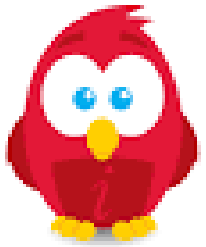
EMORY +YOU

Your Career

icims®

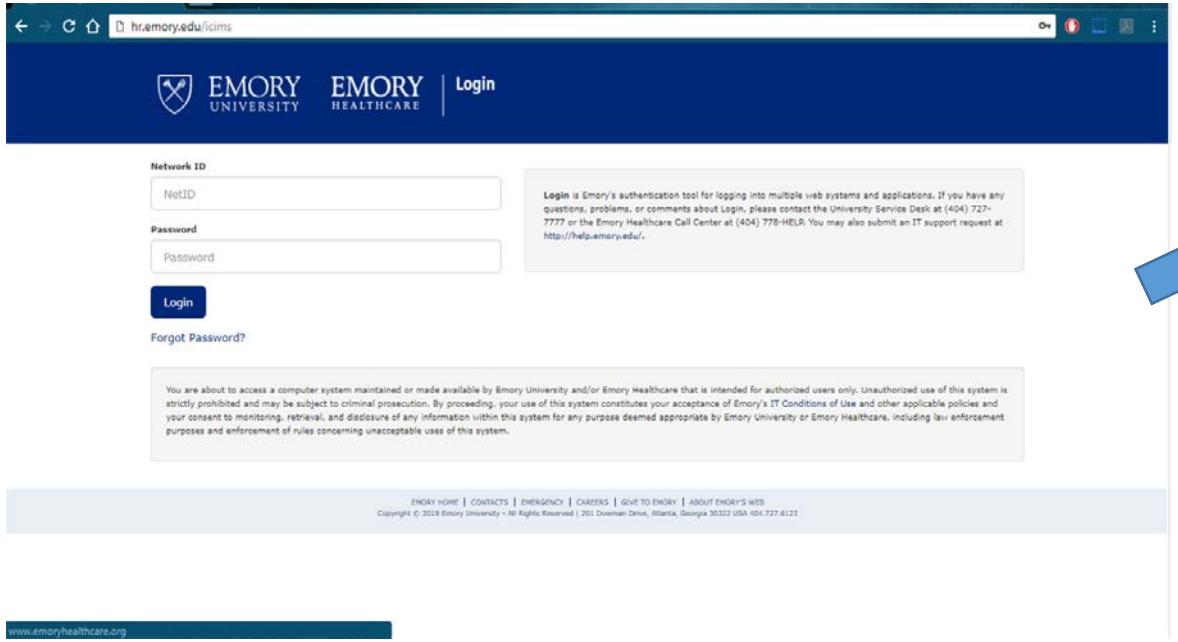
Hire Expectations®



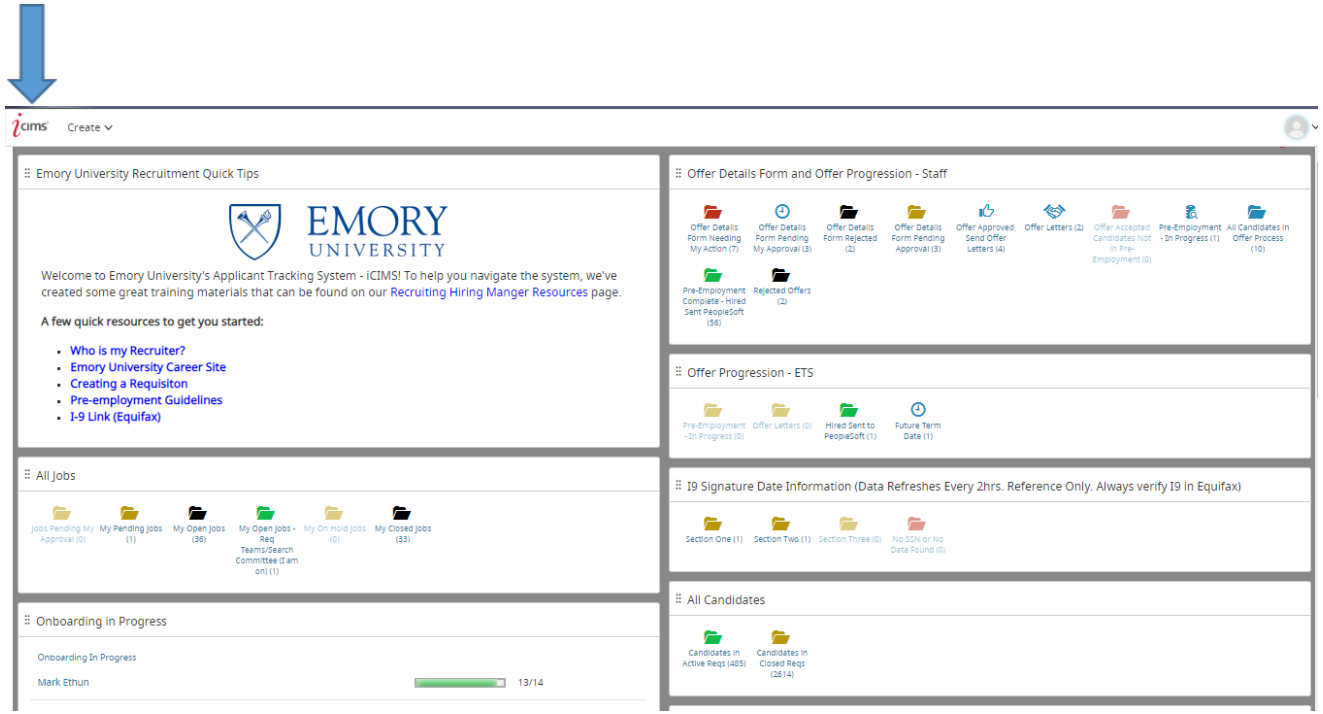
Staff Recruitment Training for HR Leaders

Getting Started

- Every employee at Emory has access to the iCIMS system. Log into iCIMS using the single sign-on URL: http://hr.emory.edu/icims
- Log in by entering your NetID and Password OR by clicking the “Emory Recruiting System – iCIMS” tile under Workforce Administration in PeopleSoft.

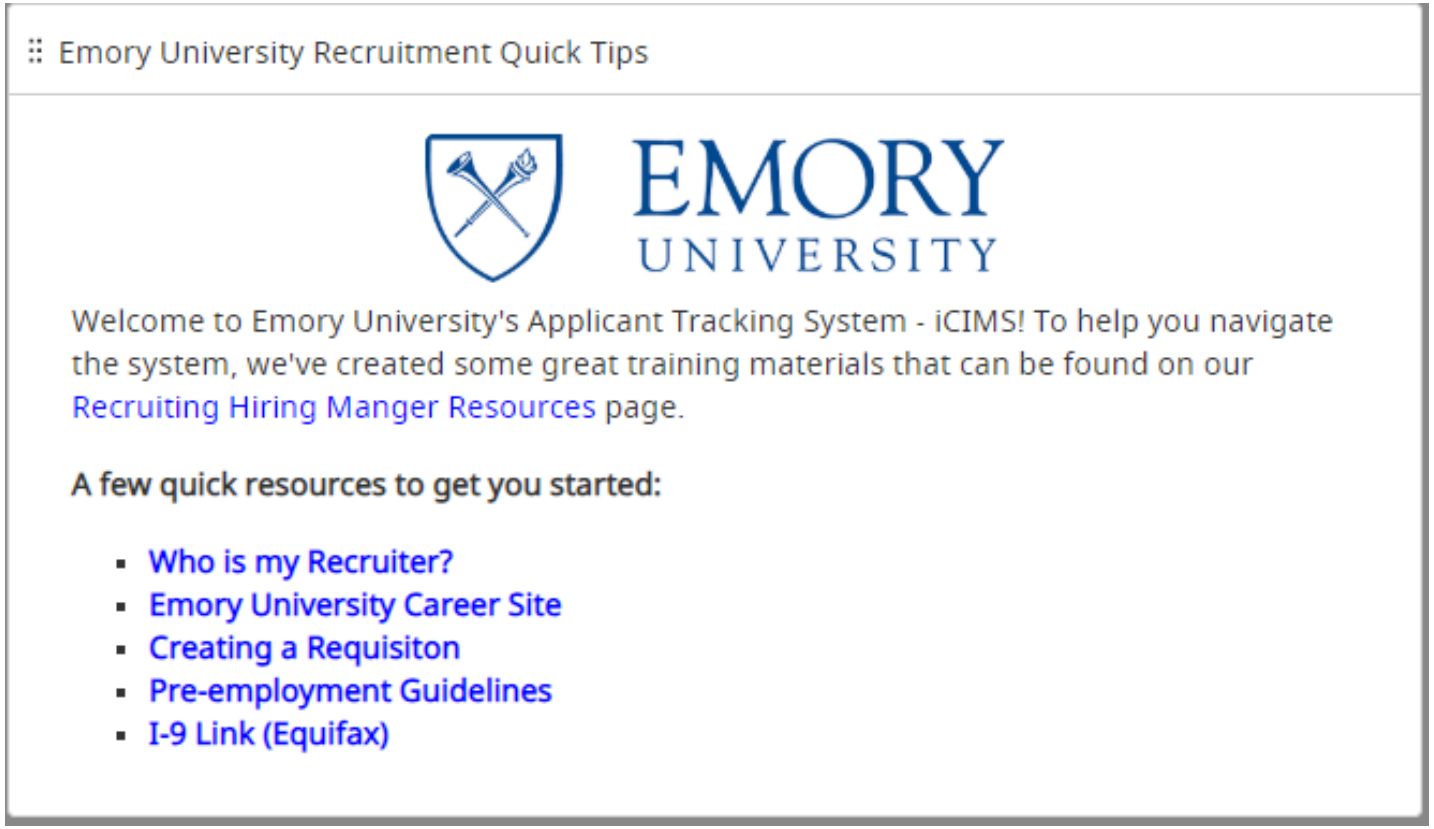


The Req Administrator Dashboard



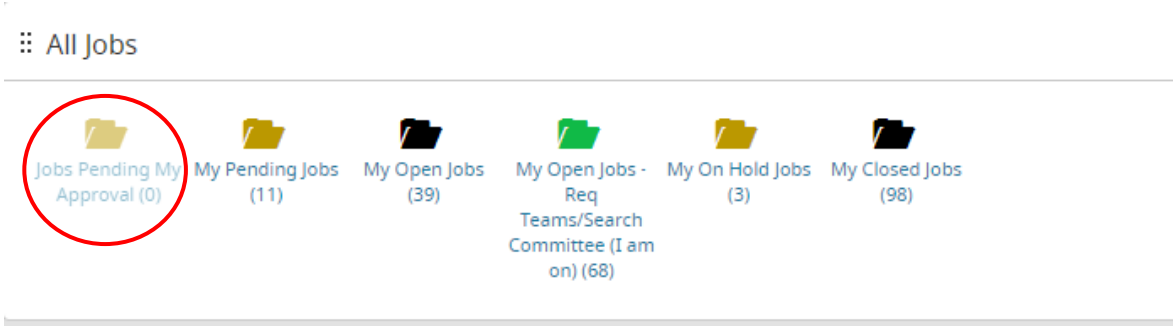
The Dashboard is your Home page and includes specific actionable items for your Recruitment and Hire Workflow. Your Dashboard will show you every Requisition that you are associated with. It will also show you candidates and track onboarding. **Click the iCIMS logo** in the top left corner at anytime to return to the dashboard. Click dashboard panels for a more detailed information and to take action.

Need help? Recruitment resources are on your dashboard.



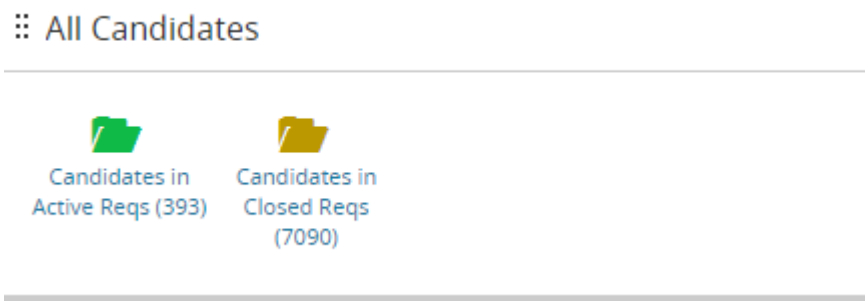
All Jobs

Track requisitions that you are associated with.
Jobs Pending My Approval – Requires your approval in iCIMS



All Candidates

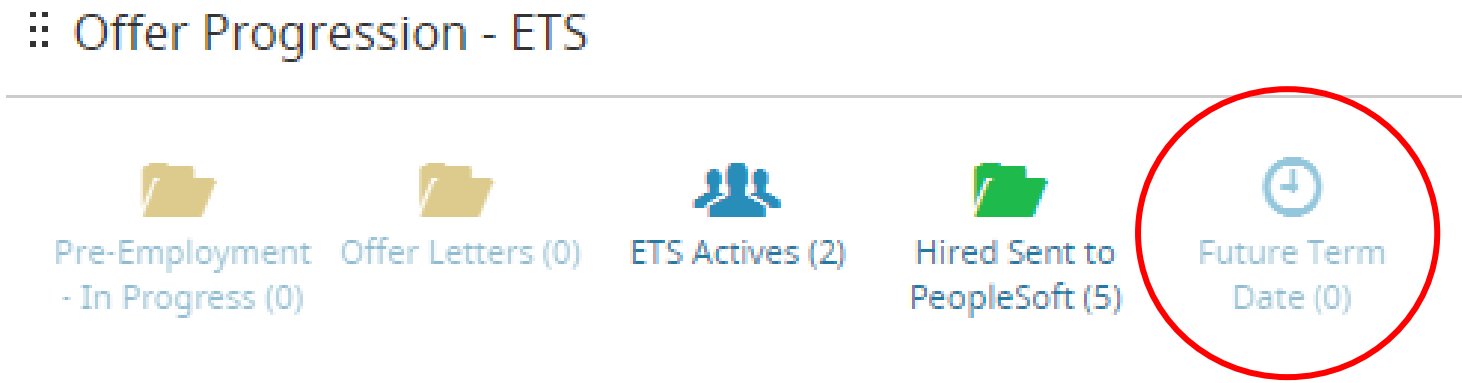
Shows candidates that are in any requisitions you are associated with.



Offer Details Form and Offer Progression - Staff

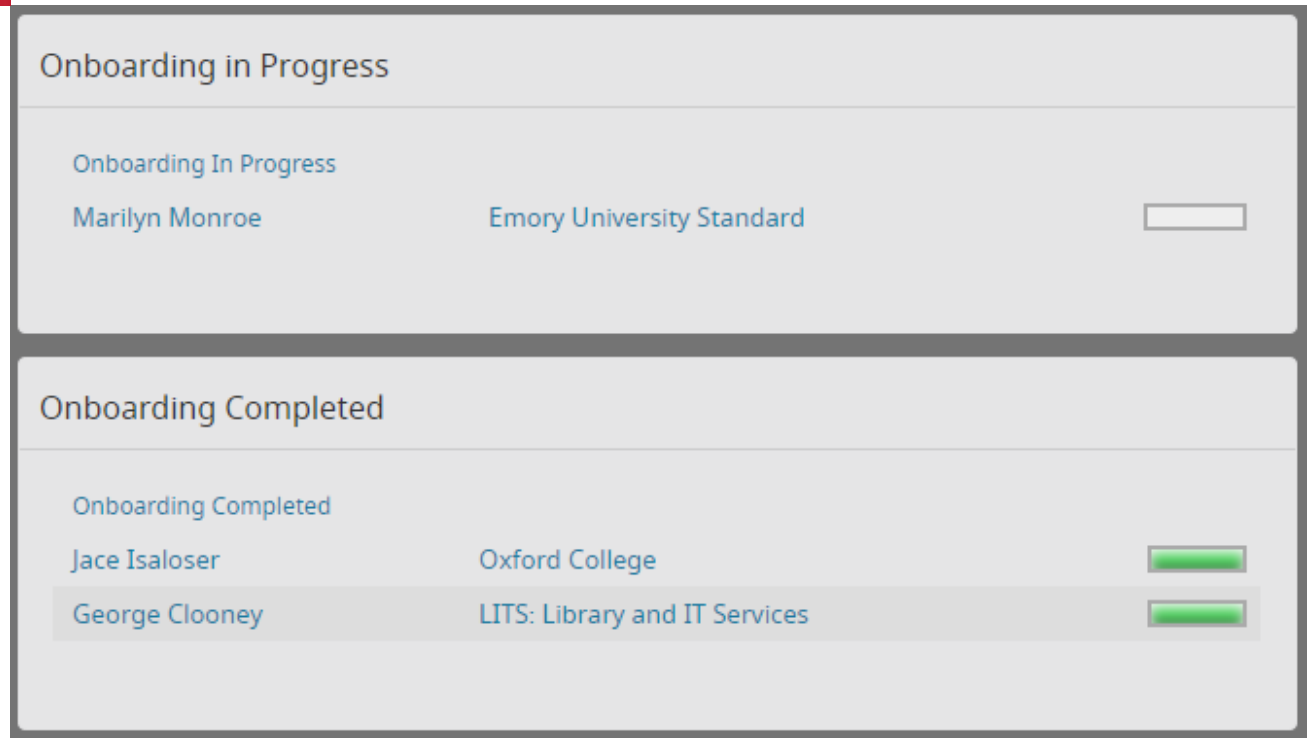
Track the progress of your offer. There are separate panels for Staff, Faculty and ETS offers.
Offer Details Form Needing My Action, ODF Pending My Approval, Offer Approved Send Offer Letter require action by the Req Administrator!

