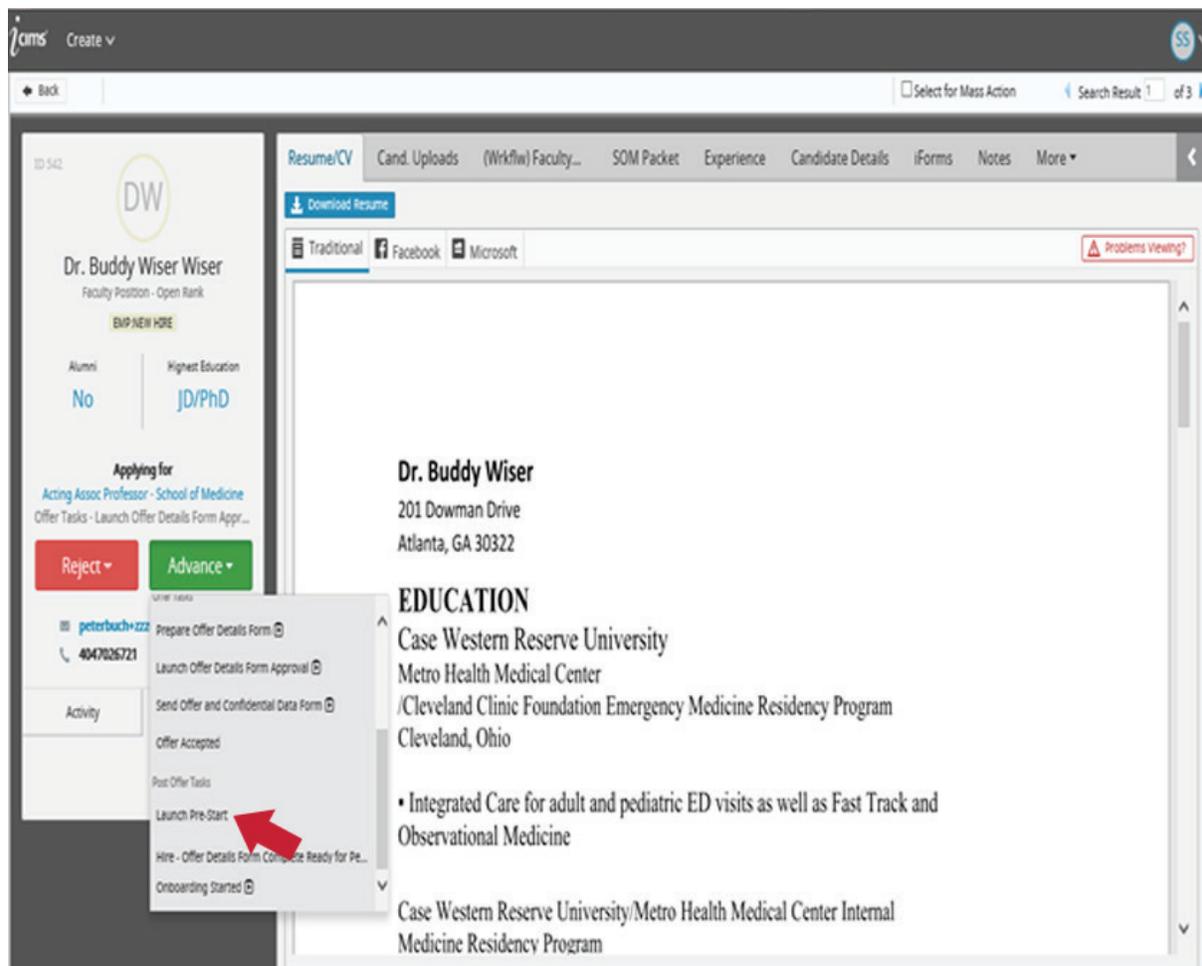# Faculty Hire Workflow - Launch PreStart

