

EMORY

+ YOU

Your Career

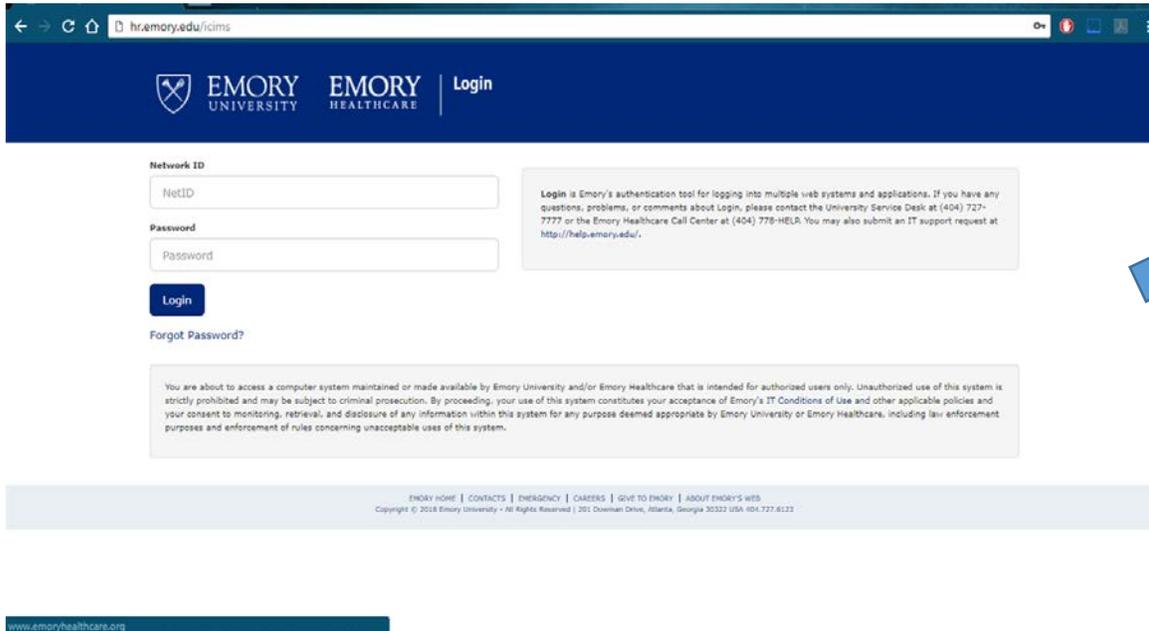


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Staff Recruitment Training for HR Leaders

# Getting Started

- Every employee at Emory has access to the iCIMS system. Log into iCIMS using the single sign-on URL: <http://hr.emory.edu/icims>
- Log in by entering your NetID and Password OR by clicking the “Emory Recruiting System – iCIMS” tile under Workforce Administration in PeopleSoft.





**Emory University Recruitment Quick Tips**

Welcome to Emory University's Applicant Tracking System - iCIMS! To help you navigate the system, we've created some great training materials that can be found on our [Recruiting Hiring Manger Resources](#) page.

A few quick resources to get you started:

- [Who is my Recruiter?](#)
- [Emory University Career Site](#)
- [Creating a Requisition](#)
- [Pre-employment Guidelines](#)
- [I-9 Link \(Equifax\)](#)

**All Jobs**

Jobs Pending Approval (0) | My Pending Jobs (1) | My Open Jobs (36) | My Open Jobs - Req Team/Search Committee I am on (1) | My On Hold Jobs (0) | My Closed Jobs (53)

**Onboarding in Progress**

Onboarding In Progress  
Mark Ethun  13/14

**Offer Details Form and Offer Progression - Staff**

Offer Details Form Needing My Action (7) | Offer Details Form Pending My Approval (3) | Offer Details Form Rejected (2) | Offer Details Form Pending Approval (3) | Offer Approved, Send Offer Letters (4) | Offer Letters (2) | Offer Accepted Candidates Not In Pre-Employment (0) | Pre-Employment - In Progress (1) | All Candidates in Offer Process (10)

Pre-Employment Complete - Hired Sem/PeopleSoft (58) | Rejected Offers (2)

**Offer Progression - ETS**

Pre-Employment - In Progress (0) | Offer Letters (0) | Hired Sent to PeopleSoft (1) | Future Term Date (1)

**I9 Signature Date Information (Data Refreshes Every 2hrs. Reference Only. Always verify I9 in Equifax)**

Section One (1) | Section Two (1) | Section Three (0) | No SSN or No Data Found (0)

**All Candidates**

Candidates in Active Reqs (453) | Candidates in Closed Reqs (2614)

# The Req Administrator Dashboard

The Dashboard is your Home page and includes specific actionable items for your Recruitment and Hire Workflow. Your Dashboard will show you every Requisition that you are associated with. It will also show you candidates and track onboarding. **Click the iCIMS logo** in the top left corner at anytime to return to the dashboard. Click dashboard panels for a more detailed information and to take action.

Need help?  
Recruitment  
resources are  
on your  
dashboard.

☰ Emory University Recruitment Quick Tips



**EMORY**  
UNIVERSITY

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## All Jobs

Track requisitions that you are associated with.  
**Jobs Pending My Approval – Requires your approval in iCIMS**

### ☰ All Jobs

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## All Candidates

Shows candidates that are in any requisitions you are associated with.

### ☰ All Candidates

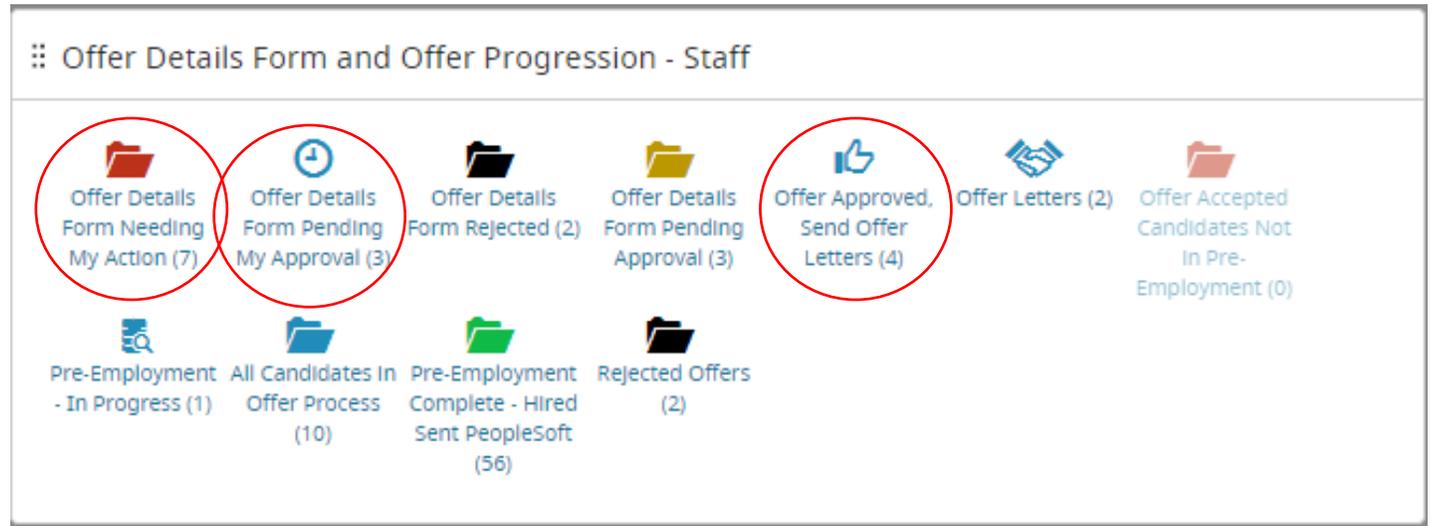
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## Offer Details Form and Offer Progression - Staff

Track the progress of your offer. There are separate panels for Staff, Faculty and ETS offers.

Offer Details Form Needing My Action, ODF Pending My Approval, Offer Approved Send Offer Letter require action by the Req Administrator!



# Offer Progression - ETS

## ☰ Offer Progression - ETS

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Future Term Date widget will show employees who show a future term date within 30 days on the Offer Details Form.

- If an employee appears in this widget with an incorrect term date, please reach out to your Recruiter to discuss the termination and/or next steps dependent on the situation.

### Onboarding in Progress

<a href="#">Onboarding In Progress</a>		
<a href="#">Marilyn Monroe</a>	<a href="#">Emory University Standard</a>	<input type="text"/>

---

### Onboarding Completed

<a href="#">Onboarding Completed</a>		
<a href="#">Jace Isaloser</a>	<a href="#">Oxford College</a>	<input type="checkbox"/>
<a href="#">George Clooney</a>	<a href="#">LITS: Library and IT Services</a>	<input type="checkbox"/>

## Onboarding

Track the progress of onboarding tasks and view new hires who have completed onboarding.

