



# iCIMS Faculty recruit to hire review session

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Department of Equity and Inclusion



# Past Updates

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- **Past discussion**
- Contact tab view , Background check status, email, address and phone.
- Reference check policy reminder
- Health Assessment and Drug screen guidance.
- Updated AAP hiring goals are in place. These reflect Job family in iCIMS. Your responsibility will be to communicate the goal and to document outreach accordingly. Faculty Goals are placed in req. after they are created, and a link is sent back to you.
- Its requisition closing time. Requisitions beginning with 1,2,3 or 4 are too old. Please do an inventory and close out old requisitions
- Tenure , Tenure line . All academic and research hires should always include a JSR( Job Search Report at the Interview stage .



# More updates

- New resources to help with decisions on, emeritus hires, rehires and background checks. Request to be shared the expanded document.
- Adding positions to requisitions should be approved, with special emphasis on tenure line or eligible positions.
- Higheredjobs.com and Insight into Diversity have been added as an additional site all postings will go to on both Faculty and staff postings. Direct, Employers, Indeed.com and LinkedIn.com are still in place
- Source reporting is available upon request to track your ROI for postings you send out to and pay for.
- Utilizing Specific research, teaching or clinic work in the title raises your responses online
- Interfolio is not being used in SOM, RSPH, yet. Any use should include our offices in the routing for approval.



Break.....

- Start session for new employees or those that need a refresher.



# Why does DEI support your searches?

## Monitor

- Monitor the search for compliance
  - Self IDs are gathered from all candidates
  - Search committees follow the required processes

## Ensure

- Ensure hiring goals are announced and outreach is created.
  - Search committee is announced for each search
  - Gather best practices to share across the enterprise
  - All compliant documentation is on file

## Gate

- Gate keeper for support
  - School decision workflow
  - School Hire workflow

# Building a requisition

## Search or Search Waiver

### Search

- Know the path and have data ready when you start
- SK, funding, background check funds, supervisor, req. team, interview team.
- Hiring goal, outreach locations
- A Recruitment Plan Form is available on our website



# Search type, open rank, posting title, template language

The screenshot displays the iCIMS Emory recruitment interface. The left sidebar shows requisition details for ID 15559, titled "Assistant/Associate Professor". It includes a status indicator (APPROVED), a progress bar (OPEN), and statistics: 2536 days since first approved, 1 in offer tasks, and 0 in pre-employment. The requisition administrator is Catherine Williams, and the location is Atlanta, Georgia, United States. The main content area has tabs for People, Job Code, Job Details, Source, Approval, Questions, Notes, Reports, and More. Red arrows highlight the following fields:

- Recruitment Type:** EUV Faculty, Fac Equivalent, Librarian, Post Doc Open Recruitment
- PeopleSoft Job Title:** Faculty Position - Open Rank
- Posting Job Title:** Assistant/Associate Professor Faculty Position in Immunology and Immunity in Disease
- Discover Your Career at Emory University:** Emory University is a leading research university that fosters excellence and attracts world-class talent to innovate today and prepare leaders for the future. We welcome candidates who can contribute to the diversity and excellence of our academic community.

The bottom of the page shows a Windows taskbar with the date 2/28/2023 and time 10:10 AM.



# Job details- openings, supervisor and administrator, business case

**REQUISITION**  
ID 15559  
Assistant/Associate Profes...  
Req Administrator: Catherine Williams

APPROVED

PENDING OPEN CLOSED

# Days Since First Approved: 2536  
# In Offer Tasks: 1  
# in Pre-Employment: 0

David Goetsch-david.goetsch...  
Atlanta, Georgia, United States

All Activities

Profile Submitted to Google 4 months ago  
By iAdmin (emory)  
For Assistant/Associate Professor Faculty Positi...  
"Assistant/Associate Professor Faculty Position i...  
[Read More](#)

Note Created 3 weeks ago  
By Jennifer O'neil  
For Deepika Sharma to Assistant/Associate Prof...  
Note: "More qualified candidate selected"

