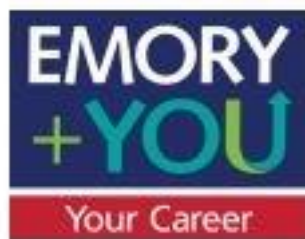


Staff Recruitment Training for Req Admins & Supervisors

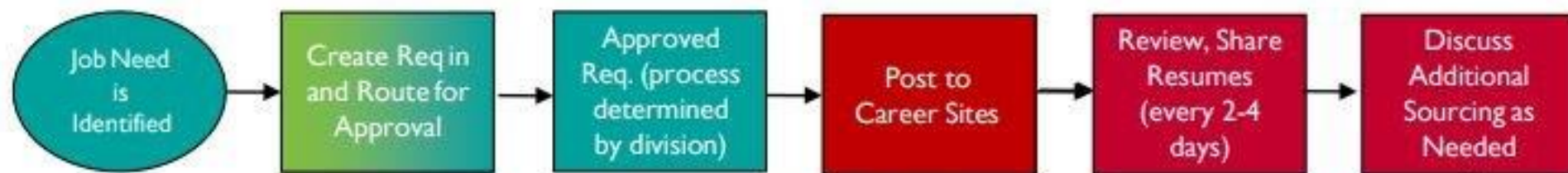
EMORY
+ YOU 

Your Career

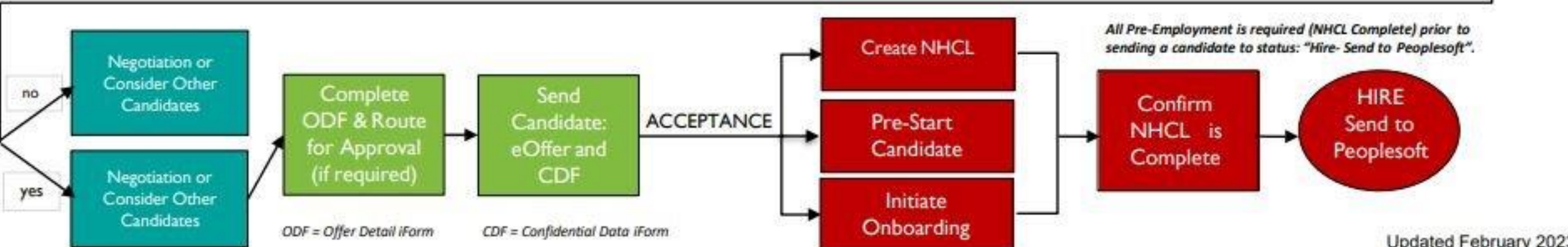
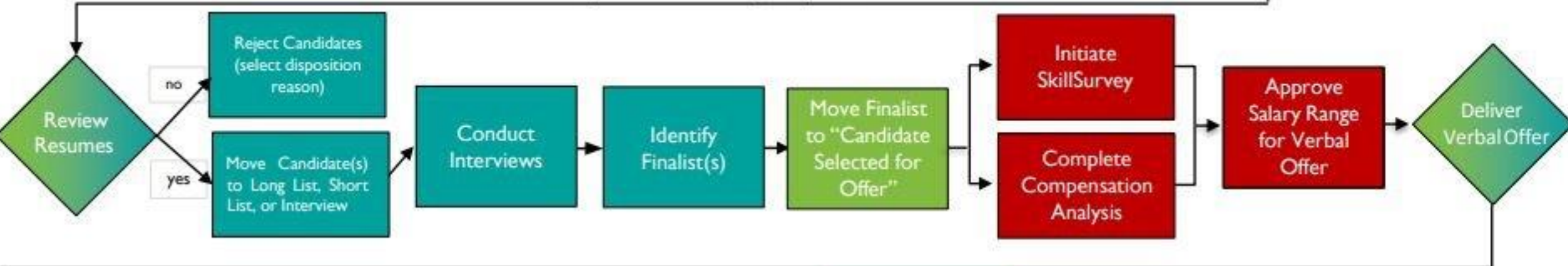




Open Recruitment Process Map



Approval Process does not require any Central Review

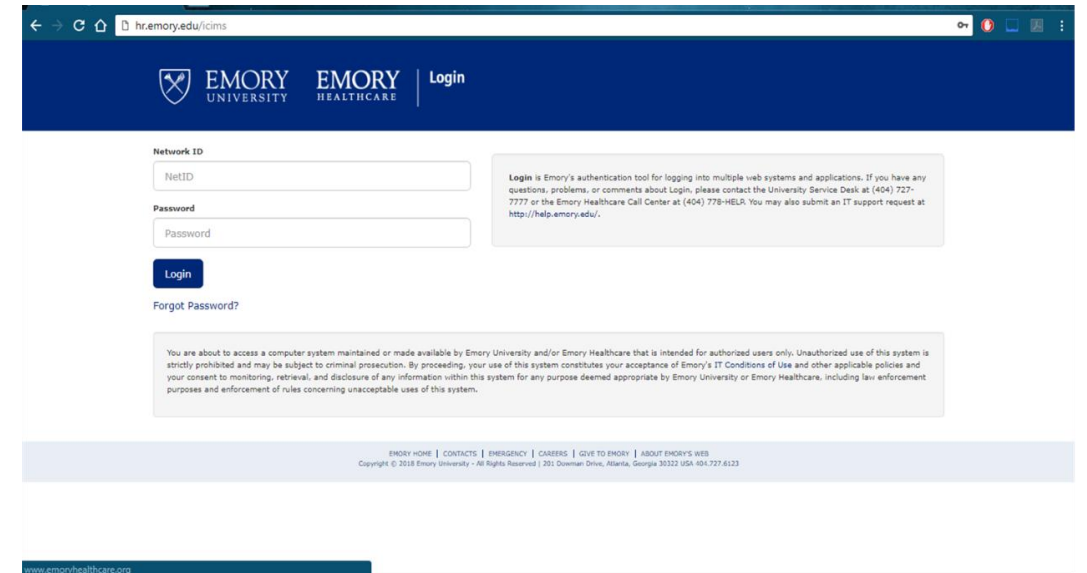
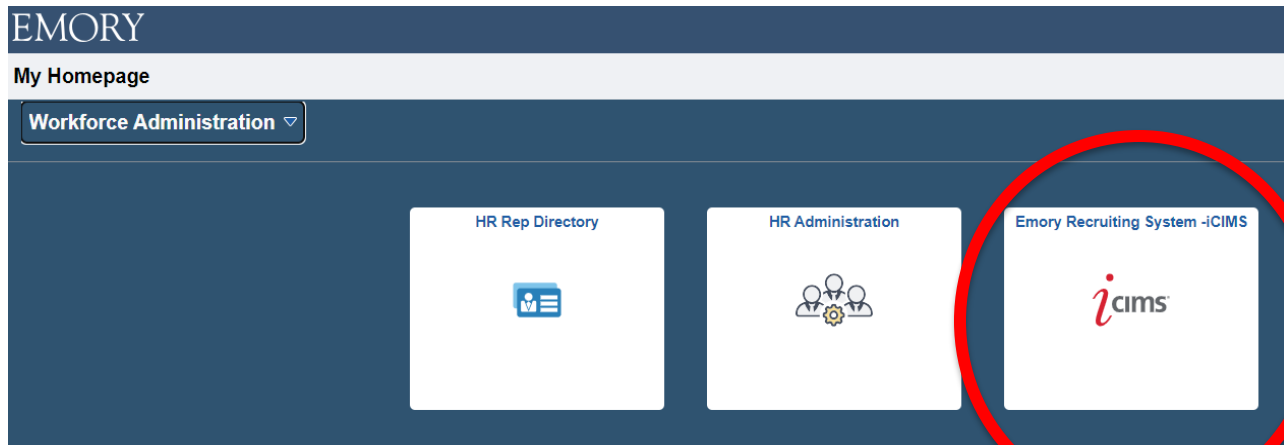


ODF = Offer Detail iForm CDF = Confidential Data iForm




All Pre-Employment is required (NHCL Complete) prior to sending a candidate to status: "Hire- Send to Peoplesoft".

