

Complete Faculty Hire - Workflow



- ▶ Hire workflow can be progressed by the Faculty Hiring designee in the department without the support of Faculty recruitment.
- ▶ Ensure you have a good email in the system for the candidate you are about to hire. Send changes to Faculty recruitment.
- ▶ The process can begin when the following two forms are completed:

1. The Candidate has completed the **Confidential Data Form**.

The screenshot shows the icims interface for candidate Rishikesan Kamaleswaran (ID 327787). The candidate is applying for the position of Assistant Professor -RT - Streaming Clinical Informatics. The 'iForms' tab is selected, and the 'EMORY CONFIDENTIAL DATA FORM' is displayed. The form contains the following information:

Legal First Name:	Legal Middle Name:	Legal Last Name:
Rishikesan		Kamaleswaran

Address 1: 50 Mason Road
Address 2:

City:	Country:
Toronto	Canada

State:	Zip:
Ontario	M1M3R2

Do you have a valid Social Security Number?
Yes

2. The department has completed the **Offer Details Form**.

The screenshot shows the icims interface for candidate Rishikesan Kamaleswaran (ID 327787). The candidate is applying for the position of Assistant Professor -RT - Streaming Clinical Informatics. The 'iForms' tab is selected, and the 'Emory Offer Details Form' is displayed. The form contains the following information:

Job Data	
Candidate Name: Rishikesan Kamaleswaran	Req #. 15753
Job Code/Title: 9293-Assistant Professor -RT - Streaming Clinical Informatics_Data Science	Department: 724200 - SOM_BMI_Admin
Effective Start Date: 10/1/2019	

Each school and department may move to this step differently for example.

- ▶ Sending the offer details form for approval or skipping this step entrusting that the individual entering has been given the correct information and approval.
 - School of Medicine requires the **SOM packet**, completed, and approved by the Deans office.
- ▶ Sending the offer letter via iCIMS or via email, and retaining a copy to be attached to iCIMS.
- ▶ Receiving a signed offer letter or via electronic signature in ICIMS.

1 Hire workflow can now begin with the candidate advanced to **Offer Accepted**.

The screenshot shows the iCIMS interface for Requisition ID 15753. On the left, a progress bar indicates the status of the requisition, with 'OFFER ACCEPTED' highlighted in green. The main table displays a list of candidates, with 'Offer Accepted' for Rishikesan Kamaleswaran highlighted by a red arrow. The 'Advance' button is visible at the bottom of the table.

Please advance and select **interview** if never in that step previously. Then advance and select **Offer Accepted**. Utilize the green **Advance** button to move the candidate

The screenshot shows the iCIMS Resume/CV page for Rishikesan Kamaleswaran. The page displays the candidate's profile, including their name, title, and contact information. The resume details are visible, showing education and honors/awards. The 'Advance' button is highlighted with a red arrow.

