# Complete Faculty Hire - Workflow

▸ Hire workflow can be progressed by the Faculty Hiring designee in the department without the support of Faculty recruitment.
▸ Ensure you have a good email in the system for the candidate you are about to hire. Send changes to Faculty recruitment.
▸ The process can begin when the following two forms are completed:

## 1. The Candidate has completed the Confidential Data Form.



## 2. The department has completed the Offer Details Form.

Each school and department may move to this step differently for example.

▸ Sending the offer details form for approval or skipping this step entrusting that the individual entering has been given the correct information and approval.
   - School of Medicine requires the **SOM packet**, completed, and approved by the Deans office.
▸ Sending the offer letter via iCIMS or via email, and retaining a copy to be attached to iCIMS.
▸ Receiving a signed offer letter or via electronic signature in ICIMS.

**1** Hire workflow can now begin with the candidate advanced to **Offer Accepted**.



Please advance and select **interview** if never in that step previously. Then advance and select **Offer Accepted**. Utilize the green **Advance** button to move the candidate
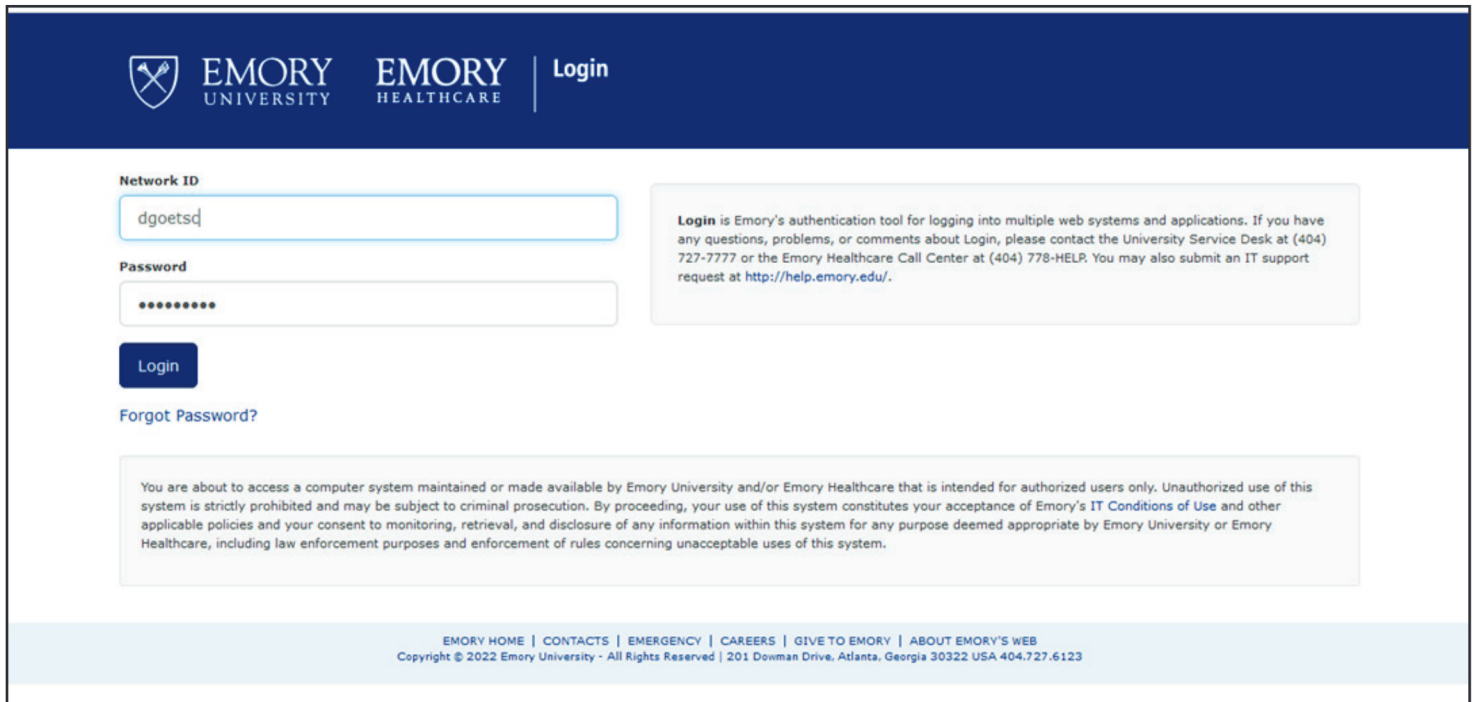
**2** Advance the candidate to **Launch Pre-Start.**



A box will appear, select **Confirm or Modify Package**.