The Recruiter will initiate the onboarding of your new hire. The new hire will use their iCIMS login information to complete all assigned onboarding tasks in the iCIMS system.

icims Create ▾ KK ▾

### 📁 Onboarding Workflow Search: Onboarding In Progress (HM)

⚡ Take Action
✉ Email
📄 iForms Center
📅 Schedule Appointment
➕ New Task
🖨 Bulk Print Documents
📄 Export
📊 Chart
🔄 Refresh

Onboarding Workflow Search Results (1 Found)

	Person : Full Name: First Last	New Hire Category : Title	Progress Bar	Task Progress	Associated Job : Req ID	Associated Job : Posting Job Title
<input type="checkbox"/>	<a href="#">Marilyn Monroe</a>	<a href="#">Emory University Standard</a>	<input type="text"/>	0/0	<a href="#">2017-6167</a>	<a href="#">Accountant, Senior</a>

# Creating a Requisition

To create a Requisition go to the top left corner: click create, click Requisition.

**EMORY UNIVERSITY**

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**Offer Details Form and Offer Progression - Staff**

- Offer Details Form Needing My Action (7)
- Offer Details Form Pending My Approval (3)
- Offer Details Form Rejected (2)
- Offer Details Form Pending Approval (3)
- Offer Approved, Send Offer Letters (4)
- Offer Letters (2)
- Offer Accepted Candidates Not in Pre-Employment (0)
- Pre-Employment - In Progress (1)
- All Candidates in Offer Process (10)
- Pre-Employment Complete - Hired Sent PeopleSoft (56)
- Rejected Offers (2)

**Offer Progression - ETS**

- Pre-Employment - In Progress (0)
- Offer Letters (0)
- Hired Sent to PeopleSoft (1)
- Future Term Date (1)

**All Jobs**

- Jobs Pending My Approval (0)
- My Pending Jobs (1)
- My Open Jobs (36)
- My Open Jobs - Req
- My On Hold Jobs (0)
- My Closed Jobs (33)

**I9 Signature Date Information (Data Refreshes Every 2hrs. Reference Only. Always ve...**

- Section One (1)
- Section Two (1)
- Section Three (0)
- No SSN or No Data Found (0)

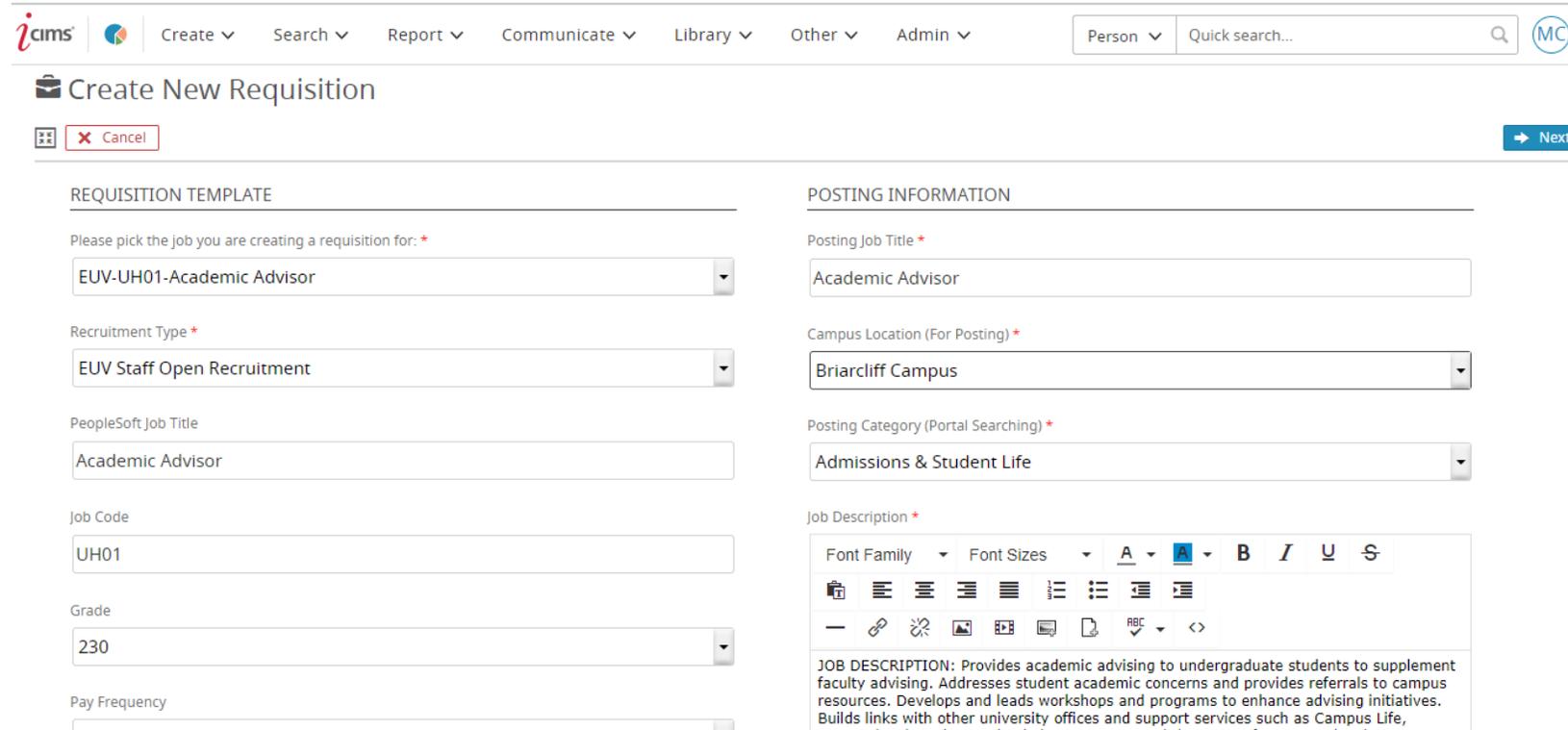
# Creating a Requisition: Tab One

When creating a Requisition, make sure all data is entered correctly or you must re-enter the Requisition. You can not save a Requisition until all four tabs have been completed. The following fields are required:

1. Job Code (**Must be selected first or you will lose all other entries**)
2. Recruitment Type
3. Job Posting Title
4. Campus Location (For Posting)
5. Posting Category (Portal Searching)

- Job Description should not be edited
- Add additional job details and/or preferred qualifications in the Additional Details section.

**Note:** EUV/EHC/ETS will proceed the job code indicating which entity the job code is for.



**REQUISITION TEMPLATE**

Please pick the job you are creating a requisition for: \*

EUV-UH01-Academic Advisor

Recruitment Type \*

EUV Staff Open Recruitment

PeopleSoft Job Title

Academic Advisor

Job Code

UH01

Grade

230

Pay Frequency

**POSTING INFORMATION**

Posting Job Title \*

Academic Advisor

Campus Location (For Posting) \*

Briarcliff Campus

Posting Category (Portal Searching) \*

Admissions & Student Life

Job Description \*

Font Family Font Sizes A B I U S

JOB DESCRIPTION: Provides academic advising to undergraduate students to supplement faculty advising. Addresses student academic concerns and provides referrals to campus resources. Develops and leads workshops and programs to enhance advising initiatives. Builds links with other university offices and support services such as Campus Life,

# Creating a Requisition: Tab Two

On this page complete all the required fields. Required fields are marked with a red asterisk. Enter any information that should be provided to the Recruiter, but not posted on the job Requisition in the Internal Notes field.

The screenshot shows the 'Create New Requisition' form in the iCIMS system. The 'JOB DETAILS' section includes fields for 'Req ID' (blank), 'Department' (dropdown), '# of Openings' (1), 'Desired Start Date' (calendar icon), 'If Replacement, person being replaced' (dropdown), and 'Regular/Temporary and Full-Time/Part-Time' (dropdown). The 'FUNDING AND SALARY DISTRIBUTION' section includes 'Funding Source' (dropdown), 'Maximum Annual Salary or Hourly Rate' (USD \$ and Yr. dropdowns), 'Are you using the Department Payroll Default Speedtype?' (dropdown), 'Speedtype 1' (dropdown), 'Speedtype Distribution % 1' (text input), and 'Speedtype 2' (dropdown). Navigation buttons for 'Cancel', 'Previous', and 'Next' are visible.

This screenshot shows the 'Create New Requisition' form with the 'Internal Notes/Recruitment Strategy' field expanded. The field is marked with a red asterisk and contains a rich text editor with options for font family, font sizes, bold, italic, underline, strikethrough, link, unlink, image, video, and code. A blue arrow points to this field from the left. Other fields visible include 'Regular/Temporary and Full-Time/Part-Time', 'Standard Hours', 'Speedtype 2', 'Speedtype Distribution % 2', 'Speedtype 3', 'Speedtype Distribution % 3', 'Speedtype 4', and 'Speedtype Distribution % 4'. Navigation buttons for 'Cancel', 'Previous', and 'Next' are also present.