2

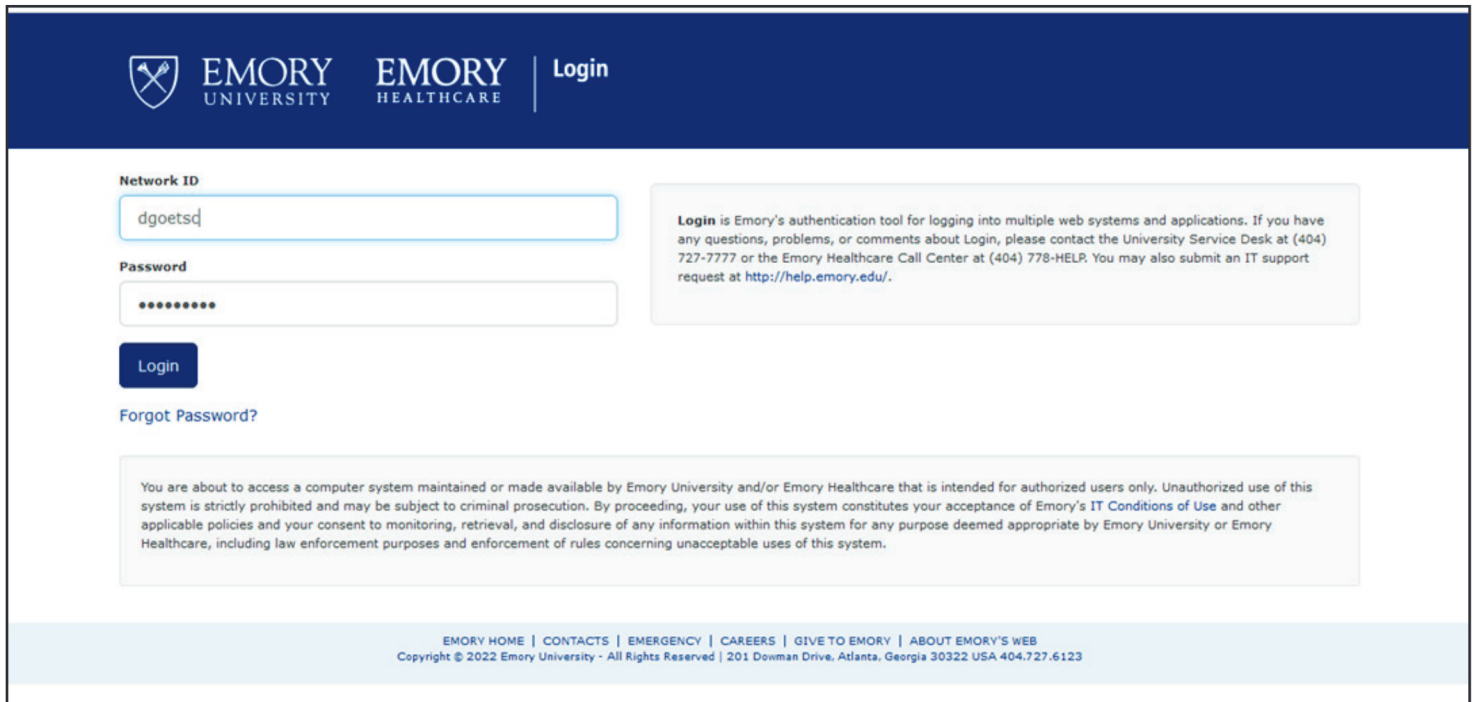
Advance the candidate to **Launch Pre-Start**.

The screenshot shows the icims interface for a candidate named Rishikesan Kamaleswaran. The candidate's profile includes their name, ID (9243 - Asst Professor - TT), and status (EMP.CURRENT EMPLOYEE). Key information includes: Alumni (No), Highest Education (Ph.D.), and Other Submissions (1). The candidate is applying for the position of Assistant Professor - RT - Streaming Clinical Informatics, Data Science. A dropdown menu is open under the 'Advance' button, showing options: Notify Manager to Send Offer, Send Offer and Confidential Data Form, Offer Accepted, Post Offer Tasks, Launch Pre-Start (highlighted with a red arrow), Onboarding Started, and Hire - Offer Details Form Complete Ready for ... The curriculum vitae section shows the candidate's name, education history (Ph.D. in Computer Science, Master of Science in Computer Science, Bachelor of Health Sciences), and an honor/award (Plenary Abstract on 'Applying AI in Liver Transplant' - International Liver Transplantation Society (ILTS) Annual Congress 2019).

A box will appear, select **Confirm or Modify Package**.

The screenshot shows a summary box in the icims system. The box contains a green checkmark and the text: "Custom Integration: Emory: Applicant Status Defined Link". Below this text, it says "Follow the link to confirm the action." A red arrow points to a blue button labeled "Confirm or Modify Package".

The Emory sign on message will appear, log in.



The image shows the Emory University login page. At the top left is the Emory University logo and the text "EMORY UNIVERSITY" and "EMORY HEALTHCARE". To the right is a "Login" button. Below the logo is a "Network ID" field containing "dgoetsd" and a "Password" field with masked characters. A "Login" button is below the password field. To the right of the login fields is a text box explaining the "Login" tool. Below the login fields is a "Forgot Password?" link. At the bottom of the page is a footer with navigation links: "EMORY HOME | CONTACTS | EMERGENCY | CAREERS | GIVE TO EMORY | ABOUT EMORY'S WEB" and a copyright notice: "Copyright © 2022 Emory University - All Rights Reserved | 201 Dowman Drive, Atlanta, Georgia 30322 USA 404.727.6123".

Network ID
dgoetsd

Password

Login

Forgot Password?