Logging in to Emory's Applicant Tracking System

- 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.



iCIMS Create ▾ Communicate ▾

New iCIMS   

All Jobs

- My Pending Jobs (1)
- My Open Jobs (13)
- My Open Jobs - Req Teams/Search Committee (I am on) (16)
- My On Hold Jobs (4)
- My Closed Jobs - Last 12 Months (88)
- Jobs Pending My Approval (SOM) (0)
- No Direct Deposit Form (1)
- Jobs Pending My Approval with CBO/EVP Req Approval Output (0)

All Candidates

- Candidates in Active Reqs (958)
- Candidates in Active Reqs Sorted by Req# (958)
- Candidates in Closed Reqs (4259)
- Candidates in Closed Reqs Sorted by Req# (4259)
- Active Talent Pools with Candidates (0)

Emory University News and Resources

New iCIMS! We are beginning the process of transitioning to the updated iCIMS platform. But don't worry, you will have plenty of time for the transition, including access to 'old iCIMS' for several months. A toggle named 'New iCIMS' is now in the top right corner of your view in the system. It will allow you to turn 'new iCIMS' on or off at any time. The updated platform has added features and will streamline workflow. We will highlight these features in future communications.

Offer Details Form and Offer Progression - Staff

- Offer Details Form Needing My Action (0)
- Offer Details Form Pending My Approval (1)
- Offer Details Form Rejected (0)
- Offer Details Form Pending Approval (1)
- Offer Approved, Send Offer Letters (2)
- Offer Letters (0)
- Offer Accepted Candidates Not in Pre-Employment (179)
- Pre-Employment - In Progress (0)
- All Candidates in Offer Process (2)
- Pre-Employment Complete - Hired Past 6 Months (2)
- Candidates with Pending Offer (0)
- Sent PeopleSoft (12)

Offer Details Form and Offer Progression - Faculty/Post Doc

- Offer Forms Pending Approval (0)
- Offer Letters (2)
- Background Check (7)
- Offer Details Needing My Action (2)
- Launch Pre-Start (3)
- Launch Onboarding (2)
- Ready to Send to PeopleSoft (7)
- Hired Sent to PeopleSoft (9)
- All Faculty Hires - History (188)
- Pending Faculty Hires - Background Check (0)

The 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. Use the toggle in the top right to turn on the “New iCIMS” interface.

COMING SOON: New Offer Letter templates! Including one for Internal Transfers and Department Temps.

Posting Category (Portal Searching) Field Update: To provide a more comprehensive job category list to our applicants, we are expanding the drop-down options for 'posting category' on the job requisition. This field is shown on our career website and allows a candidate to narrow down their search by category. We are hoping the additional options are clearer and easier to an external audience. *Please note, this is different than the 'job category' that compensation sets up when creating jobs, the posting category field has no mapping to the Emory structure and is meant to be more intuitive to an external candidate.*

Need Help? Email RequestHRTS@emory.edu. In the subject line list "Emory Recruiting System - iCIMS". In the body of the email provide as many details as possible and attach screenshots/images if applicable. Please click here for: [HR Technology Requests and Troubleshooting Issues Guide](#).

For information on the [Employee Referral Program](#), please navigate to the program webpage: [It Pays To Have Friends](#).

Our [Recruiting Hiring Manager Resources](#) are on the Emory University HR Website, here are a few of the more popular links:

- [Recruitment Type](#)
- [Remote Language for JDs](#)
- [Who is my Recruiter?](#)
- [Creating a Requisition](#)
- [Pre-employment Guidelines](#)
- [I-9 Link \(Equifax\)](#)

Recruitment resources & announcements are on your dashboard.



Creating a Requisition

To create a req, click 'Create' in the top left corner, then click 'Requisition'.

The screenshot displays the iCIMS user interface. In the top left corner, a dark navigation bar contains the 'icims' logo and a 'Create' dropdown menu. The 'Create' menu is open, and the 'Requisition' option is highlighted with a red circle. Other menu items include 'Communicate'. The main content area is divided into several sections:

- Top Navigation:** A row of menu items with counts: 'My Pending (1)', 'Open Jobs - Req Teams/Search Committee (16)', 'My On Hold Jobs (4)', 'My Closed Jobs - Last 12 Months (88)', 'Jobs Pending My Approval (SOM) (0)', 'No Direct Deposit Form (1)', 'Jobs Pending My Approval with CBO/EVP Req Approval Output (0)', 'Offer Details Form Needing My Action (0)', 'Offer Details Form Pending My Approval (1)', 'Offer Details Form Rejected (0)', 'Offer Details Form Pending Approval (1)', 'Offer Approved, Send Offer Letters (2)', 'Offer Letters (0)', 'Offer Accepted Candidates Not in Pre-Employment (179)', 'Pre-Employment - In Progress (0)', and 'All Candidates in Offer Process (2)'.
- All Candidates:** A section with a dropdown arrow and minus sign. It contains five folder icons: 'Candidates in Active Reqs (958)', 'Candidates in Active Reqs Sorted by Req# (958)', 'Candidates in Closed Reqs (4259)', 'Candidates in Closed Reqs Sorted by Req# (4259)', and 'Active Talent Pools with Candidates (0)'.
- Emory University News and Resources:** A section with a dropdown arrow and minus sign. It contains a text block: 'New iCIMS: We are beginning the process of transitioning to the updated iCIMS platform. But don't worry, you will have plenty of time for the transition, including access to 'old iCIMS' for several months. A toggle named 'New iCIMS' is now in the top right corner of your view in the system. It will allow you to turn 'new iCIMS' on or off at any time. The updated platform has added features and will streamline workflow. We will highlight these features in future communications.' Below this is a link: 'Hiring Freeze: [Requisition Exception Request Process](#).' At the bottom, it says 'Need Help? Email RequestMETS@emory.edu. In the subject line list "iCIMS". In the body of the email provide as many details'.
- Offer Details Form and Offer Progression - Faculty/Post Doc:** A section with a dropdown arrow and minus sign. It contains ten folder icons: 'Offer Forms Pending Approval (0)', 'Offer Letters (2)', 'Background Check (7)', 'Offer Details Needing My Action (2)', 'Launch Pre-Start (3)', 'Launch Onboarding (2)', 'Ready to Send to PeopleSoft (7)', 'Hired Sent to PeopleSoft (9)', and 'All Faculty Hires - History (188)'. Below these is another folder icon: 'Pending Faculty Hires - Background Check (0)'.
- Offer Progression - ETS:** A section with a dropdown arrow and minus sign.

Creating a Requisition

Required on Tab One:

- Job Code
- Recruitment Type
- Remote Language for JD
- Campus Location for Posting
- Additional Info to be Added to Job Description

You cannot save a req until all four tabs have been completed.

Job Description field should not be edited.

Ensure the job code is entered correctly – this cannot be changed once the req is created. System contains job codes for EUV, ETS and EHC.

The screenshot shows the 'icims Create Requisition' interface. The top navigation bar includes 'icims', 'Create', and 'Communicate'. The main title is 'Create Requisition'. Below the title, there are two main sections: 'REQUISITION TEMPLATE' and 'POSTING INFORMATION'. The 'REQUISITION TEMPLATE' section contains three dropdown menus: 'Please pick the job you are creating a requisition for:', 'Recruitment Type', and 'Has a candidate been identified that was sourced from a different requisition #?'. Below these are several fields: 'PeopleSoft Job Title (blank)', 'Job Code (blank)', 'Grade (blank)', 'Pay Frequency (blank)', 'Salary Midpoint (blank)', and 'Hourly Midpoint (blank)'. The 'POSTING INFORMATION' section contains three dropdown menus: 'Posting Job Title', 'Campus Location (For Posting)', and 'Posting Category (Portal Searching)'. Below these are two text areas: 'Discover Your Career at Emory University (blank)' and 'Job Description'. The 'Job Description' field has a rich text editor toolbar with options for font face (Verdana), size (9pt), bold, italic, underline, and strikethrough. Below the toolbar is a note: 'Press ALT-F10 for toolbar. Press ALT-0 for help'. At the bottom of the 'POSTING INFORMATION' section, there is a text area for 'Additional Info to be Added to Job Description'. A 'Next' button is located in the top right corner of the form.



