

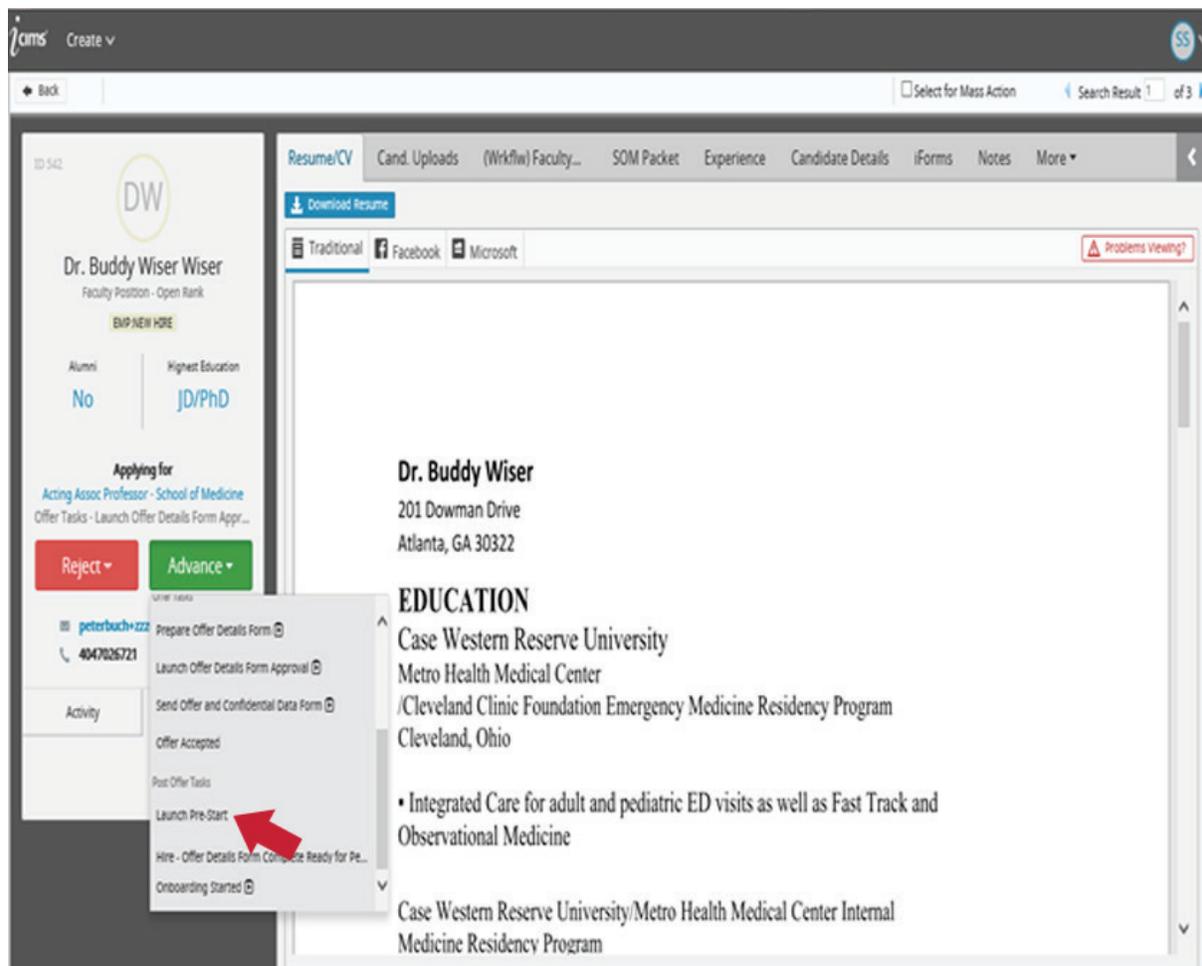
Faculty Hire Workflow - Launch PreStart



Overview: This job aid guides hiring managers and requisition administrators through the process of launching the pre-start process for a **faculty** hire.

