

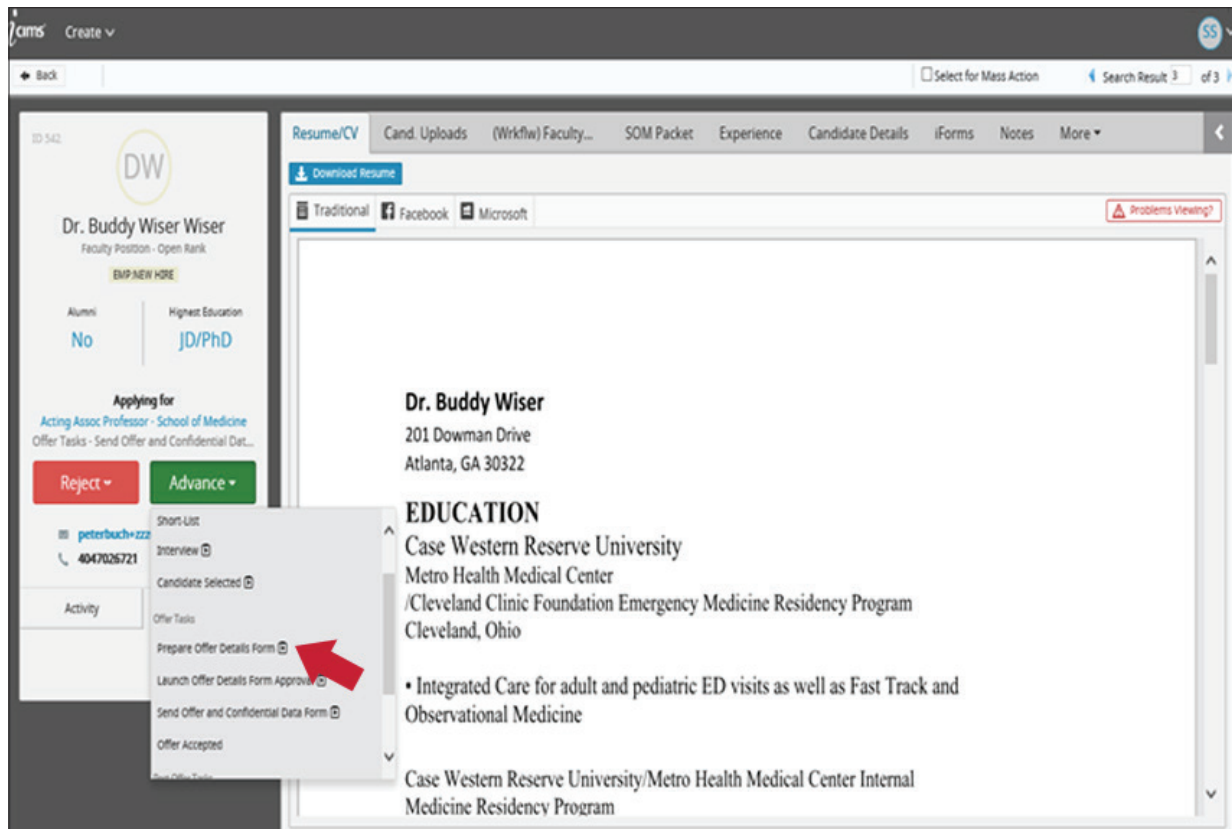
# Faculty Hire Workflow - Prepare Offer Details



**Overview:** This job aid guides hiring managers and requisition administrators on preparing offer details.

**1** Once a finalist is selected by the hiring manager, committee and others, select **Prepare Offer Details Form**.

- A form box will appear and you may have to select the **Offer Details Form**.
- You can also start this process by selecting the tab for **Offer Details Intake**.



2

To begin, select **Edit**.

