

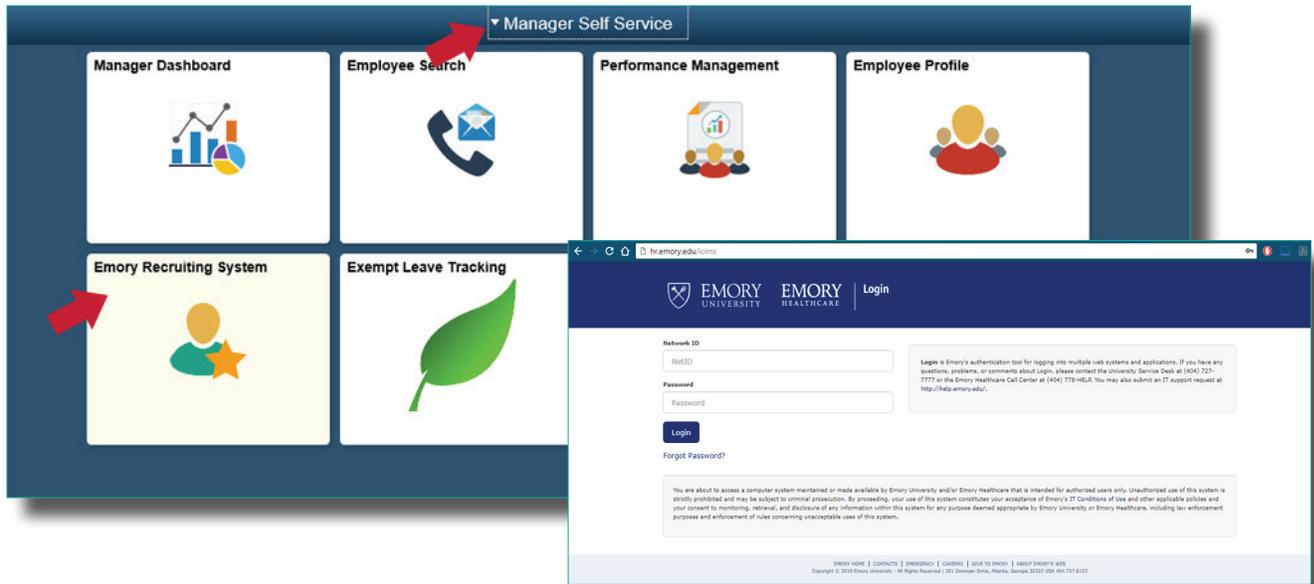
Reviewing Candidates - Staff Hiring



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

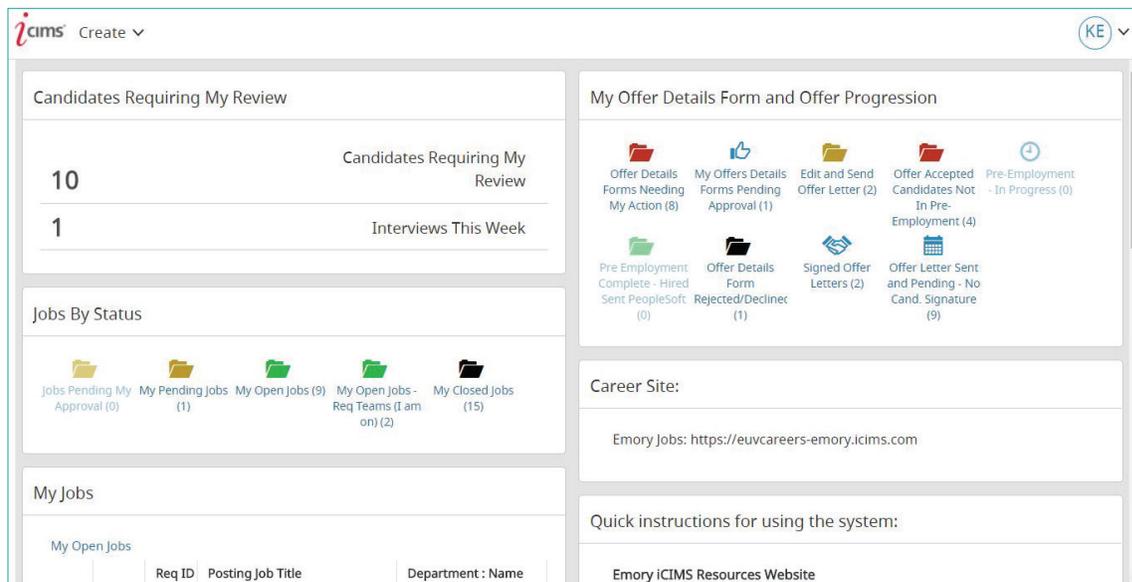
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Access iCIMS through Self-Service/PeopleSoft at: <http://leo.cc.emory.edu>. If you are an Emory manager with direct reports, go to **Manager Self-Service**. If you are a non-manager, go to **HRWEB**. Click on the **Emory Recruiting System** tile, then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