**iCIMS** Create ▾ (KE) ▾

### Create New Requisition

✕ Cancel ← Previous → Next

**IF USING EMORY TEMPORARY SERVICES, COMPLETE THE SECTION BELOW**

Reason for Temp (ETS Only)

ETS Pay Rate:

Additional Information

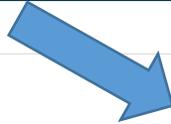
Dress Code

**IDENTIFIED CANDIDATE FOR ETS**

Identified Candidate Name

Identified Candidate Email

Identified Candidate Phone



Please complete this page if it is an ETS Requisition. If Requisition is not for an ETS hire, leave all fields blank and click 'Next'.

Creating a Requisition: Tab Three – Emory Temporary Services

The screenshot shows the 'Create New Requisition' form in the iCIMS system. The form is titled 'Create New Requisition' and has a 'Create' dropdown menu. Below the title, there are navigation buttons: 'Cancel' (with a red 'X') and 'Previous' (with a left arrow). The form is divided into two main sections. The left section is titled 'USE FOR ADMIN DECISION, SEARCH WAIVER, DEPT. TEMPS:' and contains three fields: a dropdown menu for 'Reason for Admin Decision/Search Waiver/Dept. Temp:' with the text '— Make a Selection —', a large text area for 'Justification for Bypassing Competitive Search', and another dropdown menu for 'Admin Decision/Search Waiver/Dept. Temp Action - Please select one' with the text '— Make a Selection —'. The right section is titled 'IDENTIFIED' and contains three input fields, each labeled 'Identified Car'.

Please complete this page if Requisition is an Administrative Decision Requisition. Also use for a pre-identified Non-ETS Departmental Temp > 6 months. Otherwise, leave all fields blank and click 'Finish'.

Creating a Requisition: Tab Four  
– Administrative Decision

# Adding Requisition Approvers

- Must add a minimum of two approvers. More than two approvers may be added if needed. Approvers will be notified to approve in the order in which they are added. Once complete click, 'Save & Begin Approval'. Clicking 'Save' will create a Requisition without routing for approval.
- Approvers will be sent a default email, you may edit this email if necessary by click "Edit Default Message"

iCIMS Create ▾

## Edit Approval List

Save Save & Begin Approval

**Edit Approval List**

Please add your designated approvers to the approval chain below. A minimum of 2 approvers are required.

For guidance on selecting the appropriate approvers, click one of the following links:

- [Emory University](#)
- [Emory Healthcare](#)

Approval Email [Edit Default Message](#)  
Note: If you do not customize the default message, the template for this approval type will be used.

Add Approvers

Approver	Email
No data exists.	

The screenshot displays the iCIMS interface for a Requisition. On the left, the requisition details for 'Administrative Coordinator' are shown, including the administrator 'EUVFaculty HiringManager' and the status 'PENDING APPROVAL'. A progress bar indicates the current stage is 'PENDING'. Below this, a table provides summary statistics:

# Pending	# Started	# Completed	# Days In Pending Approval
2	0	0	1

At the bottom left, an activity log shows recent events such as 'Email Sent' and 'Job Approval Started'. The main area on the right features a navigation bar with tabs for 'People', 'Job Code', 'Job Details', 'Source', 'Approval', and 'Reports'. The 'Approval' tab is selected and highlighted with a blue arrow. Below the navigation bar, there are filter options and a message stating 'No results were found.' At the bottom of the interface, there are three action buttons: 'Reject', 'Advance', and 'More Actions'.

Congratulations, you're Requisition is created! The approvers that you listed will be sent email notifications to approve or decline the Requisition. You can check the progress of the approval process at anytime by clicking on the Approval tab within the Requisition.

# Requisition Created

Back

Select for Mass Action Search Result 4 of 7

ID 48867

REQUISITION

Assistant Program Coordina...  
Req Administrator: Andrea M. Mercer

APPROVED

PENDING OPEN CLOSED

# Days Since First Approved: 39  
New Candidates: 0  
# In Offer Tasks: 1  
# in Pre-Employment: 0

Sharlene Langford-sharlene.t...  
Atlanta Georgia United States

All Activities

People Job Code Job Details Source Approval Questions More

Filters

By Workflow

Displaying 20 Results

Page 1

<input type="checkbox"/>	Status	Recruiting Workfl...	Person ...	Person ...			
<input checked="" type="checkbox"/>	Bin: Department Review 19						
<input type="checkbox"/>	Submitted for Review	Sonja Harrast	Yes	Cand:Active	4/4		
<input type="checkbox"/>	Submitted for Review	COLBY WILLIAMS	No	Cand:Active	2/3		
<input type="checkbox"/>	Submitted for Review	Emily Vinchiarello	No	Cand:Active	2/3		

Reject Advance More actions

# Reviewing Candidates

Candidates submitted to the department for review will appear on the People tab in the Requisition. Click the Candidate's Name to review their resume and application.

# Reviewing Candidates

This screenshot shows the main candidate profile for Sonja D. Harrast. The candidate is identified as a PROGRAM COORDINATOR with a CAND:ACTIVE status. Her highest education is a Ph.D. She is currently applying for the position of Assistant Program Coordinator, with a department review that has been submitted for review. At the bottom of the profile, there are two buttons: a red 'Reject' button and a green 'Advance' button, both with dropdown arrows. A red circle highlights these two buttons. A blue arrow points from the top navigation bar to the 'Resume/CV' tab.

Use the Resume/CV, Cand. Upload and the Experience tabs to review the candidate.

This screenshot displays the candidate's current employment record. It shows she is an EMP:CURRENT EMPLOYEE at Emory University, working as a ST01 - Clin Research Coordinator I. Her highest education is a Ph.D. and she has 83 other submissions. She is currently applying for the position of Assistant Program Coordinator, but her status is 'Candidate Withdrew - Accepted Another Emo...'. Similar to the main profile, there are red 'Reject' and green 'Advance' buttons at the bottom. A blue arrow points from the 'Resume/CV' tab of the main profile to this record.

This screenshot shows the 'STAFF SUPPORTING DOCUMENTS' section for the candidate. It lists 'Supporting Documents for Application' with a document type of 'Cover Letter'. The interface includes an 'Attach' button and a search bar. A blue arrow points from the top navigation bar to the 'Cand. Uploads' tab.

This screenshot shows the 'Experience' tab for the candidate. It lists her education history, including a Ph.D. from Emory University in Biological and Biomedical Sciences (5/10/2004) and a BA in Chemistry from Florida International University (4/19/1991). A blue arrow points from the top navigation bar to the 'Experience' tab.

You may update the candidate's status from this screen using the green Advance or the red Reject button.

To review multiple candidates, click the first candidate's name under Department Review.

Back Select for Mass Action Search Result 4 of 7

ID 48867

**REQUISITION**

Assistant Program Coordina...  
Req Administrator: Andrea M. Mercer

APPROVED

PENDING OPEN CLOSED

# Days Since First Approved: 39  
New Candidates: 0  
# In Offer Tasks: 1  
# in Pre-Employment: 0

Sharlene Langford-sharlene.t...  
Atlanta Georgia United States

All Activities

People Job Code Job Details Source Approval Questions More

Filters Displaying 20 Results

By Workflow

<input type="checkbox"/>	Status	Recruiting Workfl...	Person ...	Person ...				
<input checked="" type="checkbox"/>	Bin: Department Review	19						
<input type="checkbox"/>	Submitted for Review	Sonja Harrast	Yes	Cand:Active	4/4			
<input type="checkbox"/>	Submitted for Review	COLBY WILLIAMS	No	Cand:Active	2/3			
<input type="checkbox"/>	Submitted for Review	Emily Vinchiarello	No	Cand:Active	2/3			

Reject Advance More actions

# Reviewing Multiple Candidates

iCIMS Create Communicate

< Back  Select for Mass Action < Search Result 1 of 19 >

ID 146191

Sonja D. Harrast  
PROGRAM COORDINATOR

CAND:ACTIVE

Alumni Yes Highest Education Ph.D.

Applying for Assistant Program Coordinator  
Department Review - Submitted for Review

Reject Advance

harrasts@gmail.com 404-569-4838

Resume/CV Cand. Uploads Faculty Letter... Experience More

Download Resume

Traditional LinkedIn Facebook Microsoft Problems Viewing?