Workflow Profile Edited 3 weeks ago  
By Jennifer O'neil  
For Deepika Sharma to Assistant/Associate Prof...  
[Read More](#)

Note Created 3 weeks ago  
By Jennifer O'neil  
For Tiantian Liu to Assistant/Associate Professo...  
Note: "More qualified candidate selected"

Workflow Profile Edited 3 weeks ago

[Load More](#)

**JOB DETAILS**

Req ID: 15559

Department: [725500 - SOM: Micro/Immun: Admin](#)

# of Openings: 2 (1 remaining)

Regular/Temporary and Full-Time/Part-Time: Regular Full-Time

FTE: 40 Std Hours = 1.00 FTE

**FUNDING AND SALARY DISTRIBUTION**

Are you using the Department Default Speedtype to fully fund the position (100%)?  
No

**REQ ADMINISTRATION**

Recruiter: [David Goetsch-david.goetsch@emory.edu](mailto:David.Goetsch-david.goetsch@emory.edu)

Req Administrator: [Catherine Williams-catherine.williams2@emory.edu](mailto:Catherine.Williams-catherine.williams2@emory.edu)

PeopleSoft Supervisor: [Jeremy Boss-jeremy.boss@emory.edu](mailto:Jeremy.Boss-jeremy.boss@emory.edu)

**Business Case**

Re: Justification for New Faculty Hire at the Assistant/Associate Rank (tenure path)

To Whom It May Concern:

Department: The Department of Microbiology & Immunology is a world-renowned basic research department that is home to investigators studying viral and bacterial pathogenesis and immune responses to infectious disease, cancer and autoimmunity. Within our ranks is a member of the National Academy of Sciences, Fellows of the Association for the Advancement of Science, Fellows of the American Association of Microbiology, and a President of the American Association of Immunologists. The Department has 26 faculty members with 15 at the tenured ranks.

Search: Over the last two years the Department of Microbiology & Immunology has been conducting an international faculty search for an Assistant or Associate Professor in the general field of Virology. This is a School of Medicine (SOM) sponsored position that will require \$1.5-2.5M in start-up funds as per the normal recruitment of biomedical research faculty of excellence. This hire will be conducted with consultation from the Dean of the SOM. Funds approximating the \$2M level were committed through the Chair Recruitment package and other departmental resources.

Rationale: Over the last 2 years we have lost faculty members that study the molecular biology of viruses

73°F Sunny  
1:09 PM 2/28/2023

# Job details- community and recruitment effort

The screenshot displays the iCIMS Emory job details page for requisition ID 15559. The page is divided into several sections:

- Header:** iCIMS Emory navigation bar with tabs for Create, Search, Report, Communicate, Library, and Other. A search bar shows 'Requisition 15559'.
- Job Details:** The main content area is titled 'Job Details' and includes a 'Cancel' button and a 'Save' button.
- Onboarding Experience Selection:** A dropdown menu showing '3517-Emory University Standard'.
- Hiring Goals and Outreach Efforts to Attract Diverse Candidate Pool (Including):** This section contains two dropdown menus for hiring goals:
  - Minority Hiring Goal: No
  - Female Hiring Goal: No
- Outreach Publications:** A list of publications including:
  - Online: Emory Faculty Portal, Directo employers, Indeed.com, LinkedIn.com, Higheredjobs.com, Insight into Diversity Dept., Science, Nature Jobs, Journal of Immunology
- Outreach Conferences:** A list of conferences including:
  - Chron's Society, Inflammatory Bowel Disease Society
- Left Sidebar:** A summary panel for requisition ID 15559, showing the status 'APPROVED', a progress bar, and statistics: '# Days Since First Approved: 2536', '# In Offer Tasks: 1', and '# in Pre-Employment: 0'. It also lists activities such as 'Profile Submitted to Google' and 'Note Created'.

# Search Waivers



Once approved the Search Waiver requisition is open.  
Do not create a profile on behalf of a candidate



We now search the database for a profile and  
automatically add it to save you time

We will send a link for the candidate to create a profile.