2

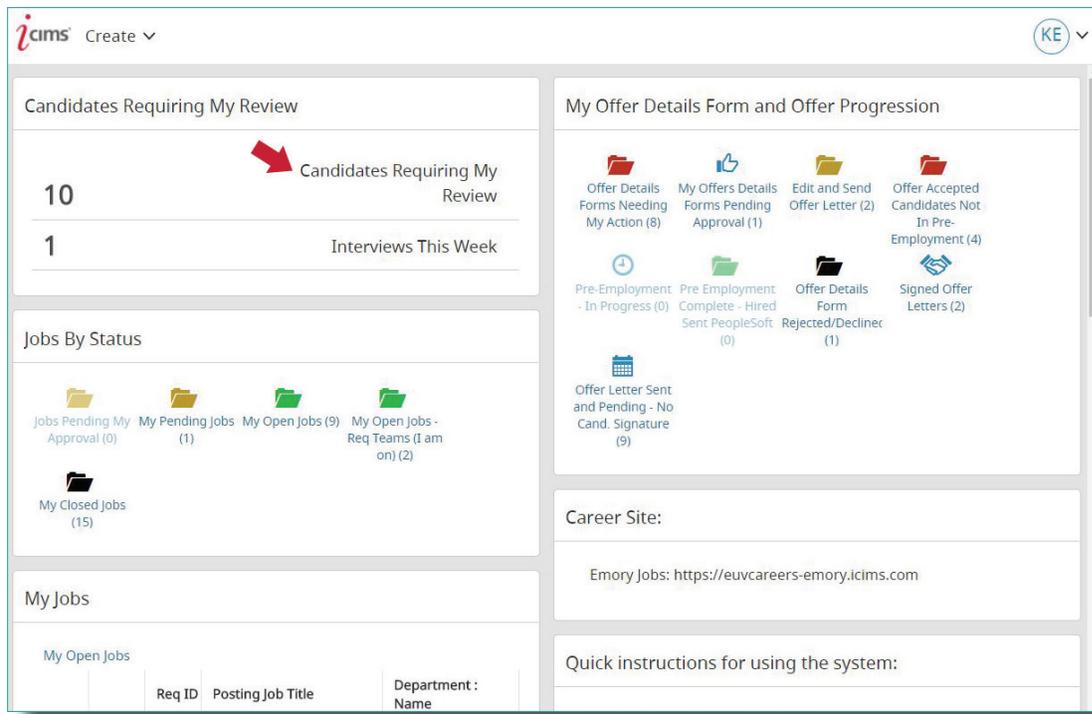
Once logged in, you will see your dashboard:



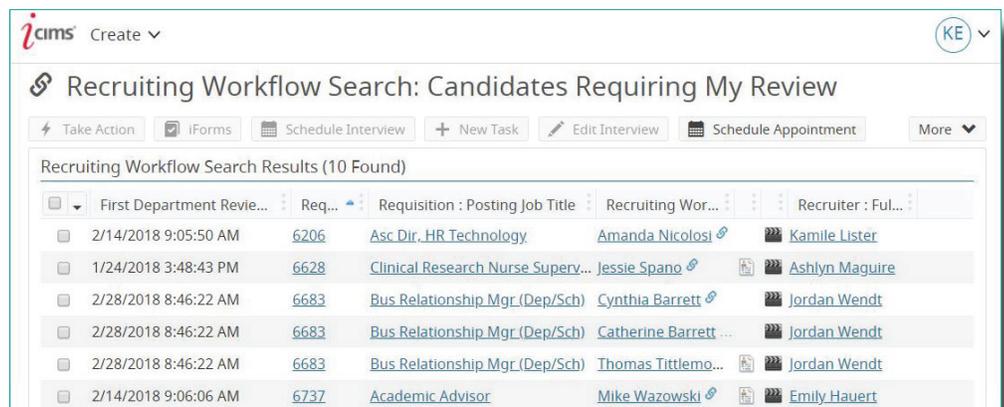
Reviewing Candidates

1

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**.