EMORY
UNIVERSITY

Creating a Requisition

icims Create ▾ Communicate ▾

Create Requisition

Cancel Previous

JOB DETAILS

Req ID
(blank)

Department *
-Select- ▾

of Openings *
1

Desired Start Date

Reason for Vacancy *

Required on Tab Two:

- Department
- Desired Start Date
- Reason for Vacancy
 - FTE Re-Allocation to be used in event of a replacement using a different job code.
- Termination Date of Last Incumbent or Budget Approval Date
- Regular/Temporary and Full-Time/Part-Time
- FTE
- Work Location or Clocking Location
- Recruiter, Req Admin, PS Supervisor, Req Team and Interview Committee
- International work questions
- Position involves
- ST for background and Emory Card charges



Creating a Requisition

icims Create ▾ Communicate ▾

Create Requisition

Cancel Previous

JOB DETAILS

Req ID
(blank)

Department *
-Select- ▾

of Openings *
1

Desired Start Date

Reason for Vacancy *

Required on Tab Two:

- Department
- # of Openings: 1 opening per requisition allowed
 - Contact your recruiter for positions with multiple openings.
- Reason for Vacancy
 - FTE Re-Allocation to be used in event of a replacement using a different job code.
- Regular/Temporary and Full-Time/Part-Time
- FTE
- Work Location or Clocking Location
- EUV Funding Source Explanation
- Estimated Annual Salary
- Are you using Dept Speedtype to fully fund the position?
- Recruiter, Req Admin, PS Supervisor, CBO, Req Team and Interview Committee
- Business Case Justification, Alternative Solutions Considered
- International work questions
- Position involves
- ST for background and Emory Card charges



Creating a Requisition – ETS Tab

icims Create ▾ Communicate ▾ ? ○ ▾

Create Requisition

Cancel Previous Next

IF USING EMORY TEMPORARY SERVICES, COMPLETE BELOW

Reason for Temp (ETS Only)
-Select- ▾

ETS Pay Rate:- If pay rate higher than min, add here:

Additional Information

Dress Code

IDENTIFIED CANDIDATE FOR ETS

Identified Candidate Name

Identified Candidate Email

Identified Candidate Phone

What state will this temporary employee be living in during the assignment?
-Select- ▾

Complete this page if it is an ETS Requisition. If Requisition is not for an ETS hire, leave all fields blank and click 'Next'.



EMORY
UNIVERSITY

Creating a Requisition – Administrative Decision Tab

icims Create ▾ Communicate ▾ ? 👤 ▾

Create Requisition

✖ Cancel ← Previous ✓ Finish

USE FOR ADMIN DECISION/SEARCH WAIVER:

Reason for Admin Decision/Search Waiver:

Justification for Bypassing Competitive Search

Admin Decision/Search Waiver Action - Please select one

IDENTIFIED CANDIDATE

Identified Candidate Name

Identified Candidate Email

Identified Candidate Phone

Identified Candidate Proposed Salary

Complete this page if Requisition is an Administrative Decision. This tab is also used for a pre-identified Non-ETS Departmental Temp (Assignment > 6 months). Otherwise, leave all fields blank and click 'Next'.

[What Qualifies as an Admin Decision?](#)

Requisition Approval

icims Create ▾ Communicate ▾ ?

⚙ Edit Approval List

Save Save & Begin Approval

Edit Approval List

i Please add your designated approvers to the approval chain below. A minimum of 2 approvers are required.

For guidance on selecting the appropriate approvers, click one of the following links:

[Emory University](#)
[Emory Healthcare](#)

Approval Email [Edit Default Message](#)
Note: If you do not customize the default message, the template for this approval type will be used.

Add Approvers Person -Select- Clear list

Approver	Email
No data exists.	

Must add a minimum of two approvers.

Approvers will be notified to approve in the order in which they are added.

Once all approvers have been added, click 'Save & Begin Approval'.

Clicking 'Save' will create a requisitions without routing for approval.

May edit the default email by clicking 'Edit Default Message'.



EMORY
UNIVERSITY

Requisition Created

< Laboratory Assistant (ETS) Pending Approval # 152839 Atlanta, Georgia US Hiring Manager: Joni Baylis-joni.baylis@emory.edu Recruiter: Coral Martinez Baez-coral.martinez@emory.edu

Overview Candidates Job Code Job Details ETS Values Postings Source **Approval** Questions Reports Attachments Faculty Jobs Activity Summary

Edit More

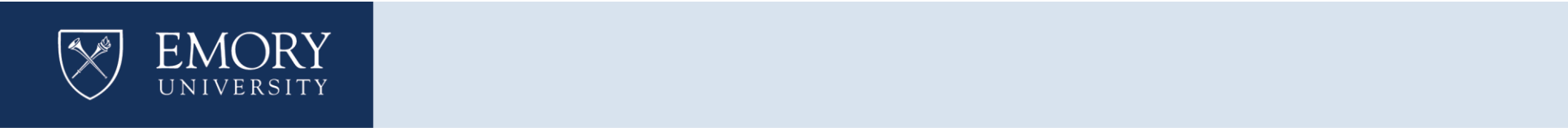
Approver(s)

i This approval process is currently in progress.

Approver	Phone	Date	Status	Resend
Karen Gardner	404/727-7395	8/21/2025 12:55 PM	Notified	
Kevin Moody	404/727-7567		Pending	

Congratulations, your requisition is created!

You can check the progress of the approval process at any time by clicking on the Approval Tab within the requisition.



Dashboard Check – Jobs & Candidates

☰ All Jobs

The screenshot shows a dashboard for 'All Jobs' with a horizontal list of job status categories. The first category, 'Jobs Pending My Approval (0)', is circled in red. Other categories include 'My Pending Jobs (4)', 'My Open Jobs (20)', 'My Open Jobs - Req Teams/Search Committee (I am on) (36)', 'My On Hold Jobs (2)', 'My Closed Jobs - Last 6 Months (91)', 'My Closed Jobs - All (1454)', and 'No Direct Deposit Form (1)'.

Job Status	Count
Jobs Pending My Approval	0
My Pending Jobs	4
My Open Jobs	20
My Open Jobs - Req Teams/Search Committee (I am on)	36
My On Hold Jobs	2
My Closed Jobs - Last 6 Months	91
My Closed Jobs - All	1454
No Direct Deposit Form	1

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

☰ All Candidates

The screenshot shows a dashboard for 'All Candidates' with a horizontal list of candidate status categories. The third category, 'Candidates in EUV Recruiter Screen Completed Status (18)', is circled in red. Other categories include 'Candidates in Active Reqs (123)' and 'Candidates in Closed Reqs (Widget Time Out)'.

Candidate Status	Count
Candidates in Active Reqs	123
Candidates in Closed Reqs (Widget Time Out)	
Candidates in EUV Recruiter Screen Completed Status	18

All Candidates: Shows candidates that are in any requisition you are associated with, included those that have been vetted by your recruiter.

Reviewing Candidates

icims Create Communicate New iCIMS

Research Specialist - School of Medicine, Pathology Approved 152364 Atlanta, Georgia US Hiring Manager: Joni Baylis-joni.baylis@emory.edu Recruiter: Emri Stewart-emri.stewart@emory.edu

Overview **Candidates** Job Code Job Details Postings Source Approval Questions Reports Attachments Faculty Jobs Activity Summary

All Candidates 31
Department Review 31
Submitted for Review 31

UNPIN FROM SIDEBAR

DEPARTMENT REVIEW (31) EDIT TABLE FILTERS

System ID	Name	Person Folder	Status	Time Since Action	Time Since Application	Application Date				Highest Education	Emory Graduate?	Require Sponsorship		
<input type="checkbox"/>	1102137	Liping Zhu	Cand:Active	Submitted for Review	6 days ago	8 days ago	8/19/2025 7:43 PM			2/3		M.D., M.P.H.	Yes	No
<input type="checkbox"/>	314275	John Thai	Cand:Active	Submitted for Review	6 days ago	8 days ago	8/19/2025 9:38 PM			3/4		Bachelor's Level Degree	No	No
<input type="checkbox"/>	1087202	Vernisa Gibson	Cand:Active	Submitted for Review	6 days ago	8 days ago	8/20/2025 8:32 AM			3/4		Bachelor's Level Degree	No	Yes
<input type="checkbox"/>	1058398	Minchan Lee	Cand:Active	Submitted for Review	6 days ago	8 days ago	8/20/2025 8:36 AM			4/4		Bachelor's Level Degree	No	No
<input type="checkbox"/>	1088425	Hana Ji	Cand:Active	Submitted for Review	6 days ago	8 days ago	8/20/2025 9:51 AM			3/3		Master's Level Degree	No	No

Applicants submitted to the department for review will appear on the Candidates tab in the requisition. Click the candidate's name to review their resume and application.



Reviewing Candidates

The screenshot displays the ICIMS interface for reviewing candidates. The top navigation bar includes options like 'Create', 'Search', 'Report', 'Communicate', 'Library', 'Other', and 'Admin'. The main header shows the job title 'TEST TEST TEST Administrator (SOM)', location 'Atlanta, Georgia US', and hiring manager 'Cheryl Coulthurst'. The 'Candidates' tab is active, showing a list of candidates under the 'EUV Recruiter Screen Completed' filter. A table lists candidate details, including 'Allen Testcandidate'. A red circle highlights the 'iFORMS' icon in the table row. A pop-up window titled 'iForms Center' is open, showing a dropdown menu with 'EUV Recruiting Interview iFORM' selected, indicated by a red arrow. The iFORM content includes 'Interview Details' with fields for Recruiter (Mallory Rutledge), Interview Type (Zoom), Candidate Name (Allen Testcandidate), Interview Date (5/14/2026), and Remote vs. In Office Preferences (Candidate prefers hybrid role).