Offer Progression - ETS



Future Term Date widget will show employees who show a future term date within 30 days on the Offer Details Form.

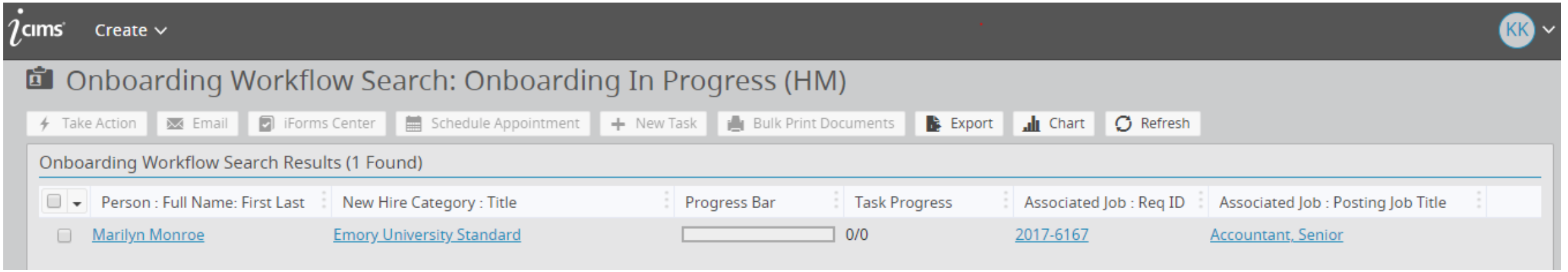
- If an employee appears in this widget with an incorrect term date, please reach out to your Recruiter to discuss the termination and/or next steps dependent on the situation.



Onboarding

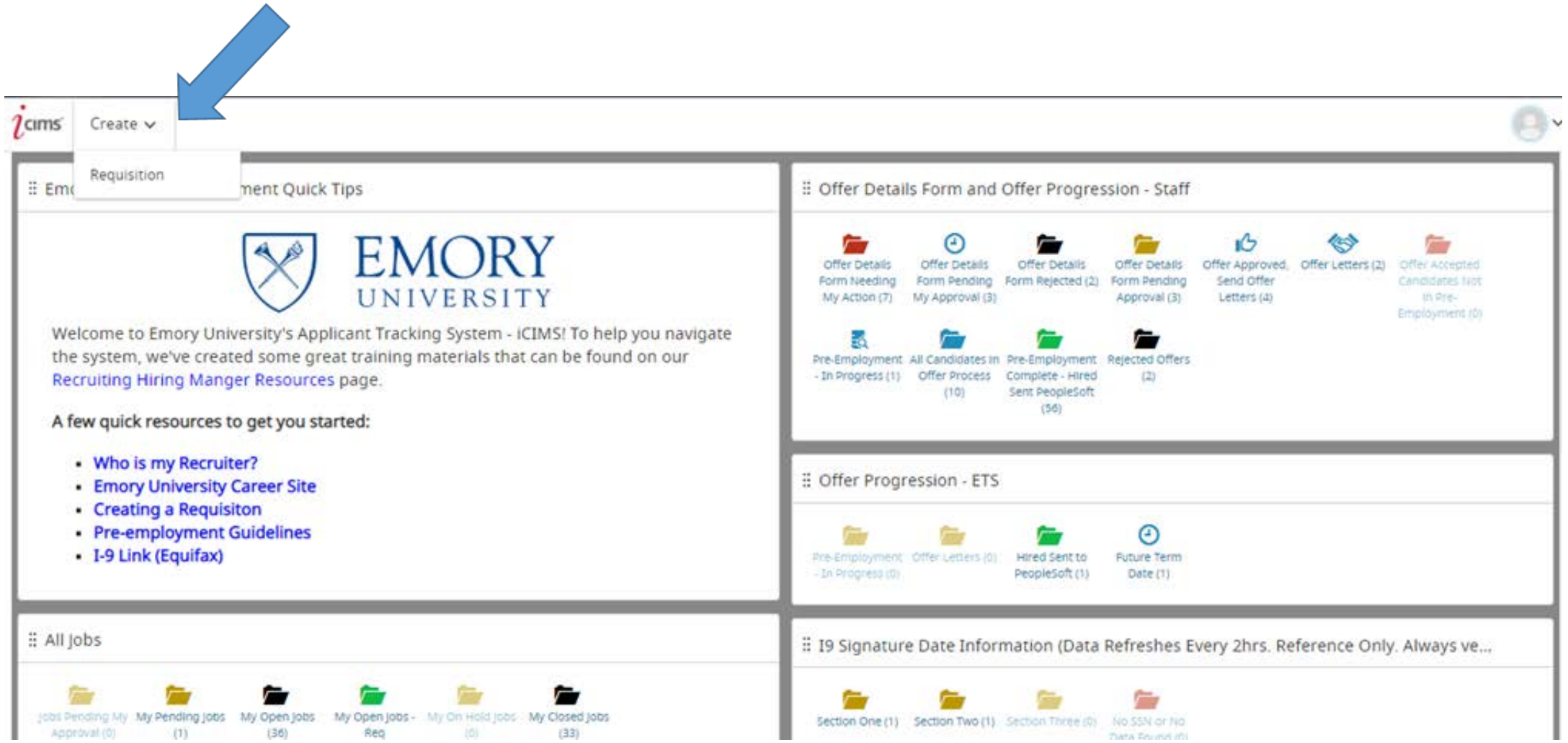
Track the progress of onboarding tasks and view new hires who have completed onboarding.

The Recruiter will initiate the onboarding of your new hire. The new hire will use their iCIMS login information to complete all assigned onboarding tasks in the iCIMS system.



Creating a Requisition

To create a Requisition go to the top left corner: click create, click Requisition.



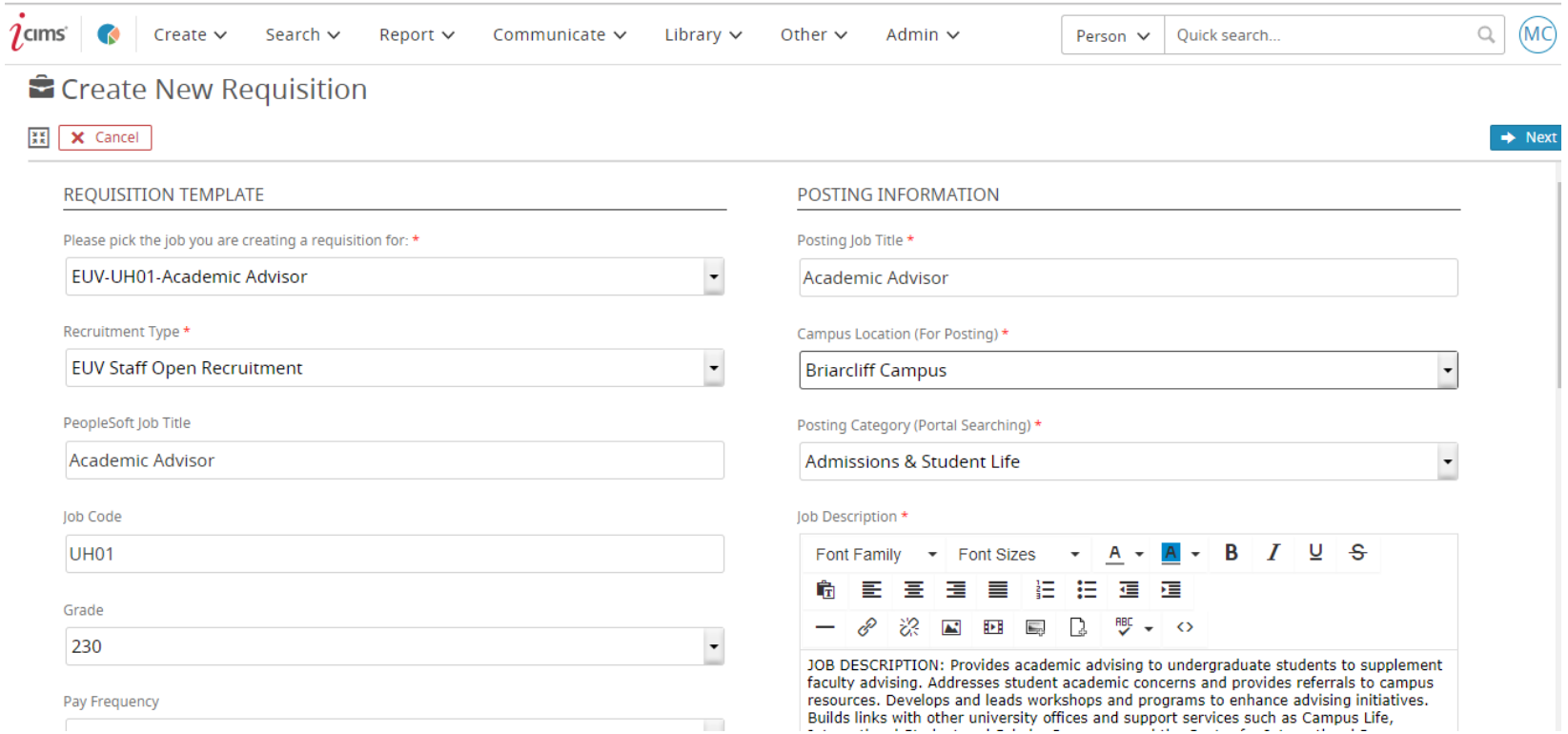
Creating a Requisition: Tab One

When creating a Requisition, make sure all data is entered correctly or you must re-enter the Requisition. You can not save a Requisition until all four tabs have been completed. The following fields are required:

1. Job Code **(Must be selected first or you will lose all other entries)**
2. Recruitment Type
3. Job Posting Title
4. Campus Location (For Posting)
5. Posting Category (Portal Searching)

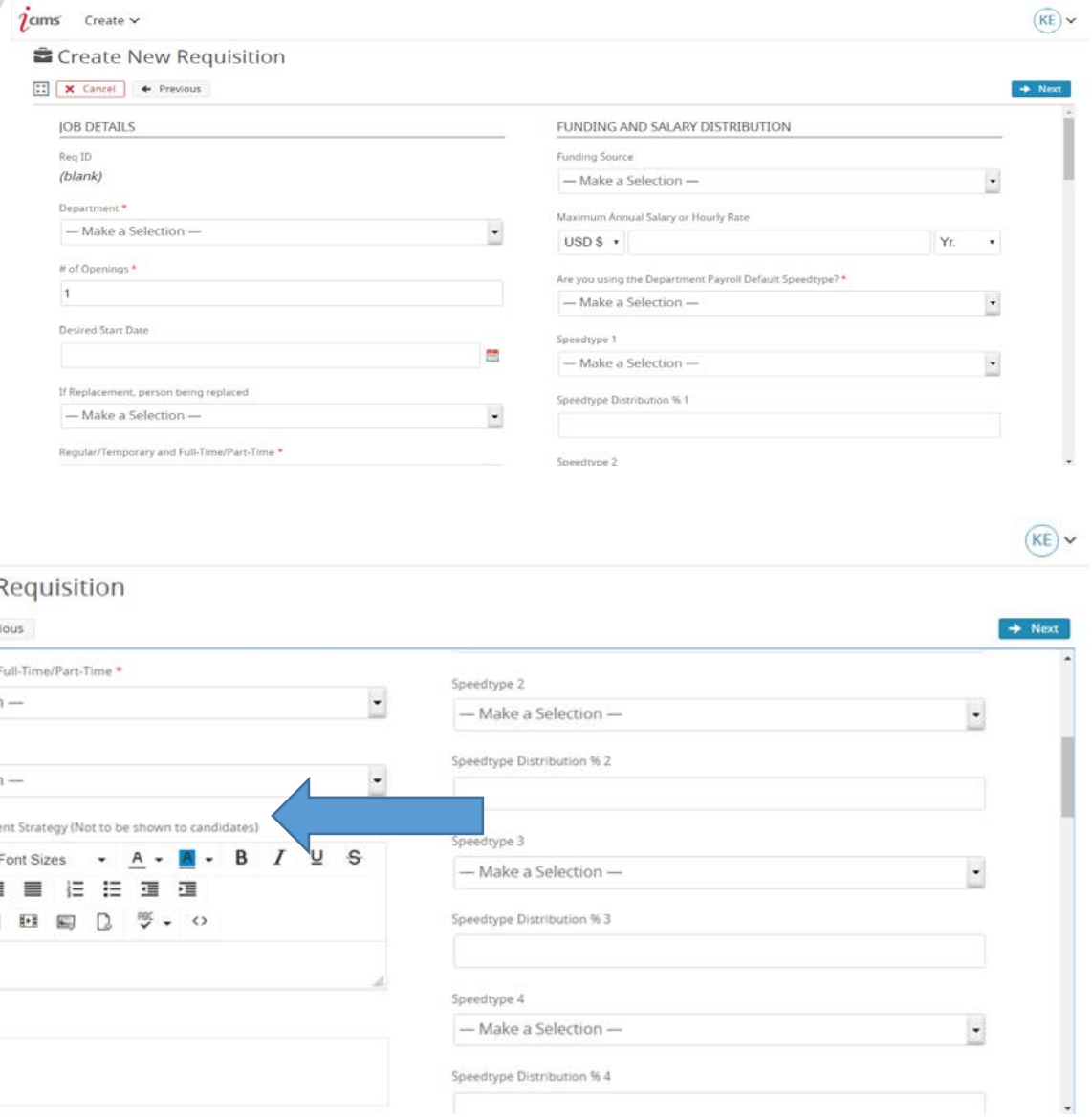
- Job Description should not be edited
- Add additional job details and/or preferred qualifications in the Additional Details section.

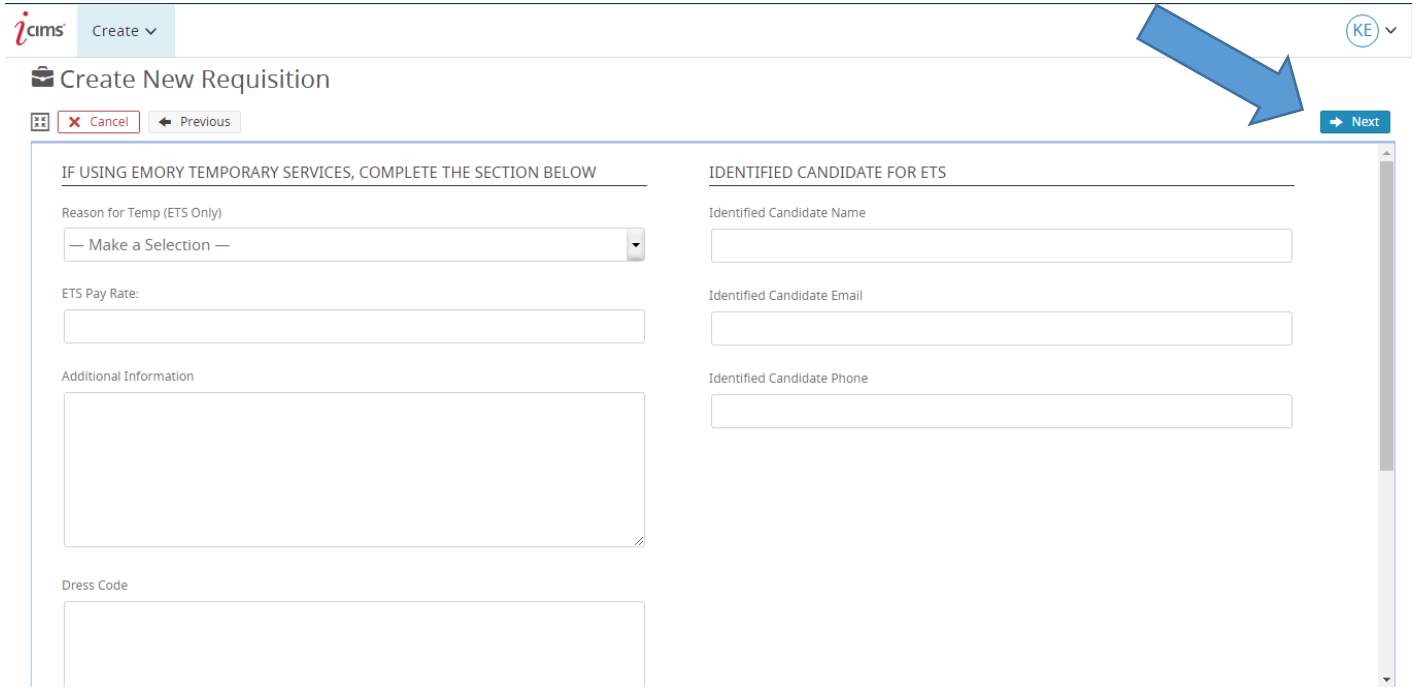
Note: EUV/EHC/ETS will proceed the job code indicating which entity the job code is for.