Overview: This job aid guides hiring managers and requisition administrators through the process of launching the pre-start process for a **faculty** hire.
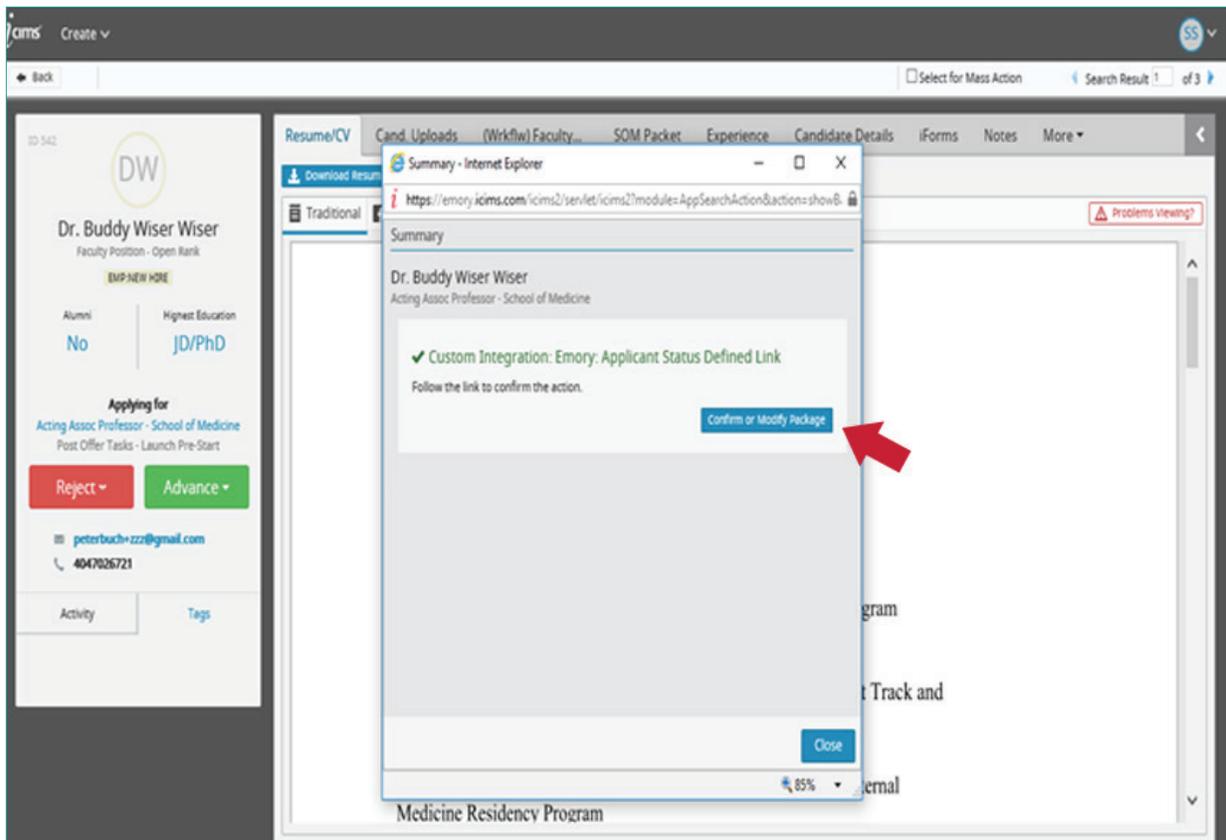
1 From your dashboard, use the green **Advance** button to select **Launch Prestart**. A box will appear. Note: it may take up to 15 seconds to appear.
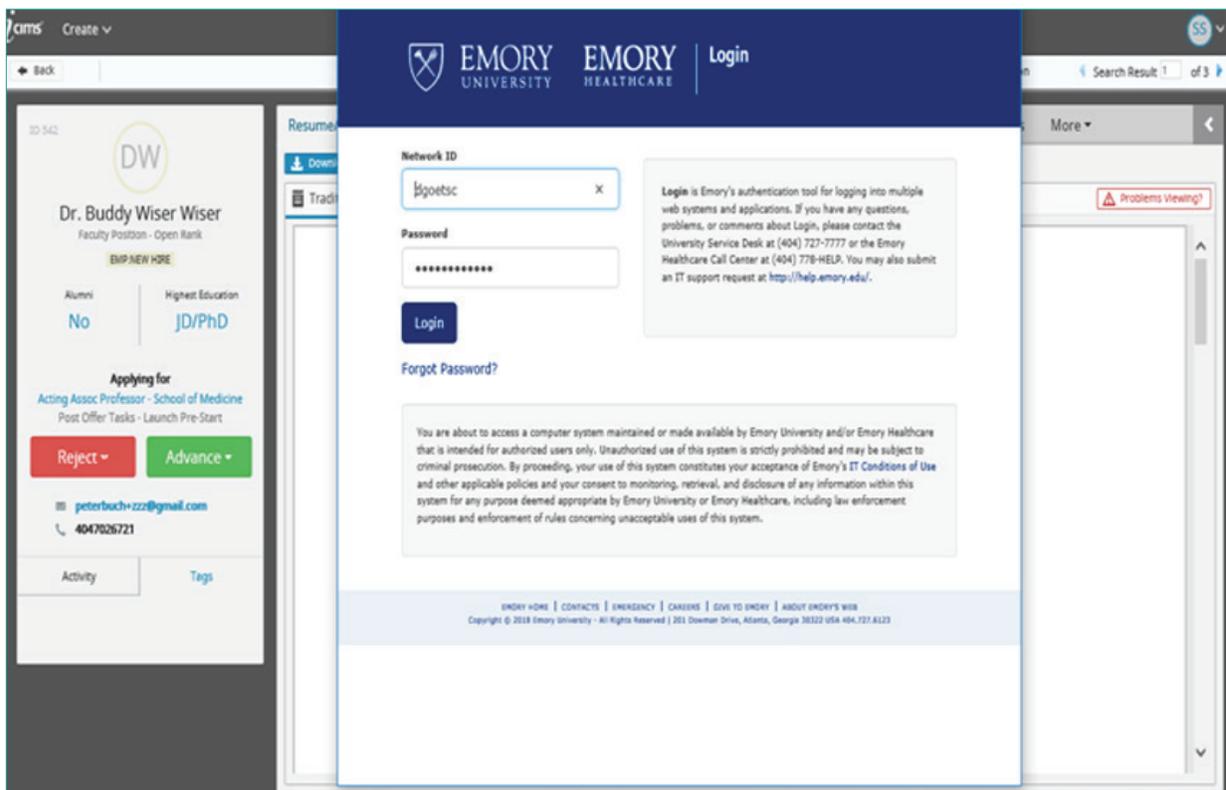
2 Custom integration Dialogue Box opens. Click **Confirm or Modify Package**.

Sign in with your Emory Network ID and password.

3 Complete the **Pre-Start page** and submit.

- If the Pre-Start appears, ensure all data fields are completed.
- Once the status of the candidate changes to **Pre-Start Created**, this step is complete.
- It may take 24 hours for the status to change. If the status of the candidate does not change after 24 hours, contact HR Technical Services for assistance.

4 Use the green **Advance** button to initiate **Onboarding Started** (See Onboarding module).

Do not put anyone to **Onboarding Started Status** until they are in Prestart completed
Warning: once you have moved the candidate to PeopleSoft, you cannot move them back.

5 Once you are ready to move this finalist record to PeopleSoft, use the green **Advance** button to select **Hire Offer Details Form Ready for PeopleSoft**.

OEI will then receive a notice to audit the record and move it to the PeopleSoft que.