**Sonja Harrast, PhD**  
211 Greenwood Circle, Decatur, GA 30030 | 404-569-4838 | harrasts@gmail.com

**EDUCATION**  
Emory University, Atlanta, Georgia, PhD, Biological and Biomedical Sciences, 2004  
University of Cincinnati, Cincinnati, Ohio, MEd, Nutrition and Health Sciences, 1996  
Florida International University, Miami, Florida, BA, Chemistry, 1991

**PUBLICATIONS**  
Kalkwarf HJ and Harrast SD. Effects of calcium supplementation and lactation on iron status. Am J Clin Nutr 1998;67:1244-9.  
Harrast SD and Kalkwarf HJ. Effects of gestational age, maternal diabetes, and intrauterine growth

- Click the triangle icon to view the next candidate's resume without going back to the Requisition People Tab.
- Check the box next to "Select for Mass Action" to advance or reject multiple candidates at the same time. **All candidates selected for mass action will update to the same status.**

## Reviewing Multiple Candidates Tool Bar

# Reviewing Candidates: Long List/Short List Statuses

The screenshot displays the iams recruitment system interface. On the left, a requisition card for 'Administrative Coordinator' is shown with a progress bar indicating 'APPROVED' status. The main area shows a list of candidates under the 'Bin: Department Review' category. A context menu is open over the 'Advance (1)' button, with a blue arrow pointing to the 'Long-List' option. The menu includes options like 'Long-List', 'Short-List', 'Interview', 'Candidate Selected', 'Send Offer and Confidential Data Form', and 'Offer Accepted'. At the bottom, a red 'Reject (1)' button and a green 'Advance (1)' button are visible, with a blue arrow pointing to the 'Advance' button.

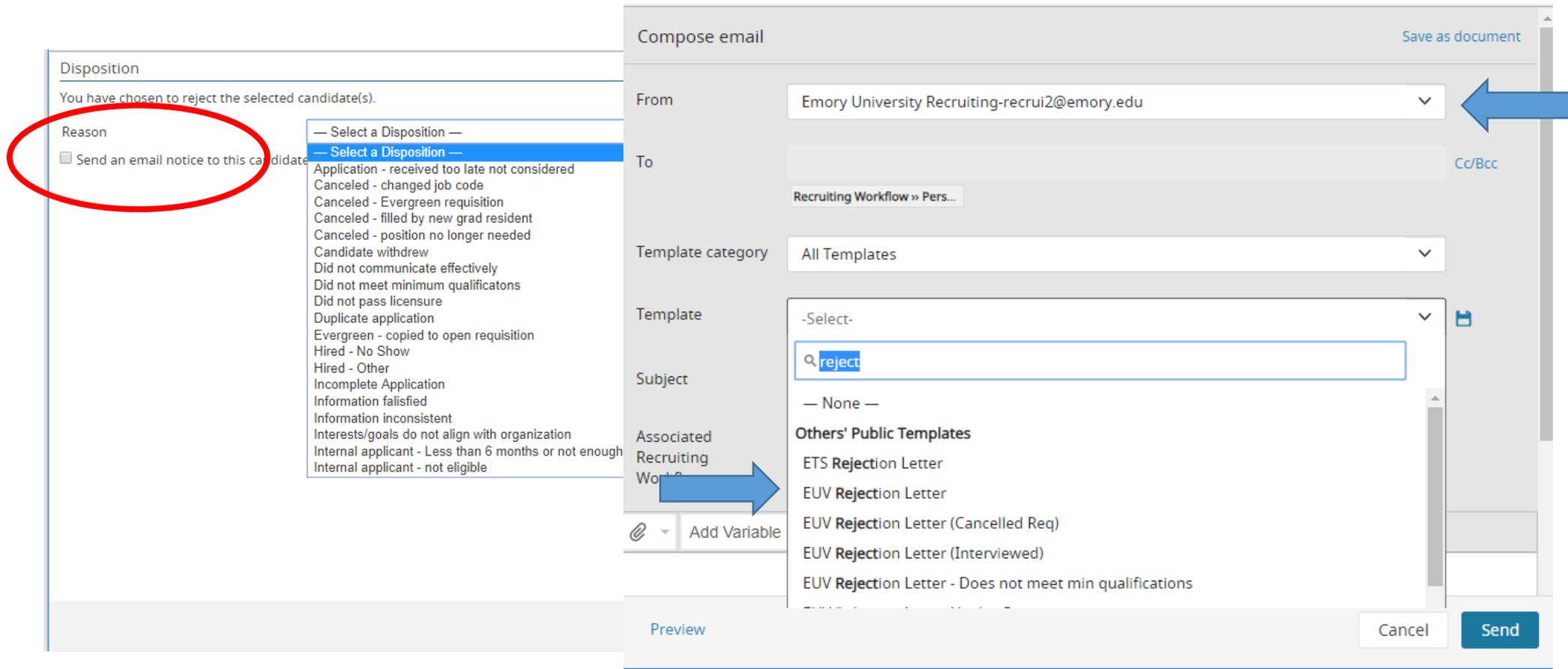
By clicking the green Advance button move candidates into the Long-List and Short-List statuses. These statuses are used to organize candidates while identifying those who will move forward to interview stages. Candidates in these statuses will remain under consideration but will not know if they have been assigned to a Long/Short list.

# Reviewing Candidates: Dispositioning

The screenshot displays the iCIMS interface for reviewing candidates. On the left, a sidebar shows the requisition details for 'Administrative Coordinator' (Req Administrator: Kim EUVHiringManager) with a status of 'APPROVED'. The main area shows a list of candidates under the 'Bin: Department Review' filter. A red button labeled 'Reject (1)' is visible at the bottom of the candidate list. A blue arrow points from this button to a 'Disposition' dropdown menu. The dropdown menu is open, showing a list of reasons for rejection, including 'Application - received too late not considered', 'Candidate withdrew', and 'Internal applicant - not eligible'. A blue arrow points from the dropdown menu to a 'Save' button at the bottom right of the interface.

Use the red Reject button to move candidates no longer under consideration to “Rejected” status. You **must** choose the appropriate disposition from the drop down list and click “Save”.

# Sending a Rejection Email



The screenshot displays the 'Compose email' interface. On the left, the 'Disposition' dropdown is open, showing a list of reasons for rejection. The 'Reason' section is circled in red, and the checkbox 'Send an email notice to this candidate' is checked. The 'Compose email' window is open, showing the 'From' field set to 'Emory University Recruiting-recrui2@emory.edu', the 'Subject' field with 'reject' entered, and a list of templates including 'ETS Rejection Letter', 'EUV Rejection Letter', 'EUV Rejection Letter (Cancelled Req)', 'EUV Rejection Letter (Interviewed)', and 'EUV Rejection Letter - Does not meet min qualifications'. A blue arrow points to the 'From' field, and another blue arrow points to the 'Add Variable' button.

After selecting the disposition reason, check the box to “Send an email notice to this candidate”. In the email tool, select the appropriate email template. Typing “reject” in the search bar will bring up all template options. You may want to change the sender from your personal email to Emory University Recruiting.

# Documenting Interviews

The screenshot displays the iCIMS recruitment system interface. On the left, a requisition card for 'Assistant Program Coordina...' is shown, with a status of 'APPROVED' and a progress bar indicating 'OPEN'. Below the card, statistics are provided: 39 days since first approved, 0 new candidates, 1 in offer tasks, and 0 in pre-employment. The requisition is managed by Sharlene Langford-sharlene.t... in Atlanta, Georgia, United States.

The main area shows a list of candidates under the 'People' tab. The list is filtered by 'By Workflow' and displays 20 results. A dropdown menu is open over the list, showing various actions. A blue arrow points from the 'Interview' option in the dropdown to the 'Advance (1)' button at the bottom of the list. Another blue arrow points from the 'Advance (1)' button to the 'Interview' option in the dropdown.

Bin: Department Review	Status
<input type="checkbox"/>	Submitted for Review
<input type="checkbox"/>	Submitted for Review
<input type="checkbox"/>	Submitted for Review

Actions available: Reject (1), Advance (1), More actions

For compliance purposes, every candidate interviewed should be documented in iCIMS. To do this, use the green advance button to move each candidate interviewed into “Interview” status. Interviews can take place on campus, or via phone/Skype. **Best practice: 3 interviews per 1 hire.**

# Identifying a Finalist

The screenshot displays the iCIMS recruitment software interface. On the left, a requisition card for 'Assistant Program Coordina...' is shown, with a status of 'APPROVED' and a progress bar indicating the 'OPEN' phase. The card includes statistics for days since first approved (39), new candidates (0), in offer tasks (1), and in pre-employment (0). The requisition is managed by Sharlene Langford in Atlanta, Georgia.

The main area shows a list of candidates under the 'People' tab. The list is filtered by 'Bin: Department Review' and shows 19 results. The first candidate is 'Submitted for Review'. A blue arrow points from this candidate to the 'Candidate Selected for Offer' option in the 'More actions' dropdown menu. Below the list, there are buttons for 'Reject (1)' and 'Advance (1)'. Another blue arrow points from the 'Advance (1)' button to the 'Candidate Selected for Offer' option in the dropdown menu.

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.