Creating a Requisition: Tab Two

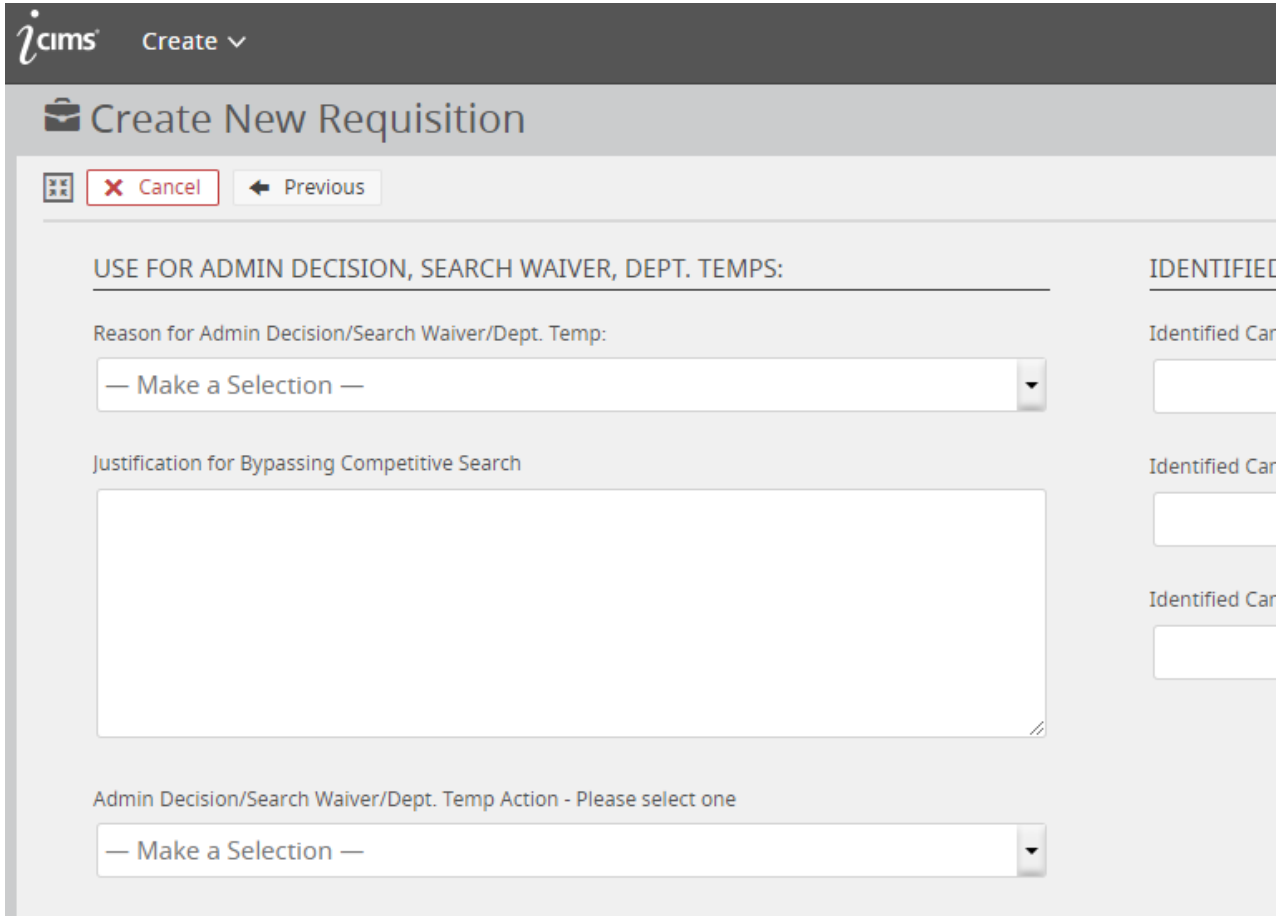
On this page complete all the required fields. Required fields are marked with a red asterisk. Enter any information that should be provided to the Recruiter, but not posted on the job Requisition in the Internal Notes field.





Please complete this page if it is an ETS Requisition. If Requisition is not for an ETS hire, leave all fields blank and click ‘Next’.

Creating a Requisition: Tab Three – Emory Temporary Services



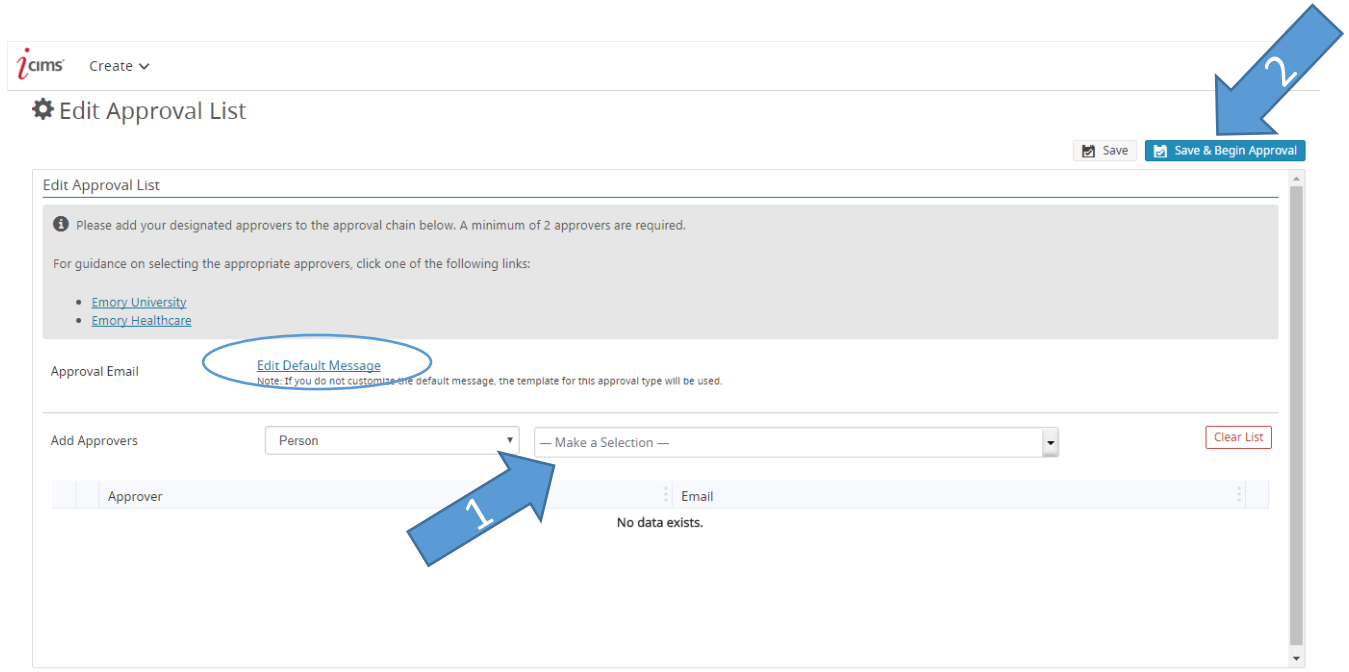
Please complete this page if Requisition is an Administrative Decision Requisition. Also use for a pre-identified Non-ETS Departmental Temp > 6 months. Otherwise, leave all fields blank and click ‘Finish’.

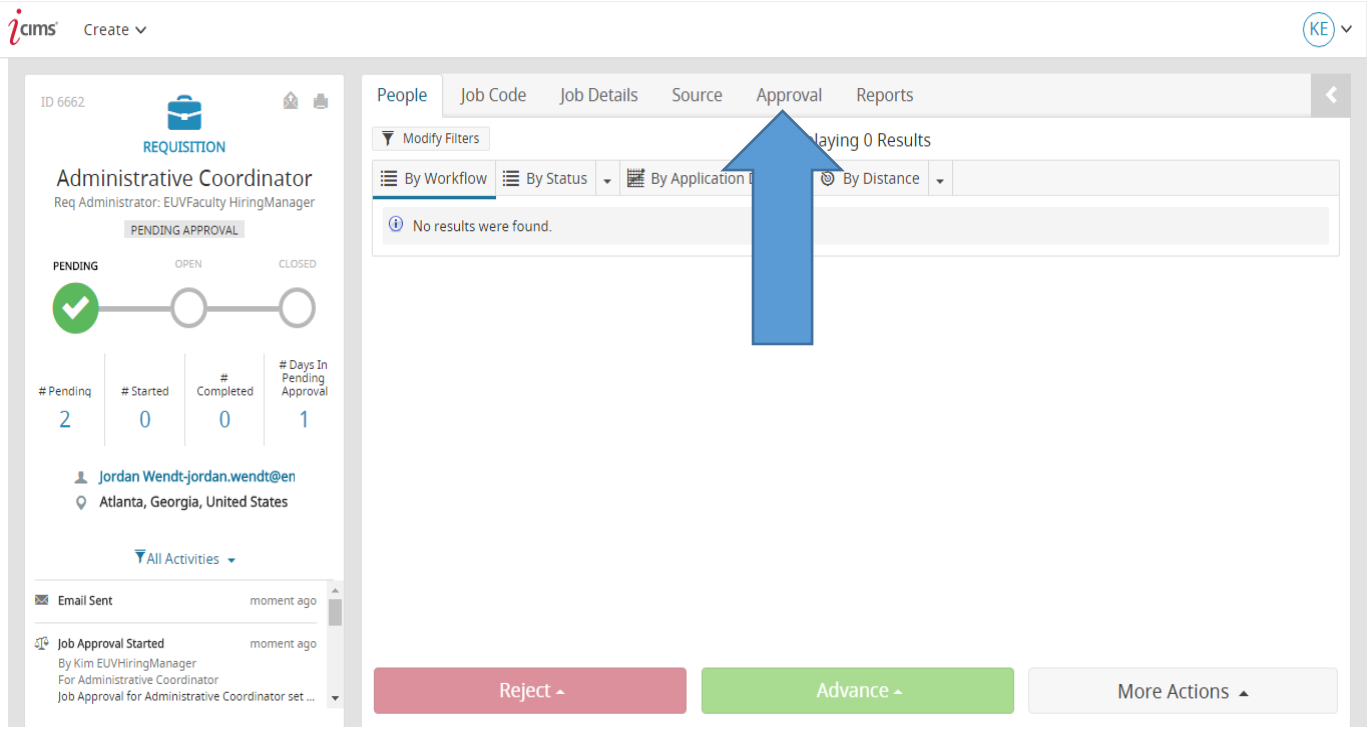
Creating a Requisition: Tab Four – Administrative Decision

Adding Requisition Approvers

- Must add a minimum of two approvers. More than two approvers may be added if needed. Approvers will be notified to approve in the order in which they are added. Once complete click, ‘Save & Begin Approval’. Clicking ‘Save’ will create a Requisition without routing for approval.

- Approvers will be sent a default email, you may edit this email if necessary by click “Edit Default Message”

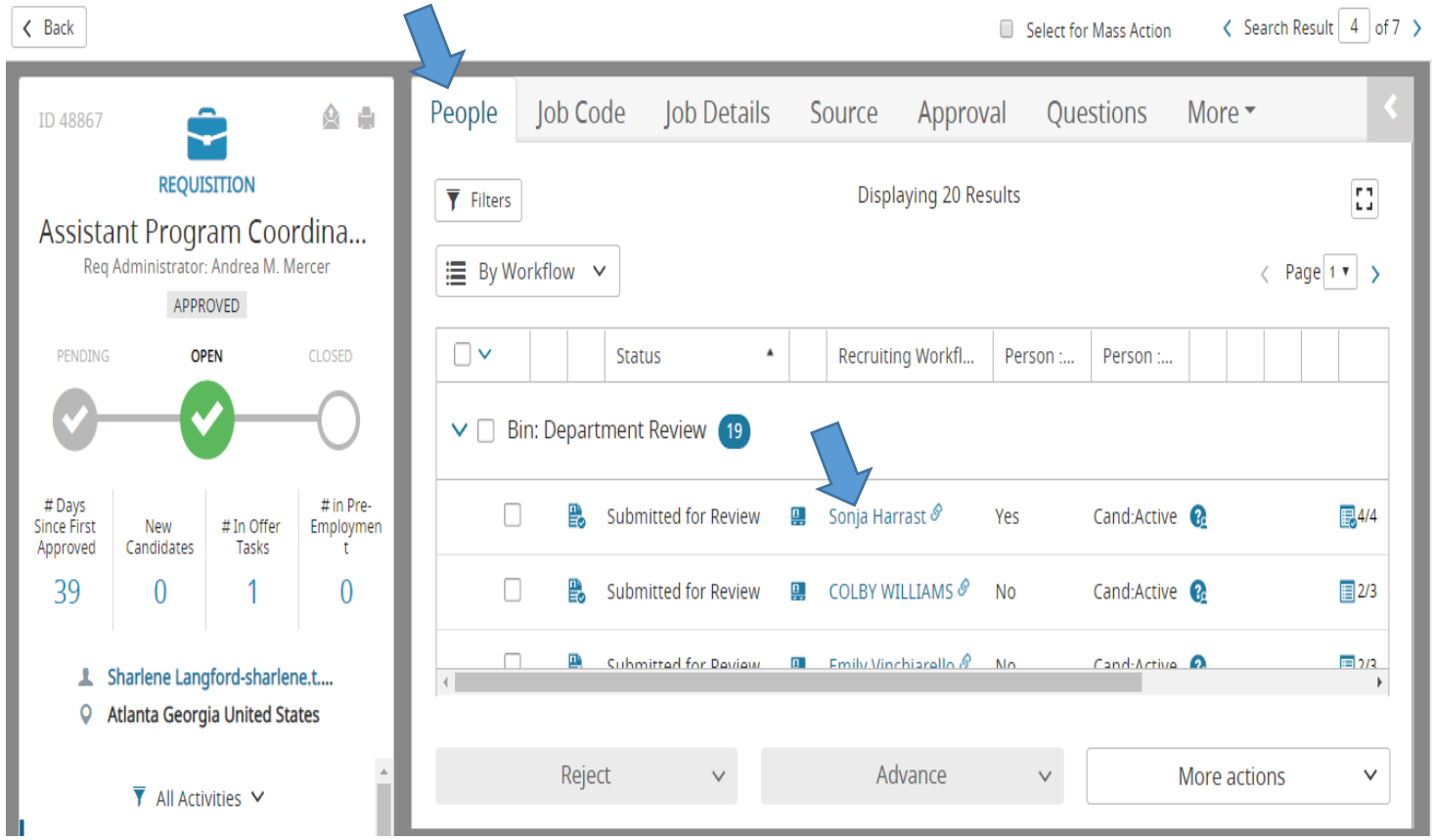




Congratulations, you're Requisition is created! The approvers that you listed will be sent email notifications to approve or decline the Requisition. You can check the progress of the approval process at anytime by clicking on the Approval tab within the Requisition.