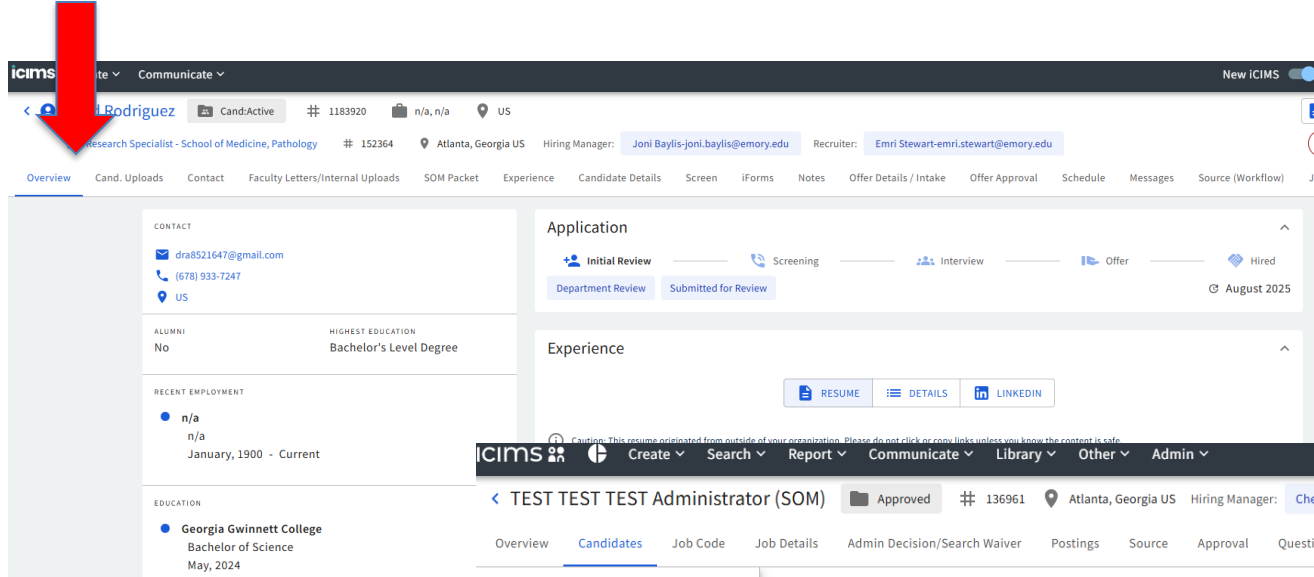
Name	Person Folder	Status	Time Since Action	Time Since Application	Eligible for Rehire?
Allen Testcandidate	Emp:New Hire	EUV Recruiter Screen Completed	53 seconds ago	1 year ago	

EUV Recruiting Interview iFORM

Interview Details		
Recruiter: Mallory Rutledge	Interview Type: Zoom	Candidate Name: Allen Testcandidate
<i>The Recruiter field should not be changed unless the last contact (not date of interview) was over a year ago and/or that recruiter has left the University. Prior to updating this field, you must download the version and save to Recruiter docs so that the candidate history is maintained.</i>		
Interview Date: 5/14/2026	Remote vs. In Office Preferences?: Candidate prefers hybrid role.	

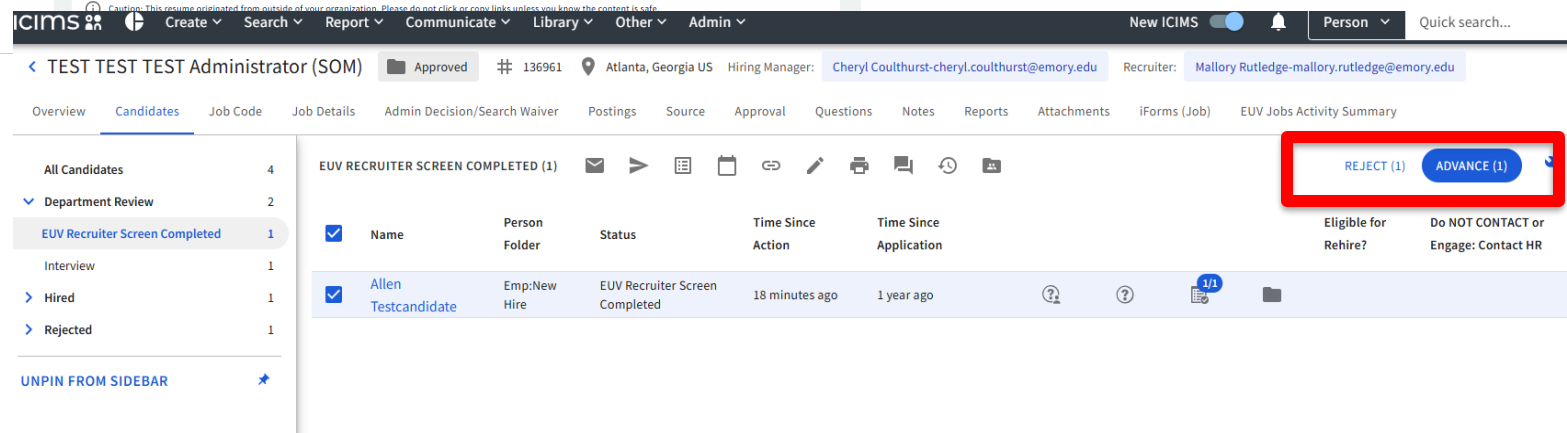
To view recruiter feedback on a candidate they have screened, click the iFORMS icon, then select EUV Recruiting Interview iFORM from the drop down menu.

Reviewing Candidates



A screenshot of the ICIMS system showing a candidate profile for Rodriguez. A red arrow points to the candidate's name. The profile includes contact information, education (Bachelor's Level Degree), and recent employment. The application status is shown as 'Submitted for Review'.

Use the Overview, Cand. Upload and Experience tabs to review the candidate.



A screenshot of the ICIMS system showing a candidate list for 'TEST TEST TEST Administrator (SOM)'. The 'Candidates' tab is selected. A table lists candidates, with one candidate 'Allen Testcandidate' highlighted. The 'REJECT (1)' and 'ADVANCE (1)' buttons are highlighted with a red box.

✓	Name	Person Folder	Status	Time Since Action	Time Since Application	Eligible for Rehire?	Do NOT CONTACT or Engage: Contact HR
✓	Allen Testcandidate	Emp:New Hire	EUV Recruiter Screen Completed	18 minutes ago	1 year ago		

Use the Advance or Reject button to update the candidate's status.

Reviewing Multiple Candidates

The screenshot displays a recruitment system interface. On the left, a requisition card for ID 48867 is shown, titled "Assistant Program Coordina...". It is managed by Andrea M. Mercer and is in an "APPROVED" state. A progress bar indicates the requisition is "OPEN". Below the progress bar, statistics are provided: 39 days since first approved, 0 new candidates, 1 in offer tasks, and 0 in pre-employment. The requisition is managed by Sharlene Langford-sharlene.t... and is located in Atlanta, Georgia, United States.

On the right, a "People" list is displayed under the "Department Review" bin, which contains 19 results. The list shows candidates who have been "Submitted for Review". A red arrow points to the name "Sonja Harrast" in the first row of the candidate list. The table columns include checkboxes, status, recruiting workflow, person name, and candidate status.

<input type="checkbox"/>	Status	Recruiting Workfl...	Person ...	Person ...				
<input checked="" type="checkbox"/>	Bin: Department Review	19						
<input type="checkbox"/>	Submitted for Review	Sonja Harrast	Yes	Cand:Active	?		4/4	
<input type="checkbox"/>	Submitted for Review	COLBY WILLIAMS	No	Cand:Active	?		2/3	
<input type="checkbox"/>	Submitted for Review	Emily Vinchiarello	No	Cand:Active	?		2/3	

At the bottom of the candidate list, there are three action buttons: "Reject", "Advance", and "More actions".

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

Reviewing Multiple Candidates

iCIMS Create Communicate

< Back

Select for Mass Action < Search Result 1 of 19 >

ID 146191

Sonja D. Harrast
PROGRAM COORDINATOR

CAND:ACTIVE

Alumni: Yes Highest Education: Ph.D.

Applying for Assistant Program Coordinator
Department Review - Submitted for Review

Reject Advance

Resume/CV Cand. Uploads Faculty Letter... Experience More

Download Resume

Traditional LinkedIn Facebook Microsoft Problems Viewing?

