# **Reviewing Candidates - Faculty Hiring**

**Overview:** This job aid guides hiring managers and others through the stepby-step directions for reviewing faculty candidates and scheduling interviews, as well as dispositioning and finalizing candidates at Emory University.



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Access iCIMS through Self-Service/PeopleSoft at: http://leo.cc.emory.edu. If you are an Emory manager with direct reports, go to Manager Self-Service. If you are a non-manager, go to HRWEB. Click on the Emory Recruiting System tile, then log in with your Emory Network ID and password.



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Once logged in, you will see your dashboard:

Candidates Requiring M	ly Review	My Offer Details Form and Offer Progression						
10	Candidates Requiring My Review	Offer Details Forms Needing My Action (8)	My Offers Detalls Forms Pending Approval (1)	Edit and Send Offer Letter (2)		Pre-Employment - In Progress (0)		
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Jobs Pending My My Pending Jo Approval (0) (1)	bs My Open Jobs (9) My Open Jobs - My Closed Jobs Req Teams (1 am (15) on) (2)	Career Site: Emory Jobs:	https://euvcaree	ers-emory.icim	s.com			
My Jobs My Open Jobs	osting Job Title Department : Name	Quick instruc		ig the syste	m:			

## **Reviewing Candidates**



Once candidates have been submitted to the department for review, there are two ways to access them. The first is by clicking the dashboard notification, **Candidates Requiring My Review**.

Candidates Requiring	My Review	My Offer Details Form and Offer Progression
10	Candidates Requiring My Review	Offer Details My Offers Details Edit and Send Offer Accepted Forms Needling Forms Pending Offer Letter (2) Candidates Not My Action (8) Approval (1) In Pre-
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My Closed Jobs (15)		Career Site:
My Jobs		Emory Jobs: https://euvcareers-emory.icims.com
My Open Jobs Reg ID	Posting Job Title Department : Name	Quick instructions for using the system:

This will open a list of all new candidates for review and the requisitions they are associated with.

R	ecruiting Work	flow Sea	arch: Candidates F	Requiring	My F	Review	
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Recru	iting Workflow Search F	Results (10 Fo	ound)				
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	1/24/2018 3:48:43 PM	6628	Clinical Research Nurse Superv.	J <u>essie Spano</u> Ø		Maguire	2
	2/28/2018 8:46:22 AM	<u>6683</u>	Bus Relationship Mgr (Dep/Sch)	Cynthia Barret	0	Jordan Wendt	
	2/28/2018 8:46:22 AM	6683	Bus Relationship Mgr (Dep/Sch)	Catherine Barr	ett	Jordan Wendt	
	2/28/2018 8:46:22 AM	<u>6683</u>	Bus Relationship Mgr (Dep/Sch)	Thomas Tittlen	<u>no</u> 👔	Jordan Wendt	
	2/14/2018 9:06:06 AM	6737	Academic Advisor	Mike Wazowsk	8	Emily Hauert	

Another way to view a candidate is by viewing the requisition. Click on the **My Open Jobs** dashboard notification.

Candidates Requiring My Review		My Offer Details Form and Offer Progression						
10	Candidates Requiring My Review	Offer Details My Offers Details Edit and Send Forms Needing Forms Pending Offer Letter (2) Candidates Not - In Progress (0) My Action (8) Approval (1) In Pre-						
1	Interviews This Week	Pre Employment Offer Details Signed Offer Offer Letter Sent Complete - Hired Form Letters (2) and Pending - No						
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t you are associated	□ 3 <sup>4</sup> 6683 Bus Relationsh	Inp Mgr.(Dep/Sch)     031011 - DAR: Human Resources Salary     Jordan Wendt     Alice Muson       Assistant, School     724500 - SOM: Cell Biology: Admin     Dedrick Tillerson     Kim EUVHiri       yst II     010505 - Presidential Activities     Raymond Gools     Kim EUVHiri						

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Candidates submitted to the department for review will appear on the **People** tab in the requisition in the Department Review Bin. Click the **candidate's name** to review their resume and application.

010520 - Presidential Commitments

6781 Business Analyst II

Back							Select for	Mass Action	<	Search Result 1 of 9
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Raymond Gools... Kim EUVHiringM

### **Reviewing Multiple Candidates**



Click the checkbox above **Bin: Department Review** and then click the first candidate's name to start reviewing multiple candidates in the same Bin.



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Click the **triangle icon** at the top right to view the next candidate's resume without going back to the **People** tab.

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< Back	Select for Mass Action (3)
ID 285	Resume/CV Cand. Uploads Experience More -
Thomas Tittlemouse	Traditional In LinkedIn Facebook Microsoft
EMP:NEW HIRE Alumni Highest Education	Thomas Tittlemouse 91 River Ct. Riverdale, Ga 30274 Phone: (770) 315-1234 Email: Tum. Tittemouse@mail.com
NO HS Graduate or Equival Applying for	I am a dedicated, hardworking and physical fit individual who has experience in production and warehousing environments.
Bus Relationship Mgr (Dep/Sch) Department Review - Submitted for Review Reject - Advance -	Core Qualifications   Reach truck  Stand-Up Forklift  Cherry picker/Order picker  Tugger  Manual Pallet Jack
Thm.Tittlemouse@gmail.com	

## **Reviewing Candidates: Long List/Short List Statuses**

By clicking the green **Advance** button, you can move candidates into the **Long-List and Short-List** statuses. These statuses are used to organize candidates while identifying those who will move forward to interview stages. Candidates in these statuses will remain under consideration.



## **Reviewing Candidates: Dispositioning**

Use the red **Reject** button to disposition candidates who have been reviewed, but are no longer under consideration.

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### **Scheduling Interviews**



iCIMS allows users to schedule interviews using the system. To schedule an interview, select the candidate and use the green **Advance** button to move them into **Interview** status. When **Interview** status is selected, the **Communications Center** will pop up. This is the email template that will be sent to the candidate to schedule the interview. **The body text in this email template must be edited by the sender!** 

ms' Create ✓	Secure   https://emory.icims.com/icims2/servlet/icims2?module=AppSearchActionAdapter&action=autoLaunchWrapper&actions=ApptSubmi Schedule Interview - Thomas Tittlemouse for Bus Relationship Mgr (Dep/Sch) (66							
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Jordan Wendt-jordan.wendt	Add a Room							
YAII Activities 👻	Template	•						
Load More	Cancel	Export Send						

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To edit the body of the email, click in the **Description** box. Type in the address of the interview location. By default, the email is sent to the candidate. You may add more attendees using the box on the right side of the screen.

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You may add attachments from your computer by dragging them to the **Drag and Drop Area** or by clicking that area to access your file system. Note: Ignore the iCIMS systems attachments feature. Once you have finished composing the email, use the **Preview** button to view the email and then click **Send**. An email along with a calendar invite will be sent to all listed attendees.

	Schedule Interview - Thomas Tittlemouse for Bus Relationship Mg	r (Dep/Sch) (66 🛅 🕽	-
REQUISITION	Interview Location:	Attendees	
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▼All Activities ▼	4		
Load More	Cancel	Export Send	

#### **Identifying a Finalist**

When a finalist has been identified, use the green **Advance** button to move the candidate into **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.