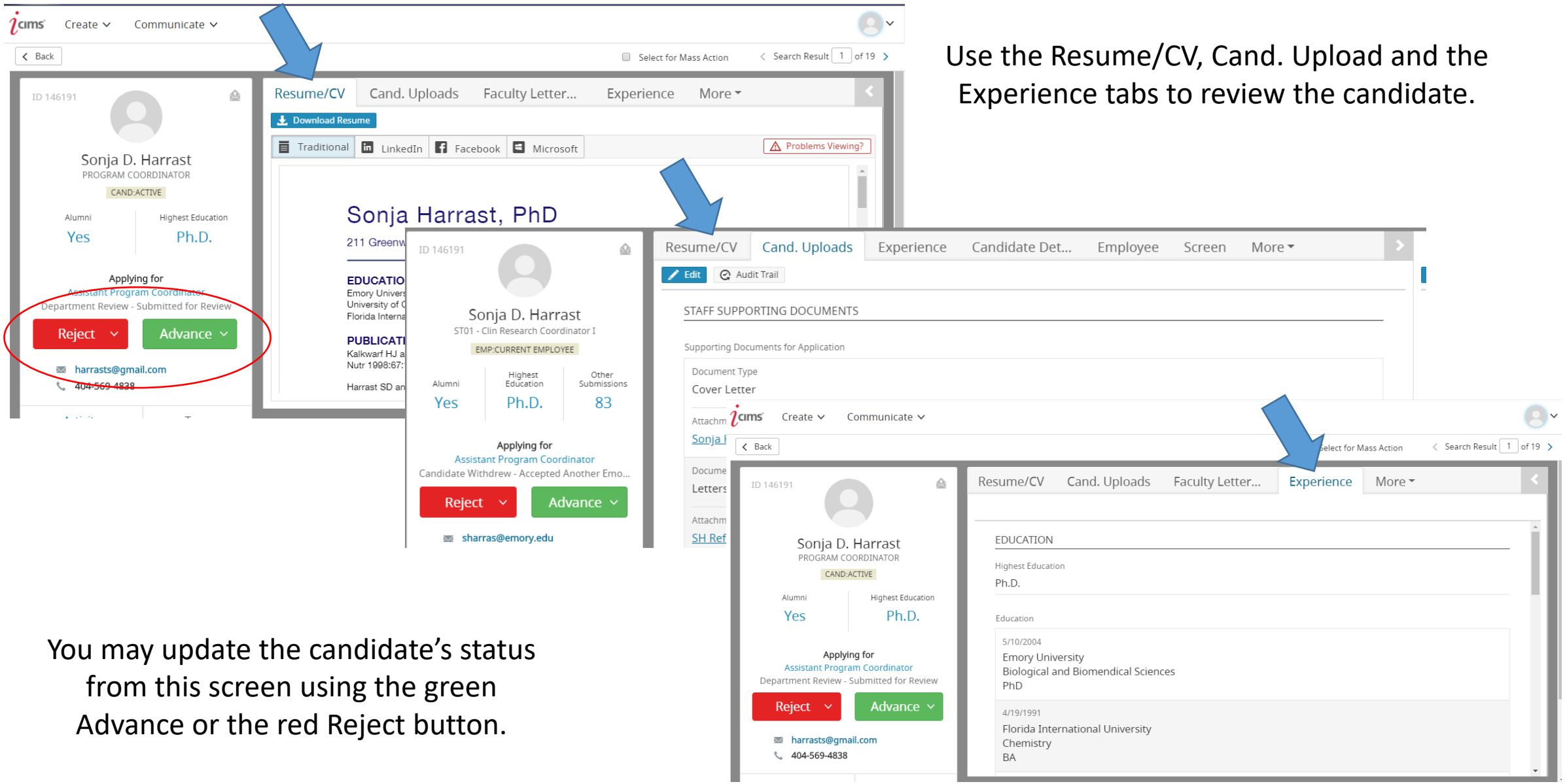
Requisition Created

Reviewing Candidates



Candidates submitted to the department for review will appear on the People tab in the Requisition. Click the Candidate's Name to review their resume and application.

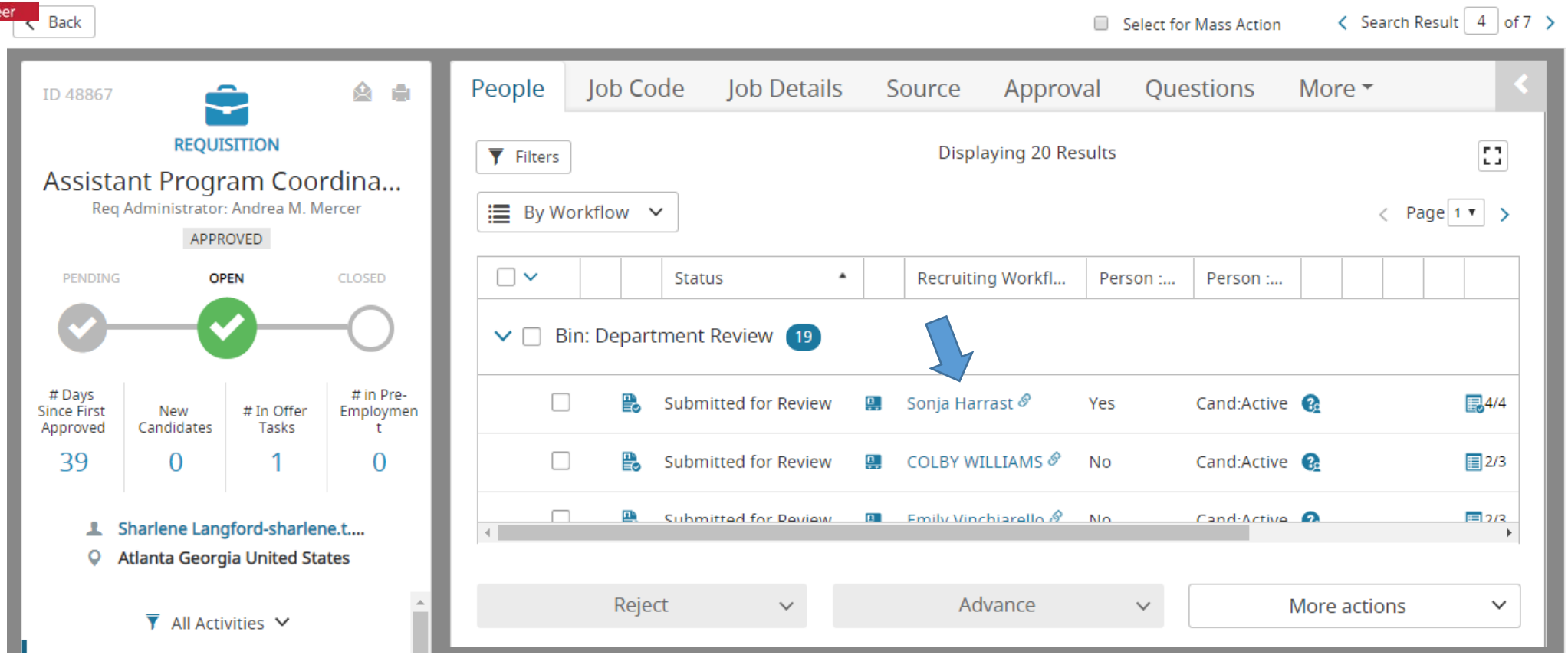
Reviewing Candidates



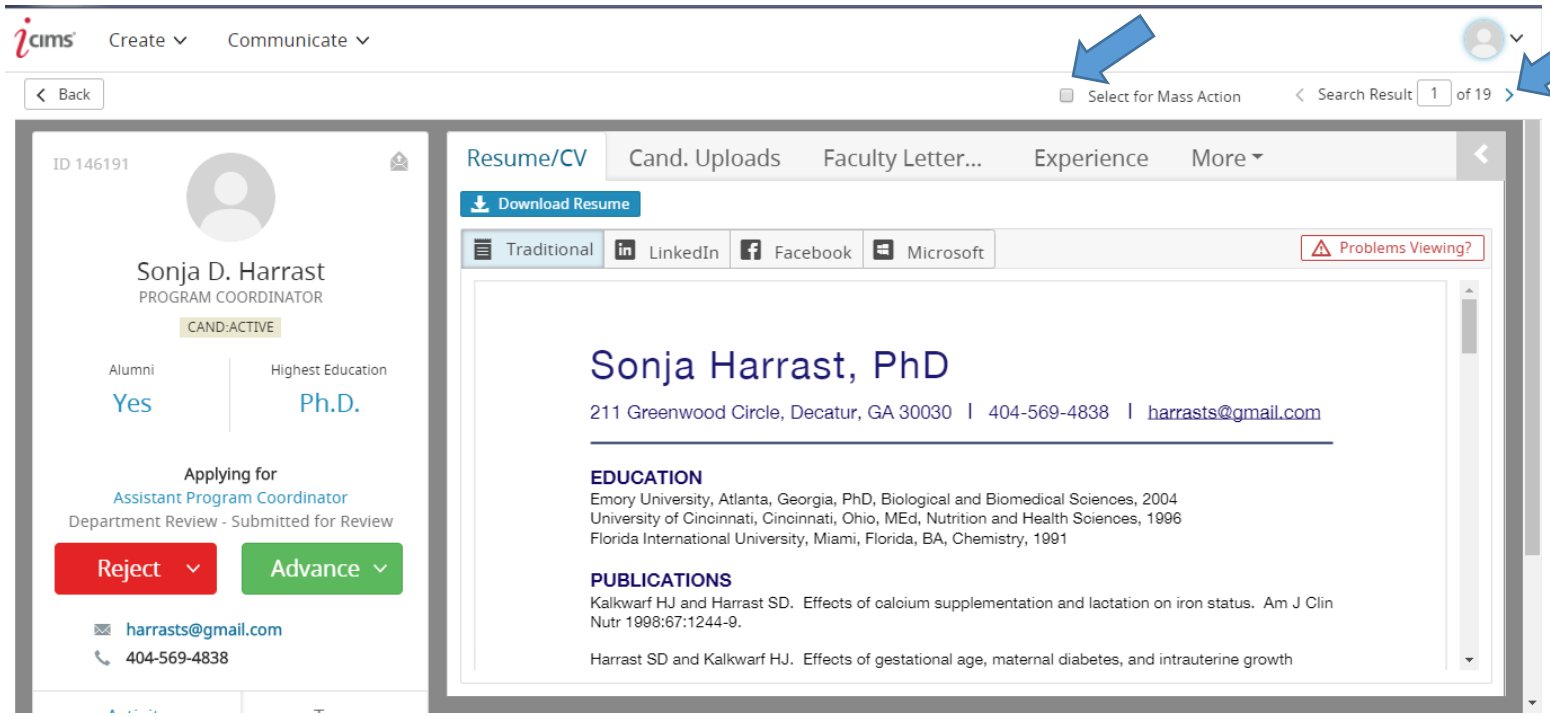
Use the Resume/CV, Cand. Upload and the Experience tabs to review the candidate.

You may update the candidate's status from this screen using the green Advance or the red Reject button.

To review multiple candidates, click the first candidate's name under Department Review.



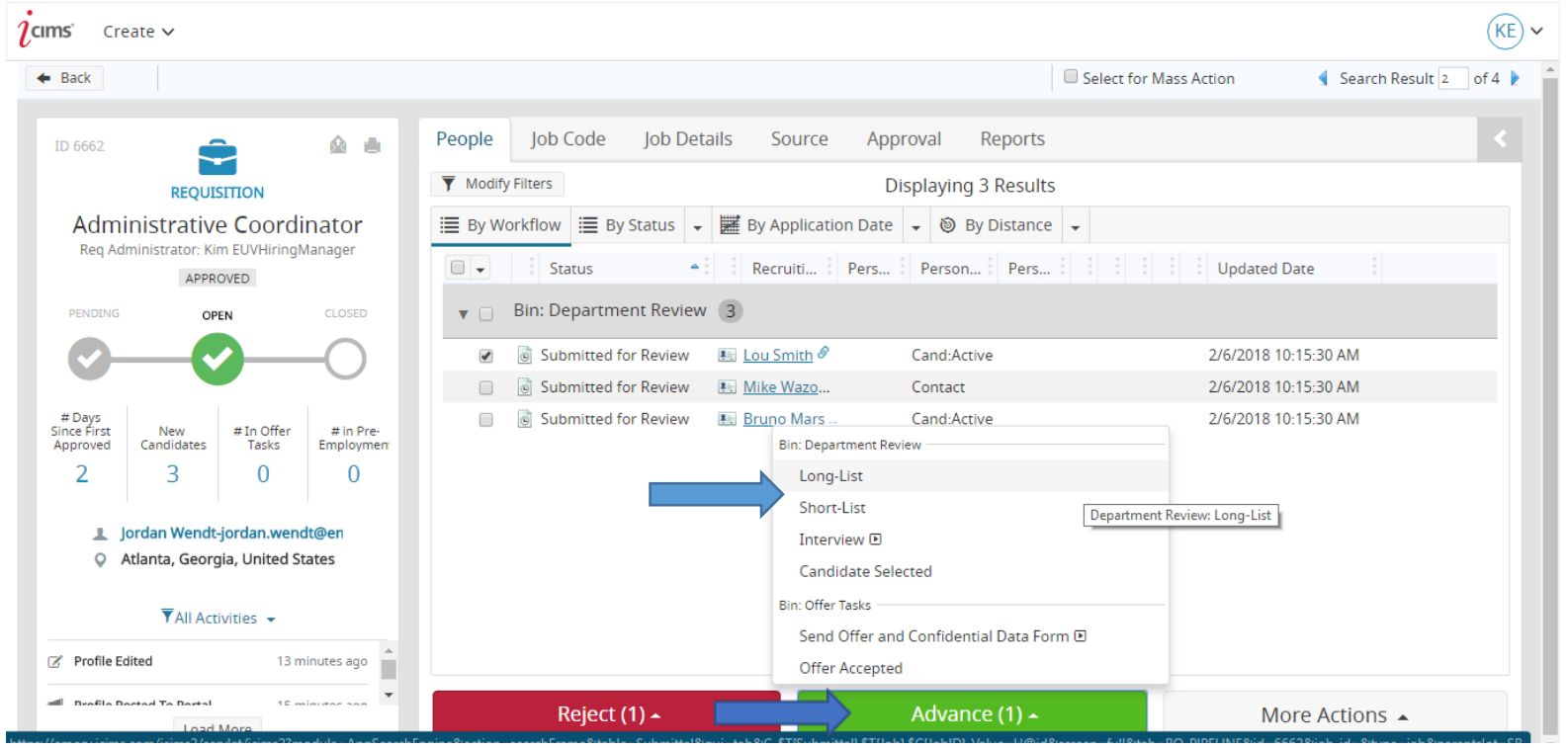
Reviewing Multiple Candidates



- Click the triangle icon to view the next candidate's resume without going back to the Requisition People Tab.
- Check the box next to "Select for Mass Action" to advance or reject multiple candidates at the same time. **All candidates selected for mass action will update to the same status.**

