

# Frequently Asked Questions

**Frequently Asked Questions** about Emory University's transition to the new iCIMS applicant tracking system are provided below.



## What is happening?

Emory University, together with Emory Healthcare, is transitioning to a new applicant tracking system to be used for hiring paid, regular or temporary faculty and staff. The current system, Kenexa/Brassring will be replaced by **iCIMS**, which will change how Emory sources candidates, posts jobs, communicates with candidates, schedules interviews, makes job offers, and pre-starts new faculty and staff. It will also change the user-experience of the job applicant, making the job application process much more user-friendly. After go-live, only Additional Faculty (WOC) appointments and Volunteer Faculty (NOC) appointments will use eHRAF for hiring. Departmental staff temporaries greater than six months will also be hired through iCIMS, not eHRAF.

## Why is Emory making this change?

This change is necessary to bring Emory up-to-date technologically, allowing us to employ the latest methods and tools available in the talent acquisition industry. While Kenexa/Brassring worked for many years, iCIMS has the system requirements that Emory now needs to adequately source candidates and move them through the hiring process. The selection of iCIMS comes after a very lengthy RFP process, involving input from numerous stakeholders across Emory University and Emory Healthcare.

## When will the change take place?

The new iCIMS system is expected to go-live on **March 21, 2018**.

## Who is impacted?

Anyone who hires paid, regular or temporary faculty or staff at Emory will be impacted by this change. Also impacted will be job applicants to Emory, both internal and external.

## How will the change impact me?

If you hire faculty or staff, you will use the new system to create job requisitions and advance candidates through the hiring process. iCIMS, while much more robust and user-friendly for the purposes of hiring and onboarding employees, is very different from Emory's current system. It will take some time to learn how to use it, understand the terminology, and adjust to the system's new features such as auto-generated forms and emails.

## What do I need to do?

If you are a heavy user of the Emory Recruiting System (requisition administrator, recruiter, HR Rep), you should sign up for a training session prior to go-live. Initial in-person training sessions are offered February 19-March 9. There is also a webinar option. [View training schedule](#). There is a session for faculty hiring and a session for staff hiring. If you hire for both, you should take both training sessions. Training sessions will continue after

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go-live and will also be made available online for those who cannot attend in person. Note: These training sessions are for Emory University only; Emory Healthcare employees will receive their own iCIMS training.

If you don't use the Emory Recruiting System regularly, you may not need to attend training. When you need to hire someone and create a job requisition, you can use the job aids and tools located on the iCIMS training webpage to help guide you through the process. You can also ask for help from your HR Rep who has been trained to use the system.

### **I am an Emory employee and currently have a resume and profile set up, what do I need to do to update it so I will be considered for future job opportunities?**

Shortly after go-live, employees in our current system will receive an email with instructions for setting up a new profile and resume in iCIMS. If you wish to continue to receive job notification alerts and apply for internal positions at Emory, you will need to update your information in the new system.

### **How do I access the new system?**

After go-live (March 21), the new iCIMS system can be accessed through PeopleSoft HR. If you are an Emory manager with direct reports, use Manager Self-Service. If you are a non-manager (i.e. an HR Rep with no direct reports), go to HRWEB. From there, click the Emory Recruiting System tile and log in with your Emory Network ID and password.

### **Will there be any system outages or downtime in Kenexa/Brassring?**

The last day to enter a Kenexa requisition will be March 12. Kenexa will continue to be available for reference and review until 30 days after iCIMS go-live.

### **What if I have hires in process when the new system goes live?**

All Kenexa candidates in the Offer Approval and Hire/Transfer Form stages of recruitment can be finished in Kenexa. Any hire not complete by April 21 must be moved over to iCIMS.

### **What type of browser works with iCIMS?**

Common browsers such as Google Chrome, Internet Explorer, Microsoft Edge, Safari and Firefox will all work with iCIMS.

### **Who do I contact if I need help?**

Your HR Rep in your school or department will be your best resource if you need assistance with the new system. For staff hiring questions, you can also contact your recruiter in the Human Resources division. For faculty hiring questions, you should contact David Goetsch, [david.goetsch@emory.edu](mailto:david.goetsch@emory.edu).

### **What else do I need to know?**

Key dates for the implementation schedule are:

- ▶ February 19 - March 9: Training sessions
- ▶ March 12: Last day to add new requisitions to Kenexa/BrassRing
- ▶ March 19: Kenexa/BrassRing requisitions will show up in iCIMS and new iCIMS requisitions can be created
- ▶ March 21: iCIMS job boards go live and Kenexa/BrassRing candidates will be invited to apply to iCIMS