# Building a Search Waiver

Must be approved by leadership through approval stream.

- No tenure lines position
- No leadership position



Using the words recruited on a search waiver is not suggested



Reason needs to be narrative on “reason for not holding a search”



Please include name of person and email



Hiring Freeze approval

# Select "Reason", Justification, name and email.

The screenshot displays the iCIMS Emory interface for a requisition. The main content area is titled "REQUISITION" and "Visiting Fellow". It shows a progress bar with "APPROVED" selected. The requisition is for a "Visiting Fellow" position, administered by Joni T. Baylis. The requisition is currently in the "APPROVED" state, with a progress bar showing 100% completion. The requisition is for a "Visiting Fellow" position, administered by Joni T. Baylis. The requisition is currently in the "APPROVED" state, with a progress bar showing 100% completion.

**REQUISITION**  
Visiting Fellow  
Req Administrator: Joni T. Baylis  
APPROVED

**Activity Log:**

- Profile Edited (moment ago) - By David Goetsch For Visiting Fellow
- iForm Updated (3 weeks ago)
- Email Sent (3 weeks ago) - To Sourav Sen Gupta About Sourav Sen Gupta to Visiting Fellow
- Profile Edited (3 weeks ago) - By Joni Baylis For Visiting Fellow
- Workflow Profile Edited (3 weeks ago) - By Joni Baylis

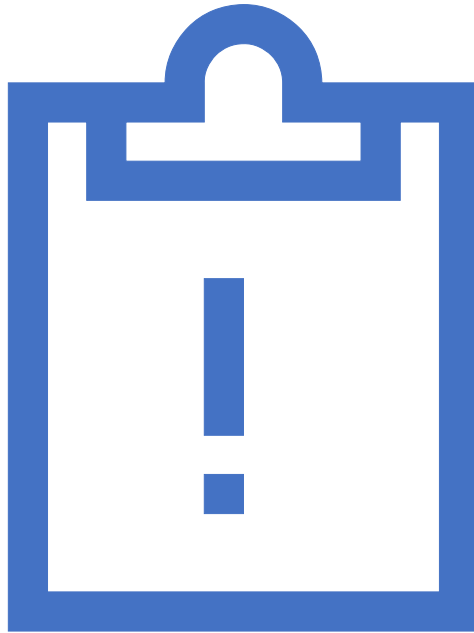
**Form Fields:**

- Reason for Admin Decision/Search Waiver:** Non-Renewable Visiting Faculty Appointment < 1 year
- Justification for Bypassing Competitive Search:** The Pathology Department has identified a visiting fellow to participate in a study and research for 2023.
- Admin Decision/Search Waiver Action:** New Hire/Rehire
- Identified Candidate Name:** Sourav Sen Gupta
- Identified Candidate Email:** 84.sourav@gmail.com
- Identified Candidate Proposed Salary:** 60000

# Building a requisition

- Errors to remember

- Once you enter a job code you cannot change it.....
- Once you create a requisition you can not edit it.....
- Make sure the documents you request on the Ad match how you build the req.
- Difference between recommenders and references. Issues with recommender tool.
- Ad title should be specific to need in order to attract the right candidates.
- The requisition becomes a part of the new employee data make sure its correct
  - The offer details form is one place you can ensure your data is correct and edit
  - Some fields are not editable



# Posting the Req.

- We encourage application instructions to be on the job Ad.
  - Documents requested from the candidate as part of the submission
  - Date the job closes
- When there are no application instructions
  - We post for one year
  - There are no “evergreen” requisitions, just postings for one year to fill multiples of like positions.
  - You can view the posting date and closing date using the “source” tab.