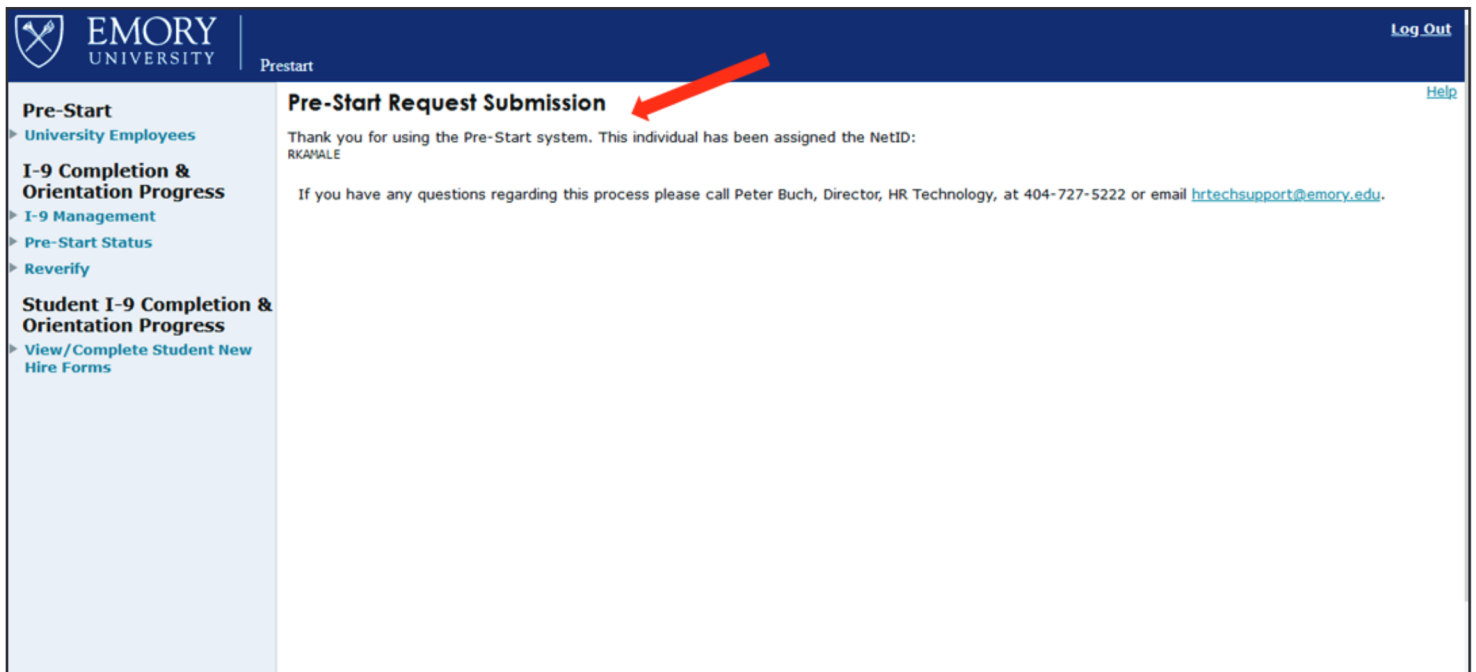
Login is Emory's authentication tool for logging into multiple web systems and applications. If you have any questions, problems, or comments about Login, please contact the University Service Desk at (404) 727-7777 or the Emory Healthcare Call Center at (404) 778-HELP. You may also submit an IT support 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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The system will generate or confirm a NET ID for the candidate.

Additionally, you will receive an email with the information.



The image shows a screenshot of the Emory University Prestart system. At the top left is the Emory University logo and the text "EMORY UNIVERSITY". To the right is a "Log Out" button. Below the logo is the text "Prestart". The main content area is divided into two columns. The left column contains a navigation menu with the following items: "Pre-Start", "University Employees", "I-9 Completion & Orientation Progress", "I-9 Management", "Pre-Start Status", "Reverify", "Student I-9 Completion & Orientation Progress", and "View/Complete Student New Hire Forms". The right column contains the "Pre-Start Request Submission" section, which has a red arrow pointing to it. The text in this section reads: "Thank you for using the Pre-Start system. This individual has been assigned the NetID: RKAJALE. If you have any questions regarding this process please call Peter Buch, Director, HR Technology, at 404-727-5222 or email hstechsupport@emory.edu." A "Help" link is visible in the top right corner of the main content area.