# Skill Survey Reference Check

- Online, automated reference check that uses job-specific surveys to provide comprehensive insights into candidates.
- Candidate will receive email from Skill Survey to enter references, references will receive request to complete survey. Once the reference report is complete the Recruiter will share feedback with hiring department.
- Report consists of scaled questions and open-ended feedback.
- Reference feedback should be reviewed PRIOR to extending the offer!
- If the department elects to complete a reference check outside of the Skill Survey system, a summary of the feedback received should be provided to the Recruiter.

# Prepare Offer Details Form

Once the department and the Recruiter have determined the compensation amount and references have been reviewed, the Recruiter will send the Req Administrator an email requesting that the Offer Details Form be completed. The Req Administrator may access this form by a link sent via email notification. The Offer Details form may also be accessed via a dashboard notification in the My Offer Details Form and Offer Progression - Staff panel.



Dear Kim,

Using the link below, please complete the Offer Details Form for Lou Smith.

The finalized compensation rate for this candidate is: **\$50,000**

Requisition ID: 6662  
 Requisition: Administrative Coordinator  
 Offer Details iForm: [Click to Complete](#)



Failure to complete this form will result in delays in the hiring process.

Should you have any questions, please do not hesitate to contact me.

Thank you,

Mallory Crowe  
[mallory.l.crowe@emory.edu](mailto:mallory.l.crowe@emory.edu)

**Attachments:**

If you experience difficulties opening an attachment, please select the option to "Save" the file to your Desktop and then open the file from there.  
[598\\_Lou\\_Smith\\_674\\_201802071055\\_Resume.doc](#)

☰ Offer Details Form and Offer Progression - Staff

 <b>Offer Details Form Needing My Action (11)</b>	 <b>Offer Details Form Pending My Approval (0)</b>	 <b>Offer Details Form Rejected (0)</b>	 <b>Offer Details Form Pending Approval (0)</b>	 <b>Offer Approved, Send Offer Letters (0)</b>	 <b>Offer Letters (3)</b>
 <b>Offer Accepted Candidates Not in Pre-Employment (?)</b>	 <b>Pre-Employment - In Progress (2)</b>	 <b>All Candidates in Offer Process (13)</b>	 <b>Pre-Employment Complete - Hired Sent PeopleSoft (56)</b>	 <b>Rejected Offers (0)</b>	

# Completing the Offer Details Form

Complete all required fields on the Offer Details Form.

The image displays two overlapping screenshots from the iCIMS system. The left screenshot shows the 'iForms Center' interface for editing the '++Emory Offer Details Form'. It includes fields for 'Kronos Unit', 'Length of Meal', and 'Additional Information'. A dropdown menu for 'Health and Safety Question Type' is open, with 'All Others - University' selected. A blue arrow points to this selection. The right screenshot shows the 'Offer Details / ...' page in iCIMS, with a blue arrow pointing to the 'Offer Details / ...' tab in the top navigation bar. The candidate profile for Glenda Goodwitch is visible, including her contact information and a list of activities.

**Left Screenshot (iForms Center):**

- Buttons: Send iForm, Edit, Download
- Form Title: ++Emory Offer Details Form
- Buttons: Save & Exit, Cancel
- Fields: Kronos Unit, Length of Meal
- Section: Additional Information
- Text: EmoryCard Door Access – Enter the University building(s) and area(s) to which this person will require access: 88142 School of Law
- Text: Will the employee be required to sign a Financial Attestation Form as a Business Officer for Emory? No
- Text: If this employee will have Human Resource responsibilities, please indicate the level: No HR Responsibilities
- Text: Health and Safety Question Type: All Others - University (selected)
- Text: Individual will need unescorted access to: All Others - University
- Text: This position will work for Emory Health Services, Public Health, or Nursing, Yerkes, the Psychological, Counseling or Student Health Centers AND will also require information that identifies them: No
- Text: This position involves animal contact (Yerkes - University, Emory Healthcare Staff) or laboratory work with lab animals: No
- Text: This position will require work in a laboratory: No
- Text: This position involves work in a Biosafety Level 2 or a Biosafety Level 3 laboratory: No
- Text: This position involves clinical patient contact: No

**Right Screenshot (iCIMS):**

- Navigation: Back, Select for Mass Action, Search Result 1 of 2
- Section: Offer Details / ...
- Buttons: Send iForm, Edit, Download
- Form Title: ++Emory Offer Details Form
- Section: Emory Offer Details Form
- Text: Once approved - this data will create the job in PeopleSoft when iCIMS Status = Hired
- Fields: Req #, Candidate Name, Job Code/Title, Department, Effective Start Date, Offer Type, Employee Class, PeopleSoft Supervisor, Action/Reason, Compensation Rate - Enter Hourly or Monthly Amount, Pay Frequency, Reg/Temp Full/Part Time, Standard Hours/FTE, Benefits Configuration 1, Future Term Reason, Future Term Date, Location Code

# Offer Details Form Approval and Extending the Offer

- After the Req Administrator has completed the Offer Details Form, the Recruiter will be notified. The Recruiter will route the Offer Details Form for approval.
- The Offer Details Form must be approved by two key departmental decision makers. These can be the same as the approvers of the Requisition or the same person who completed the ODF.
- Once the Offer Details Form has been approved, the Recruiter will send an email notifying the Req Administrator that the offer has been approved and that the offer letter may be sent. (See image on right)

The Offer Details form has been approved and the offer can be sent to Lou Smith for the position of Administrative Coordinator, 6662.

Thank you,

Mallory Crowe

[mallory.l.crowe@emory.edu](mailto:mallory.l.crowe@emory.edu)

**Attachments:**

---

If you experience difficulties opening an attachment, please select the option to "Save" the file to your Desktop and then open the file from there.

[598\\_Lou\\_Smith\\_674\\_201802071055\\_Resume.doc](#)

# Creating & Sending the Offer Letter

Offer Details Form and Offer Progression - Staff

Offer Details Form Needing My Action (11) | Offer Details Form Pending My Approval (0) | Offer Details Form Rejected (0) | Offer Details Form Pending Approval (0) | **Offer Approved, Send Offer Letters (0)** | Offer Letters (3)

Offer Accepted Candidates Not in Pre-Employment (?) | Pre-Employment - In Progress (2) | All Candidates in Offer Process (13) | Pre-Employment Complete - Hired Sent PeopleSoft (56) | Rejected Offers (0)

In addition to the email notification, there will be a dashboard notification that the Offer Details Form has been approved and the offer is ready to extend.

On the People tab in the Requisition, use the green Advance button to move the candidate to “Send Offer and Confidential Data Form” status.

REQUISITION  
Assistant Program Coordina...  
Req Administrator: Andrea M. Mercer  
APPROVED

PENDING OPEN CLOSED

# Days Since First Approved: 46 | New Candidates: 0 | # In Offer Tasks: 1 | # in Pre-Employment: 0

Sharlene Langford-sharlene.t...  
Atlanta Georgia United States

Bin: Offer Tasks

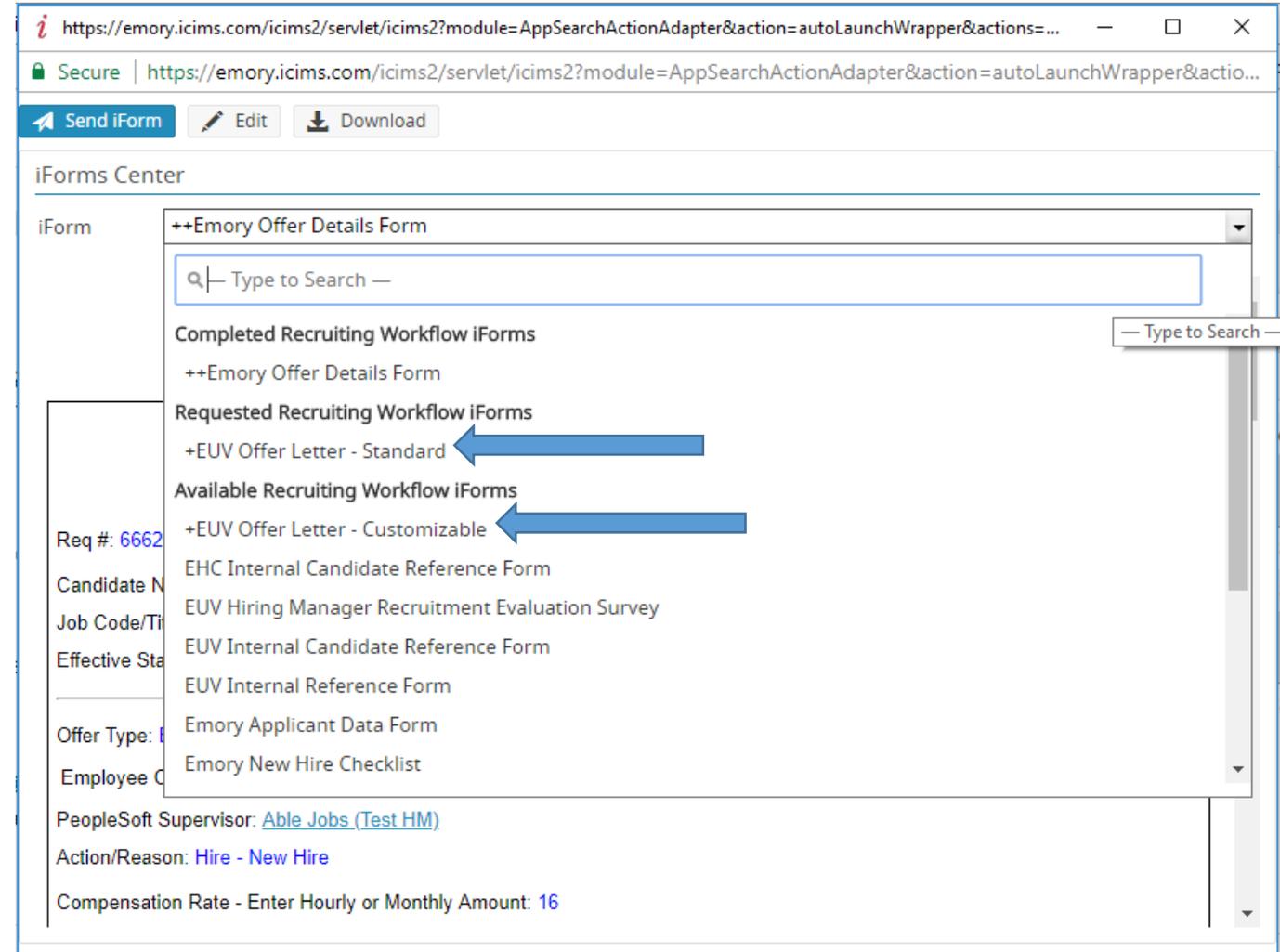
- Short-List
- Interview
- Candidate Selected for Offer
- Bin: Offer Tasks
  - Prepare Offer Details Form
  - Launch Offer Details Form Approval
  - Send Offer and Confidential Data Form**
  - Offer Accepted
- Bin: Post Offer Tasks