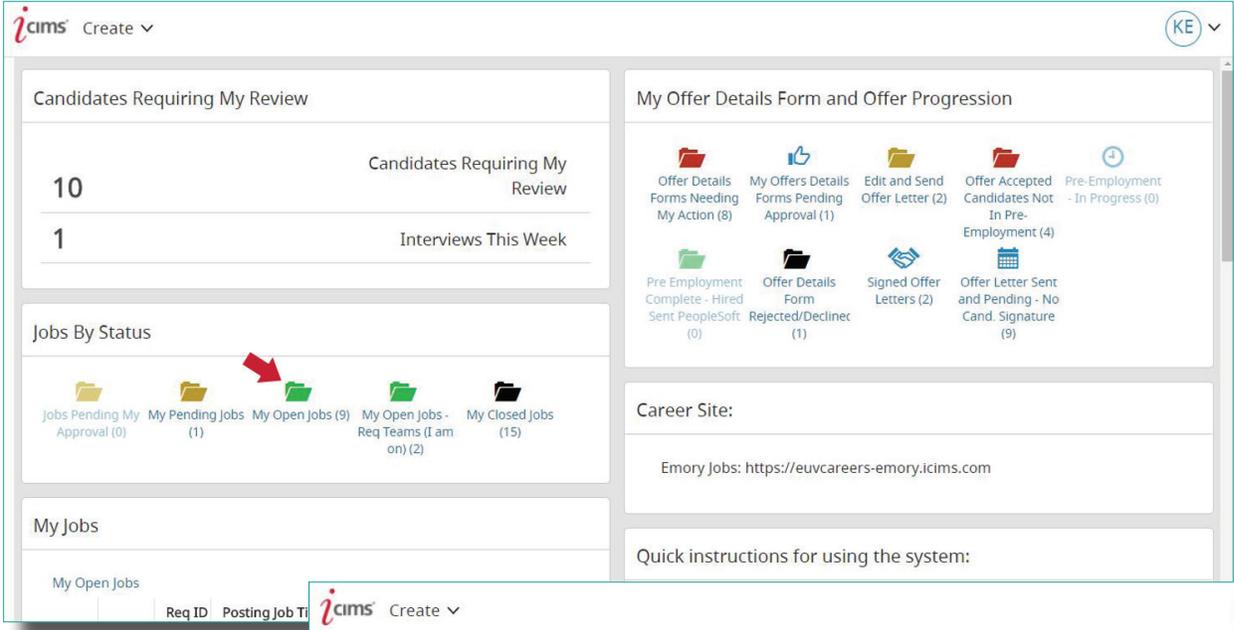


This will open a list of all new candidates for review and the requisitions they are associated with.