The Emory sign on message will appear, log in.

**Network ID**

dgoetsd

**Password**
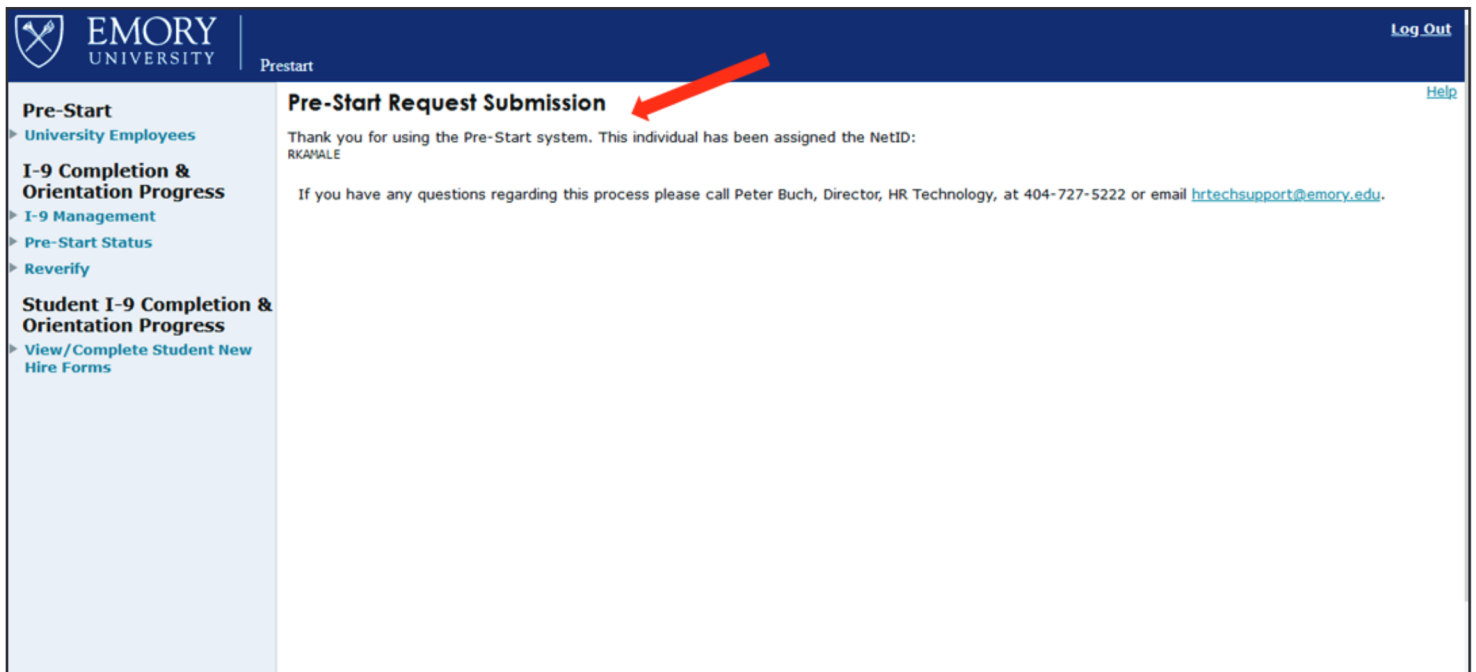
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Login

**Forgot Password?**

Login is Emory's authentication tool for logging into multiple web systems and applications. If you have any questions, problems, or comments about Login, please contact the University Service Desk at (404) 727-7777 or the Emory Healthcare Call Center at (404) 778-HELP. You may also submit an IT support request at http://help.emory.edu/.

You are about to access a computer system maintained or made available by Emory University and/or Emory Healthcare that is intended for authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your acceptance of Emory's IT Conditions of Use and other applicable policies and your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by Emory University or Emory Healthcare, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

The system will generate or confirm a NET ID for the candidate.

Additionally, you will receive an email with the information.