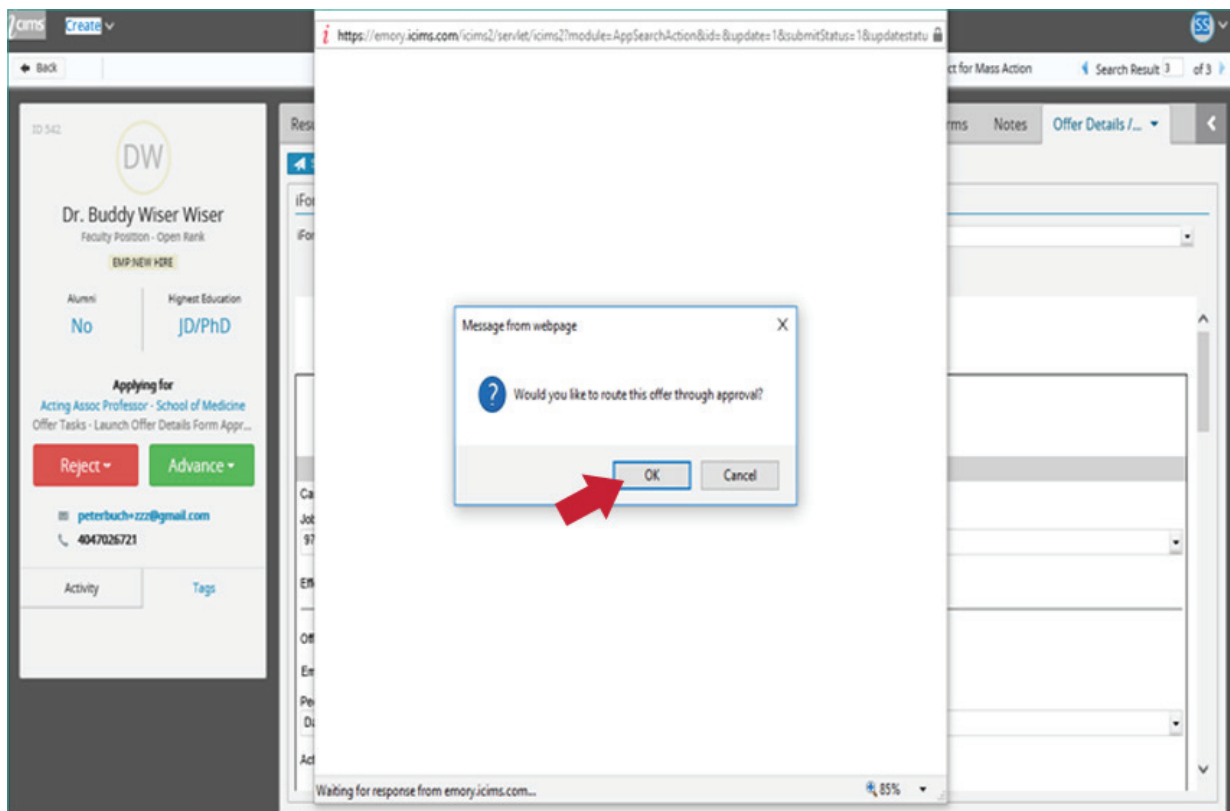
- Details from the candidate and Confidential Data Form should be pre-populated on the form.
- Complete all areas highlighted on the form.
- Select the faculty job code w/ TEC to add TEC selections all in one form, if needed.
- Click **Save & Exit**.

The screenshot shows the iForms Center interface for editing an offer details form. On the left is a candidate profile for Dr. Buddy Wiser Wiser, Faculty Position - Open Rank, with a 'NEW HIRE' status. The profile includes contact information and buttons for 'Reject' and 'Advance'. The main area displays the 'Emory Offer Details Form' with a red arrow pointing to the form title. Below the form title is a 'Job Data' section with the following fields:

| Job Data   |  |
|--|--|
| Candidate Name: Dr. Buddy Wiser Wiser                            | Req # 6340   |
| Job Code/Title: 9768-Acting Assoc Professor - School of Medicine | Department: 720004 - SOM: Strategic Initiative Exp |
| Effective Start Date: [dropdown] [dropdown] [dropdown]           |  |
| Offer Type: [dropdown]   |  |
| Employee Class: [dropdown]                                       |  |
| PeopleSoft Supervisor: David Goetsch                             |  |
| Action Reason: [dropdown]  |  |