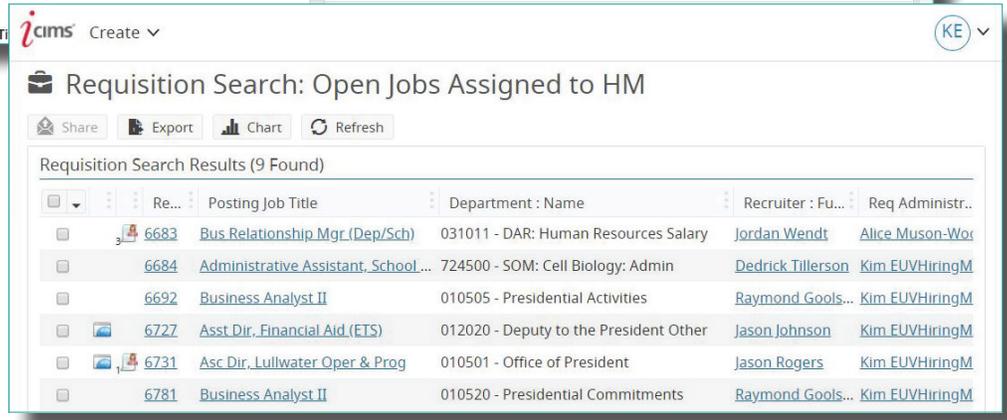


2

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

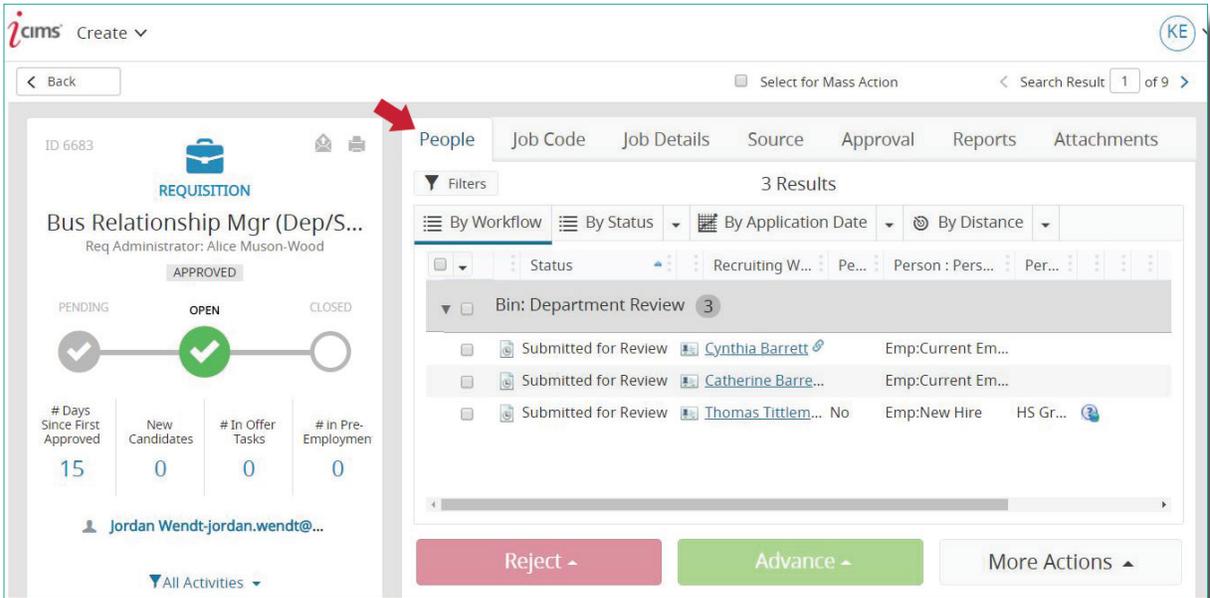


This will pull up a list of all open jobs that you are associated with. From here, you can click on the job title of the candidate you want to review.



3

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.



Reviewing Multiple Candidates

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

The screenshot shows the iCIMS interface for a requisition. On the left, the requisition details for ID 6683 are displayed, including the title 'Bus Relationship Mgr (Dep/S...)', administrator 'Alice Muson-Wood', and a progress bar showing 'OPEN' status. On the right, a list of 3 candidates is shown under the 'Bin: Department Review' header. The first candidate, Cynthia Barrett, is highlighted. A red circle and arrow point to the checkbox for the bin, and another red arrow points to the candidate's name. At the bottom, there are buttons for 'Reject (3)', 'Advance (3)', and 'More Actions'.

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

The screenshot shows the iCIMS interface displaying the resume of Thomas Tittlemouse. On the left, the candidate's profile is shown, including their name, title 'Coord, Computing Laboratory', and email 'Thm.Tittlemouse@gmail.com'. On the right, the resume content is displayed, including contact information and a list of core qualifications: Reach truck, Stand-Up Forklift, Cherry picker/ Order picker, Tugger, and Manual Pallet Jack. A red circle and arrow point to the 'triangle icon' at the top right of the resume view, which is used to navigate between candidates.

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.

The screenshot shows the iCIMS interface for a requisition titled "Bus Relationship Mgr (Dep/S...)". The requisition is in the "APPROVED" status. On the left, there is a progress bar with "PENDING", "OPEN", and "CLOSED" stages. The "OPEN" stage is active, with a green checkmark. Below the progress bar, there are statistics: "# Days Since First Approved" (15), "New Candidates" (0), "# In Offer Tasks" (0), and "# In Pre-Employment" (0). The requisition administrator is "Jordan Wendt-jordan.wendt@...".

