

Tip Sheet - Faculty Justification

Overview: Use the tips below to help you better understand the faculty justification process.



Creating a new requisition in the iCIMS system will allow your department or division to route justification for creating or filling a vacant position.

By utilizing the multiple **Speedtype** and **Notes** boxes, the requisition creator can pass along information needed to justify the position creation.

Each area of the university has different requirements to gain permission to create or fill a position. Be sure to follow the steps required for your area to route justification and approval.

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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). The 'Report Inaccurate Parsing' button is visible, and 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 in the top right corner.

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 'Home' address is highlighted in green, showing Address (201 Dowman Drive) and City. A red arrow points to the 'Finish' button in the top right corner.

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 their address '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 describes their role: 'Integrated Care for adult and pediatric ED visits as well as Fast Track and Observational Medicine'. The top navigation bar includes options like 'Resume/CV', 'Experience', 'Cand. Details', 'Cand. Uploads', 'Contact', 'Login', 'iForms', and 'Schedule'. A 'Download Resume' button is also visible.

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 'Search Results' list with the following items: '49532 - Nursing', '49534 - Q1 2018 Clinical Research Coordinator II and III', '49545 - Labs', '49560 - IT', '49783 - Research', '50059 - Patient Access Representatives', and '50062 - Recruiter'. A red arrow points to the '49534 - Q1 2018 Clinical Research Coordinator II and III' entry. Below the 'Available' list is a 'Selected' section, which is currently empty. At the bottom of the screen, there are 'Cancel' and 'Submit' buttons. A red arrow points to the 'Submit' button. The bottom right corner shows a zoom level of 95%.