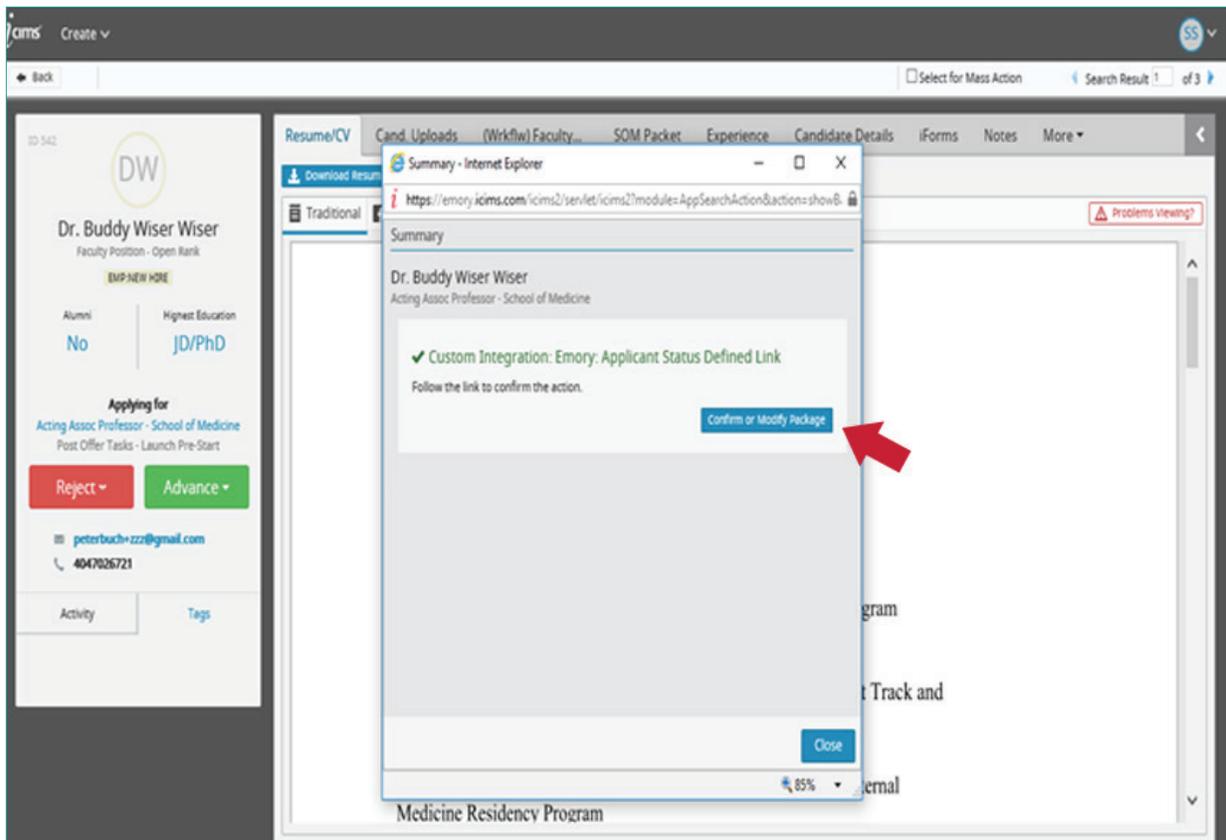
1

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.