Reject (1) | **Advance (1)** | More actions

# Choosing the Offer Letter

The iForms Center will pop up. Choose which Offer Letter you will send to the candidate, there are two options:

1. Standard Offer Letter – This offer letter requires minimal editing. Most custom information will pull from the Requisition and the Offer Details Form. The Req Administrator may need to edit information that did not parse, or edit parsed information for completeness.
2. Customizable – This offer letter pulls only the job title, department name, division, pay rate and pay frequency along with a contingency statement. All additional information must be manually added!



https://emory.icims.com/icims2/servlet/icims2?module=AppSearchActionAdapter&action=autoLaunchWrapper&actions=...

Secure | https://emory.icims.com/icims2/servlet/icims2?module=AppSearchActionAdapter&action=autoLaunchWrapper&actio...

Send iForm Edit Download

iForms Center

iForm ++Emory Offer Details Form

q | Type to Search

Completed Recruiting Workflow iForms

++Emory Offer Details Form

Requested Recruiting Workflow iForms

+EUV Offer Letter - Standard

Available Recruiting Workflow iForms

+EUV Offer Letter - Customizable

EHC Internal Candidate Reference Form

EUV Hiring Manager Recruitment Evaluation Survey

EUV Internal Candidate Reference Form

EUV Internal Reference Form

Emory Applicant Data Form

Emory New Hire Checklist

Req #: 6662

Candidate N

Job Code/Ti

Effective Sta

Offer Type: f

Employee C

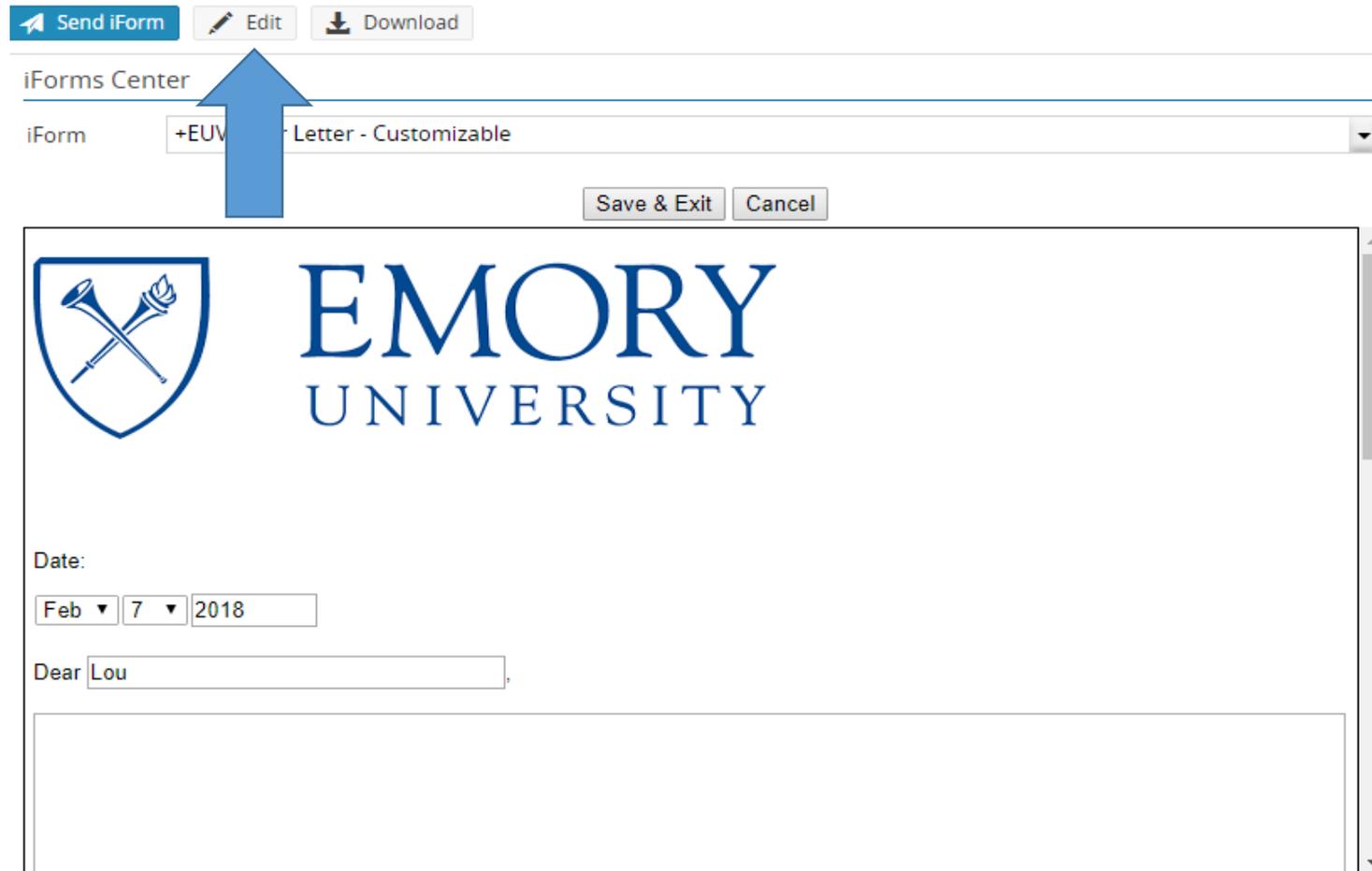
PeopleSoft Supervisor: [Able Jobs \(Test HM\)](#)

Action/Reason: [Hire - New Hire](#)

Compensation Rate - Enter Hourly or Monthly Amount: 16

# Building a Customizable Offer Letter

To begin building a custom offer letter, first click on Edit in the top left corner of the iForms Center.



The screenshot shows the iForms Center interface. At the top, there are three buttons: "Send iForm" (with a paper plane icon), "Edit" (with a pencil icon), and "Download" (with a download icon). Below these buttons is a header area with "iForms Center" and "iForm" labels. A dropdown menu is open, showing "+EUW" and "Letter - Customizable". A blue arrow points to the "Edit" button. Below the dropdown are "Save & Exit" and "Cancel" buttons. The main content area displays the Emory University logo and name. Below the logo, there is a "Date:" field with a date picker set to "Feb 7 2018". Below the date field is a "Dear" field with the name "Lou" entered.

# Building a Customizable Offer Letter



EMORY  
UNIVERSITY

Date:

Feb 7 2018

Dear Lou



Please review the details of this offer. This offer is contingent on all pre-employment processing, which may include a criminal background check and other verifications.

Job Title: Administrative Coordinator

Department Name: School of Law

Division: School Of Law

Pay Rate: 16

Pay Frequency: H

In the first text box, below the recipient's name, enter the beginning of the offer letter. Below this text box you will see the offer information that parsed from the Requisition and Offer Details Form. The text boxes highlighted yellow are editable.

