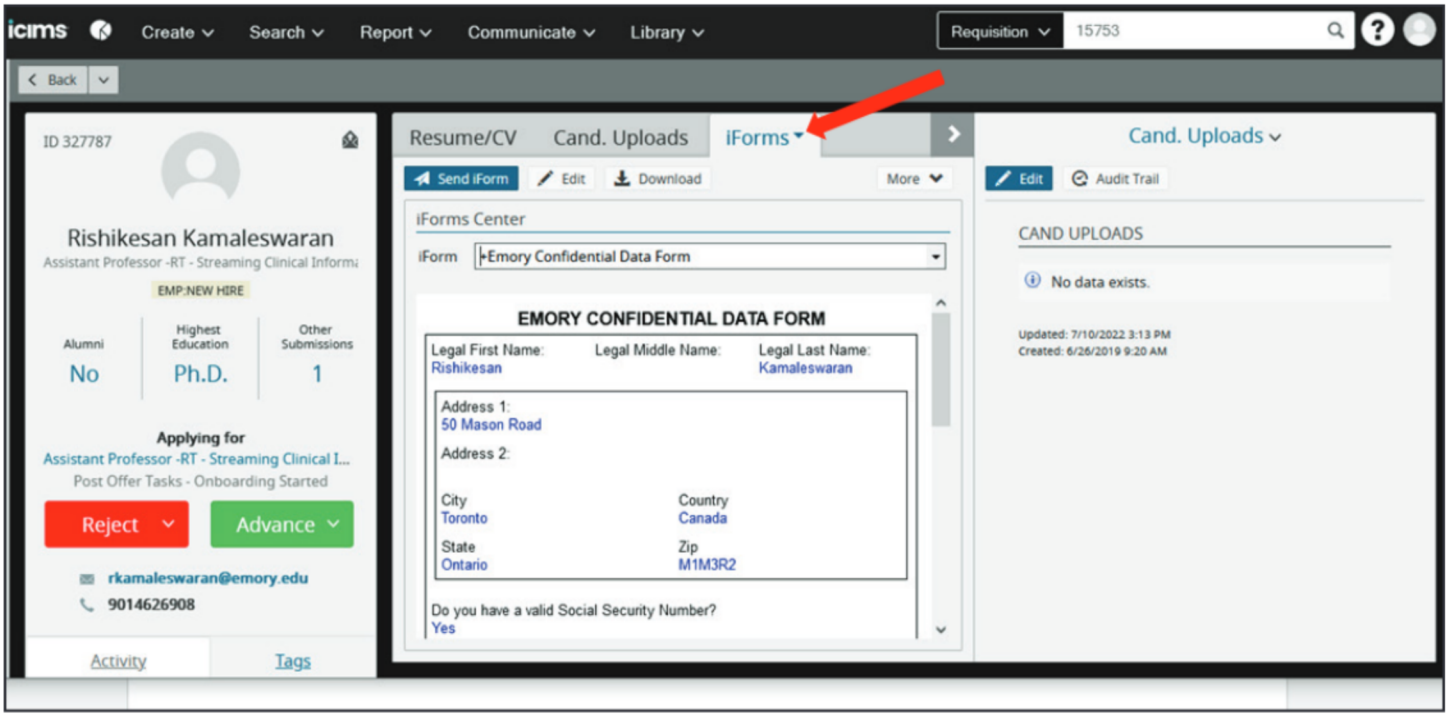
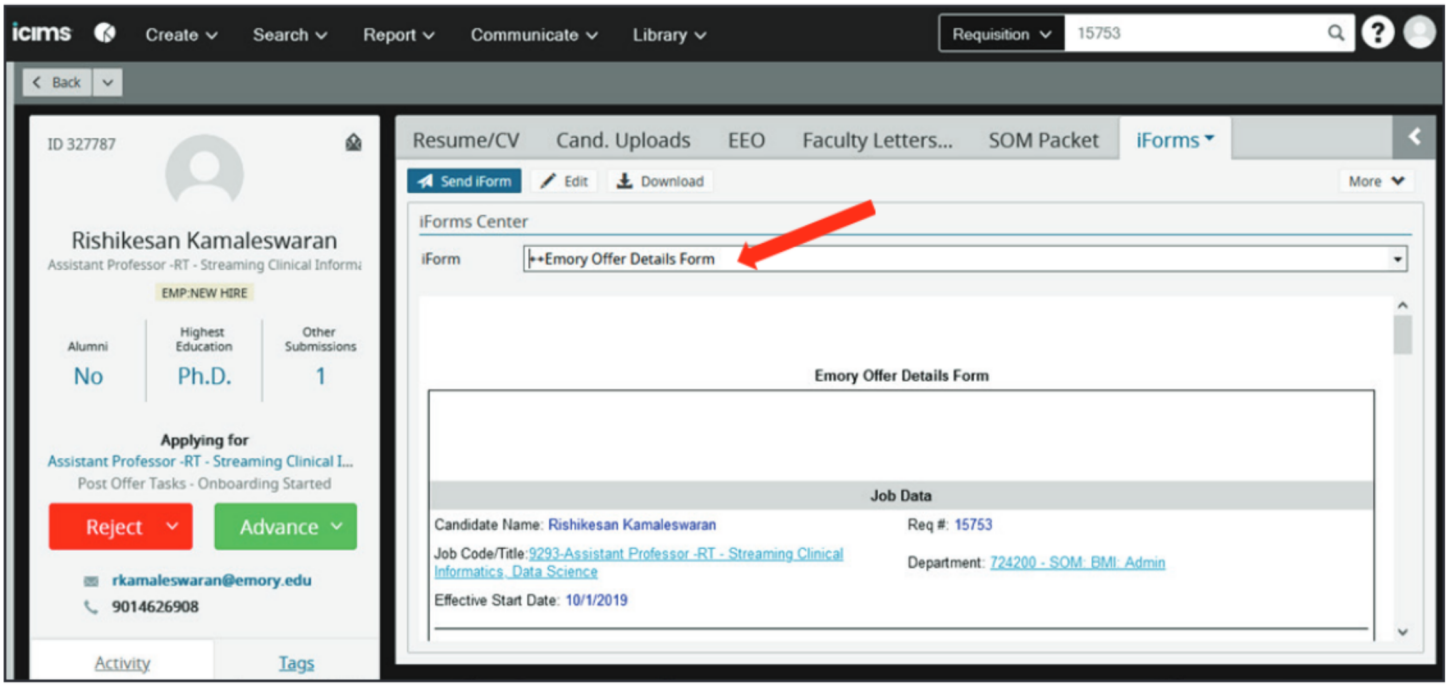
# Complete Faculty Hire - Workflow