On the right, there is a "People" section with a "3 Results" table. The table has columns for "By Workflow", "By Status", "By Application Date", and "By Distance". A dropdown menu is open, showing options: "Bin: Department Review", "Long-List", "Short-List", "Interview", "Candidate Selected for Offer", "Bin: Offer Tasks", "Send Offer and Confidential Data Form", and "Offer Accepted". A red arrow points to the "Long-List" option. Below the table, there are buttons for "Reject (1)", "Advance (1)", and "More Actions". A red arrow points to the "Advance (1)" button.

Reviewing Candidates: Dispositioning

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

The screenshot shows the iCIMS interface for a requisition titled "Bus Relationship Mgr (Dep/S...)". The requisition is in the "APPROVED" status. On the left, there is a progress bar with "PENDING", "OPEN", and "CLOSED" stages. The "OPEN" stage is active, with a green checkmark. Below the progress bar, there are statistics: "# Days Since First Approved" (15), "New Candidates" (0), "# In Offer Tasks" (0), and "# In Pre-Employment" (0). The requisition administrator is "Jordan Wendt-jordan.wendt@...".

On the right, there is a "People" section with a "Displaying 3 Results" table. The table has columns for "Status", "Recruiting W...", "Pe...", "Person : Pers...", "Per...", and "Updated Date". A dropdown menu is open, showing options: "Bin: Department Review", "Rejected", "Bin: Candidate V", "Auto-Launch Actions Needed", and "Accepted Another Emory Position". A red arrow points to the "Rejected" option. Below the table, there are buttons for "Reject (1)", "Advance (1)", and "More Actions". A red arrow points to the "Reject (1)" button.

Reviewing Candidates: Dispositioning

Moving a candidate into "Rejected" status requires additional action:

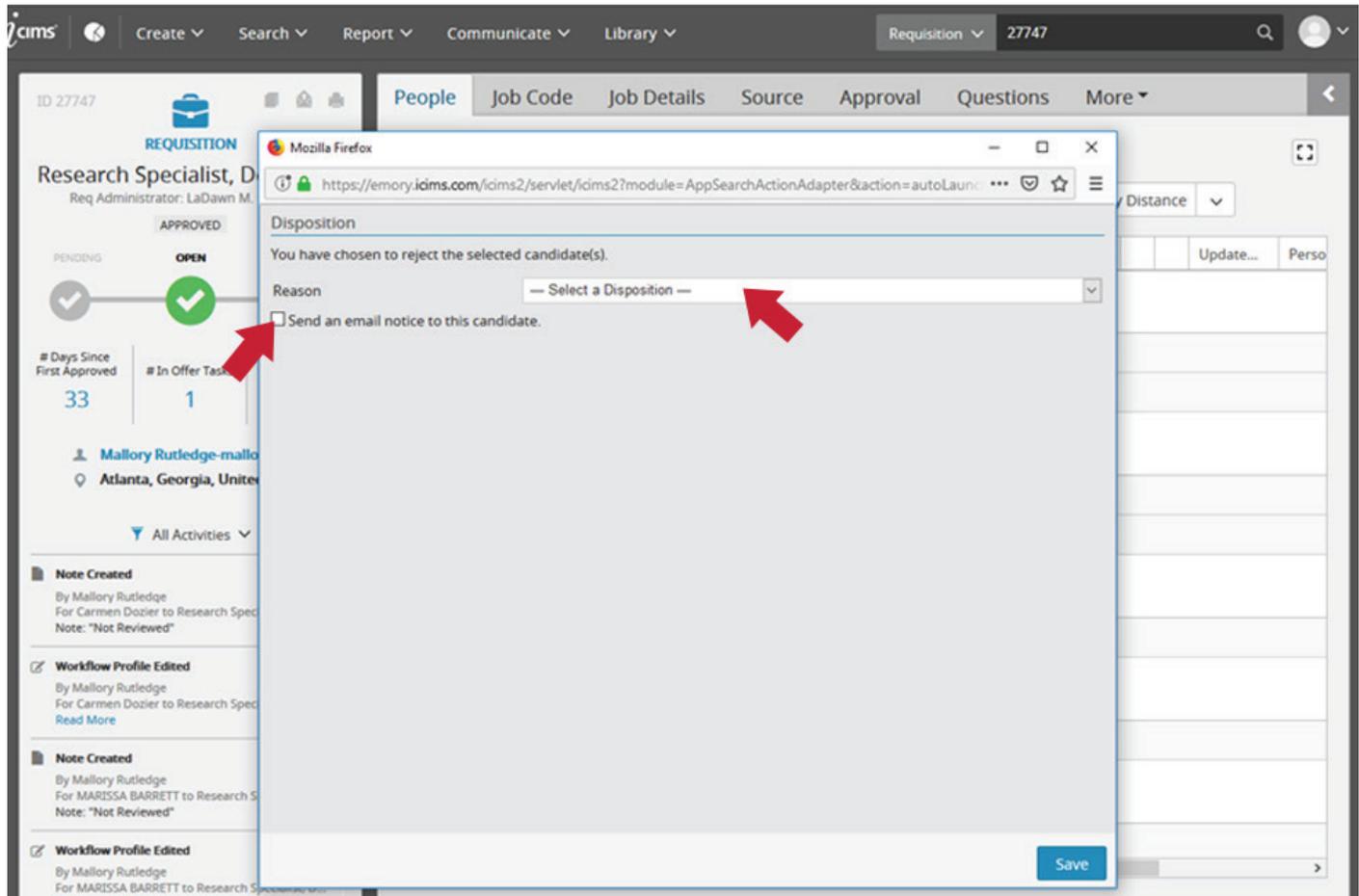
- 1 You must choose a disposition reason. If you do not see an appropriate reason in the drop down list, contact your recruiter.
- 2 If you would like to send an email notice to the candidate stating they have not been selected for the job, check the box next to **Send an email notice to this candidate.**