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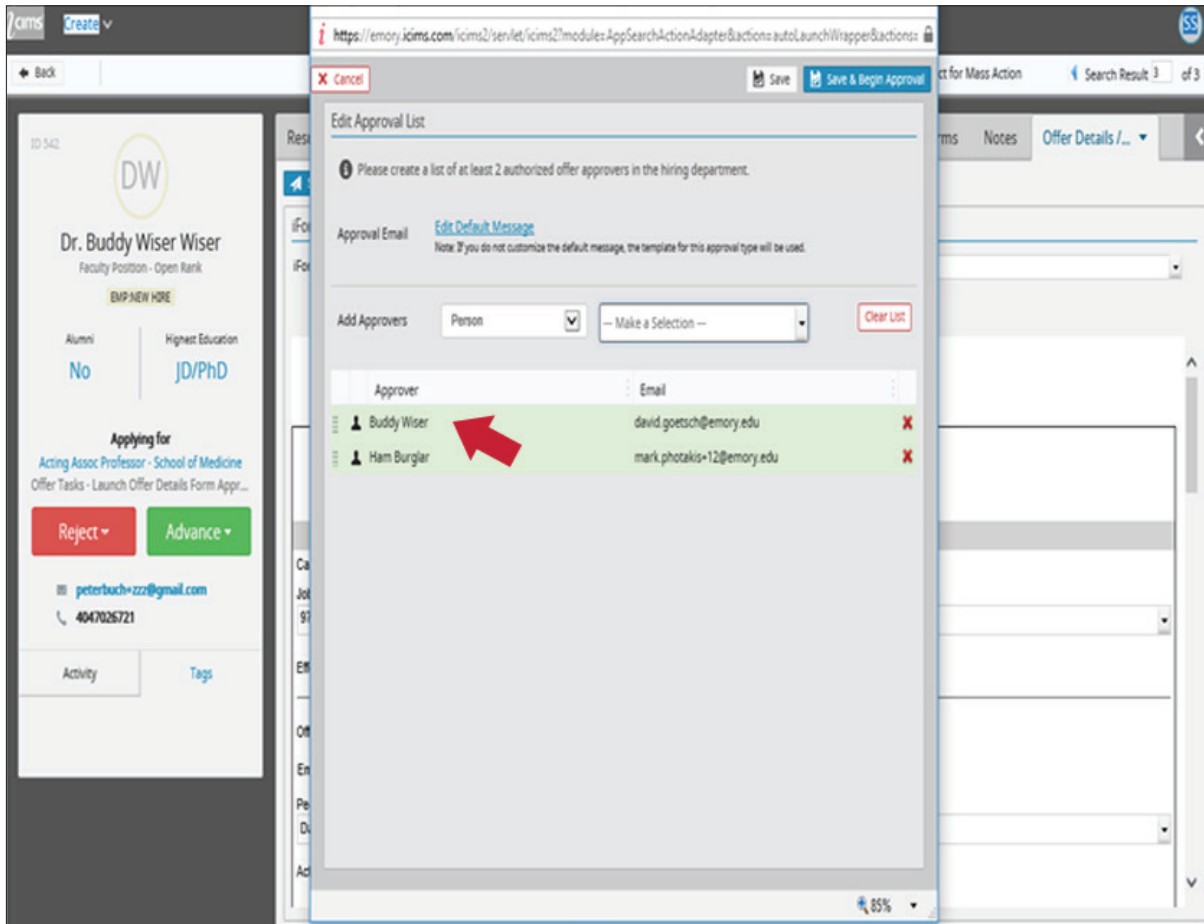
Once the **Offer Details Form** is completed, select **Launch Offer Details Form Approval**. Then select **OK** to route to selected approvers.