- 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.



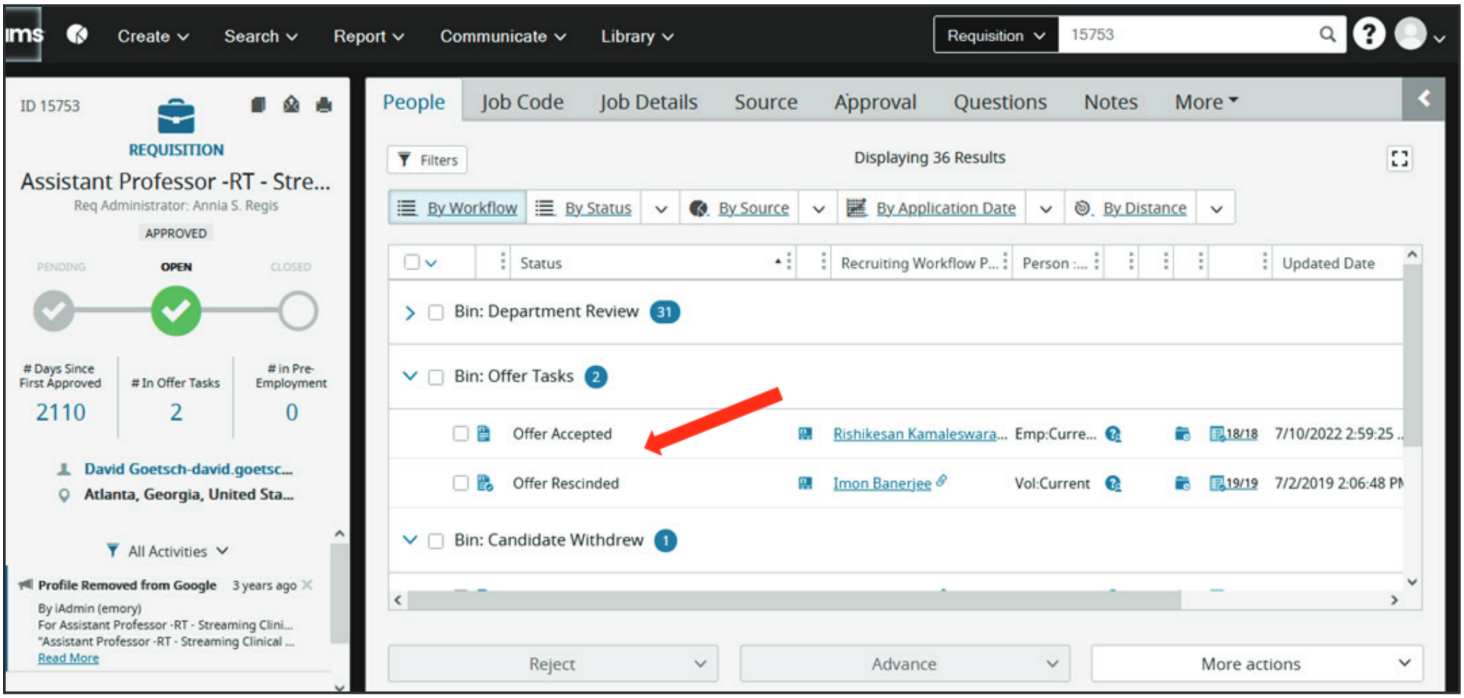

## 2. The department has completed the Offer Details Form.