The screenshot displays the iCIMS interface for reviewing a candidate. The main page shows a requisition for a "Research Specialist, D" with a status of "APPROVED" and "OPEN". A modal window titled "Disposition" is open, showing a message: "You have chosen to reject the selected candidate(s)." Below this, there is a "Reason" dropdown menu with the text "-- Select a Disposition --" and a checkbox labeled "Send an email notice to this candidate." Two red arrows point to the dropdown menu and the checkbox, respectively. The background shows the candidate's profile, including their name "Mallory Rutledge-mallo", location "Atlanta, Georgia, United States", and a list of activities.

Reviewing Candidates: Sending a Rejection Notification

Use the drop down menu in the "From" field to choose the sender of the email.

Sender defaults to the user's name and email address. To send from the Emory University Recruiting email, select **Emory University Recruiting** from the drop down list.



The screenshot displays the iCIMS interface for reviewing a candidate. The main window shows the requisition details for "Research Specialist, D" (Req Administrator: LaDawn M.). The candidate's status is "APPROVED" and "OPEN". A modal window titled "Disposition" is open, allowing the user to reject the candidate. The modal contains the following elements:

- Disposition**: A section header.
- You have chosen to reject the selected candidate(s).**: A confirmation message.
- Reason**: A dropdown menu currently set to "— Select a Disposition —". A red arrow points to this dropdown.
- Send an email notice to this candidate.**: A checkbox that is currently unchecked. A red arrow points to this checkbox.
- Save**: A blue button at the bottom right of the modal.

The background interface includes navigation tabs (People, Job Code, Job Details, Source, Approval, Questions, More) and a list of activities on the left side, such as "Note Created" and "Workflow Profile Edited".

Reviewing Candidates: Sending a Rejection Notification

Finally, select the email template that you would like to send using the drop down menu in the **Template** field. There are two templates to choose from:

- **EUV Rejection Letter** – this is a generic notification to be used for candidates who were not interviewed
- **EUV Rejection Letter (Interviewed)** – this email template is to be used for those candidates who were interviewed, specifically thanking them for spending the time to interview for the position.

Click **Send** to send the email to the selected candidate(s).

