not match what is requested in the job ad.
• Application deadline not included
• Rejected candidates no longer in search committee view

Also:
• While you may be able to view a requisition this does not mean the position is posted.
  • Inquire your source tab.
Compliance steps reminder

When the search committee is ready to interview

- Request a **Candidate Diversity Report** to share with the committee
- Data from Self-IDs will be totaled and compared to department data and peer Institutions.
- All positions that are academic or research require a **Job Search Report** at this stage.
Compliance quiz!!!

• All candidates that apply have an option to self-identify as to
  • Race
  • Ethnicity
  • Gender
  • Disability
  • And ____________________

• The job Ad should include application instructions to include:
  • Minimum and preferred qualifications.
  • Documents the candidate should submit
  • And Application ______________________
Decision and hire workflow

**Advance Button by status**

1. _____ “Candidate Selected”

2. _____ Send Confidential Data form

   (School of Medicine, upload candidate to SOM- Packet tab)

3. _____ “Prepare offer details form”

4. _____ Select and edit Offer Details form

5. _____ “Launch Offer details form for approval”

6. _____ “Send offer letter and confidential data form”

   The Offer letter templates in iCIMS include COVID vaccine requirements.

7. _____ “Offer accepted”

8. _____ “Launch Prestart”

9. _____ “Onboarding Started”

10. _____ “Hire- Offer Details form completed send to PeopleSoft / hire checklist in progress is sent to the department.

**Dashboards and offer progression only work when you utilize each from within iCIMS and the signature feature**

**The system will allow you to go backwards on the status, but will only show where you left the status last**
Candidates on a Visa

1. Denote in the *Justification* on the Search Waiver that the candidate is on a visa.
2. Reach out to Central HR to inform them the candidate will not need a background check.
3. Complete the Offer Details form and ensure the candidate completes the confidential data form.
4. Launch Pre-start and get the NET ID and Employee ID and send to ISSS.
5. Wait for the Embassy visit and clearance before you launch onboarding.
Launch forms in the “iforms” drop down.

The confidential data form is our opportunity to get critical personal data to include self-ID and credentialing information.

The SOM Packet tab does not communicate with the rest of iCIMS.

The offer details form does not require approval
  • Inquire with your leadership who needs to see this form
  • Offer letters generated from iCIMS will include COVID language

Prestart is critical to ensure the data you entered can feed into Peoplesoft. You receive the NET ID and empl. ID upon successful completion.

Onboarding has four slides each one is your opportunity to make the candidate experience better.
  • Common error is closing the requisition during this step
  • Select the specific community experience for the candidate (ie. SOM)
  • Never delete tasks to be completed
  • Attach a welcome letter specific to your community to the welcome email. Where to part on your first day etc.
Requisition clean up

Don’t forget to select “Ready for PeopleSoft”!!!

• Reject your remaining pool
  • Send rejection letters
  • New letter added for COVID reasons when canceling requisition

• Attach the required reports to the req.
• Request source reporting from iCIMS to ensure your ROI on Ad spending
Workflow quiz!!!

• The Confidential data form is completed by the candidate, the offer details form is completed by:_____________________________
• The offer letter is generated by the department and includes all contingent language to include__________________________
• PreStart is the process to ensure the candidate has an Employee number and NET ________.
• Onboarding tasks are generated by the department and sent via welcome letter to the candidate. Onboarding task are generated by___________________.
• The last step in workflow is sending the data to the que with what autogenerated advance step?
F.A. Questions?

- Where does my posting go? Over 500 sites including; Indeed.com, Linkedin.com and HigherEdjobs.com
- Does my HR recruiter help me with workflow? No, all faculty steps are self driven by the depart.
- If I want to use Skill Survey, can I? No, Faculty hires are documented by utilizing the recommender tool and/or the department getting references.
- Can I get compensation help? Compensation is driven by your department or school.
- Why do my requisitions disappear? When moving through onboarding please keep requisition open and not mark as closed.
- Does anyone review resumes? No, all candidates appear as “submitted for review” on your requisition
- Can I check to see if my job is still posted? Yes, View the status and length of your posting on your “Source” tab.
- Can the department add an opening to an existing requisition? Yes., with approval or rerouting the requisition
- Who starts the new hire checklist, and who finishes it? Faculty recruitment starts the process and the department finishes it!

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