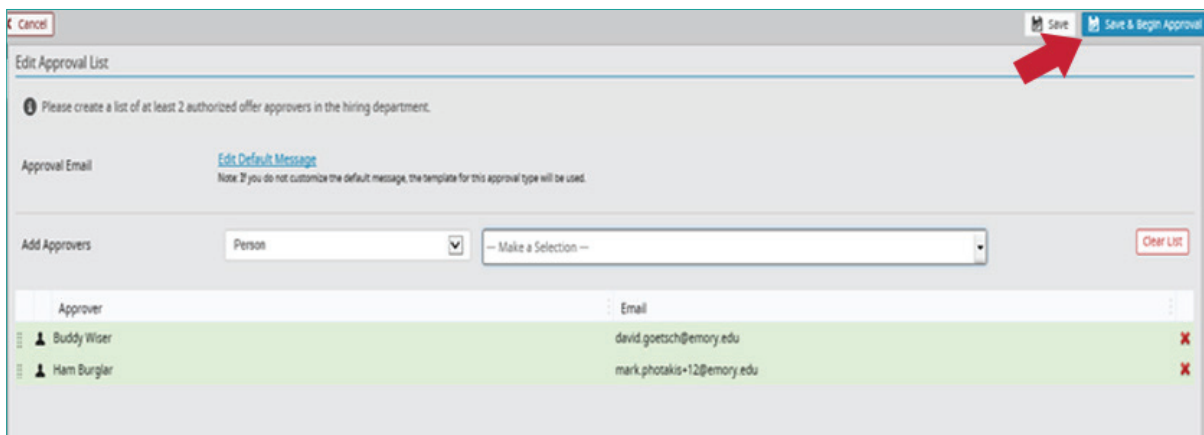
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Add approvers, send and begin approval workflow email. This will send an email to your first approver.

- Follow the rules for your area, department or school on which approvers should approve the finalist and the hire details.
- Select each approver by name.



Select **Save and Begin Approval** to launch notification to each approver. These will appear to each approver in the order you select.



5

You can follow the progression of the offer approval on your dashboard.

Select **My Offer Details Form Pending** to view **Offer Details Forms** that are pending approval.

The screenshot shows the iCMS dashboard with the following sections:

- Candidates Requiring My Review:** Shows 1 candidate.
- Jobs By Status:** Includes links for Jobs Pending My Approval (2), My Pending Jobs (2), My Closed Jobs (2), My Open Jobs (2), and My Open Jobs - Req Teams I am on (2).
- My Jobs:** Contains two tables:
  - My Open jobs:**

| Req ID | Posting Job Title                           | Department : Name                      |
|--------|---|--|
| 6340   | Acting Assoc Professor - School of Medicine | 720004 - SOM: Strategic Initiative Exp |
| 6397   | Faculty Position - Open Rank                | 814000 - SPH: Epidemiology             |
  - Open jobs Requisition Teams (I am on):**

| Req ID | Posting Job Title                | Department : Name                     |
|--------|----------------------------------|---------------------------------------|
| 6350   | Assistant Professor- Opthamology | 720000 - SOM: Dean's Office           |
| 6304   | Faculty Position - Open Rank     | 733015 - SOM: Medicine: Endocrinology |
- SOM Faculty Offer Packet Progress:** Includes metrics for New Packets Sent to Faculty Affairs (2), Pending Re-Submissions (0), Needs My Attention (2), In Progress (2), Approved in Last 12 months (18), and All Approved (18).
- Career Site:** University Faculty Careers: <https://faculty-emory.icims.com>
- My Offer Details Form and Offer Progression:** Features a navigation bar with links: My Offer Details Form Pending Approval (1) (highlighted with a red circle and arrow), Offers Approved Ready to Extend (2), My Rejected Offers (2), Finalist Accepted Offer (2), Offer Details Forms Needed My Attention (8), and Finalist Offer Letter Not Signed (1).
- Quick instructions for using the system:**
  - Requisitions:** To create a new Requisition and route for approval
  - Review Candidates**