EMORY UNIVERSITY | Prestart | Log Out

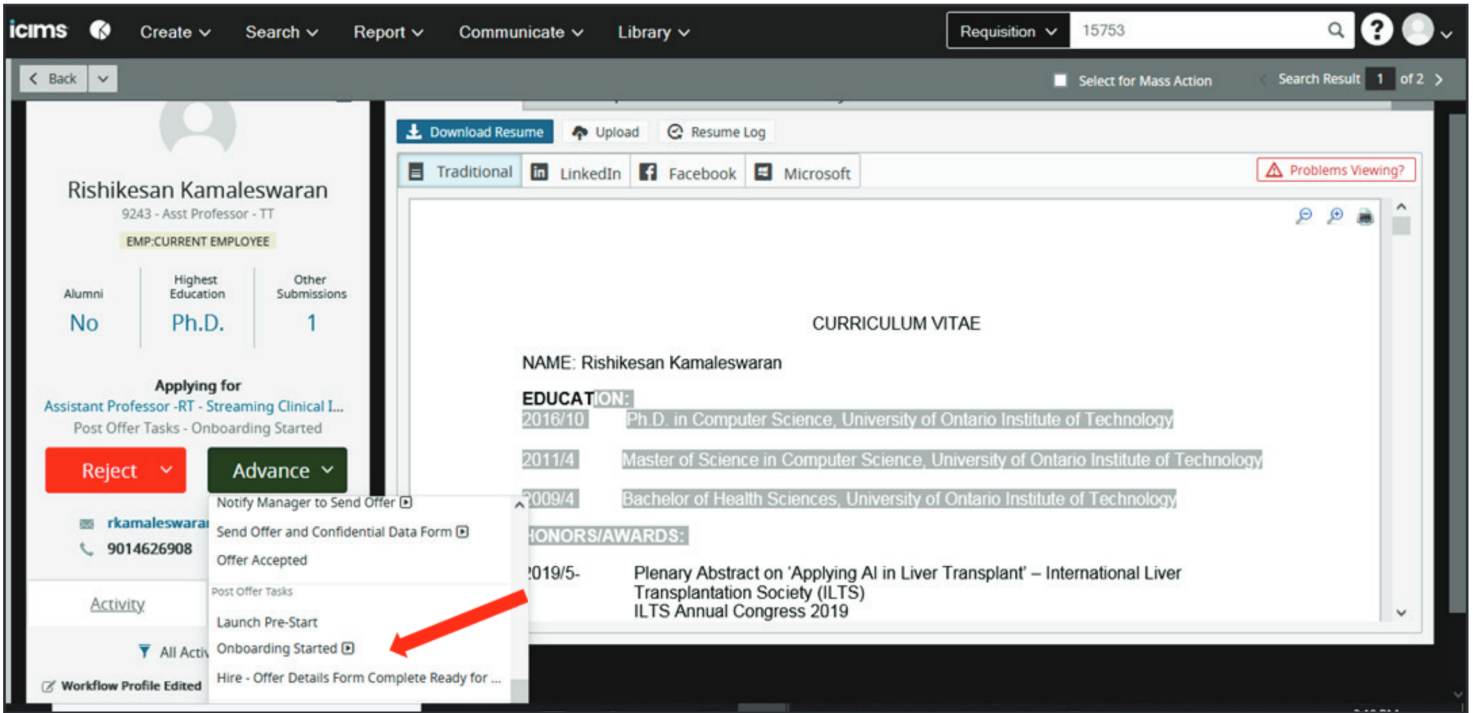
Pre-Start Request Submission

Thank you for using the Pre-Start system. This individual has been assigned the NetID: RKAJALE

