

The Offer Process - Faculty Hiring



Overview: This job aid guides hiring managers and requisition administrators on the **faculty** offer process.

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Once the **Offer Details** is routed to all approvers, view the dashboard **Offers Approved, Ready to Extend**.

The screenshot displays the icims dashboard with several key sections:

- Candidates Requiring My Review:** Shows a count of 1 candidate.
- Jobs By Status:** Includes categories like Jobs Pending My Approval (2), My Pending Jobs (2), My Closed Jobs (2), My Open Jobs (3), and My Open Jobs - Req Teams (2 and) (2).
- My Jobs:** Contains two tables:
 - My Open jobs:**

Req ID	Posting Job Title	Department - Name
6335	Assistant Professor Pediatrics Oncology	720000 - SOM: Dean's Office
6340	Acting Assoc Professor - School of Medicine	720004 - SOM: Strategic Initiative Exp
6397	Faculty Position - Open Rank	814000 - SPH: Epidemiology
 - Open jobs Requisition Teams (2 am on):**

Req ID	Posting Job Title	Department - Name
6350	Assistant Professor- Ophthalmology	720000 - SOM: Dean's Office
6304	Faculty Position - Open Rank	733015 - SOM: Medicine: Endocrinology
- SOM Faculty Offer Packet Progress:** Shows metrics for New Packets Sent to Faculty Affairs (2), Pending Re-Submissions (0), Needs My Attention (2), In Progress (2), Approved in Last 12 months (18), and All Approved (178).
- Career Site:** University Faculty Careers: <https://faculty-emory.icims.com>
- My Offer Details Form and Offer Progression:** A row of icons representing different stages: My Offer Details Form Pending Approval (2), Offers Approved Ready to Extend (2) (highlighted with a red circle and arrow), My Rejected Offers (2), Finalist Accepted Offer (2), Offer Details Forms Needed My Attention (2), and Finalist Offer Letter Not Signed (1).
- Quick instructions for using the system:**
 - Requisitions:** To create a new Requisition and route for approval
 - Review Candidates:** To review multiple Candidates

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The next step is to select **Send Offer and Confidential Data Form**.

The screenshot displays a web application interface for a candidate profile. On the left, the candidate's name is James R. Robinson, with a profile picture showing the initials 'JR'. Below the name, it says 'Assistant Professor- Ophthalmology' and 'EMP. NEW HIRE'. There are buttons for 'Alumni [Blank]' and 'Highest Education [Blank]'. A section titled 'Applying for' lists 'Assistant / Associate Professor- Cardiology' and 'Offer Tasks - Send Offer and Confidential Data...'. Below this are 'Reject' and 'Advance' buttons. A contact information section shows 'david.goetsch@emory.edu' and '5402461336'. A 'Technological' tag is visible at the bottom left of the profile card.

The main content area shows the candidate's resume/CV. It includes contact information: 'Dr. James Robinson', 'Home phone 5402461336', 'Work phone 540-568-6991', and 'david.goetsch@emory.edu'. The 'Experience' section lists several roles:

- 2011 James Madison University Title IX Administrator/Coordinator: Coordinate Title IX efforts including the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices designed to comply with federal and state legislation, regulation, and state law requiring the prompt and equitable resolution of all complaints pursuant to Title IX. Recommend and/or effect changes to policies, to revise practices and to implement equitable procedures across many departments, including human resources, athletics, academic affairs, and student affairs/student conduct/discipline.
- 04 2004 James Madison University Recruitment Specialist: Refocus the organizations' recruitment efforts in the local diverse community to become employed. This involve local programming and marketing of open job positions.
- 1982 2004 RR Donnelley Management Divisional Diversity Executive Council: to promote and support diversity efforts through out the division and company.
- 1982 2004 RR Donnelley Supervisor/Planner: Managing department operations

A dropdown menu is open over the 'Offer Tasks' section, listing the following options:

- Prepare Offer Details Form
- Launch Offer Details Form Approval
- Send Offer and Confidential Data Form (indicated by a red arrow)
- Offer Accepted
- Post Offer Tasks
 - Launch Pre-Start
 - Prestart Created
 - Hire - Offer Details Form Complete Ready for ...