The screenshot displays the iCIMS recruitment system interface. A 'Compose email' dialog box is open, showing the following details:

- From:** Emory University Recruiting-recru2@emory.edu
- To:** (Empty)
- Template category:** All Templates
- Template:** -Select- (Dropdown menu open showing 'reject' and 'Others' Public Templates: EUV Rejection Letter, EUV Rejection Letter (Interviewed))
- Subject:** reject
- Associated Recruiting Workflow:** (Empty)

The 'EUV Rejection Letter (Interviewed)' option in the template dropdown is circled in red. The 'Send' button is highlighted in blue. The background shows the candidate profile for 'Research Specialist, D' with various workflow steps and notes.

Scheduling Interviews

- 1 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!**

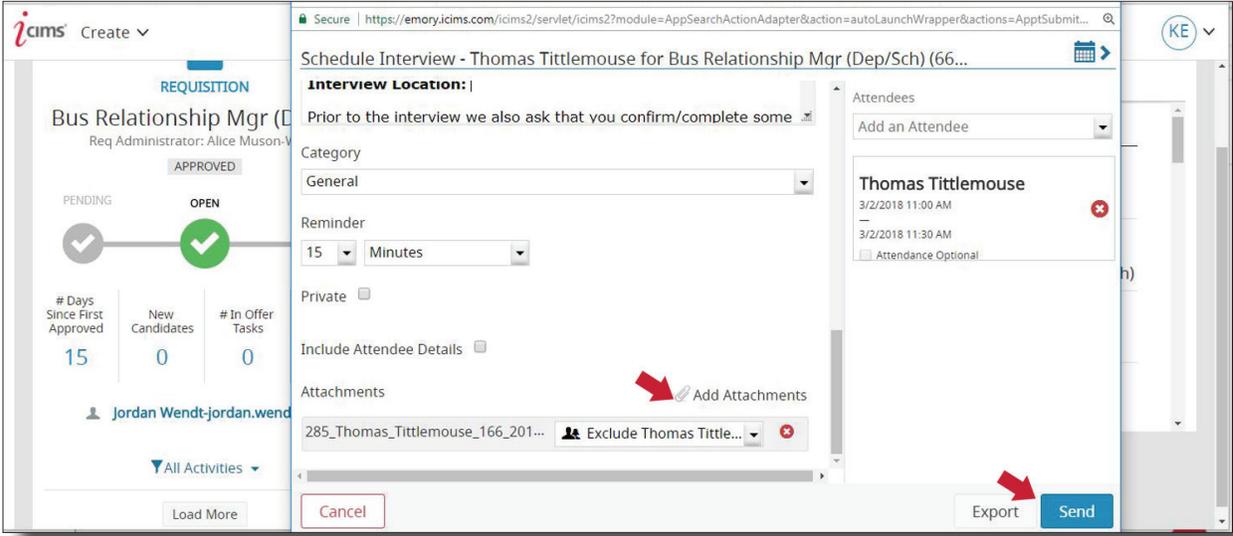
Screenshot of the iCIMS 'Schedule Interview' dialog box. The dialog is titled "Schedule Interview - Thomas Tittlemouse for Bus Relationship Mgr (Dep/Sch) (66...". It shows a calendar for 3/2/2018 with two time slots: 11:00 AM and 11:30 AM. The "Attendees" section on the right lists "Thomas Tittlemouse" with two time slots and an "Attendance Optional" checkbox. The "DETAILS" section includes a "Subject" field with the text "Interview with Thomas Tittlemouse for Bus Relationship Mgr (Dep/Sch) (668", a "Location" field with a dropdown menu, and a "Template" dropdown menu. The background shows a requisition page for "Bus Relationship Mgr (Dep/Sch)" with a status of "OPEN" and a progress bar.

- 2 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.

Screenshot of the iCIMS 'Schedule Interview' dialog box with the "Description" field open for editing. The "Description" field contains the text: "Please review the interview details below and accept or decline the invitation. You will be meeting with Recruiting Workflow: Person >> Job >> Req Administrator : Full Name: First Last. I've also included the location address below. Interview Location: |". A red arrow points to the "Interview Location:" text. The "Attendees" section on the right is visible, showing "Thomas Tittlemouse" with two time slots and an "Attendance Optional" checkbox. The background shows the same requisition page as in the previous screenshot.

3

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.



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. For **Emory Temporary Services (ETS)** jobs, selecting the candidate will prompt a notification to the recruiter to contact you to discuss next steps in the temp hiring process. These include pre-employment processing, onboarding and confirming a starting date.