Sonja Harrast, PhD

EDUCATION

Emory University, Atlanta, Georgia, PhD, Biological and Biomedical Sciences, 2004
University of Cincinnati, Cincinnati, Ohio, MEd, Nutrition and Health Sciences, 1996
Florida International University, Miami, Florida, BA, Chemistry, 1991

PUBLICATIONS

Kalkwarf HJ and Harrast SD. Effects of calcium supplementation and lactation on iron status. Am J Clin Nutr 1998;67:1244-9.

Harrast SD and Kalkwarf HJ. Effects of gestational age, maternal diabetes, and intrauterine growth

- Click the triangle icon to view the next candidate's resume without going back to the People tab of the req.
- 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.**



Long List & Short List Statuses

Move the candidate(s) into Long-List and Short-List statuses using the green Advance button.

These statuses are used to organize applicants during the review process. Candidates in these statuses will remain under consideration but will not know if they have been assigned to a Long/Short List.

The screenshot displays a recruitment system interface. On the left, a requisition page for 'Clinical Business Manager, S...' is shown, with a progress bar indicating 'APPROVED' and 'OPEN' stages. The 'OPEN' stage is currently active. Below the progress bar, statistics are provided: 41 days since first approved, 0 new candidates, 0 in offer tasks, and 0 in pre-employment. The requisition is administered by Megan B. Smith and is located in Atlanta, Georgia. On the right, a candidate list is displayed, filtered by 'Submitted for Review' (19 results). A dropdown menu is open for the 'Submitted for Review' status, showing options: 'Bin: Department Review', 'Long-List', 'Short-List', 'Interview', 'Staff - Candidate Selected for Offer', 'Faculty - Candidate Selected for Offer Se...', and 'Bin: Offer Tasks'. A red arrow points to the 'Advance (1)' button at the bottom right of the candidate list.

Documenting Interviews

The screenshot displays the iCIMS requisition system interface. On the left, a sidebar shows the requisition details for ID 139347, including the title 'Program Coordinator, Schw...', the administrator 'Emalise Ellingson', and a progress bar indicating the requisition is 'APPROVED'. Below this, a table shows statistics: 78 days since first approved, 0 new candidates, 0 in offer tasks, and 1 in pre-employment. A list of activities is also visible, such as 'Profile Removed from Google' and 'Workflow Profile Edited'. The main area shows a list of candidates under the 'Submitted for Review' status. A red arrow points to the 'Interview' status in the dropdown menu. A green arrow points to the 'Advance' button at the bottom right of the candidate list.

Status	Candidate Name	Cand:Active	Updated Date
Submitted for Review	Taylor James	Cand:Active	12/6/2024 12:1
Submitted for Review	Erika Flythe	Cand:Active	12/6/2024 12:1
Submitted for Review	Storm Dolfi	Cand:Active	12/6/2024 12:1
Submitted for Review	Marissa Baham	Cand:Active	12/6/2024 12:1
Submitted for Review	Trea Vance	Cand:Active	12/6/2024 12:1
Submitted for Review	Nathan Frank	Cand:Active	1/2/2025 1:08:
Interview	Robin Gaucher	Cand:Active	12/10/2024 2:3
Interview	Mary Collier	Cand:Active	12/9/2024 2:4
Interview	Alexa Shuster	Cand:Active	12/9/2024 2:4

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/Zoom. **Best practice: 3 interviews per 1 hire.**



EMORY
UNIVERSITY

Dispositioning Applicants

The screenshot displays the recruitment system interface. On the left, a sidebar shows requisition details for 'Clinical Business Manager, S...' with a 'REQUISITION' status and a progress bar indicating 'APPROVED' status. The main area shows a list of applicants under the 'Submitted for Review' status. A red circle highlights the 'Reject' button in the bottom right of the applicant list. A red arrow points from this button to a 'Disposition' dialog box. The dialog box contains a list of reasons for rejection, with a red arrow pointing to the 'Select a Disposition' dropdown menu. A red arrow also points from the 'Reject' button to the 'Reject (1)' button at the bottom of the interface.

People Job Code Job Details Source Approval Questions Reports Attachments

Filters

Displaying 20 Results

By Workflow By Status By Source By Application Date By Distance

Status Recruiting Workflow Profile (Person Full Na... Person : Person Fold

Bin: Department Review 20

Status: Submitted for Review 19

Submitted for Review

Submitted for Review

Submitted for Review

Submitted for Review

Submitted for Review

Submitted for Review

Submitted for Review

Submitted for Review

Submitted for Review

Bin: Offer Tasks

Offer Rejected

Offer Rescinded

Bin: Rejected

Rejected

Reject (1)

Advance (1)

Auto-Launch Action - Google Chrome

emory.icims.com/icims2/servlet/icims2?module=AppSearchActionAdapter&action=autoLaunchWrapper&actions=NoteReject&slot=SRCH_G_187_150...

Disposition

You have chosen to reject the selected candidate(s).

Select a Disposition

- Accepted Another Emory Position
- Application - received too late not considered
- Canceled - changed job code
- Canceled - Evergreen requisition
- Canceled - filled by new grad resident
- Canceled - position no longer needed
- Candidate withdrew
- Did not communicate effectively
- Did not meet minimum qualifications
- Did not pass licensure
- Did not pass application
- Duplicate application
- Evergreen - copied to open requisition
- Hired - No Show
- Hired - Other
- Incomplete Application
- Ineligible school/education
- Information falsified
- Information inconsistent
- Interests/goals do not align with organization

Save

Use the red Reject button to move applicants no longer under consideration to “Rejected” status. You **must** choose the appropriate disposition reason from the drop-down list and click ‘Save’. You may also choose to send a notification email to the applicant.

Sending a Rejection Notification

The screenshot shows a web browser window with the URL `emory.icims.com/icims2/servlet/icims2?module=AppSearchActionAdapter&action=autoLaunchWrapper&actions=NoteReject&slot=SRCH_G_187_150...`. A dropdown menu is open, showing a list of disposition reasons. The option 'Send an email notice to this candidate.' is highlighted with a red circle. Below this, a 'Compose email' window is open. The 'From' field is set to 'Emory University Recruiting-recrui2@emory.edu', with a red arrow pointing to it. The 'Associated Recruiting Workflow' dropdown is open, showing a list of templates. A red arrow points to the 'Associated Recruiting Workflow' dropdown. The list of templates includes: 'Others' Private Templates', 'EUV Rejection Letter - links to other job postings', 'Others' Public Templates', 'EUV Rejection Letter', 'EUV Rejection Letter (Cancelled Req)', 'EUV Rejection Letter (Interviewed)', 'EUV Rejection Letter - Does not meet min qualifications', 'EUV Rejection Letter - Restricted Candidate', and 'EUV Rejection Letter Template <6 mo. in job'. The 'Send' button is visible at the bottom right of the 'Compose email' window.

After selecting the disposition reason, check the box to 'Send an email notice to this candidate'.

In the email window, 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.



EMORY
UNIVERSITY

Identifying a Finalist

When a finalist has been identified use the green Advance button to move the candidate to 'Staff – 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.

Note: Do NOT use 'Faculty – Candidates Selected' status for a staff hire!

The screenshot displays a recruitment system interface with a top navigation bar including 'People', 'Job Code', 'Job Details', 'Source', 'Approval', 'Questions', 'Notes', and 'Reports'. Below the navigation bar, there is a 'Filters' section with a 'Find Qualified Candidates' button and a 'Displaying 13 Results' indicator. The main area shows a list of candidate bins and individual candidates. A dropdown menu is open over the 'Submitted for Review' status of a candidate named 'Sue', showing options: 'Submitted for Review', 'Long-List', 'Short-List', 'Interview', 'Staff - Candidate Selected for Offer', 'Faculty - Candidate Selected for Offer Se...', 'Bin: Offer Tasks', 'Send to Skill Survey - Reference Check', and 'Send Internal Candidate Reference Form'. A red arrow points to the 'Staff - Candidate Selected for Offer' option. At the bottom of the interface, there are buttons for 'Reject (1)' and 'Advance (1)'. The 'Advance (1)' button is highlighted with a green border.



Reference Check

- **Skill Survey**
 - 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.
- **Department Lead Reference Check**
 - 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.
- **Internal Reference Check**
 - Internal Reference Form is sent is the selected candidate is a current EUV or EHC employee.

Reference feedback should be reviewed PRIOR to extending the offer!



Salary Recommendations

- Will receive an email with a link to a form within iCIMS containing the recommended rate of pay for the selected candidate.
- Salary Recommendation iFORM is for the hiring department's review only. There is no action on the form that the Req Administrator or Supervisor are required to complete.
- If a discussion is required, contact the recruiter directly.