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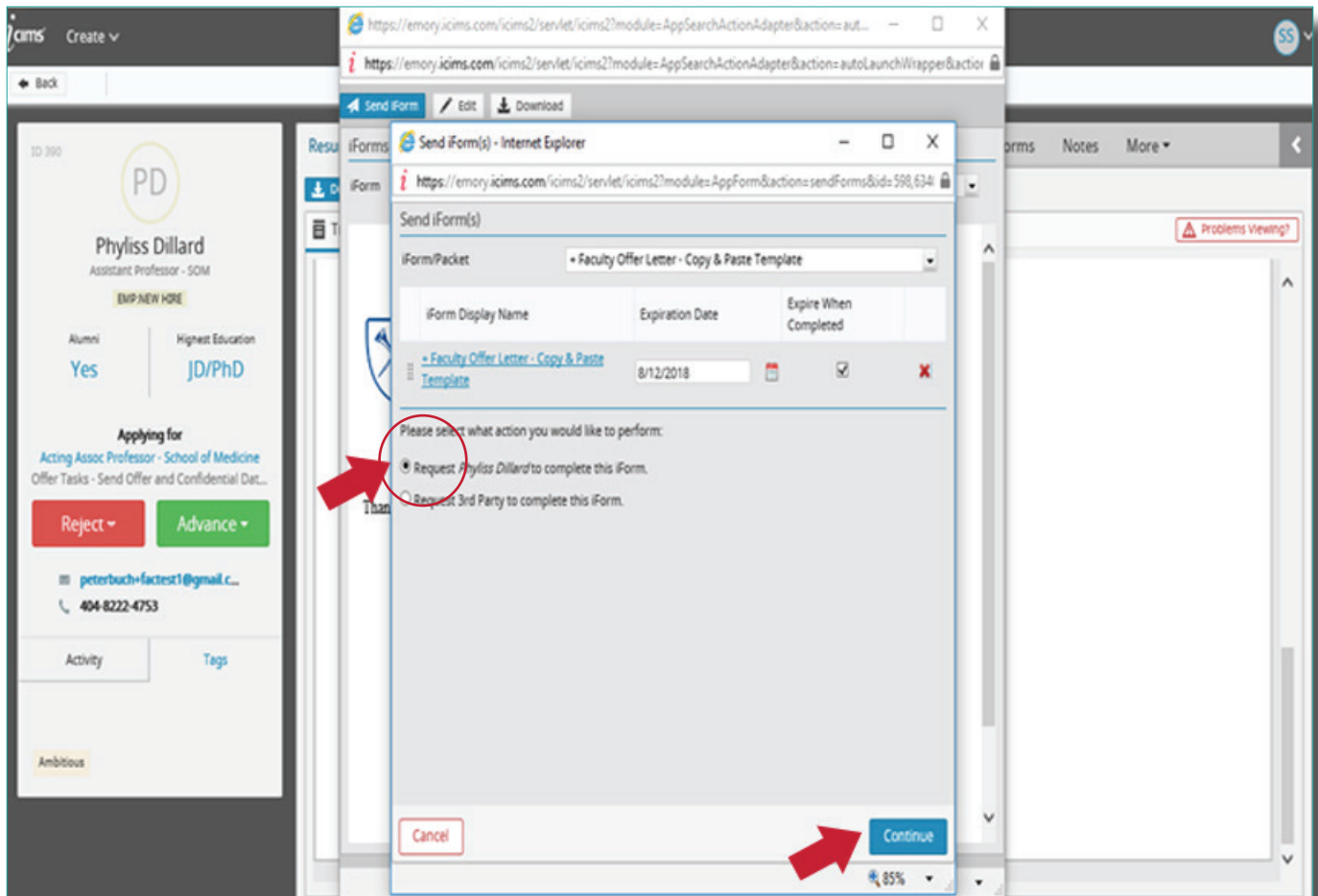
Select **Faculty Offer Letter - Copy & Paste Template**.

Click **Edit**, then add your individual message in the highlighted area to the candidate.
Select **Save and Exit**, then **Send Form**.

The screenshot displays the iCIMS interface. On the left, a candidate profile for Phyliss Dillard is shown, including her name, title (Assistant Professor - SOM), and contact information. The main area shows the 'Forms Center' with a dropdown menu containing the selected form: 'Faculty Offer Letter - Copy & Paste Template'. A red arrow points to this dropdown. Below the dropdown, the form content is visible, featuring the Emory University logo and a signature checkbox with the text: 'Signature (checking the checkbox above is equivalent to a handwritten signature)'. The bottom of the screen shows a progress indicator at 85%.

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Select **Request (candidate)** to complete this iForm, then click **Continue**.



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Your email template will appear.

- Verify the template is named **Faculty Offer Letter**.
- Edit the email message to your candidate by clicking in the text box. Do not overwrite the highlighted variables.
- Drag and drop (or double click the drag and drop area) to bring up your computer files and attach your final, approved offer letter.
- Preview the message by selecting **Preview**.
- When ready to send, click **Send**.

Compose Email

From: SOM SOMFacultyHRM - peterbuch=somfacz@gmail.com

To: CC/BCC

Template Category: All Templates

Template: Faculty Offer Letter

Subject: Congratulations from Emory

Associated Recruiting Workflow: Dr. Buddy Wiser Wiser - Ad...

Add Variable | B | A | [Color] | [Text Color] | [List] | [Table] | [Image] | [Link] | [Quote] | [Code]

EMORY UNIVERSITY

Dear [Recipient: Legal First Name](#),

Congratulations from Emory University.

Attached is information regarding your offer letter per our discussion. Please login to accept the offer and provide us with information to begin your onboarding process.

[Recruiting Workflow Form Packet URL: Faculty_Offer_Packet](#)

All information that you provide will be kept confidential.

Thank you.

Drag and drop files here or click to upload.

Cancel Preview Send

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You can follow your offer progression on your dashboard. Click on **Finalist Accepted Offer**.

The screenshot shows the iCIMS dashboard with the following sections:

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- Career Site:** University Faculty Careers: <https://faculty-emory.icims.com>
- My Offer Details Form and Offer Progression:** Includes icons for My Offer Details Form Pending Approval (2), Offers Approved Ready to Extend (2), My Rejected Offers (2), **Finalist Accepted Offer (2)** (highlighted with a red circle and arrow), Offer Details Needed (2), and Finalist Offer Letter Not Signed (1).
- Quick instructions for using the system:** Requisitions
 - To create a new Requisition and route for approval

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Once a candidate accepts an offer, **Offer Accepted Status** MUST be selected. Use the green **Advance** button to select this status.

This step is critical in auto-generating the **Faculty Background Check** (See Faculty Background Process for more details).

The screenshot displays the CIMS (Candidate Information Management System) interface. On the left, a candidate profile for Peter A. Paulmary is shown with a 'CAND ACTIVE' status. Below the profile are buttons for 'Reject' and 'Advance'. A dropdown menu is open, showing various offer-related tasks, with a red arrow pointing to the 'Offer Accepted' option. The main area shows a curriculum vitae document titled 'EMORY UNIVERSITY SCHOOL OF MEDICINE STANDARD CURRICULUM VITAE FORMAT', revised on 10/2/2015. The CV lists the following information:

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