



# Transition Overview



- ▶ iCIMS is the new applicant tracking system being implemented in partnership with Emory Healthcare to replace Kenexa/ BrassRing on March 21, 2018.
- ▶ Emory will now have one system for almost all hiring needs (rather than multiple systems).
- ▶ The mobile-friendly platform makes it easier for applicants to apply for jobs and for hiring managers to advance candidates through the hiring process, with easy scheduling of candidate interviews.
- ▶ iCIMS offers greater transparency. Dashboard reports let you know exactly where each of your applicants are in the process, from initial screening to onboarding, and overall metrics on all of your requisitions.
- ▶ iCIMS facilitates greater collaboration between hiring managers and recruiters to enhance user satisfaction and communication.

## Features

- Your hiring manager dashboard includes features that allow you to better manage and monitor candidates as they navigate the recruiting, interview, and offer/post-offer processes. The system tells you what you need to know and what action you need to take.
- Built-in email templates save you time on scheduling interviews, communicating with candidates and creating offer letters.
- iCIMS allows requisition approvals and offer approvals through mobile-friendly emails.
- iCIMS also has robust features for finding and communicating with candidates who are not actively seeking jobs.

## Resources

To help you adapt to using iCIMS, the following tools and resources will be available:

### TRAINING

Initial training for system users will take place February 19-March 9, 2018 (in-person and webinar options). Additional training will continue after the system goes live. Video recordings of the training will also be available.

### ONLINE JOB AIDS (Coming Soon)

The iCIMS Resources webpage on the HR website will provide job aids, tip sheets, and videos to help guide users through the system step-by-step.

## Timeline