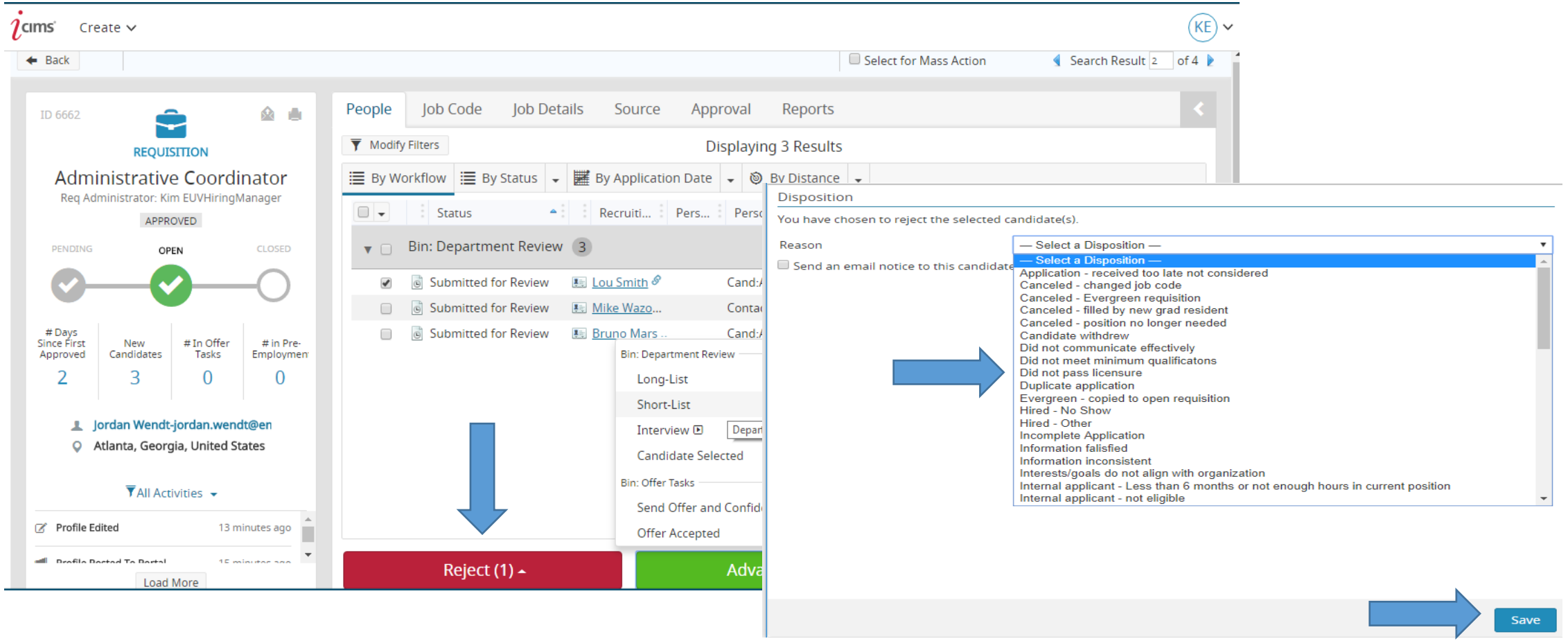
Reviewing Multiple Candidates Tool Bar

Reviewing Candidates: Long List/Short List Statuses



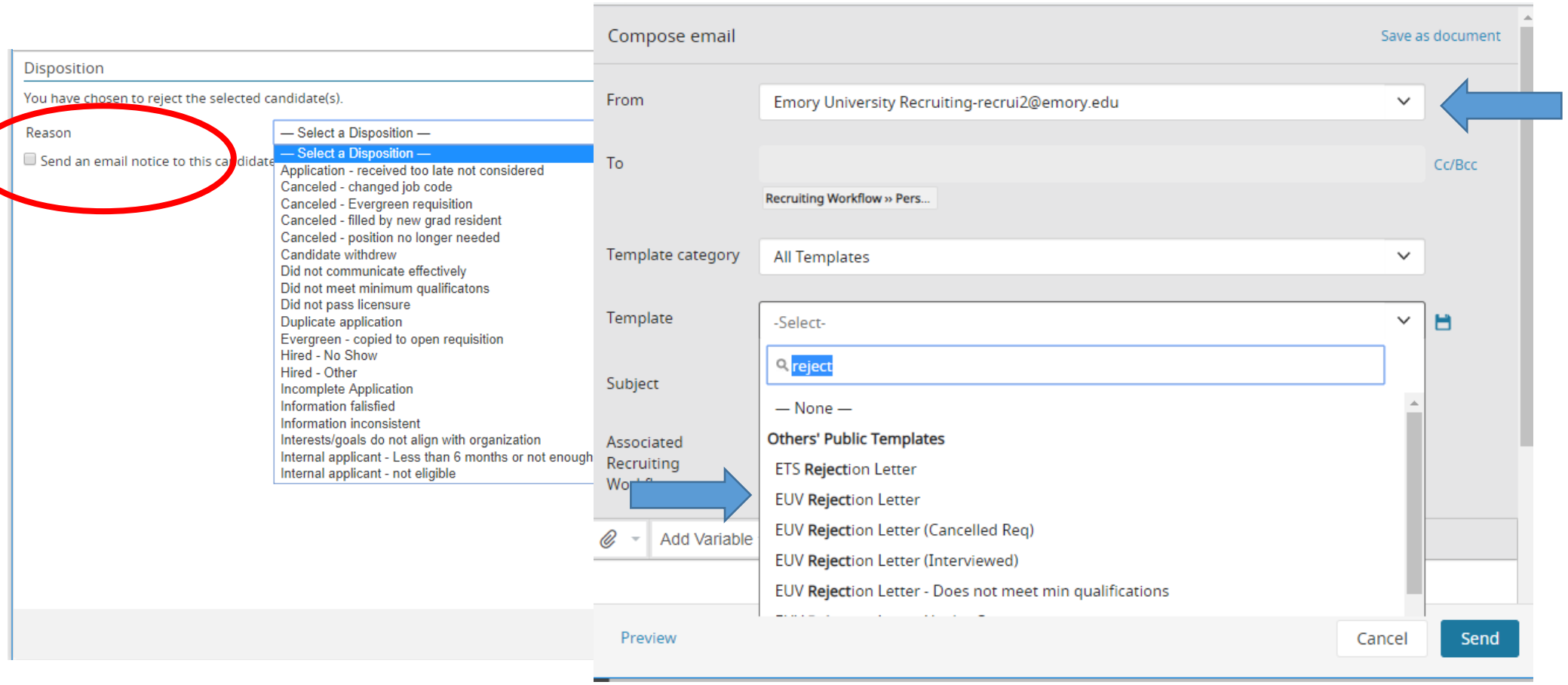
By clicking the green Advance button move candidates into the Long-List and Short-List statuses. These statuses are used to organize candidates while identifying those who will move forward to interview stages. Candidates in these statuses will remain under consideration but will not know if they have been assigned to a Long/Short list.

Reviewing Candidates: Dispositioning



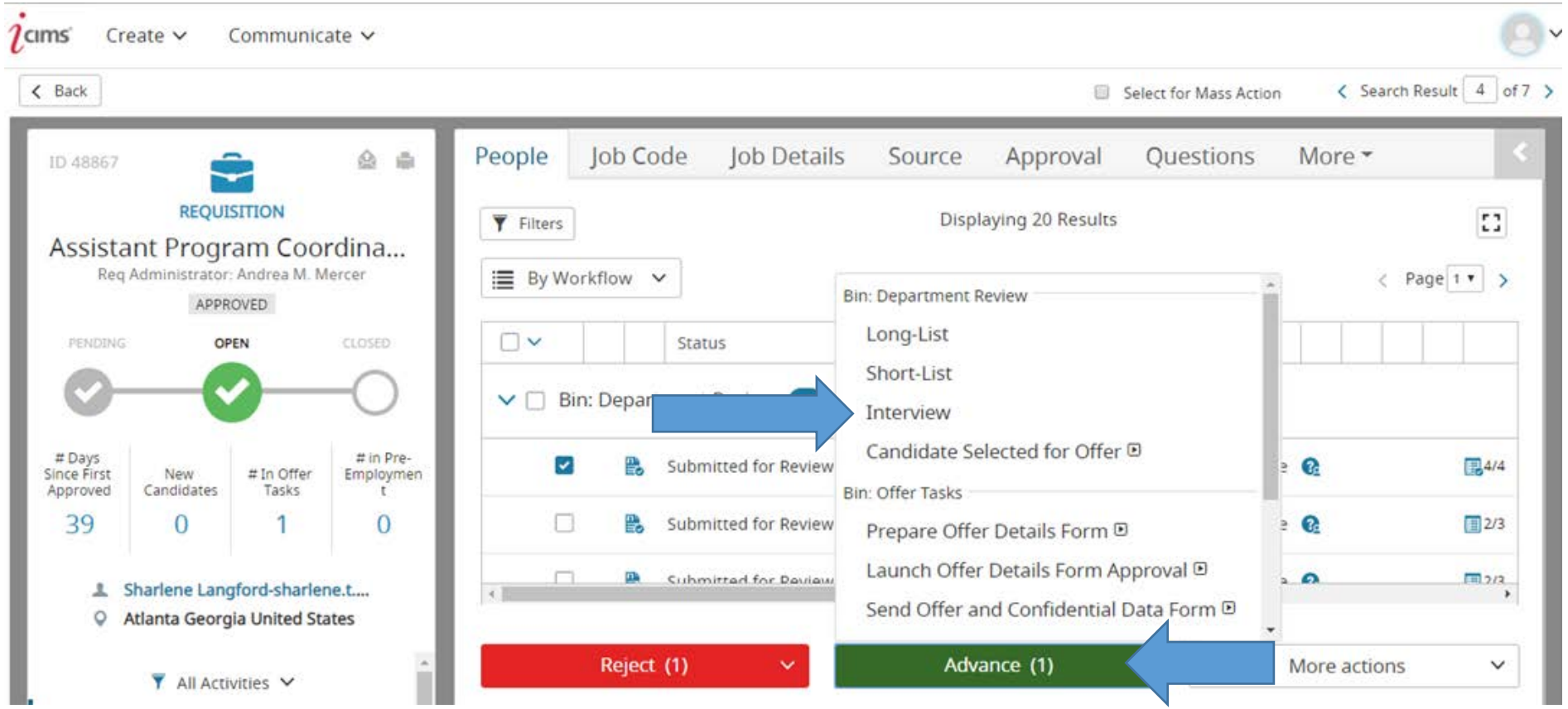
Use the red Reject button to move candidates no longer under consideration to “Rejected” status. You ***must*** choose the appropriate disposition from the drop down list and click “Save”.

Sending a Rejection Email



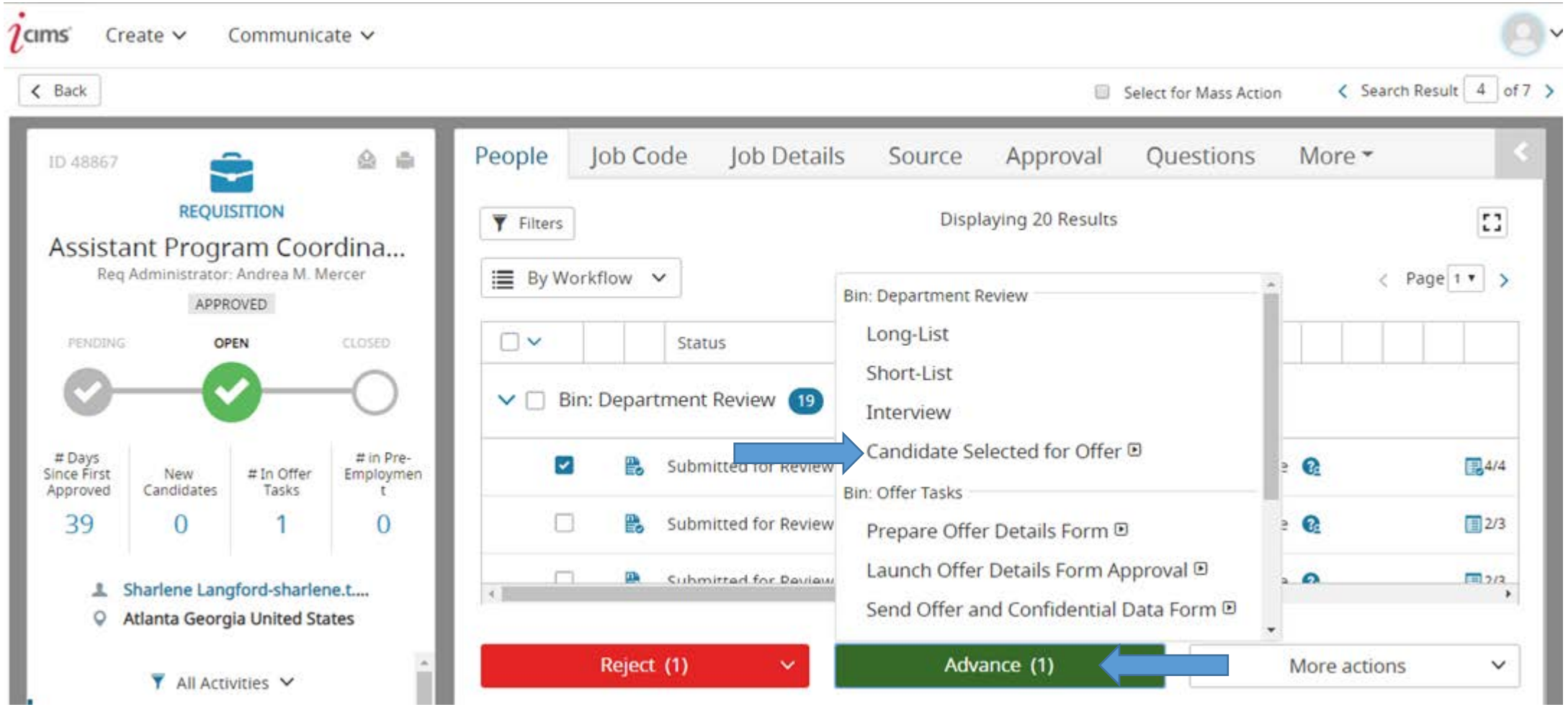
After selecting the disposition reason, check the box to “Send an email notice to this candidate”. In the email tool, select the appropriate email template. Typing “reject” in the search bar will bring up all template options. You may want to change the sender from your personal email to Emory University Recruiting.

Documenting Interviews



For compliance purposes, every candidate interviewed should be documented in iCIMS. To do this, use the green advance button to move each candidate interviewed into “Interview” status. Interviews can take place on campus, or via phone/Skype. **Best practice: 3 interviews per 1 hire.**

Identifying a Finalist



When a finalist has been identified, use the green Advance button to move the candidate into “Candidate Selected for Offer” status. Moving the candidate into this status will prompt a notification to the Recruiter to initiate reference checks and provide a salary recommendation.

Skill Survey Reference Check

- Online, automated reference check that uses job-specific surveys to provide comprehensive insights into candidates.
- Candidate will receive email from Skill Survey to enter references, references will receive request to complete survey. Once the reference report is complete the Recruiter will share feedback with hiring department.
- Report consists of scaled questions and open-ended feedback.
- Reference feedback should be reviewed PRIOR to extending the offer!
- If the department elects to complete a reference check outside of the Skill Survey system, a summary of the feedback received should be provided to the Recruiter.

Prepare Offer Details Form

Once the department and the Recruiter have determined the compensation amount and references have been reviewed, the Recruiter will send the Req Administrator an email requesting that the Offer Details Form be completed. The Req Administrator may access this form by a link sent via email notification. The Offer Details form may also be accessed via a dashboard notification in the My Offer Details Form and Offer Progression - Staff panel.

EMORY UNIVERSITY

Dear Kim,

Using the link below, please complete the Offer Details Form for Lou Smith.

The finalized compensation rate for this candidate is: $50,000

Requisiton ID: 6662
Requisition:Administrative Coordinator
Offer Details iForm:Click to Complete

Failure to complete this form will result in delays in the hiring process.

Should you have any questions, please do not hesitate to contact me.