**Prestart**

**Log Out**

**Help**

**Pre-Start**
- University Employees

**I-9 Completion & Orientation Progress**
- I-9 Management
- Pre-Start Status
- Reverify

**Student I-9 Completion & Orientation Progress**
- View/Complete Student New Hire Forms

**Pre-Start Request Submission**

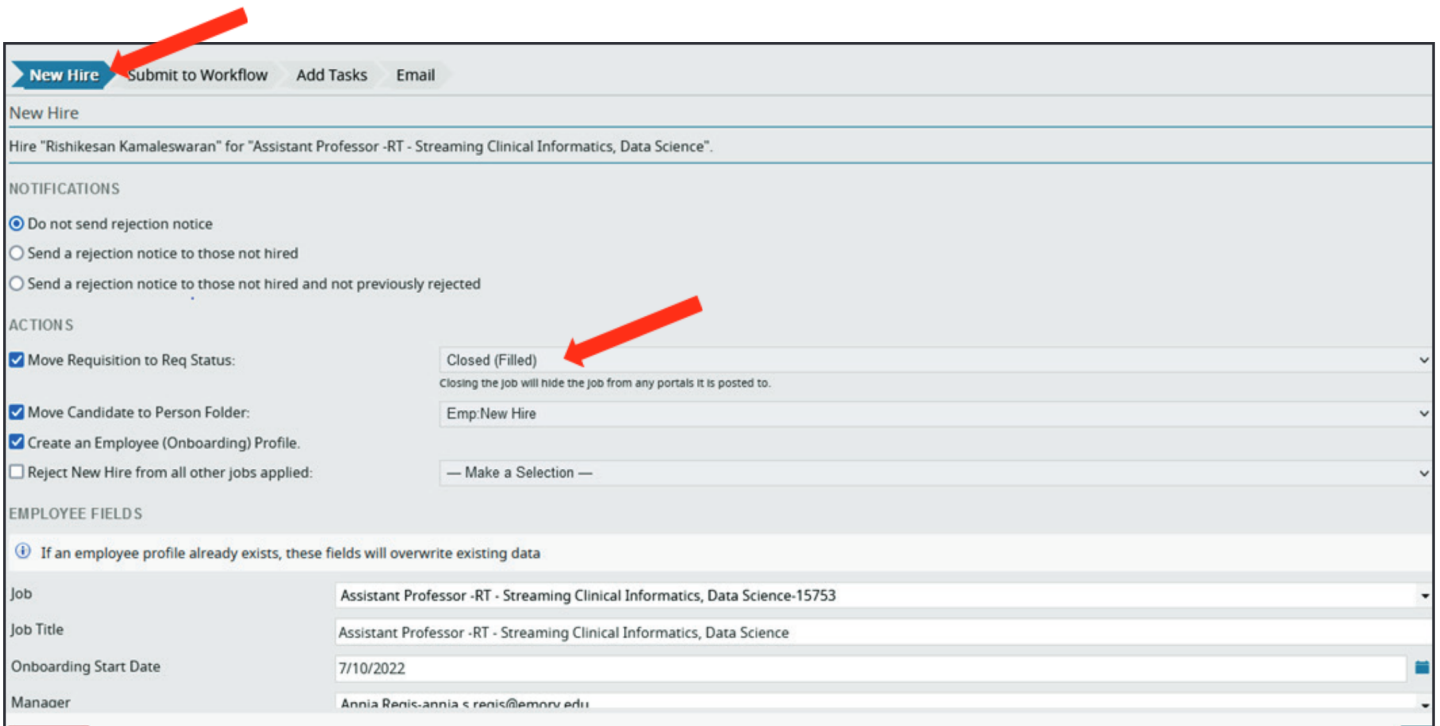Thank you for using the Pre-Start system. This individual has been assigned the NetID:
RKAMALE

If you have any questions regarding this process please call Peter Buch, Director, HR Technology, at 404-727-5222 or email hrtechsupport@emory.edu.