# Building a Customizable Offer Letter

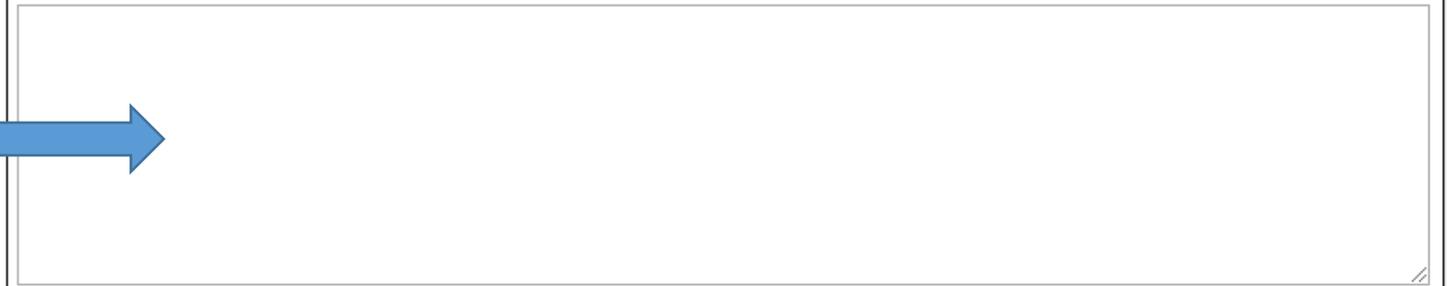
iForms Center

iForm +EUV Offer Letter - Customizable

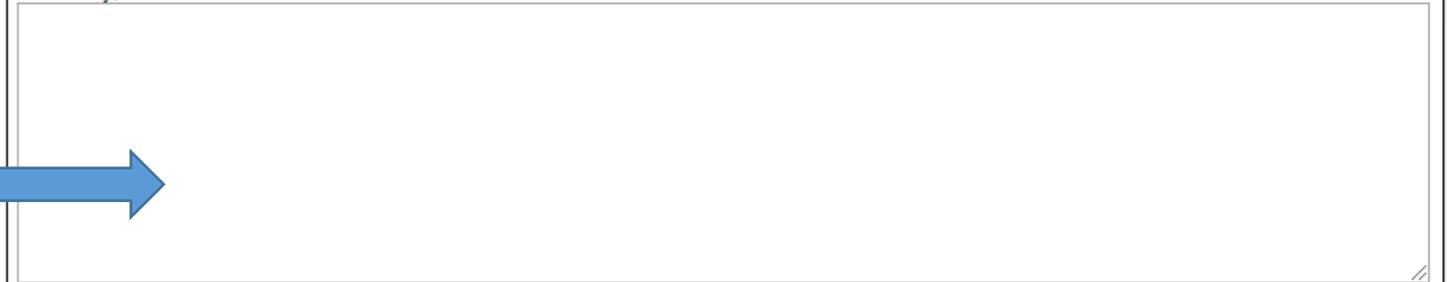
Save & Exit Cancel

Pay Rate: 16

Pay Frequency: H



Sincerely,



Signature

(checking the checkbox above is equivalent to a handwritten signature)

Below the parsed information there is another text box, enter the conclusion of the offer letter here.



A third text box is located at the bottom of the page. Enter the sender's name and contact information in the third box.



*Note: The signature box is for the candidate's signature, not the sender's.*

# Editing a Standard Offer Letter

Text within the red boxed section of this offer letter should be edited. To edit, simply click the Edit button in the top left corner of the iForms Center.

2/7/2018

Lou Smith  
123 Main Street  
Atlanta, GA 30322

Dear Lou:

It is with great pleasure that we offer you the position of Administrative Coordinator for School of Law at Emory University. By way of this letter, I am pleased to convey the terms of your employment at Emory, which are highlighted below

Official Start Date:	2/12/2018
Rate of Pay:	USD \$50,000.00/Yr.
Pay Frequency:	Hourly
Pay Grade:	229
Benefits:	Regular with Benefits
Official Title:	Administrative Coordinator
Department:	School of Law
Division:	School Of Law
FLSA Status:	Exempt

Please note that this offer is contingent upon the outcome of the pre-employment process, including a criminal background check.

Annual salary adjustment considerations are based on performance and are effective September 1 of each year. For your first year at Emory, your increase will be prorated from your date of hire to align with the annual cycle.

In addition to the information above, Emory offers a very competitive range of benefits, including vacation and sick leave, holidays, medical, dental and vision coverage, retirement savings plans, life insurance, and the courtesy scholarship, to name just a few. You must meet eligibility requirements for some of these benefits, and benefits are subject to change from year to year. Prior to your start date, I encourage you to review Emory's benefits website at [www.hr.emory.edu/eu/benefits](http://www.hr.emory.edu/eu/benefits). You may also wish to register for an in-person benefits orientation during the online onboarding process.

Note that this position is one that requires a direct deposit to your bank account. You can set up your direct deposit during the online onboarding process once your acceptance of this contingent offer has been received.

Emory University offers a variety of transportation and parking options for employees. Single occupancy vehicle parking on campus is available as a pre-tax deduction from your paycheck. Current rates can be found at: [http://transportation.emory.edu/parking/faculty\\_staff.html](http://transportation.emory.edu/parking/faculty_staff.html). Emory also provides commute alternatives such as carpools, vanpools, park 'n' ride lots, and MARTA subsidies. Visit <http://www.epcs.emory.edu/park> to view the many transportation and parking options at Emory.

School of Law also offers eligible employees with satisfactory performance the option of telecommuting or working a condensed workweek. Any of these options are subject to change and not all positions are eligible for alternative work arrangements.

Lou, I want to welcome you to Emory. You are joining a strong and committed team of professionals. On behalf of this team and the executive administration of Emory, I want to affirm our full commitment to support you in your role here. We look forward to your personal and professional success as a part of our team. We very much look forward to working with you!

If you have questions about the contents of this letter or the duties and responsibilities of this position, please contact your department manager, EUVHiringManager at 404-111-2222 or [email@emory.edu](mailto:email@emory.edu).

Checking the box below indicates your acceptance of this position

Sincerely,

EUVHiringManager  
HR Specialist  
Emory University  
School of Law

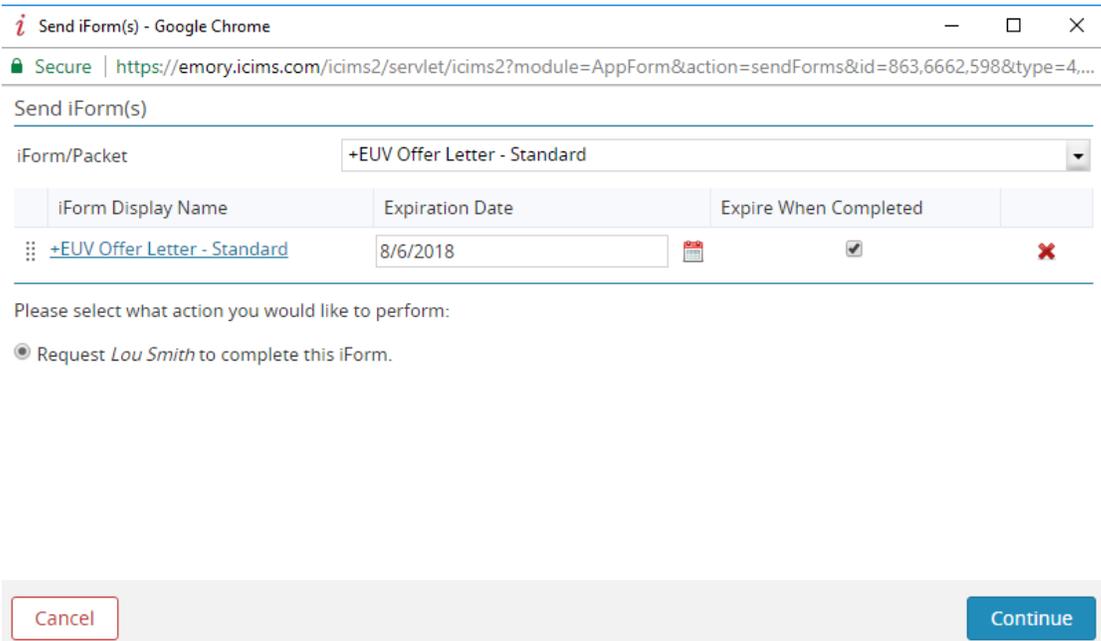
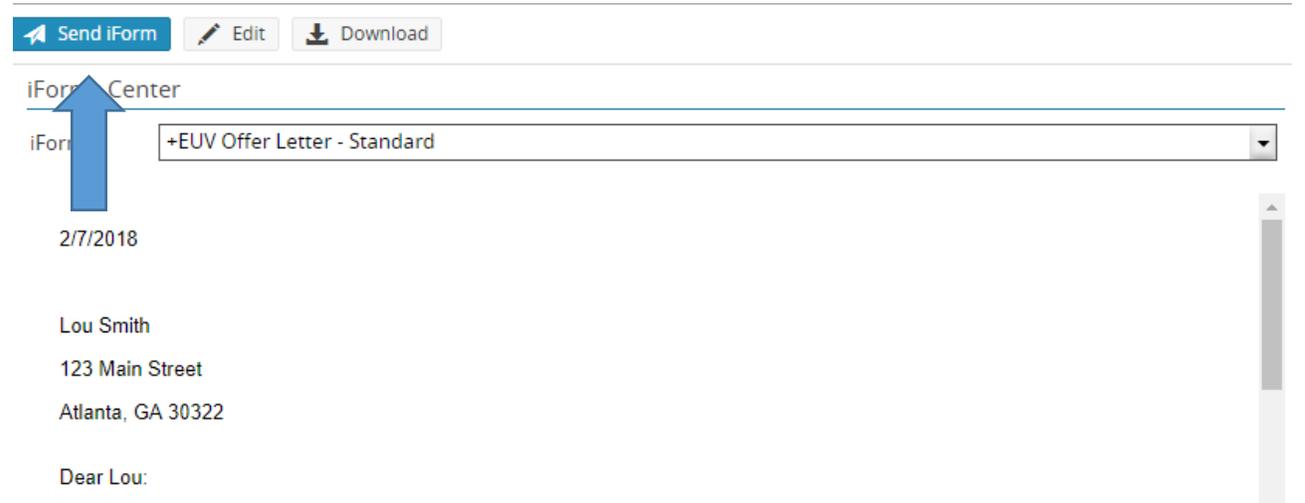
Recognizing the terms stated herein, I hereby accept this offer.