Thank you,

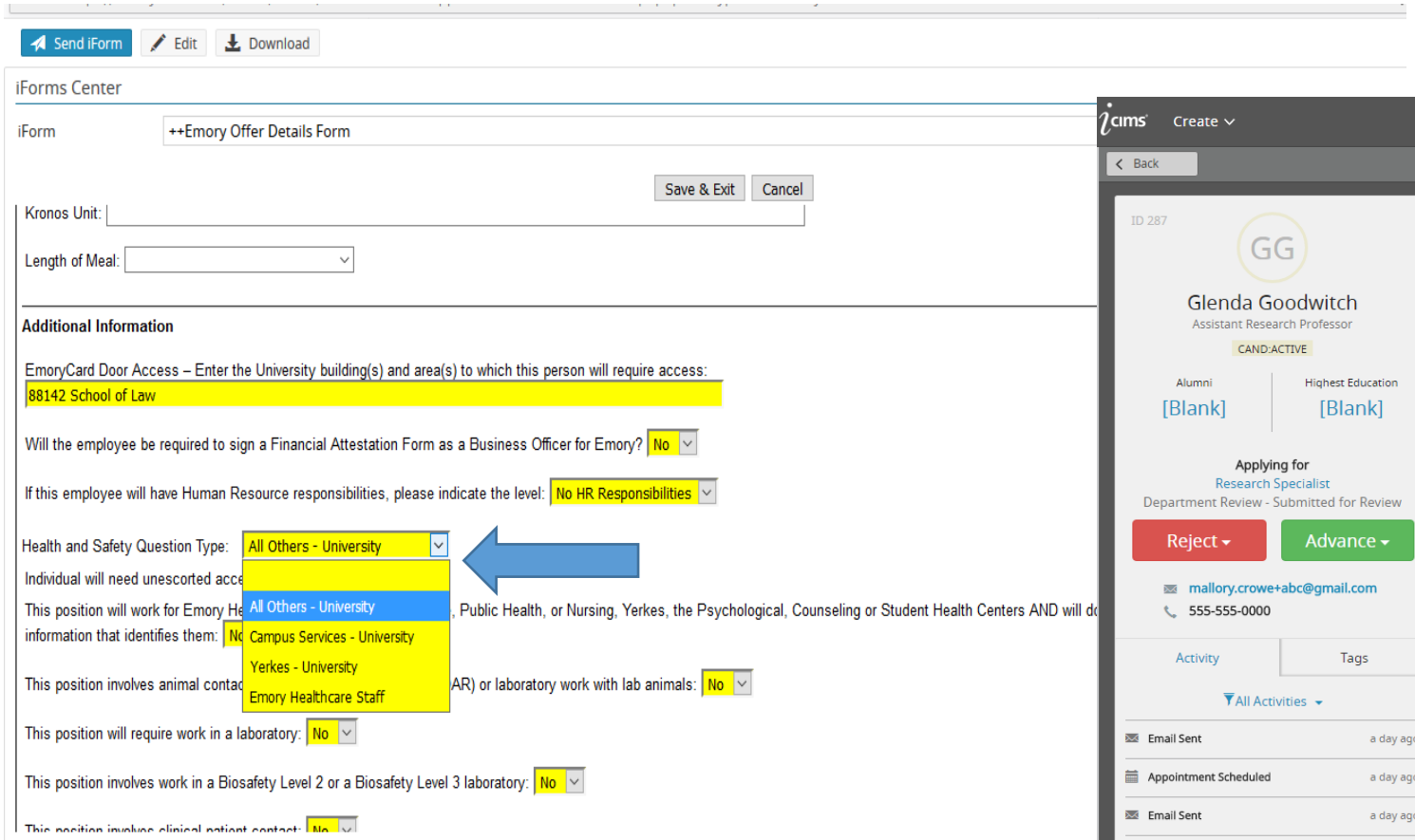
Mallory Crowe
mallory.l.crowe@emory.edu

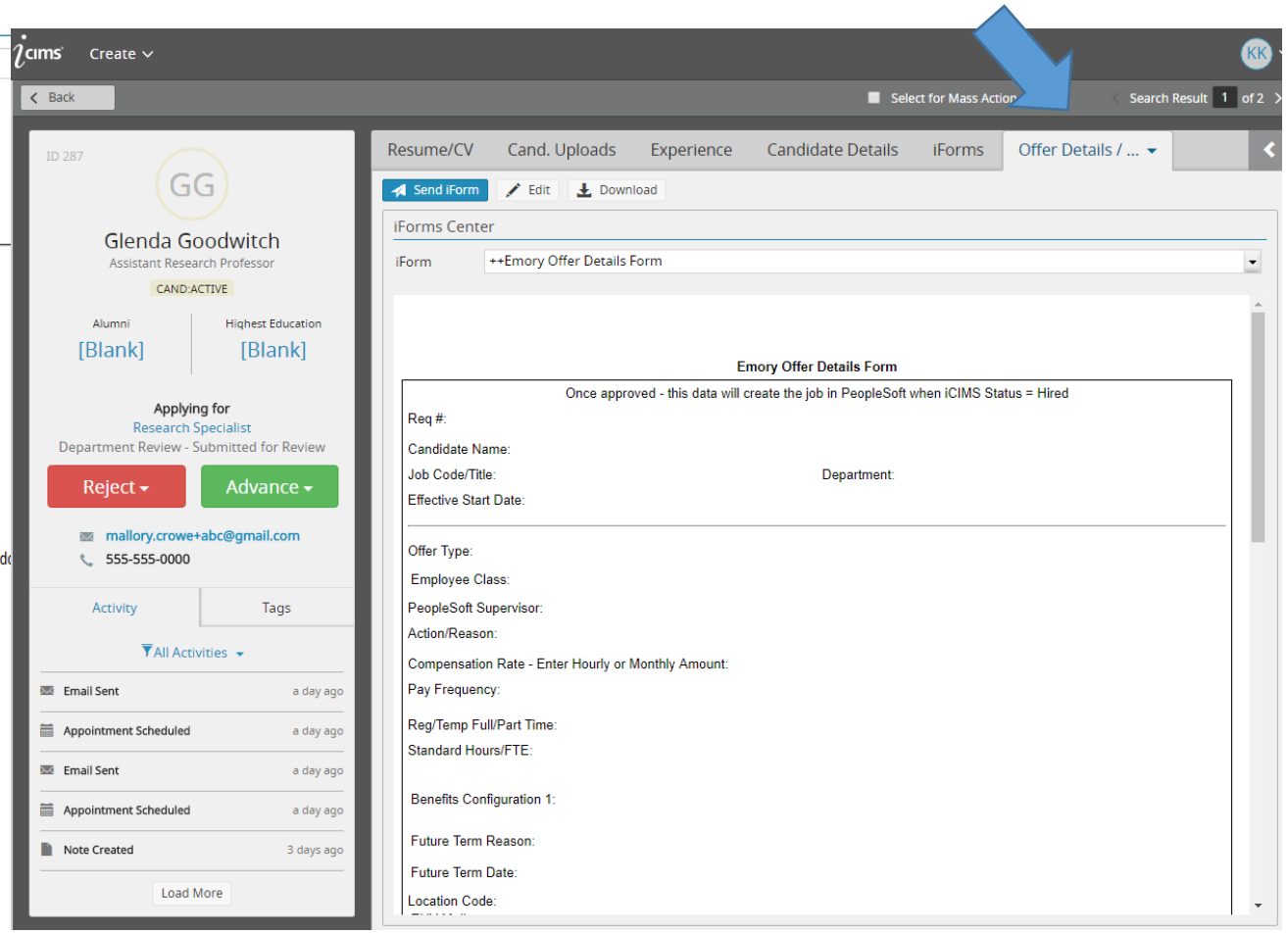
Attachments:

If you experience difficulties opening an attachment, please select the option to "Save" the file to your Desktop and then open the file from there.
598_Lou_Smith_674_201802071055_Resume.doc

Completing the Offer Details Form

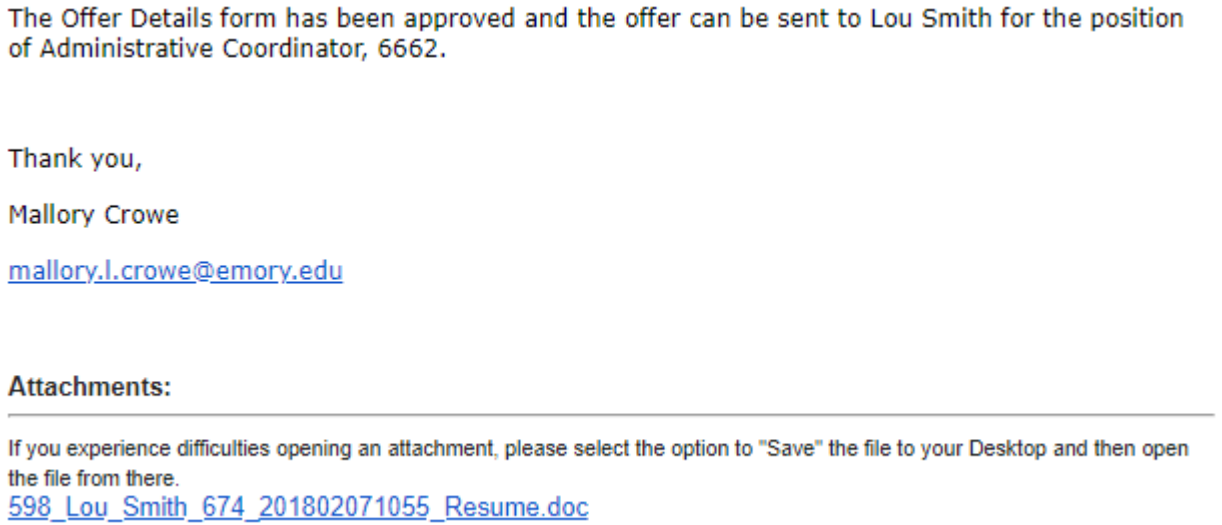
Complete all required fields on the Offer Details Form.





Offer Details Form Approval and Extending the Offer

- After the Req Administrator has completed the Offer Details Form, the Recruiter will be notified. The Recruiter will route the Offer Details Form for approval.
- The Offer Details Form must be approved by two key departmental decision makers. These can be the same as the approvers of the Requisition or the same person who completed the ODF.
- Once the Offer Details Form has been approved, the Recruiter will send an email notifying the Req Administrator that the offer has been approved and that the offer letter may be sent. (See image on right)



The Offer Details form has been approved and the offer can be sent to Lou Smith for the position of Administrative Coordinator, 6662.

Thank you,

Mallory Crowe

mallory.l.crowe@emory.edu

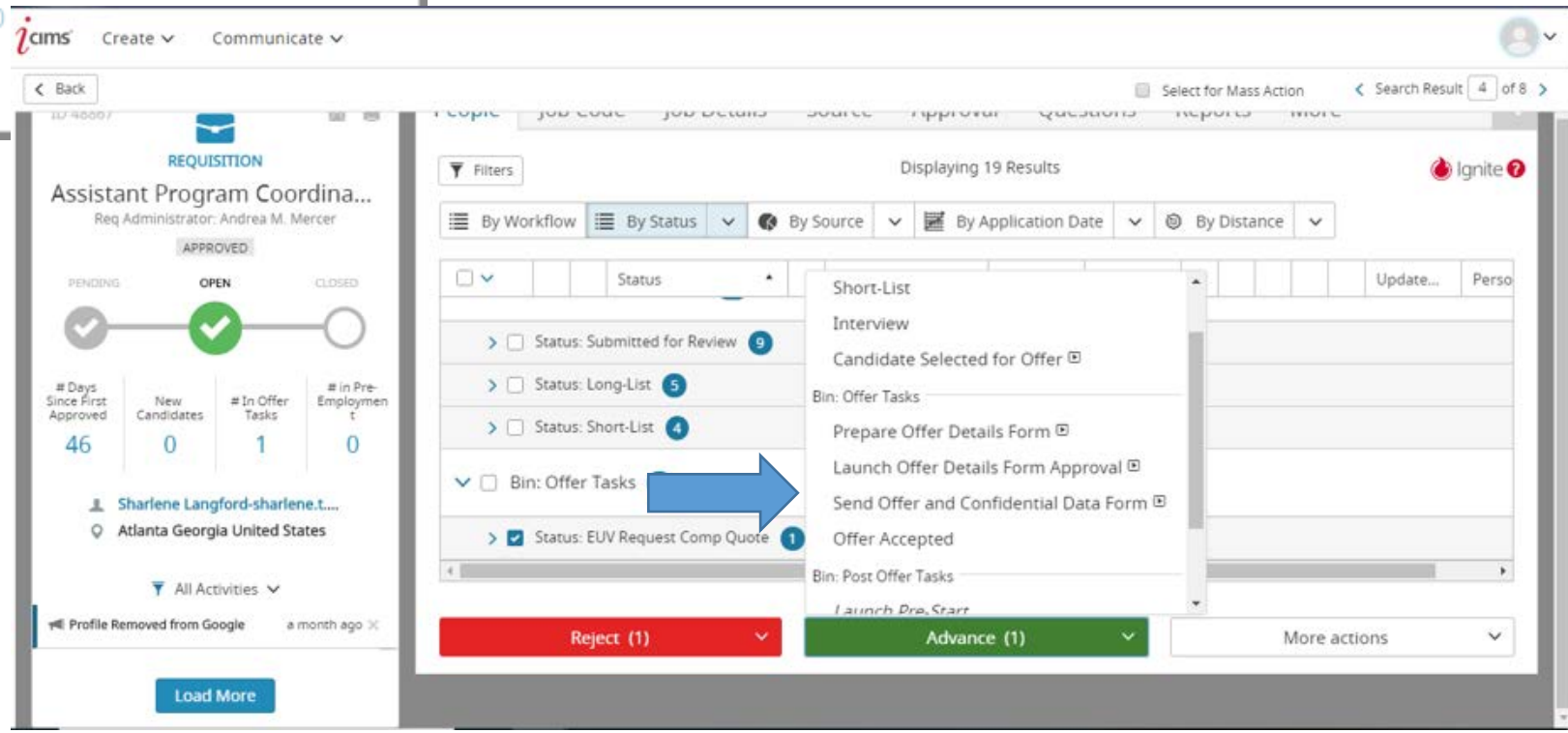
Attachments:

If you experience difficulties opening an attachment, please select the option to "Save" the file to your Desktop and then open the file from there.
598_Lou_Smith_674_201802071055_Resume.doc

Creating & Sending the Offer Letter

In addition to the email notification, there will be a dashboard notification that the Offer Details Form has been approved and the offer is ready to extend.

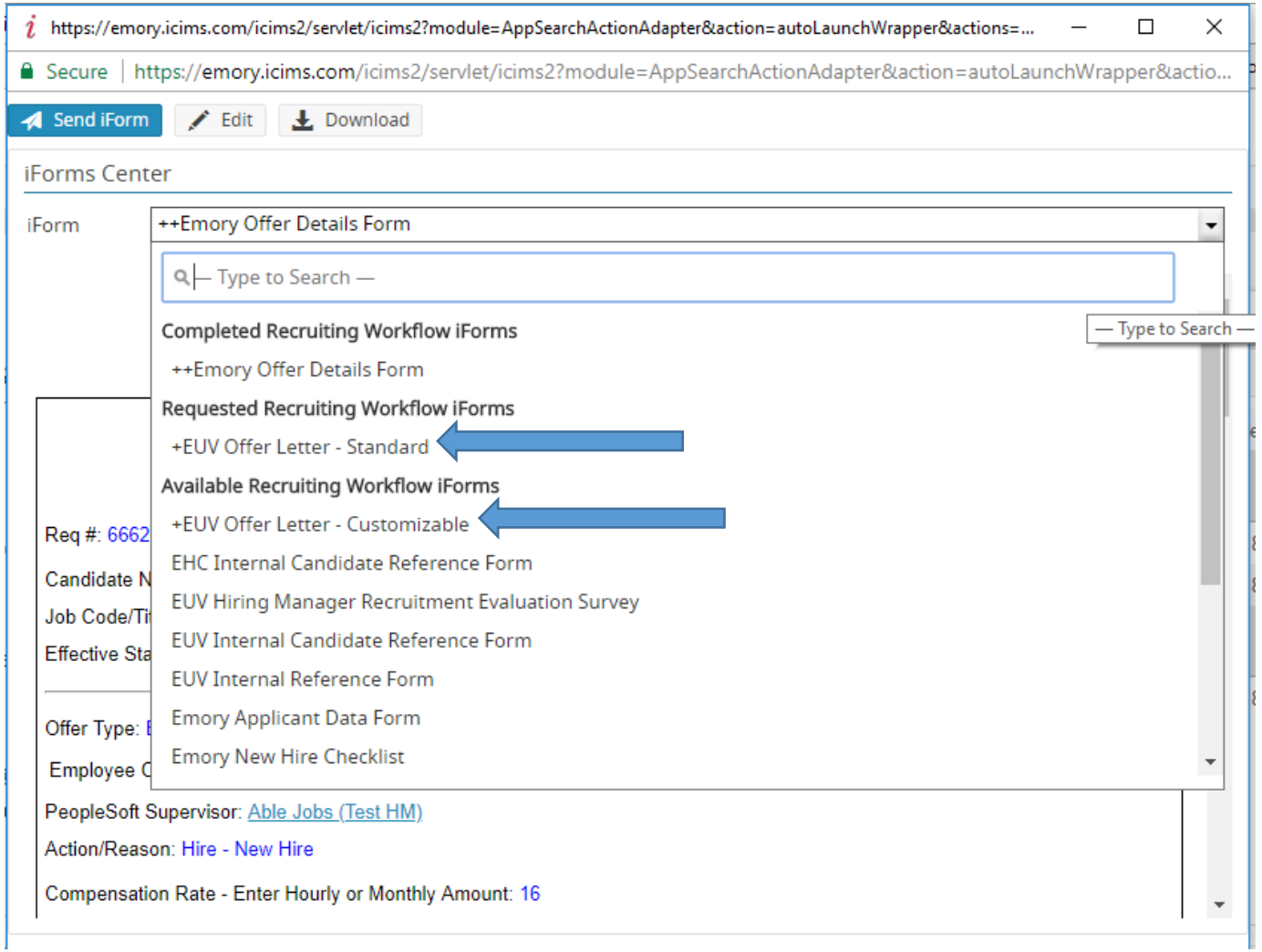
On the People tab in the Requisition, use the green Advance button to move the candidate to “Send Offer and Confidential Data Form” status.