TIP: Share any relevant information with the recruiter upfront! This may include budget, equity considerations, information on the candidate's salary expectation gathered during the interview process.



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.



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**

Requisition ID: 6662
Requisition: Administrative Coordinator
Offer Details Form: [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.j.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](#)

The screenshot shows a dashboard titled "Offer Details Form and Offer Progression - Staff". It contains several tiles representing different stages of the hiring process:

- Offer Details Form Needed My Action (11)**: This tile is circled in red.
- Offer Details Form Pending My Approval (0)**
- Offer Details Form Rejected (0)**
- Offer Details Form Pending Approval (0)**
- Offer Approved, Send Offer Letters (0)**
- Offer Letters (3)**
- Offer Accepted Candidates Not in Pre-Employment (7)**
- Pre-Employment In Progress (2)**
- All Candidates in Offer Process (13)**
- Pre-Employment Complete - Hired Sent PeopleSoft (56)**
- Rejected Offers (0)**



Completing the Offer Details Form

The screenshot displays the iCIMS interface for a candidate's profile. On the left, the candidate's information is shown: ID 287, name Glenda Goodwitch (Assistant Research Professor), and status CAND-ACTIVE. Below this, there are buttons for 'Reject' and 'Advance', and a list of activities including 'Email Sent' and 'Appointment Scheduled'. The main area on the right shows the 'Offer Details / ...' tab selected, which is circled in red. This tab contains the 'Emory Offer Details Form' with various fields for completion, such as 'Req #', 'Candidate Name', 'Job Code/Title', 'Effective Start Date', 'Offer Type', 'Employee Class', 'PeopleSoft Supervisor', 'Action/Reason', 'Compensation Rate', 'Pay Frequency', 'Reg/Temp Full/Part Time', 'Standard Hours/FTE', 'Benefits Configuration 1', 'Future Term Reason', 'Future Term Date', and 'Location Code'. A note at the top of the form states: 'Once approved - this data will create the job in PeopleSoft when ICIMS Status = Hired'.

The ODF can also be accessed on the Offer Details tab on the person profile within the workflow.

The Req Administrator should complete all required fields.



Offer Details Form Approval

- Once the Req Administrator has completed the ODF the Recruiter will be notified. The Recruiter will route the ODF for approval.
- The ODF must be approved by two key departmental decision makers. One of the approvers may be the same person who completed the form.
- Once approved, the Recruiter will send an email notifying the Req Administrator that the offer has been approved and the offer letter may be sent.

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](#)



EMORY
UNIVERSITY

Offer Details and Offer Progression - Staff



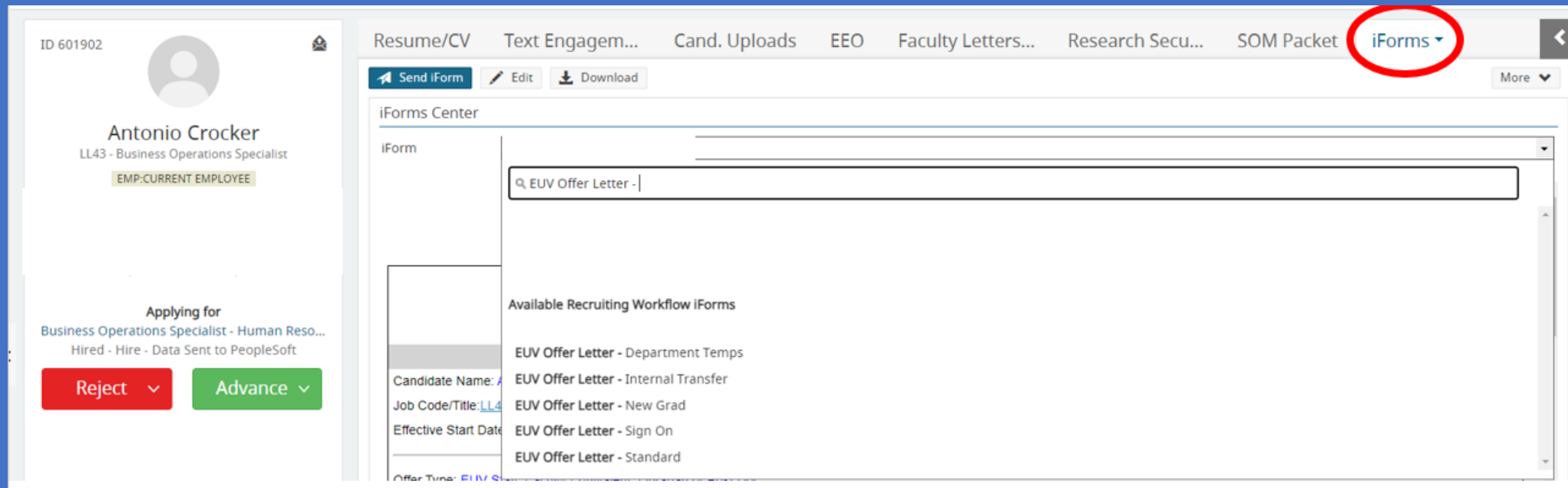
Track the progress of offers on your dashboard. There are separate panels for Staff, Faculty and ETS offers.

Offer Details Form Needing My Action, ODF Pending My Approval, Offer Approved Send Offer Letters require action by the Req Administrator!



How to Send Offer Letters

Navigate to the person profile within the workflow. Click on iForms tab. Select the offer letter template from the drop down menu.




The screenshot displays a recruitment system interface. On the left, a candidate profile for Antonio Crocker (ID 601902) is shown, including his name, title (LL43 - Business Operations Specialist), and status (EMP:CURRENT EMPLOYEE). Below the profile are 'Reject' and 'Advance' buttons. The main area shows a navigation bar with tabs: Resume/CV, Text Engagem..., Cand. Uploads, EEO, Faculty Letters..., Research Secu..., SOM Packet, and iForms (highlighted with a red circle). Below the navigation bar, the 'iForms Center' is visible, featuring a search bar with the text 'EUV Offer Letter - |' and a list of 'Available Recruiting Workflow iForms' including 'EUV Offer Letter - Department Temps', 'EUV Offer Letter - Internal Transfer', 'EUV Offer Letter - New Grad', 'EUV Offer Letter - Sign On', and 'EUV Offer Letter - Standard'.



Offer Letter Options

- **EUV Offer Letter – Standard:** Requires minimal editing. Most custom information will pull from the Requisition and Offer Details Form. The Req Administrator may need to edit information that did not parse or edit parsed information for completeness.
- **EUV Offer Letter – Customizable:** 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.
- **EUV Offer Letter – Sign On:** Same as standard offer letter but the Req Administrator must add the approved sign on bonus amount.
- **EUV Offer Letter – New Grad:** Same as standard offer letter but this offer letter is to be used for new hires that will have completed their degree requirements within three months of their effective start date.
- **EUV Offer Letter – Department Temps:** Used for temporary hires that are not through Emory Temporary Services.
- **EUV Offer Letter – Internal Transfers:** Used for current Emory University employees moving into a new position.

EUV Offer Letter – Standard

 EMORY UNIVERSITY		
Sep 20 2024		
Dolly 123 Dolly Lane Atlanta	Parton GA	30309
Dear DeeDee,		
It is with great pleasure that we offer you the position of UA TEST PURPOSES ONLY for 720006 - SOM: Oral Surgery/Path Income at Emory University. By way of this letter, I am pleased to convey the terms of your employment, which are highlighted below.		
Your first day with Emory is Oct 1 2024 , your official title is ***UA TEST - TESTING PURPOSES ONI , and you will report to Peter-PreferredName		
Buch 227	This position is Regular Full-Time , Non-Exempt , and belongs to job grade 227 . Your rate of pay will be \$ 7,000.00 , and paid on a Monthly basis.	
Please note that this offer is contingent upon the affirmative outcome of Emory's pre-employment process. This includes but is not limited to a reference check, criminal background check, sex offender registry check, and may include a health assessment and/or drug screen.		
Annual salary adjustment considerations are based on performance and are effective September 1 of each year. Depending on your start date, your merit increase may be pro-rated.		
Emory supports time away from work with generous holidays, vacation and sick leave, and other types of leave. Please visit Emory Benefits - Time Away for more information.		
<ul style="list-style-type: none">• Vacation and Sick Leave- Time off is accrued based on employee classification, hours worked, and length of service at Emory.• Holidays- Emory observes 11 paid holidays per year. In addition, employees receive 2 floating holidays per year. New employees starting after July 1st will receive 1 floating holiday in their first year. Additionally, Emory University closes most academic and administrative offices for Winter Recess, the three days between the Christmas and New Year holidays, giving employees these days off.		
Emory also offers a very competitive range of benefits, a few are highlighted below. Please visit Emory Benefits to review all of Emory's employee benefits in depth.		
<ul style="list-style-type: none">• 403B Retirement Plan- Emory provides a baseline contribution to each eligible employee's retirement totaling 6% of the employee's salary. In addition, Emory will contribute an additional 3% when the employee contributes just 2%. To confirm your eligibility in Emory's 403B retirement plan, please visit Emory's benefits website.• Medical, Dental and Vision Coverage- Several healthcare coverage plans to choose from and priority access to Emory Healthcare providers.• Life Insurance- Basic Life Insurance is provided to all employees at no charge.• Courtesy Scholarship- Grant that covers tuition for Emory employees and family members who are enrolled in an academic program at Emory University.• Tuition Reimbursement- Emory offers tuition reimbursement to help you pay for educational expenses at institutions outside of Emory University.		
DeeDee , 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 much look forward to working with you!		