Signature

Checking the checkbox above is equivalent to a handwritten signature.

# Sending the Offer Letter

To send either version of the offer letter, click Send iForm.



Then click Continue

# Sending the Offer Letter

Then click send.

If you need to edit this email template, you may do so by clicking in the body of the email.

Compose Email 

From: Kim EUVHiringManager - peterbuch+hmtst@gmail.com

To:  [CC/BCC](#)

Template Category: All Templates

Template: +EUV Offer Letter - Standard

Subject: Congratulations from Emory University!

Associated Recruiting Workflow: Lou Smith - Administrative ...

 Add Variable **B** **A**         ABC 

 **EMORY**  
UNIVERSITY

Dear **Recipient: Legal First Name**,

Congratulations from Emory University!

Please click the link below to find information regarding your employment offer for the position of **Recruiting Workflow: Requisition : Posting Job Title**. Please login to accept the offer and provide us with information to begin your onboarding process.

 Drag-and-drop files here or click to upload.



<https://emory.icims.com/icims2/servlet/icims2?module=AppCommCenter&action=...>

# Accessing the Offer Letter

To access the offer letter after it has been sent, go to the iForms tab. Select the offer letter from the drop down menu. Click download.

The screenshot displays the iCIMS user interface. On the left, a profile card for Betsy C. Dewey (ID 337011) is visible, including her title 'XB20 - Coord, Program', status 'EMP:CURRENT EMPLOYEE', and contact information. The main area shows a navigation bar with tabs: Resume/CV, Cand. Uploads, Faculty Letter..., Experience, Candidate Det..., and iForms. The iForms tab is selected, and a blue arrow points to it from the top right. Below the navigation bar, there are buttons for 'Send iForm', 'Edit', and 'Download', with the 'Download' button circled in red. A second blue arrow points to the 'Download' button. The 'iForms Center' section displays a list of forms under the heading '++Emory Offer Details Form'. A search bar is present above the list. The list includes 'Completed Recruiting Workflow iForms' and 'Available Recruiting Workflow iForms'. A blue arrow points to the '++Emory Offer Details Form' entry in the 'Completed' section. The 'Available' section lists various forms, including 'Faculty Offer Letter - Copy & Paste Template' and 'EUV Offer Letter - Standard'.

# Offer Accepted

Once the candidate has accepted the offer, the Recruiter will start pre-employment. You can check the status of any candidates in pre-employment by clicking the “Pre-Employment In Progress” widget. Here you can also view the NETID/Employee ID.

“Pre-Employment Complete, Hired Sent to PeopleSoft” will show all new hires within the past 6 months.

Offer Details Form and Offer Progression - Staff

Offer Details Form Needing My Action (11) | Offer Details Form Pending My Approval (0) | Offer Details Form Rejected (0) | Offer Details Form Pending Approval (0) | Offer Approved, Send Offer Letters (0) | Offer Letters (3)

Offer Accepted Candidates Not in Pre-Employment (?) | **Pre-Employment - In Progress (2)** | All Candidates in Offer Process (13) | Pre-Employment Complete - Hired Sent PeopleSoft (56) | Rejected Offers (0)

## Recruiting Workflow Search: DB EUV Pre-Employment Started

- Take Action
- Email
- Share
- iForms
- Schedule Interview
- Edit Interview
- New Task
- Submit to Workflow
- Schedule Appointment
- Edit Folder
- More

Recruiting Workflow Search Results (2 Found)

	Requisitio...	Requisition : Posting Job Title	Recruiting Workfl...	Emory ...	Emory New Hire C...	Person : E...	Person : E...	Req Ad...
<input type="checkbox"/>	5/6 48873	Program Coordinator, Humphrey Fellowship Program	Christy Brozowski	3/22/2020	In Progress			Andrea Mercer
<input type="checkbox"/>	6/6 49760	Public Health Program Associate	Allison Salinger	4/27/2020	Complete	ASALING	1849232	Cindy Gasaw...

# Onboarding

The Recruiter will set up the onboarding tasks for the new hire. The new hire will then appear in the onboarding section on the dashboard of the Req Administration and Hiring Manager.

Onboarding in Progress		
Onboarding In Progress		
Lou Smith	LITS: Library and IT Services	<input type="checkbox"/>
Jim Tester	SOM: School of Medicine	<input checked="" type="checkbox"/>
peter Test	Campus Life	<input type="checkbox"/>

Onboarding Completed		
Onboarding Completed		
Tamara McQueen	Emory Healthcare	<input checked="" type="checkbox"/>

# Onboarding

## Onboarding Workflow Search: Onboarding In Progress (HM)

- ⚡ Take Action
- ✉ Email
- 📄 iForms Center
- 📅 Schedule Appointment
- ➕ New Task
- 🖨 Bulk Print Documents
- 📄 Export
- 📊 Chart
- 🔄 Refresh

### Onboarding Workflow Search Results (3 Found)

<input type="checkbox"/>	Person : Full Name: First ...	New Hire Category : Title	Progress Bar	Task Progress	Associated Job : Posting Job Title
<input type="checkbox"/>	<a href="#">Lou Smith</a>	<a href="#">LITS: Library and IT Services</a>	<div style="width: 0%;"></div>	0/12	<a href="#">Administrative Coordinator</a>
<input type="checkbox"/>	<a href="#">Jim Tester</a>	<a href="#">SOM: School of Medicine</a>	<div style="width: 25%;"></div>	3/14	<a href="#">Academic Department Admin</a>
<input type="checkbox"/>	<a href="#">peter Test</a>	<a href="#">Campus Life</a>	<div style="width: 0%;"></div>	0/7	<a href="#">Applications Dev/ Analyst</a>

Clicking into the dashboard notification will provide more insight into the progress of each new hire's onboarding.

The I9 Form is part of every new hire's assigned onboarding task. **The hiring department must verify the I9 within 3 days of the new hire's start date.**

# Onboarding



## Onboarding Tasks

 Nacho Mama  
[View Profile](#) | [Log Out](#)

Your information has been updated successfully. Thank you for the update.

**Task Progress:**  
  
You have completed 0 of your 12 tasks.

All times are in [Eastern Standard Time](#).

▼ **Tasks**

-  [I9 Link to Equifax](#)  
Due 2/20/2018
-  [University Network ID \(NETID\)](#)  
Due 2/20/2018
-  [EUV Benefits Explained](#)  
Due 2/20/2018
-  [EUV Parking Information](#)  
Due 2/20/2018
-  [Direct Deposit](#)  
Due 2/20/2018

## Welcome to Emory College!



Our unique faculty, staff and students are excited to have you join the award-winning efforts that are carried out each day in support of the Emory University Mission.

Emory University, a top-ranked private institution recognized internationally for its outstanding liberal arts colleges, graduate and professional schools and one of the world's leading health care systems, welcomes you to our community.

Begin the Tasks for the **New Hire Onboarding** here and follow your progress of completion.

The new hire will log back into iCIMS to complete onboarding tasks. The onboarding process includes I9, W4, G4 and Emory specific tasks such as reviewing benefits and parking information. Onboarding tasks can be accessed prior to the start date. The new hire will show in PeopleSoft once the I9 Section 2 is complete in Equifax.