Choosing the Offer Letter

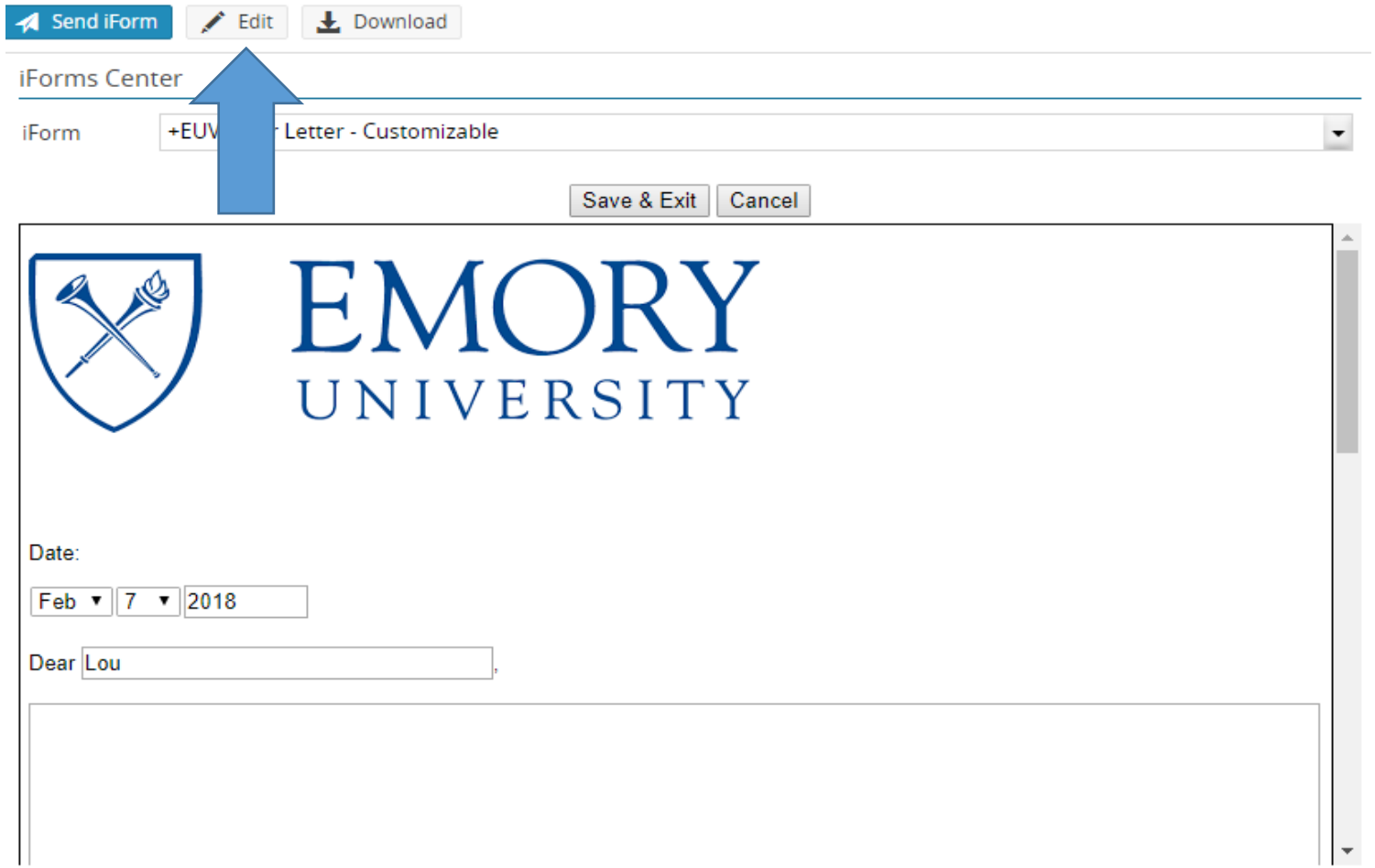
The iForms Center will pop up. Choose which Offer Letter you will send to the candidate, there are two options:

1. Standard Offer Letter – This offer letter requires minimal editing. Most custom information will pull from the Requisition and the Offer Details Form. The Req Administrator may need to edit information that did not parse, or edit parsed information for completeness.
2. Customizable – This offer letter pulls only the job title, department name, division, pay rate and pay frequency along with a contingency statement. All additional information must be manually added!

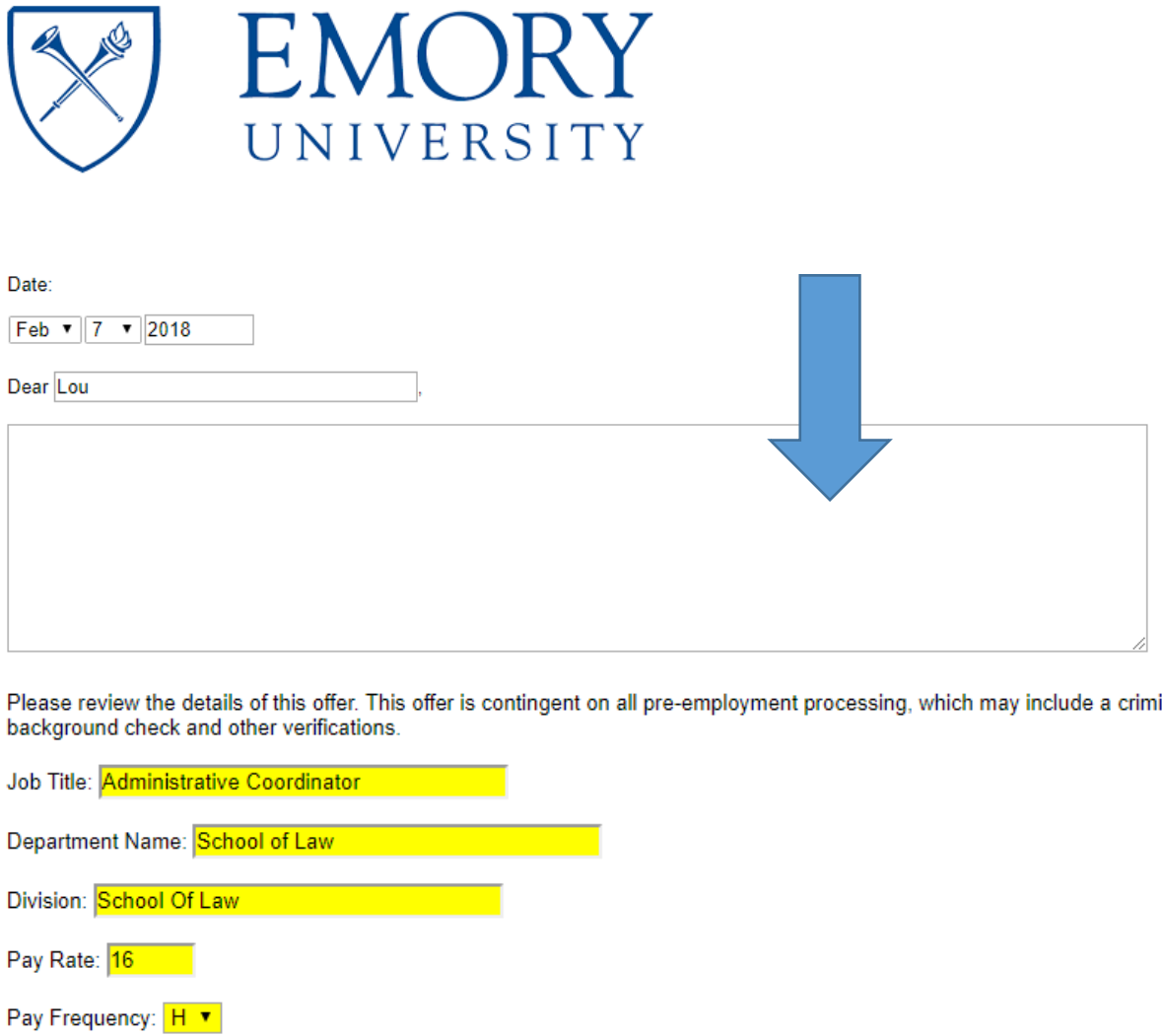


Building a Customizable Offer Letter

To begin building a custom offer letter, first click on Edit
in the top left corner of the iForms Center.



Building a Customizable Offer Letter



In the first text box, below the recipient's name, enter the beginning of the offer letter. Below this text box you will see the offer information that parsed from the Requisition and Offer Details Form. The text boxes highlighted yellow are editable.

Building a Customizable Offer Letter

Below the parsed information there is another text box, enter the conclusion of the offer letter here.

A third text box is located at the bottom of the page. Enter the sender's name and contact information in the third box.

Note: The signature box is for the candidate's signature, not the sender's.

Editing a Standard Offer Letter

Text within the red boxed section of this offer letter should be edited. To edit, simply click the Edit button in the top left corner of the iForms Center.

2/7/2018

Lou Smith
123 Main Street
Atlanta, GA 30322

Dear Lou:

It is with great pleasure that we offer you the position of Administrative Coordinator for School of Law at Emory University. By way of this letter, I am pleased to convey the terms of your employment at Emory, which are highlighted below

Official Start Date:	2/12/2018
Rate of Pay:	USD $50,000.00/Yr.
Pay Frequency:	Hourly
Pay Grade:	229
Benefits:	Regular with Benefits
Official Title:	Administrative Coordinator
Department:	School of Law
Division:	School Of Law
FLSA Status:	Exempt

Please note that this offer is contingent upon the outcome of the pre-employment process, including a criminal background check.

Annual salary adjustment considerations are based on performance and are effective September 1 of each year. For your first year at Emory, your increase will be prorated from your date of hire to align with the annual cycle.

In addition to the information above, Emory offers a very competitive range of benefits, including vacation and sick leave, holidays, medical, dental and vision coverage, retirement savings plans, life insurance, and the courtesy scholarship, to name just a few. You must meet eligibility requirements for some of these benefits, and benefits are subject to change from year to year. Prior to your start date, I encourage you to review Emory's benefits website at www.hr.emory.edu/eu/benefits. You may also wish to register for an in-person benefits orientation during the online onboarding process.

Note that this position is one that requires a direct deposit to your bank account. You can set up your direct deposit during the online onboarding process once your acceptance of this contingent offer has been received.

Emory University offers a variety of transportation and parking options for employees. Single occupancy vehicle parking on campus is available as a pre-tax deduction from your paycheck. Current rates can be found at: http://transportation.emory.edu/parking/faculty_staff.html. Emory also provides commute alternatives such as carpools, vanpools, park 'n' ride lots, and MARTA subsidies. Visit http://www.epcs.emory.edu/park to view the many transportation and parking options at Emory.

School of Law also offers eligible employees with satisfactory performance the option of telecommuting or working a condensed workweek. Any of these options are subject to change and not all positions are eligible for alternative work arrangements.

Lou, I want to welcome you to Emory. You are joining a strong and committed team of professionals. On behalf of this team and the executive administration of Emory, I want to affirm our full commitment to support you in your role here. We look forward to your personal and professional success as a part of our team. We very

If you have questions about the contents of this letter or the duties and responsibilities of this position, please contact your department manager, EUVHiringManager at 404-111-2222 or email@emory.edu..

Checking the box below indicates your acceptance of this position

Sincerely,

EUVHiringManager
HR Specialist
Emory University
School of Law

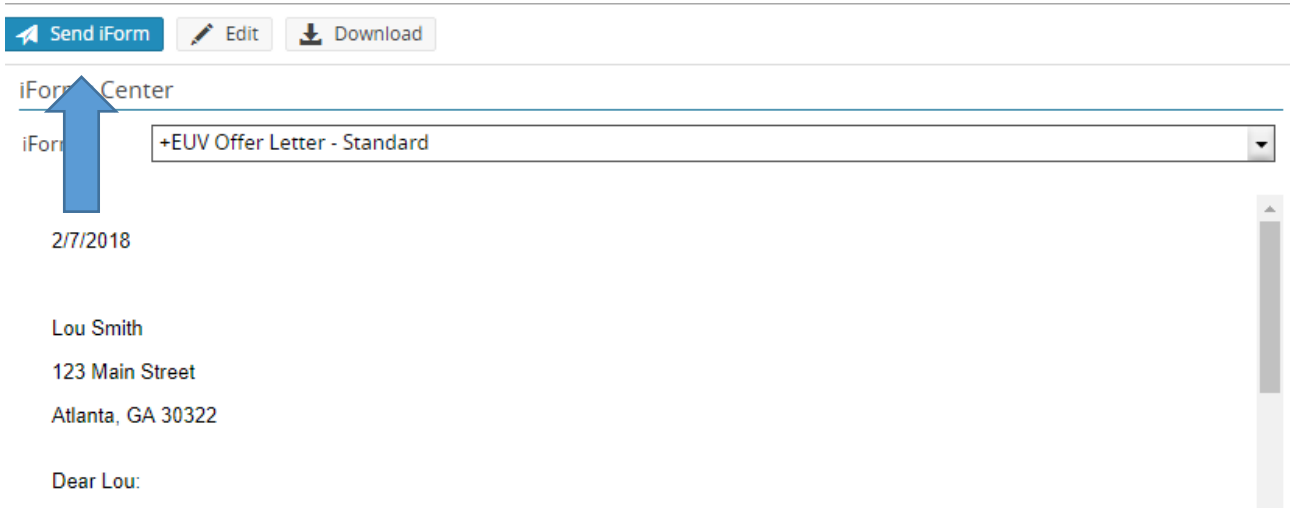
Recognizing the terms stated herein, I hereby accept this offer.

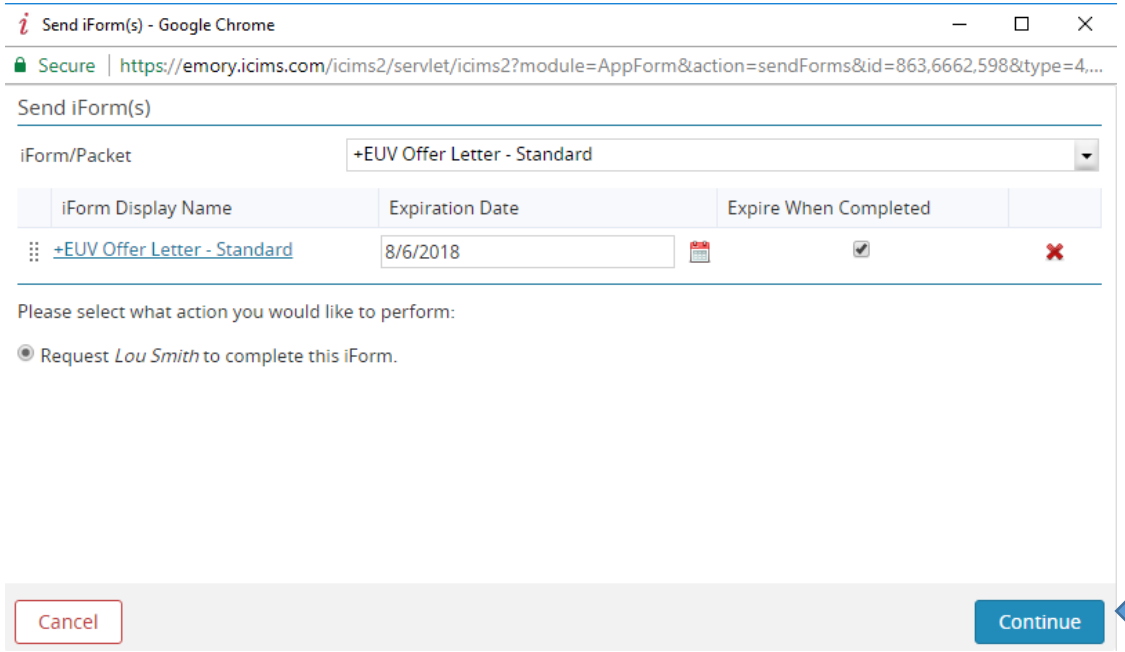
☐ **Signature**

Checking the checkbox above is equivalent to a handwritten signature.

Sending the Offer Letter

To send either version of the offer letter, click Send iForm.