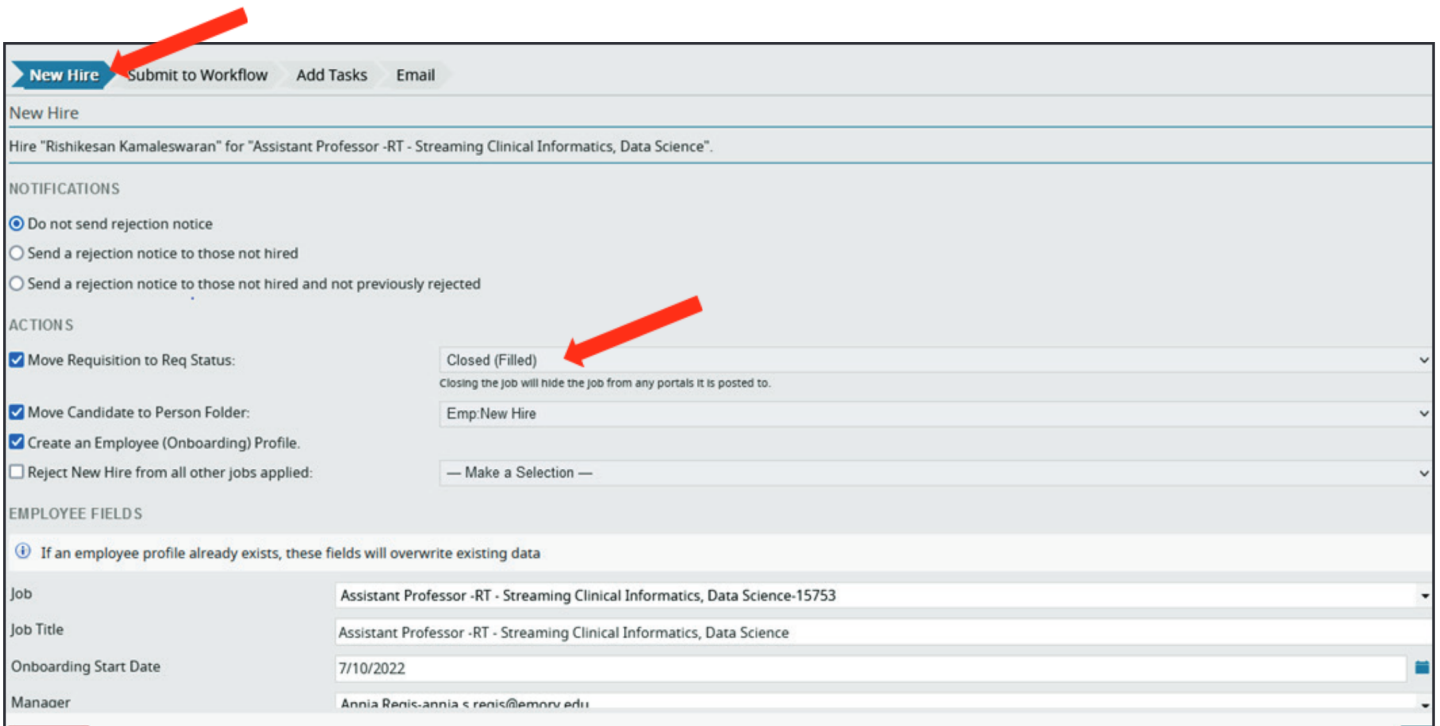
If you have any questions regarding this process please call Peter Buch, Director, HR Technology, at 404-727-5222 or email hstechsupport@emory.edu.

Help

3 The next step is to advance the candidate to begin **Onboarding**.



A four-step box will appear.



The first slide will have two things that needs to be completed.

1. It is possible the **Move Requisition to Req.** Status will show as Closed.

Please change that back to **approved** so you can continue viewing your requisition for the remainder of workflow.

New Hire Submit to Workflow Add Tasks Email

New Hire

Hire "Rishikesan Kamaleswaran" for "Assistant Professor -RT - Streaming Clinical Informatics, Data Science".

NOTIFICATIONS

Do not send rejection notice

Send a rejection notice to those not hired

Send a rejection notice to those not hired and not previously rejected

ACTIONS

Move Requisition to Req Status: Approved

Move Candidate to Person Folder: Emp.New Hire

Create an Employee (Onboarding) Profile.

Reject New Hire from all other jobs applied: — Make a Selection —

EMPLOYEE FIELDS

If an employee profile already exists, these fields will overwrite existing data

Job: Assistant Professor -RT - Streaming Clinical Informatics, Data Science-15753

Job Title: Assistant Professor -RT - Streaming Clinical Informatics, Data Science

Onboarding Start Date: 7/10/2022

Manager: Annia Renic.annia.renic@emory.edu

Cancel OK

2. Select **OK** to move to the next slide.

The next slide is where you will select what type of experience the candidate will have when signing in.