**3** The next step is to advance the candidate to begin **Onboarding.**
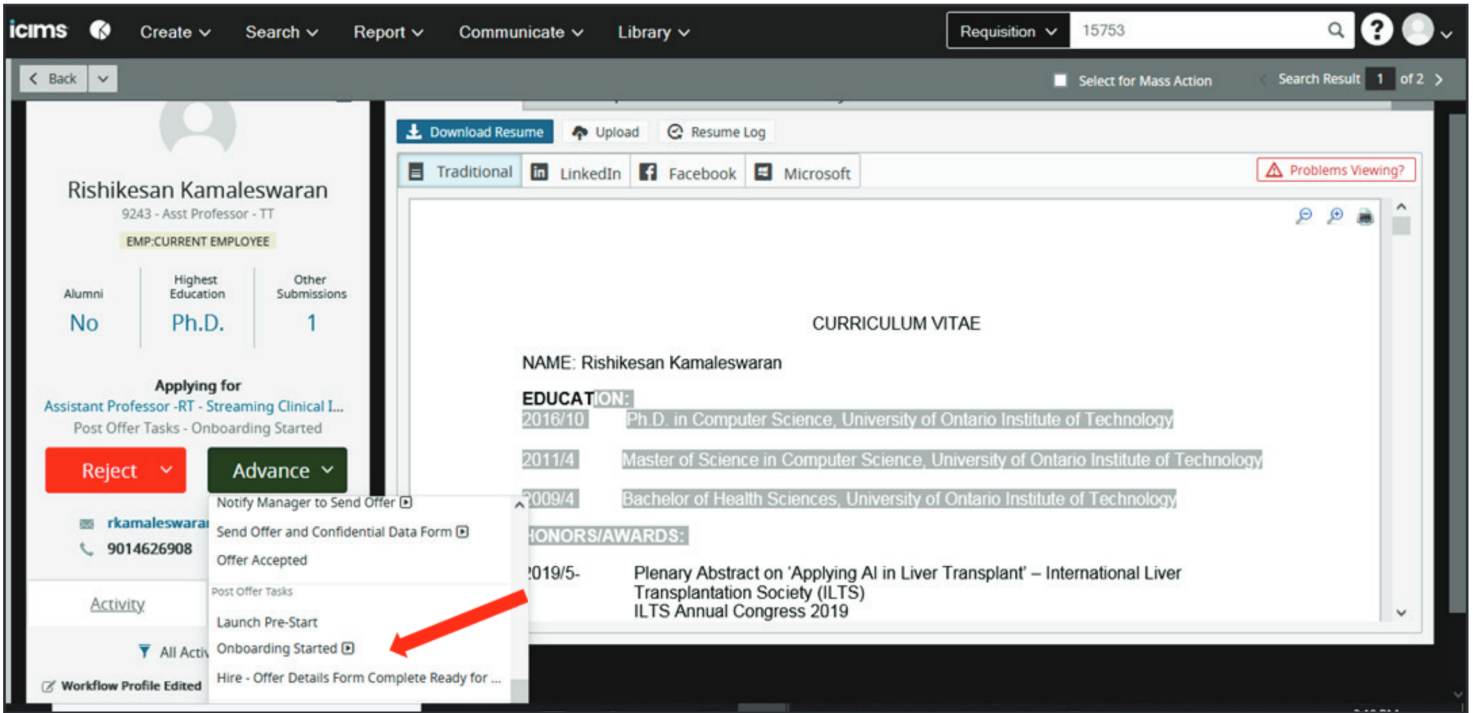


A four-step box will appear.



The first slide will have two things that needs to be completed.
1.      It is possible the **Move Requisition to Req.** Status will show as Closed.

Please change that back to **approved** so you can continue viewing your requisition for the remainder of workflow.



2.      Select **OK** to move to the next slide.

The next slide is where you will select what type of experience the candidate will have when signing in.



Select the **Filter by** box.
Select the community experience that you want the candidate to have.
Select **Submit**.

Next the candidate is sent tasks to complete.
These will be created to match how the requisition was built.



Rarely do you edit these tasks.
Select **add tasks**

The last slide is the email you are going to send the candidate.

The email can come from you or select the recruiting email. We recommend that you copy yourself in case you need to send the email again.

Never launch onboarding again as the candidate will get a second request from you to complete all the forms again.

The letter can include a message from you, or you can attach specific information to the candidate.

Then select **Send** for the email to go to the candidate.

Now the candidate is in **Onboarding** status.



When you are ready for the candidate record to go to the PeopleSoft que.

**4** Select **Hire Offer Details form Complete, Ready for PeopleSoft.**
This auto generates a message to Faculty Recruitment that you are ready. No need to send an email.



Please ensure all the candidates that were interviewed are marked as such, then reject and disposition all candidates. Then contact Faculty Recruitment to close the requisition.