Requires minimal editing. Most custom information will pull from the Requisition and Offer Details Form. The Req Administrator may need to edit information that did not parse or edit parsed information for completeness.



EUV Offer Letter – Customizable



Sep 24 2024

Dolly	Parton
123 Dolly Lane	
Atlanta	GA 30309

Dear DeeDee,

It is with great pleasure that we offer you the position of **UA TEST PURPOSES ONLY** for **720006 - SOM: Oral Surgery/Path Incom** at Emory University. By way of this letter, I am pleased to convey the terms of your employment, which are highlighted below.

Your first day with Emory is **Oct 1 2024**, your official title is *****UA TEST - TESTING PURPOSES ONI**, and you will report to **Peter-PreferredName**.
This position is **Regular Full-Time**, **Non-Exempt** and belongs to job grade **227**. Your rate of pay will be \$**7,000.00**, and paid on a **Monthly** basis.

Please note that this offer is contingent upon the affirmative outcome of Emory's pre-employment process. This includes but is not limited to a reference check, criminal background check, sex offender registry check, and may include a health assessment and/or drug screen.

Test text here.



Text box can be expanded by dragging the corner.

If you have questions about the contents of this letter or the duties and responsibilities of this position, please contact **Antonio Crocker** at **antonio.crocker@emory.edu**.

Checking the box below indicates your acceptance of this position.

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.



EUV Offer Letter – Sign On

Resume/CV Text Engagem... Cand. Uploads EEO Faculty Letters... iForms

Send iForm Edit Download More

iForms Center

iForm EUV Offer Letter - Sign On

Save & Exit Cancel

EMORY UNIVERSITY

Aug 19 2024

Tester Copperpot

The GoonDocks

Chamblee GA 30341

Dear Tester:

It is with great pleasure that we offer you the position of **UA TEST PURPOSES ONLY** for **720006 - SOM: Oral Surgery/Path Income** at Emory University. By way of this letter, I am pleased to convey the terms of your employment at Emory, which are highlighted below.

Your first day with Emory is **Feb 15 2023**, your official title is *****UA TEST - TESTING PURPOSES ONI**, and you will report to **Peter Buch**. This position is **Regular Full-Time**, **Non-Exempt** and belongs to job grade **227**. Your rate of pay will be \$ **5,000.00** and disbursed on a **Hourly** basis.

As discussed, your offer includes a onetime sign-on bonus of \$ **[REDACTED]**. No, if you leave on your own accord or are terminated for cause in the first year of employment you may be obligated to pay this bonus. This signing bonus is taxable and all regular payroll taxes will be withheld.

Please note that this offer is contingent upon the affirmative outcome of Emory's pre-employment process. This includes but is not limited to a reference check, criminal background check, sex offender registry check, and may include a health assessment and/or drug screen.

Annual salary adjustment considerations are based on performance and are effective September 1 of each year. Depending on your start date, your merit increase may be pro-rated.

Emory supports time away from work with generous holidays, vacation and sick leave, and other types of leave. Please visit [Emory Benefits - Time Away](#) for more information.

Same as standard offer letter but the Req Administrator must add the approved sign on bonus amount.

EUV Offer Letter – New Grad



Sep 24 2024

Dolly	Parton
123 Dolly Lane	
Atlanta	GA 30309

Dear DeeDee,

It is with great pleasure that we offer you the position of **UA TEST PURPOSES ONLY** for **720006 - SOM: Oral Surgery/Path Income** at Emory University. By way of this letter, I am pleased to convey the terms of your employment at Emory, which are highlighted below.

Your first day with Emory is **Oct 1 2024**, your official title is *****UA TEST - TESTING PURPOSES ONI**, and you will report to **Peter-PreferredName**.
Buch This position is **Regular Full-Time**, **Non-Exempt**, and belongs to job grade **227**. Your rate of pay will be \$ **7,000.00**, and paid on a **Monthly** basis.

Your offer of employment is reliant on the understanding that you have, or are in the process of, completing your educational degree requirements. Your degree must be conferred within three months of your effective start date in order to continue your employment.

Please note that this offer is contingent upon the affirmative outcome of Emory's pre-employment process. This includes but is not limited to a reference check, criminal background check, sex offender registry check, and may include a health assessment and/or drug screen.

Annual salary adjustment considerations are based on performance and are effective September 1 of each year. Depending on your start date, your merit increase may be pro-rated.

Emory supports time away from work with generous holidays, vacation and sick leave, and other types of leave. Please visit [Emory Benefits - Time Away](#) for more information.

- **Vacation and Sick Leave**- Time off is accrued based on employee classification, hours worked, and length of service at Emory.
- **Holidays**- Emory observes 11 paid holidays per year. In addition, employees receive 2 floating holidays per year. New employees starting after July 1st will receive 1 floating holiday in their first year. Additionally, Emory University closes most academic and administrative offices for Winter Recess, the three days between the Christmas and New Year holidays, giving employees these days off.

Emory also offers a very competitive range of benefits, a few are highlighted below. Please visit [Emory Benefits](#) to review all of Emory's employee benefits in depth.

- **403B Retirement Plan**- Emory provides a baseline contribution to each eligible employee's retirement totaling 6% of the employee's salary. In addition, Emory will contribute an additional 3% when the employee contributes just 2%. To confirm your eligibility in Emory's 403B retirement plan, please visit Emory's benefits website.
- **Medical, Dental and Vision Coverage**- Several healthcare coverage plans to choose from and priority access to Emory Healthcare providers.
- **Life Insurance**- Basic Life Insurance is provided to all employees at no charge.
- **Courtesy Scholarship**- Grant that covers tuition for Emory employees and family members who are enrolled in an academic program at Emory University.
- **Tuition Reimbursement**- Emory offers tuition reimbursement to help you pay for educational expenses at institutions outside of Emory University.

Same as standard offer letter but this offer letter is to be used for new hires that will have completed their degree requirements within three months of their effective start date.



EUV Offer Letter – Department Temp



Sep 24 2024

Dolly	Parton
123 Dolly Lane	
Atlanta	Georgia 30309

Dear DeeDee

It is with great pleasure that we offer you the position of **UA TEST PURPOSES ONLY** for **720006 - SOM: Oral Surgery/Path** at Emory University. By way of this letter, I am pleased to convey the terms of your employment at Emory, which are highlighted below. As discussed, this is a temporary assignment and your first day with Emory is **Oct 1 2024**. Temporary assignments can be extended and are subject to change at any time. Your official title is **UA TEST PURPOSES ONLY** and you will report to **Peter-PreferredName Buch**.

This position is **Non-Exempt**. You will be paid **Monthly** at a rate of \$**7,000.00**. You will be **Temporary Full-Time** at a job grade of **227**. Many temporary assignments are eligible for healthcare benefits. Please visit [Emory Staff Benefits Eligibility](#) for more information.

Please note that this offer is contingent upon the affirmative outcome of Emory's pre-employment process. This includes but is not limited to a reference check, criminal background check, sex offender registry check, and may include a health assessment and/or drug screen.

DeeDee, 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 much look forward to working with you!

If you have questions about the contents of this letter or the duties and responsibilities of this position, please contact **Antonio Crocker** at antonio.crocker@emory.edu.

Checking the box below indicates your acceptance of this position.

Sincerely,

Peter-PreferredName Buch

Used for temporary hires that are not through Emory Temporary Services.



EUV Offer Letter – Internal Transfer

Save & Exit Cancel

Feb 7 2025

Test	TestApplicant	
1500 Parkwood Circle SE		
Atlanta	Georgia	30339

Dear Taylor,

It is with great pleasure that we offer you the position of Program Coordinator, Schwartz C for 909110 - University Music Admin at Emory University. By way of this letter, I am pleased to convey the terms of your new role, which are highlighted below.

