

Tip Sheet - Faculty Candidate Status



Overview: Use the tips below to help you better understand **faculty** candidate status.

Candidates who apply will appear with the requisition as **Submitted for Review**.

Candidates who are manually added or moved by the recruiter will appear as **Long List**.

The following candidate status will be the progression through the recruitment cycle:

- ▶ **Long list**
- ▶ **Short List**
- ▶ **Interview**
- ▶ **Candidate Selected**

Once a **Short List** of candidates have been determined, the department must utilize the EEO summary report on the Faculty Hiring Dashboard to view and document the diversity of the candidate pool vs. department and peer institution data.

The **Interview Calendaring Feature** can be utilized to coordinate the candidate interviews and offer specific times to each participant.

Once **Interview** is selected, the **Applicant Data Form** is auto-generated to the candidate to review and submit contact data.

Candidate Selected is the recommended time to send or ensure forms have been sent that will give the candidate an opportunity to share key personal information for the hire. **Confidential Data Form** can be generated through your Communication tool.

Confidential Data Form can be used in advance for credentialing purposes. This can be manually generated to the finalist/ candidate via the Communication tool.

Once a candidate has been rejected a communication box will appear:

- ▶ Select a reason for rejection
- ▶ Once the communication box appears, select to send a standardized rejection letter to the candidate, or select not to send any communication to the candidate.

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On the next three pages, edit any information necessary for the candidate and click **Next/Finish** when done.

The screenshot shows the 'Create New Candidate' form in the iCIMS system. The 'GENERAL INFORMATION' section is active, with the following fields filled: Legal First Name (Buddy), Legal Middle Name (I), Legal Last Name (Wiser), and Email (empty). A red arrow points to the 'Next' button in the top right corner.

The screenshot shows the 'Create New Candidate' form with the 'SOURCE INFORMATION' section active. The 'Valid SSN?' dropdown is set to 'Make a Selection'. The 'US SSN' field is empty. The 'Are you interested in temporary assignments?' and 'Are you interested in PRN/Registry opportunities?' dropdowns are also set to 'Make a Selection'. The 'SOURCE INFORMATION' section includes: Source Channel (ICIMS Talent Platform), Source (dropdown), Source Specifics (Please select a source), Source Person (Make a Selection), and Source Portal (blank). A red arrow points to the 'Next' button.

The screenshot shows the 'Create New Candidate' form with the 'CONTACT INFORMATION' section active. The 'GENERAL INFORMATION' section is partially visible with Preferred First Name (Buddy), Preferred Last Name (Wiser), Preferred Suffix (Make a Selection), Social Account URL (empty), Person Folder (Cand.Active), and Tag (Add Tag). The 'CONTACT INFORMATION' section includes: Phones (New), Interview Phone Number (404-777-7777), and Addresses (New). The address details shown are: Type (Home), Address (201 Dowman Drive), and City (empty). A red arrow points to the 'Finish' button.

4 The candidate profile will then appear. Select **Submit to Requisition**.

The screenshot shows the iCIMS interface for a candidate profile. On the left, the candidate's name 'Buddie Wisner' and title 'Midlevel Provider Director' are displayed. Below this, there are fields for 'Preferred First Name', 'Alumni', and 'Highest Education', all of which are currently blank. A blue button labeled 'SUBMIT TO REQUISITION' is prominently displayed, with a red arrow pointing to it. Below the button, the candidate's location is listed as 'Atlanta, Georgia, United States' and their email as 'David.Goetsch@ga.edu'. The main content area on the right shows the candidate's resume, starting with 'Dr. Buddy Wisner' and '201 Dowman Drive, Atlanta, GA 30322'. Under the 'EDUCATION' section, it lists 'Case Western Reserve University' and 'Metro Health Medical Center /Cleveland Clinic Foundation Emergency Medicine Residency Program' in 'Cleveland, Ohio'. A bullet point indicates 'Integrated Care for adult and pediatric ED visits as well as Fast Track and Observational Medicine'.

5 Select the requisition that you want the candidate to appear on. Then click **Submit**.

The screenshot displays the 'Submit to Workflow' screen in iCIMS. The URL at the top is 'https://emory.icims.com/icims2/servlet/icims2?module=AppSubmittal&action=createWorkflow&preselectedWorkflowDefinition=Prof'. The page title is 'Submit to Workflow'. Below the title, it says 'Submit Buddie Wisner to the following workflows:'. There is a 'Filter By' dropdown menu set to 'All Talent Pool Profiles'. Under the 'Available' section, there is a list of 'Search Results' with the following items: '49532 - Nursing', '49534 - Q1 2018 Clinical Research Coordinator II and III' (highlighted with a red arrow), '49545 - Labs', '49560 - IT', '49783 - Research', '50059 - Patient Access Representatives', and '50062 - Recruiter'. Below this list is a 'Selected' section, which is currently empty. At the bottom of the screen, there are 'Cancel' and 'Submit' buttons, with a red arrow pointing to the 'Submit' button. The bottom right corner shows a zoom level of 95%.