New Hire Submit to Workflow Add Tasks Email

Submit to workflow (Rishikesan Kamaleswaran)

Filter by: All New Hire Category Profiles

Select workflow

Available:

- Search Results
- 3198 - Advancement and Alumni Engagement
- 3354 - Winship Cancer Institute
- 3364 - Emory + Children's Pediatric Institute
- 3367 - Inactive
- 3503 - Emory Healthcare
- 3504 - Campus Life
- 3505 - LITS: Library and IT Services

Selected:

- Onboarding Workflow
- 3,517 - Emory University Standard

Assign Onboard Portal: onboarding

Cancel Submit

Select the **Filter by** box.

Select the community experience that you want the candidate to have.

Select **Submit**.

Next the candidate is sent tasks to complete.
These will be created to match how the requisition was built.

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

Add Onboarding Workflow Task(s)

TASK LIBRARY

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	14 Days After Task Assigned	2 Tasks	9/18/2019 9:15 AM
<input checked="" type="checkbox"/> EHC Confidentiality Statement	Emory	Form: EHC Confidentiality Statement	14 Days After Task Assigned	2 Tasks	9/18/2019 9:09 AM
<input checked="" type="checkbox"/> Link to External I-9 Management Site	Emory	Form: Emory Link to I-9 Form	5 Days After Task Assigned		9/18/2019 8:38 AM
<input checked="" type="checkbox"/> Direct Deposit	Emory	Form: Emory Direct Deposit	14 Days After Task Assigned	2 Tasks	9/18/2019 9:09 AM
<input checked="" type="checkbox"/> GA Withholding Form G-4	Emory	Form: Emory Georgia Tax Withholding (G4)	8 Days After Task Assigned	2 Tasks	9/18/2019 9:13 AM
<input checked="" type="checkbox"/> Emory Privacy and Security Awareness Training	Emory	Form: Emory Privacy and Security Awareness Training	14 Days After Task Assigned	1 Task	9/18/2019 9:10 AM
<input checked="" type="checkbox"/> Network ID (NFTID)	FIW	Form:	5 Days After Task Assigned	2 Tasks	9/18/2019 8:57 AM

Cancel **Add 18 task(s)**

Rarely do you edit these tasks.

Select **add tasks**

The last slide is the email you are going to send the candidate.

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

From: David Goetsch-david.goetsch@emory.edu

To: [Cc/Bcc](#)

Template category: All Templates

Template: Onboard Welcome Letter

Subject: Welcome to Emory!

Associated Recruiting Workflow: Rishikesan Kamaleswaran - ...

ello Recipient: Legal First Name,

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

e 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.

Preview Cancel **Send**

The email can come from you or select the recruiting email. We recommend that you copy yourself in case you need to send the email again.

Never launch onboarding again as the candidate will get a second request from you to complete all the forms again.

The letter can include a message from you, or you can attach specific information to the candidate.

Then select **Send** for the email to go to the candidate.

Now the candidate is in **Onboarding** status.

The screenshot shows the iMS interface for requisition ID 15753. The left sidebar displays the requisition details for 'Assistant Professor-RT - Stre...' with a status of 'APPROVED' and 'OPEN'. The main area shows a list of tasks for the candidate Imon Banerjee, with a red arrow pointing to the 'Onboarding Started' task.

When you are ready for the candidate record to go to the PeopleSoft que.

4

Select **Hire Offer Details form Complete, Ready for PeopleSoft.**

This auto generates a message to Faculty Recruitment that you are ready. No need to send an email.

The screenshot shows the iMS interface for candidate Rishikesan Kamaleswaran. The left sidebar displays the candidate's details, including 'EMP-NEW HIRE' status and 'Applying for Assistant Professor-RT - Streaming Clinical Inform...'. The main area shows the 'CURRICULUM VITAE' section. A red arrow points to the 'Hire - Offer Details Form Complete Ready for ...' option in the 'Activity' dropdown menu.

Please ensure all the candidates that were interviewed are marked as such, then reject and disposition all candidates. Then contact Faculty Recruitment to close the requisition.