Your start date is [redacted], your new official title is Program Coordinator, Schwartz C, and you will report to Rachael [redacted]. This position is Regular Full-Time, Exempt, and belongs to job grade 230. Your rate of pay will be \$ [redacted] and paid on a [redacted] basis.

Please note that this position requires additional screening which may include but is not limited to a background screen, national sex offender registry list, drug screen and/or health assessment. Your transfer will be contingent upon the positive outcome.

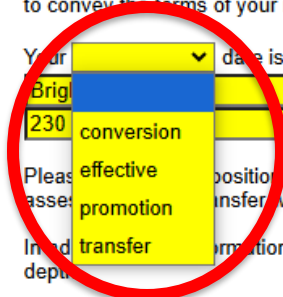
In addition to the information above, Emory will continue to provide you with a very competitive range of benefits. Please visit [Emory Benefits](#) to review all of Emory's employee benefits in your department.

Taylor, I want to congratulate you on this next step of your career with Emory. 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 much look forward to working with you!

If you have questions about the contents of this letter or the duties and responsibilities of this position, please contact Emma Ellingson at emma.ellingson@emory.edu.

Checking the box below indicates your acceptance of this position.

Sincerely,



Used for current Emory University employees moving into a new position.



Viewing the Offer Letter

The screenshot displays the iCIMS user interface. On the left, a candidate profile for Betsy C. Dewey is shown, including her ID (337011), title (XB20 - Coord, Program), and status (EMP.CURRENT EMPLOYEE). The right side of the interface features a navigation menu with tabs for Resume/CV, Cand. Uploads, Faculty Letter..., Experience, Candidate Det..., and iForms. The iForms tab is selected and circled in red. Below the navigation menu, there are buttons for Send iForm, Edit, and Download, with the Download button also circled in red. The main content area shows the iForms Center, which includes a search bar and a list of forms under 'Completed Recruiting Workflow iForms' and 'Available Recruiting Workflow iForms'. The 'Completed' list includes '++Emory Offer Details Form' and '+EUV Offer Letter - Customizable'. The 'Available' list includes '+ Faculty Offer Letter - Copy & Paste Template' and '+EUV Offer Letter - Standard'.

To access the offer letter after it has been sent, go to the iForms tab. Select the offer letter from the drop-down menu. To save a copy, click download.



EMORY
UNIVERSITY

Offer Progression - ETS

☰ Offer Progression - ETS


Pre-Employment
- In Progress (0)


Offer Letters (0)


ETS Actives (2)


Hired Sent to
PeopleSoft (5)


Future Term
Date (0)

Future Term Date widget will show ETS employees with a term date within 30 days. The date is pulled from what was entered on the Offer Details Form. If an employee appears in this widget, please reach out to your ETS Recruiter to discuss the termination or next steps.



Offer Accepted

Offer Details Form and Offer Progression - Staff

- Offer Details Form Needing My Action (11)
- Offer Details Form Pending My Action (0)
- Offer Details Form Rejected (0)
- Offer Details Form Pending Approval (0)
- Offer Approved, Send Offer Letters (0)
- Offer Letters (3)
- Offer Accepted Candidates Not in Pre-Employment (?)
- Pre-Employment In Progress (2)**
- All Candidates in Offer Process (13)
- Pre-Employment Complete - Hired Sent PeopleSoft (56)
- Rejected Offers (0)

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 hires within the past 6 months.

Recruiting Workflow Search: DB EUV Pre-Employment Started

Take Action | Email | Share | iForms | Schedule Interview | Edit Interview | New Task | Submit to Workflow | Schedule Appointment | Edit Folder | More

Recruiting Workflow Search Results (2 Found)

	Requisitio...	Requisition : Posting Job Title	Recruiting Workfl...	Emory ...	Emory New Hire C...	Person : E...	Person : E...	Req Ad...
<input type="checkbox"/>	5/6 48873	Program Coordinator, Humphrey Fellowship Program	[REDACTED]	3/22/2020	In Progress	[REDACTED]	[REDACTED]	Annea Mercer
<input type="checkbox"/>	6/6 49760	Public Health Program Associate	[REDACTED]	4/27/2020	Complete	ASALING	1849232	Cindy Gasaw...

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. 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.

Onboarding in Progress		
Onboarding In Progress		
Lou Smith	LITS: Library and IT Services	<input type="checkbox"/>
Jim Tester	SOM: School of Medicine	<input checked="" type="checkbox"/>
peter Test	Campus Life	<input type="checkbox"/>

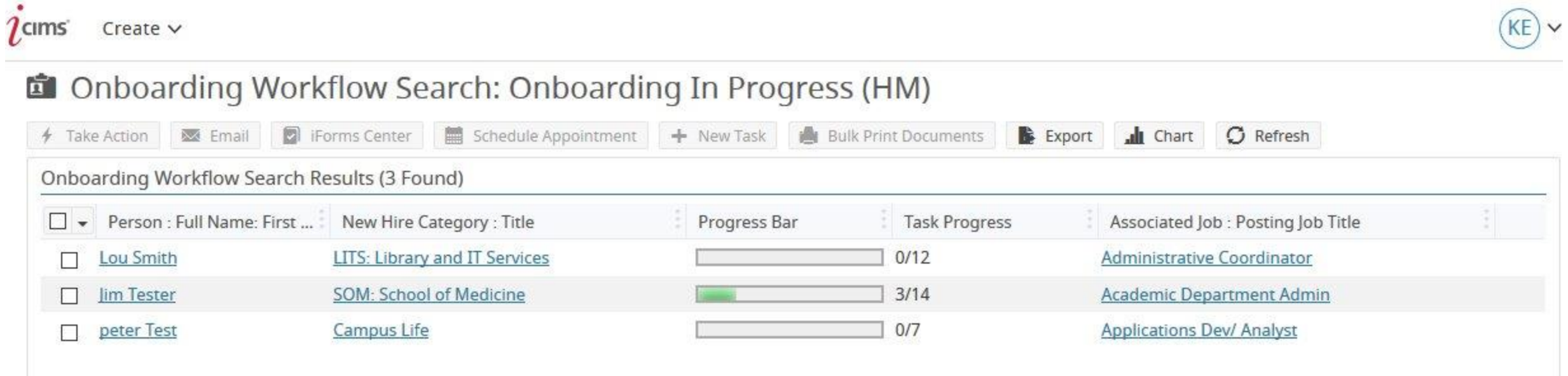
Onboarding Completed		
Onboarding Completed		
Tamara McQueen	Emory Healthcare	<input checked="" type="checkbox"/>



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.***



The screenshot displays the iCIMS interface for "Onboarding Workflow Search: Onboarding In Progress (HM)". The top navigation bar includes the iCIMS logo, a "Create" dropdown, and a user profile icon labeled "KE". Below the title, there is a row of action buttons: "Take Action", "Email", "iForms Center", "Schedule Appointment", "New Task", "Bulk Print Documents", "Export", "Chart", and "Refresh". The main content area is titled "Onboarding Workflow Search Results (3 Found)" and contains a table with the following data:

<input type="checkbox"/>	Person : Full Name: First ...	New Hire Category : Title	Progress Bar	Task Progress	Associated Job : Posting Job Title
<input type="checkbox"/>	Lou Smith	LITS: Library and IT Services	<div style="width: 0%;"></div>	0/12	Administrative Coordinator
<input type="checkbox"/>	Jim Tester	SOM: School of Medicine	<div style="width: 21%;"></div>	3/14	Academic Department Admin
<input type="checkbox"/>	peter Test	Campus Life	<div style="width: 0%;"></div>	0/7	Applications Dev/ Analyst

Onboarding



EMORY UNIVERSITY | EMORY HEALTHCARE

Careers

Onboarding Tasks



Nacho Mama

[View Profile](#) | [Log Out](#)

Your information has been updated successfully. Thank you for the update.

Task Progress:

You have completed 0 of your 12 tasks.

All times are in [Eastern Standard Time](#).

Tasks

- I9 Link to Equifax
Due 2/20/2018
- University Network ID (NETID)
Due 2/20/2018
- EUV Benefits Explained
Due 2/20/2018
- EUV Parking Information
Due 2/20/2018
- Direct Deposit
Due 2/20/2018

Welcome to Emory College!



Our unique faculty, staff and students are excited to have you join the award-winning efforts that are carried out each day in support of the Emory University Mission.

Emory University, a top-ranked private institution recognized internationally for its outstanding liberal arts colleges, graduate and professional schools and one of the world's leading health care systems, welcomes you to our community.

Begin the Tasks for the New Hire Onboarding here and follow your progress of completion.

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.



EMORY UNIVERSITY