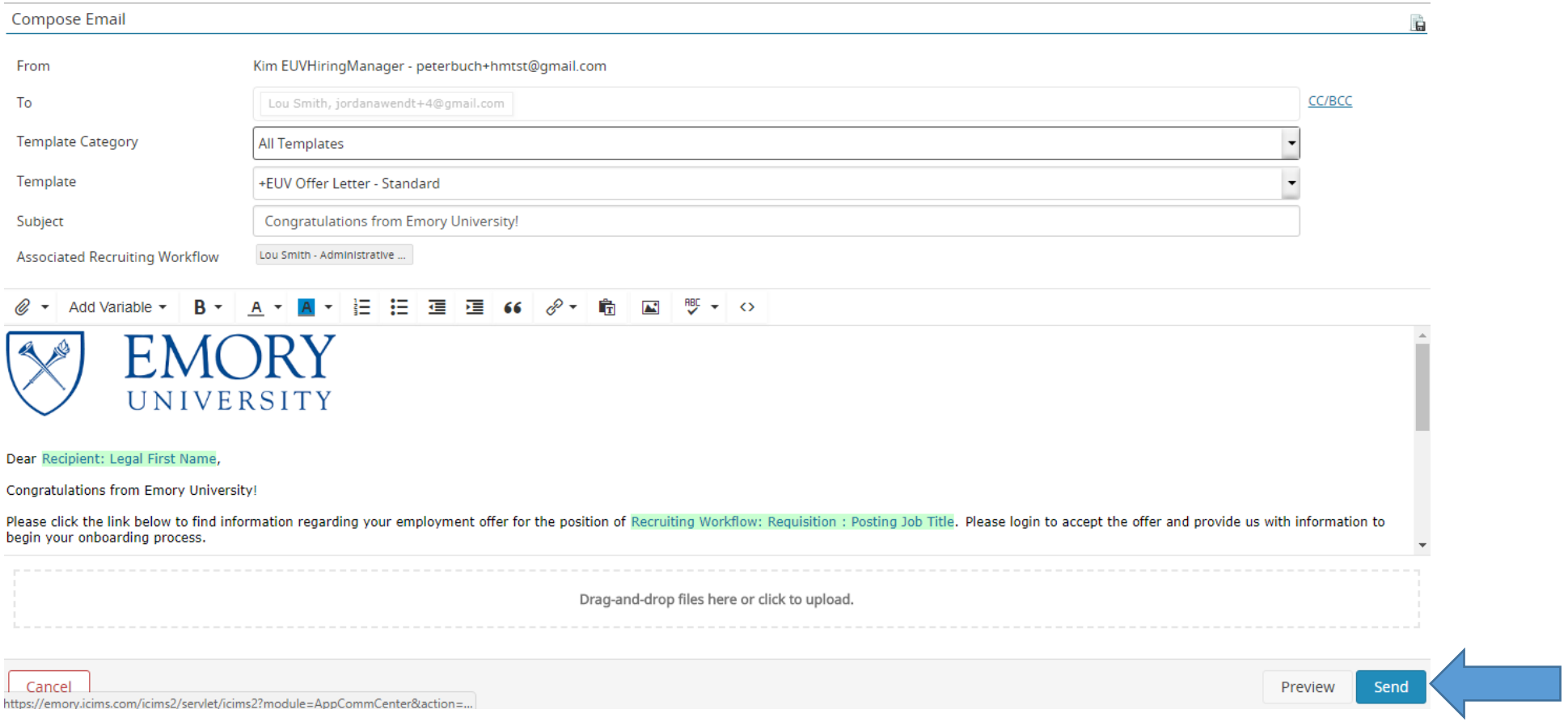


Then click Continue

Sending the Offer Letter

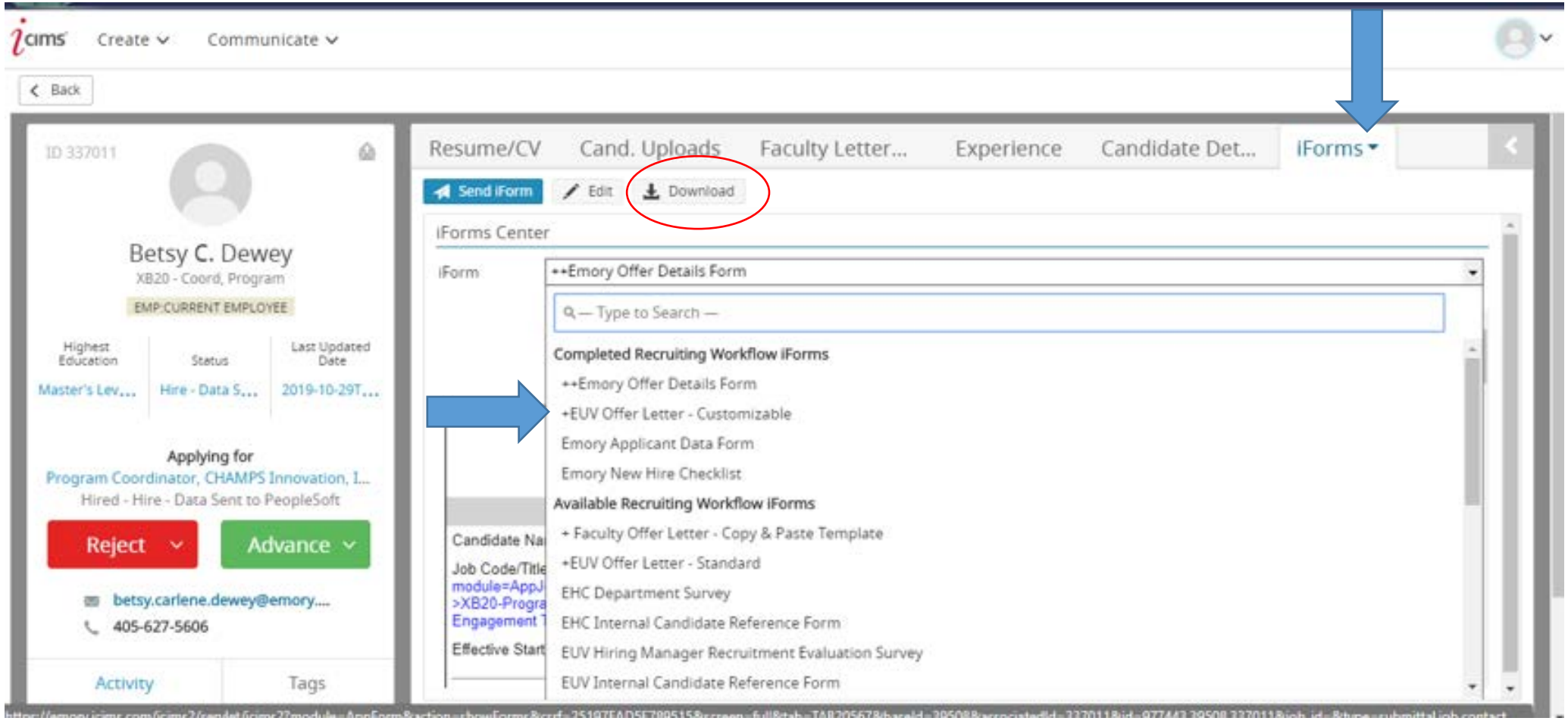
Then click send.

If you need to edit this email template, you may do so by clicking in the body of the email.



Accessing the Offer Letter

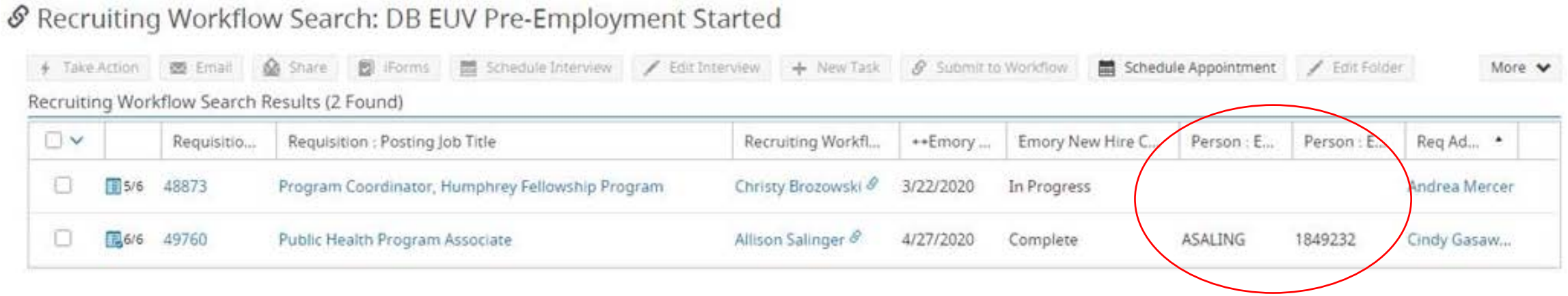
To access the offer letter after it has been sent, go to the iForms tab. Select the offer letter from the drop down menu. Click download.



Offer Accepted

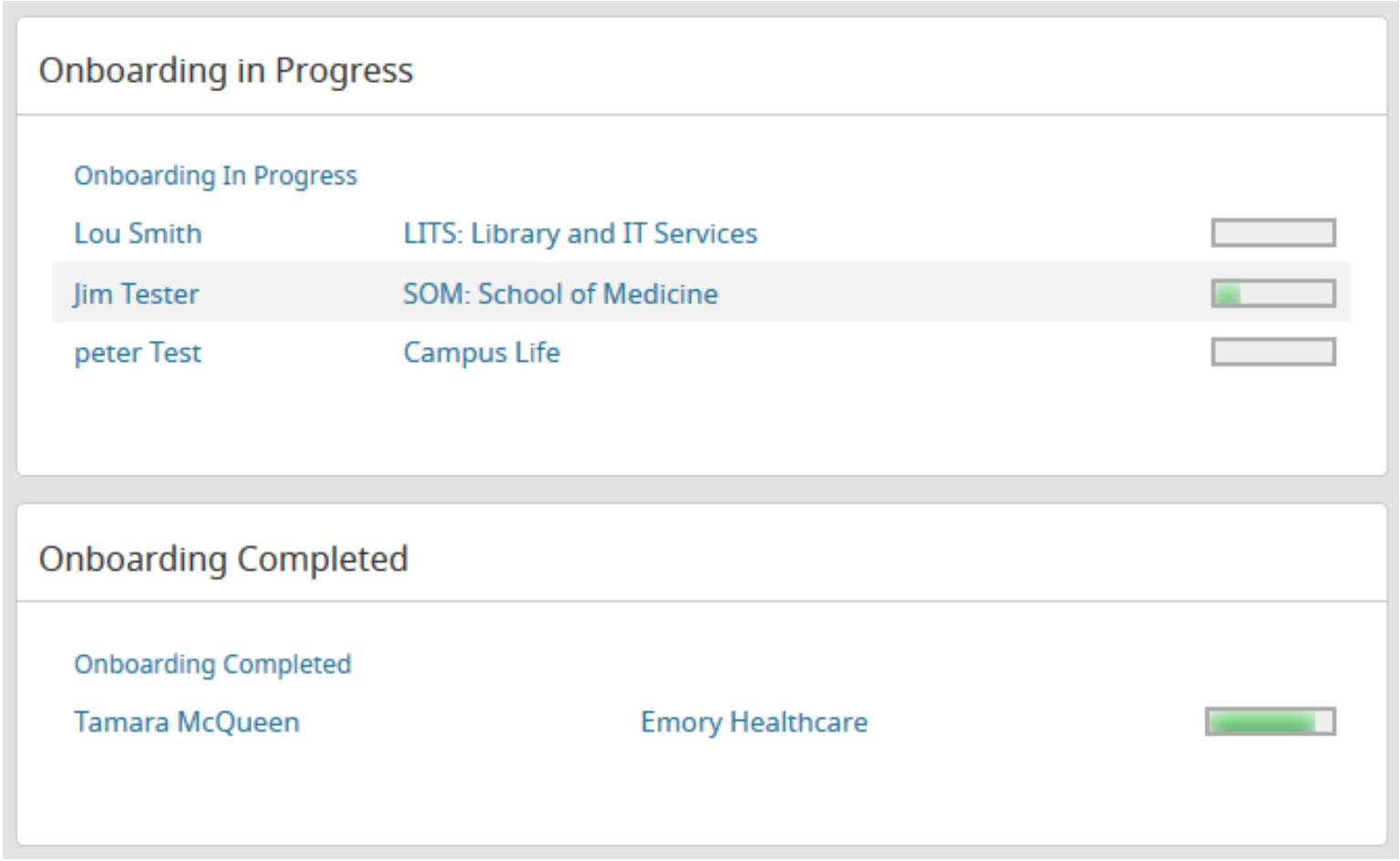
Once the candidate has accepted the offer, the Recruiter will start pre-employment. You can check the status of any candidates in pre-employment by clicking the “Pre-Employment In Progress” widget. Here you can also view the NETID/Employee ID.

“Pre-Employment Complete, Hired Sent to PeopleSoft” will show all new hires within the past 6 months.

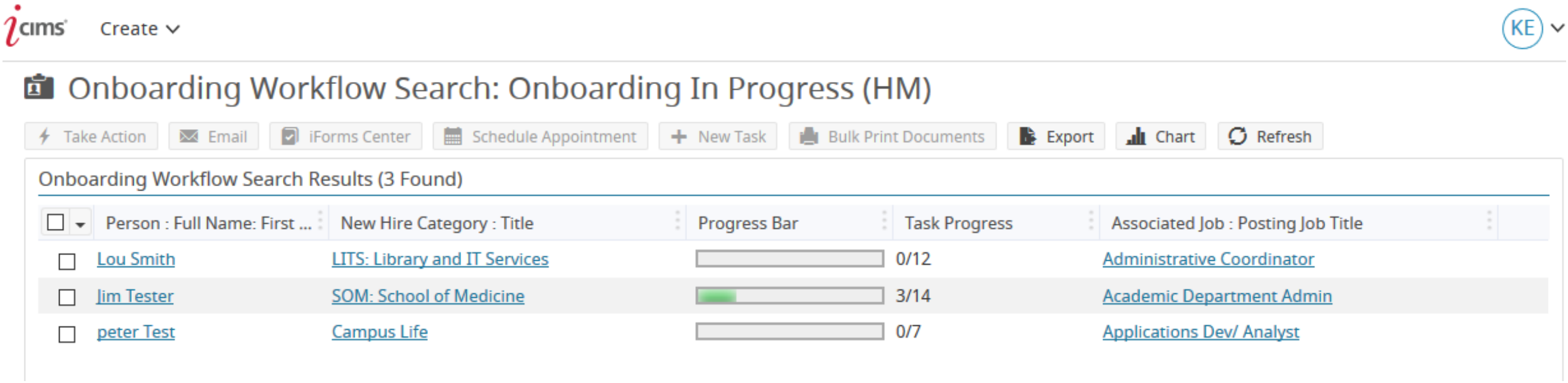


Onboarding

The Recruiter will set up the onboarding tasks for the new hire. The new hire will then appear in the onboarding section on the dashboard of the Req Administration and Hiring Manager.



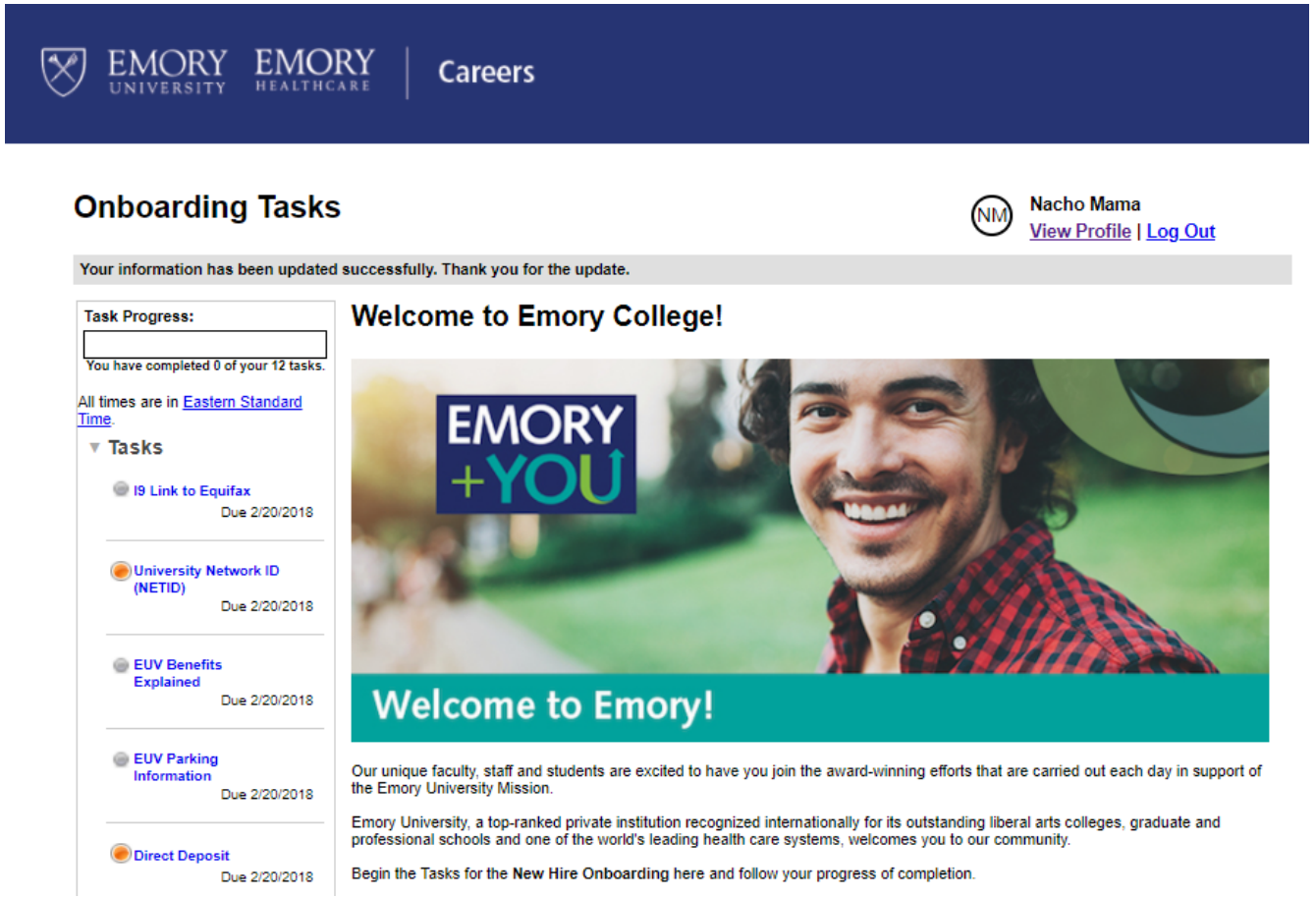
Onboarding



Clicking into the dashboard notification will provide more insight into the progress of each new hire's onboarding.

The I9 Form is part of every new hire's assigned onboarding task. ***The hiring department must verify the I9 within 3 days of the new hire's start date.***

Onboarding



The new hire will log back into iCIMS to complete onboarding tasks. The onboarding process includes I9, W4, G4 and Emory specific tasks such as reviewing benefits and parking information. Onboarding tasks can be accessed prior to the start date. The new hire will show in PeopleSoft once the I9 Section 2 is complete in Equifax.