

Tip Sheet - Faculty Offer Process



Overview: Use the tips below to help you better understand the faculty offer process.

Once a candidate has been selected, begin the process of ensuring all candidate data and personal information has been received.

Remember, each candidate status helps drive the offer process.

Candidate Selected Status is a notification that a finalist has been select to begin moving through the offer process.

Prior to creating the candidate **Offer Details Form**, it will be helpful to utilize the **Confidential Data Form** to gather critical personal information from the finalist/candidate (if not already completed). This can be sent via your Email tool and the selection: **All Templates > EUV Send Confidential Data Form**.

Note: **Confidential Data Form** can be utilized to begin credentialing prior to completing the hire.

Prepare Offer Details Form is a status and, when selected, the **iform Center** appears. Select **Emory Offer Details Form** and then **Edit** to begin the process.

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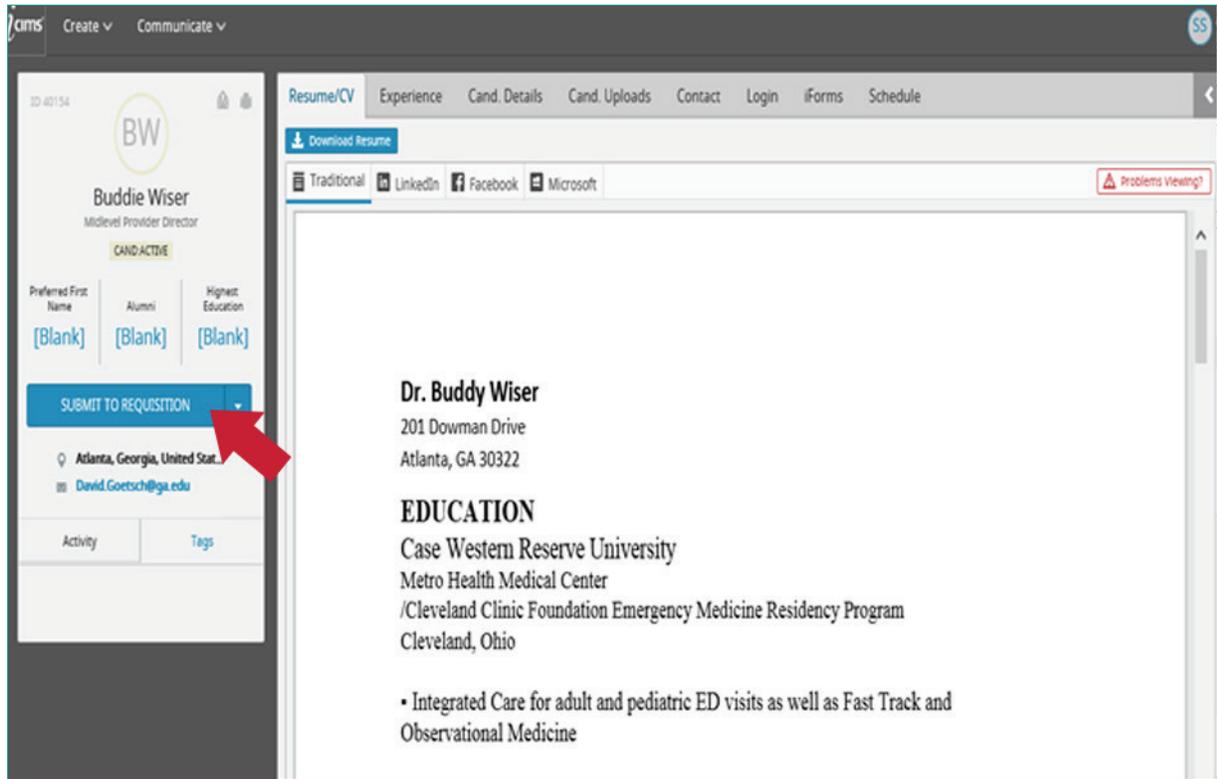
On the next three pages, edit any information necessary for the candidate and click **Next/Finish** when done.

The screenshot shows the 'Create New Candidate' form in the iCIMS system. The 'GENERAL INFORMATION' section is active, with the following fields filled: 'Legal First Name' (Buddy), 'Legal Middle Name' (I), and 'Legal Last Name' (Wiser). The 'Email' field is empty. At the top right, there is a 'Report Inaccurate Parsing' icon and a blue 'Next' button, which is highlighted by a red arrow.

The screenshot shows the 'Create New Candidate' form with the 'SOURCE INFORMATION' section active. The 'Source Channel' is 'iCIMS Talent Platform'. The 'Source' field is empty. The 'Source Specifics' dropdown is set to 'Please select a source'. The 'Source Person' dropdown is set to 'Make a Selection'. The 'Source Portal' is '(blank)'. At the top right, there is a 'Report Inaccurate Parsing' icon and a blue 'Next' button, which is highlighted by a red arrow.

The screenshot shows the 'Create New Candidate' form with the 'CONTACT INFORMATION' section active. The 'Preferred First Name' is 'Buddy' and the 'Preferred Last Name' is 'Wiser'. The 'Preferred Suffix' dropdown is set to 'Make a Selection'. The 'Social Account URL' field is empty. The 'Person Folder' dropdown is set to 'Cand.Active'. The 'Tag' field has an 'Add Tag' link. The 'Phones' section has a 'New' button. The 'Interview Phone Number' is '404-777-7777'. The 'Addresses' section has a 'New' button and a green highlighted address entry: 'Home', '201 Dowman Drive'. At the top right, there is a 'Report Inaccurate Parsing' icon and a blue 'Finish' button, which is highlighted by a red arrow.

4 The candidate profile will then appear. Select **Submit to Requisition**.



5 Select the requisition that you want the candidate to appear on. Then click **Submit**.