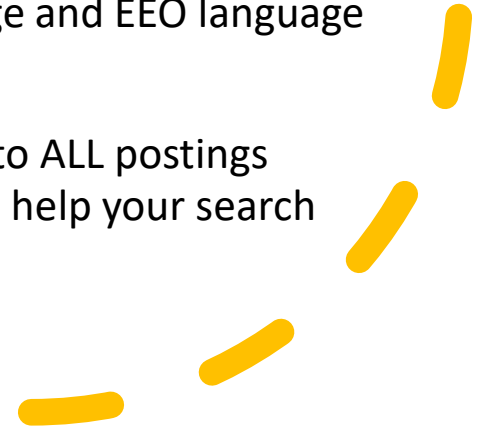
- All postings go to Direct Employers, Higheredjobs.com, LinkedIn.com and Indeed.com



- We automatically include inclusion language and EEO language on the Ad.



- The job link is sent to you via email to add to ALL postings
- We have a complete **Compliance Toolkit** to help your search committee



# Candidate review

## The requisition administrator

- Person responsible for requisition

## The requisition team can support the search

- This would be your designated back-up
- Give status to candidates
- Reject candidates
- Send candidate rejection letters

## The search committee can review candidates only



- A search committee guide is available for new people new to iCIMS



- Use the “All candidate” widget to find that lost candidate.
- New Feature: Candidate information Bulk printing



- The system allows you to go backwards on the status. The system will only inform you what you last selected.
- Ask about the Provost Office Search committee guide



# All candidates appear as “submitted for review” department selects – Long list, short list and Interview

**Sourav Sen Gupta**  
Consultant Scientist- (Microbiology)

**Address**  
ICMR- National Institute of Nutrition  
Beside Tarnaka Metro Station,  
Jamai-Osmania P.O., Hyderabad-500 007, India  
Website: <https://www.nin.res.in/>

**Home Address**  
Flat 504, NC Greenfield Apartment, Nallagandla  
Hyderabad, Telangana-500 019, India

**LinkedIn:**  
[www.linkedin.com/in/sourav-sen-gupta-1682a48a](https://www.linkedin.com/in/sourav-sen-gupta-1682a48a)

**Phone:** +91 84473 02772

**Email:** 84.sourav@gmail.com

**Activity:**  
Task Updated  
Task Updated  
iForm Updated  
Task Updated  
Task Updated

# Compliance Quiz time!!!!

- True or False:
  - All openings must be posted to the applicant tracking system.
  - External postings MUST include a link to the applicant tracking system.
  - A posting in the applicant tracking system automatically goes to over 500+ sites.
  - You can change the job code on a requisition once its created.
  - Multiple candidates should be interviewed for all openings, at least three.
  - At least two people should be on the “search/ Interview” committee.
  - Hiring goals require additional efforts to post and announce to women and minorities.
  - Reference check for faculty and post-doctoral jobs are the department responsibility.



## Candidate selection process common errors

- Document request on the requisition does not match what is requested in the job ad.
- Application deadline not included
- Rejected candidates no longer in search committee view

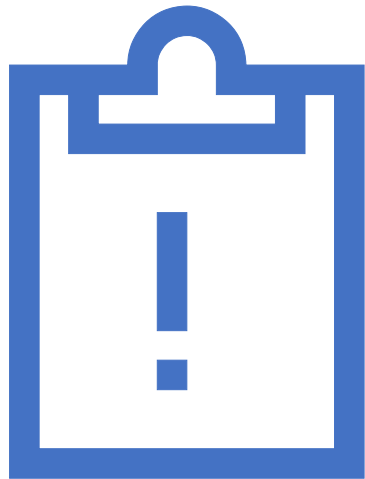
Also:

- While you may be able to view a requisition this does not mean the position is posted.
  - Inquire your source tab.



# Compliance steps reminder

When the search committee is ready to interview



- Request a **Candidate Diversity Report** to share with the committee
- Data from Self-IDs will be totaled and compared to department data and peer Institutions.
- All positions that are academic or research require a **Job Search Report** at this stage.