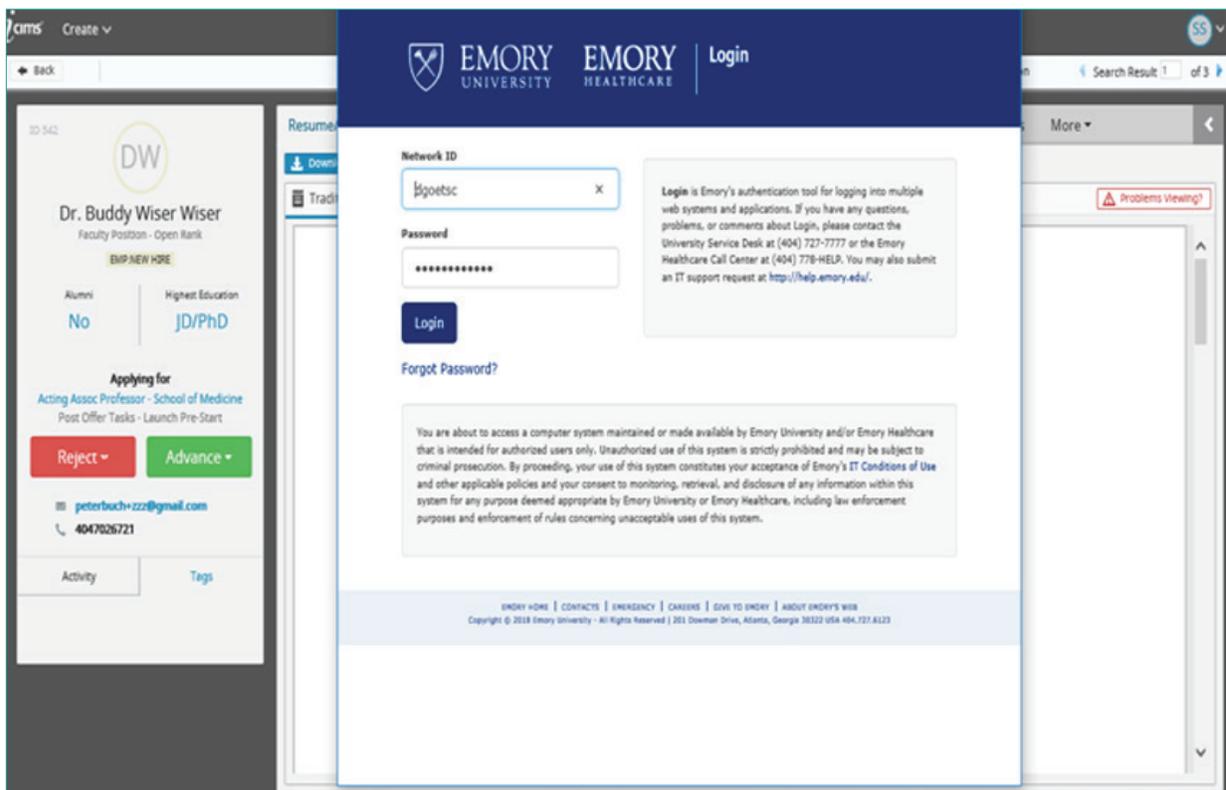


2

Custom integration Dialogue Box opens. Click **Confirm or Modify Package**.



Sign in with your Emory Network ID and password.



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.

The screenshot displays the iCIMS interface for a candidate named Peter A. Paulmary. On the left, the candidate's profile includes a 'CAND:ACTIVE' status, 'Alumni: No', and 'Highest Education: JD/PhD'. Below this, there are 'Reject' and 'Advance' buttons. A dropdown menu is open from the 'Advance' button, listing various actions such as 'Prepare Offer Details Form', 'Launch Offer Details Form Approval', and 'Onboarding Started'. A red arrow points to the 'Onboarding Started' option. The main content area shows a resume for 'EMORY UNIVERSITY SCHOOL OF MEDICINE STANDARD CURRICULUM VITAE FORMAT', dated 'Revised: 10/2/2015'. The resume lists the following details:

1. Name: Peter Paulmary
2. Office Address: 404-712-1415
Telephone: 706-540-1389
3. E-mail Address: david.goetsch@msn.com
4. Citizenship: United States Citizen
5. Current Titles and Affiliations
 - a. Instructor of Medicine, Division of General Medicine, Emory University School of Medicine 2015

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.

The screenshot displays the Jams system interface for a candidate profile. On the left, the candidate's name is Peter A. Paulmary, with a 'CAND ACTIVE' status. Below this, there are buttons for 'Reject' and 'Advance'. A dropdown menu is open over the 'Advance' button, listing several actions. A red arrow points to the option 'Hire - Offer Details Form Complete Ready for Pe...'. The main content area shows a resume titled 'EMORY UNIVERSITY SCHOOL OF MEDICINE STANDARD CURRICULUM VITAE FORMAT', revised on 10/2/2015. The resume lists the following information:

1. Name: Peter Paulmary
2. Office Address: 404-712-1415
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