# Compliance quiz!!!

- All candidates that apply have an option to self- identify as to
  - Race
  - Ethnicity
  - Gender
  - Disability
  - And \_\_\_\_\_
- The job Ad should include application instructions to include:
  - Minimum and preferred qualifications.
  - Documents the candidate should submit
  - And Application \_\_\_\_\_

# Decision and hire workflow

## Advance Button by status

1. \_\_\_\_\_ "Candidate Selected"

- (School of Medicine, upload candidate to SOM- Packet tab)

4. \_\_\_\_\_ Select and edit Offer Details form

5. \_\_\_\_\_ "Launch Offer details form for approval"

6. \_\_\_\_\_ "Send offer letter and confidential data form"

The Offer letter templates in iCIMS include COVID vaccine requirements.

7. \_\_\_\_\_ "Offer accepted"

8. \_\_\_\_\_ "Launch Prestart"

9. \_\_\_\_\_ " Onboarding Started"

10. \_\_\_\_\_ " Hire- Offer Details form completed send to PeopleSoft / hire checklist in progress is sent to the department.

## iForm creation

2. \_\_\_\_\_ Send Confidential Data form

3. \_\_\_\_\_ "Prepare offer details form"

\_\_\_\_\_ Faculty Cut and paste option available



- Dashboards and offer progression only work when you utilize each from within iCIMS and the signature feature
- The system will allow you to go backwards on the status, but will only show where you left the status last



# Candidates on a Visa

1

Denote in the *Justification* on the Search Waiver that the candidate is on a visa.

2

Reach out to Central HR to inform them the candidate will not need a background check.

3

Complete the Offer Details form and ensure the candidate completes the confidential data form

4

Launch Pre-start and get the NET ID and Employee ID and send to ISSS.

5

Wait for the Embassy visit and clearance before you launch onboarding.

# Workflow discussion

Launch forms in the “iforms” drop down.

The confidential data form is our opportunity to get critical personal data to include self-ID and credentialing information.

The SOM Packet tab does not communicate with the rest of iCIMS

The offer details form does not require approval

- Inquire with your leadership who needs to see this form
- Offer letters generated from iCIMS will include COVID language

Prestart is critical to ensure the data you entered can feed into Peoplesoft. You receive the NET ID and empl. ID upon successful completion.


Onboarding has four slides each one is your opportunity to make the candidate experience better.

- Common error is closing the requisition during this step
- Select the specific community experience for the candidate ( ie. SOM)
- Never delete tasks to be completed
- Attach a welcome letter specific to your community to the welcome email. Where to part on your first day etc.





# Requisition clean up



Don't forget to select “ Ready for  
PeopleSoft” !!!

- Reject your remaining pool
  - Send rejection letters
  - New letter added for COVID reasons when canceling requisition
- Attach the required reports to the req.
- Request source reporting from iCIMS to ensure your ROI on Ad spending

# Workflow quiz!!!

- The Confidential data form is completed by the candidate, the offer details form is completed by: \_\_\_\_\_
- The offer letter is generated by the department and includes all contingent language to include \_\_\_\_\_
- PreStart is the process to ensure the candidate has an Employee number and NET \_\_\_\_\_.
- Onboarding tasks are generated by the department and sent via welcome letter to the candidate . Onboarding task are generated by \_\_\_\_\_.
- The last step in workflow is sending the data to the que with what autogenerated advance step?

# F.A. Questions ?

- Where does my posting go? Over 500 sites including; Indeed.com, LinkedIn.com and HigherEdjobs.com
- Does my HR recruiter help me with workflow? No, all faculty steps are self driven by the depart.
- If I want to use Skill Survey, can I? No, Faculty hires are documented by utilizing the recommender tool and/or the department getting references.
- Can I get compensation help? Compensation is driven by your department or school.
- Why do my requisitions disappear? When moving through onboarding please keep requisition open and not mark as closed.
- Does anyone review resumes? No, all candidates appear as “submitted for review” on your requisition
- Can I check to see if my job is still posted? Yes, View the status and length of your posting on your “Source” tab.
- Can the department add an opening to an existing requisition? Yes., with approval or rerouting the requisition
- Who starts the new hire checklist, and who finishes it? Faculty recruitment starts the process and the department finishes it!

## Contact information:

David Goetsch [David.Goetsch@emory.edu](mailto:David.Goetsch@emory.edu) 404-712-1415