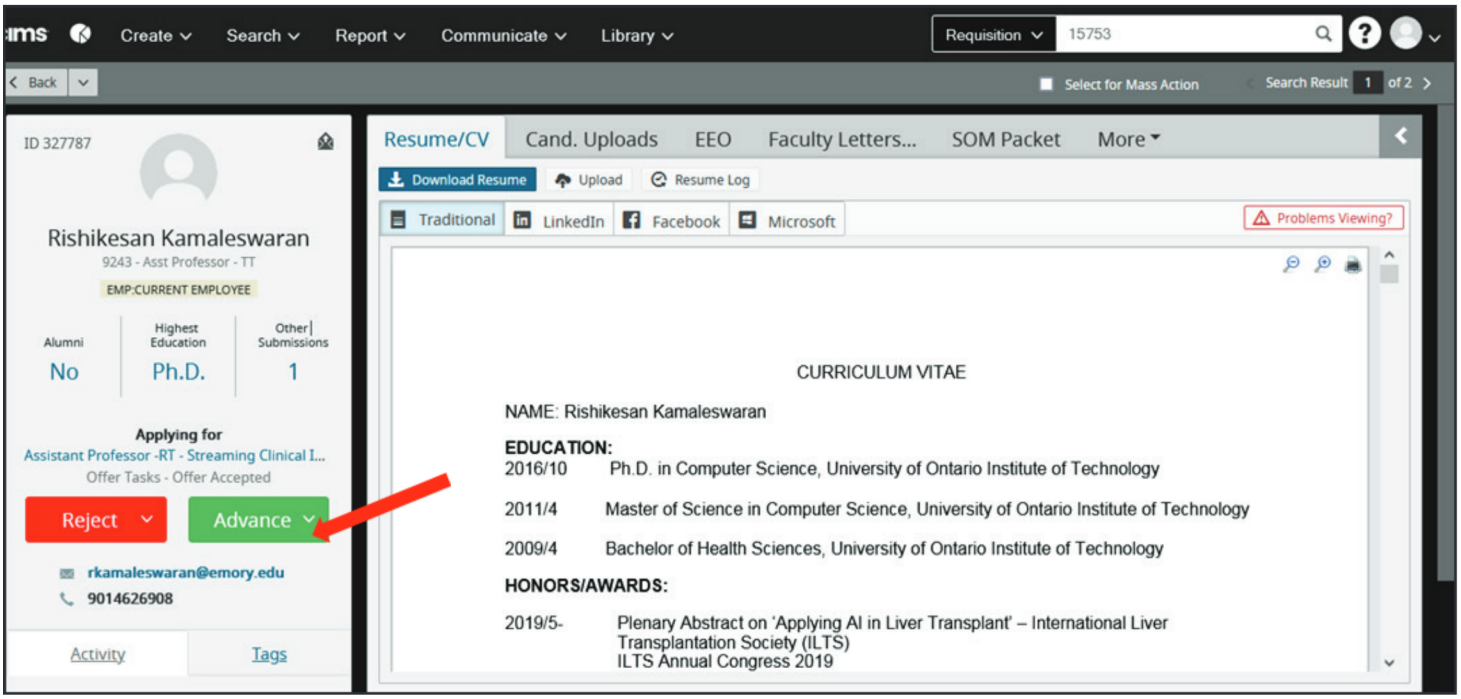
Each school and department may move to this step differently for example.

- 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.

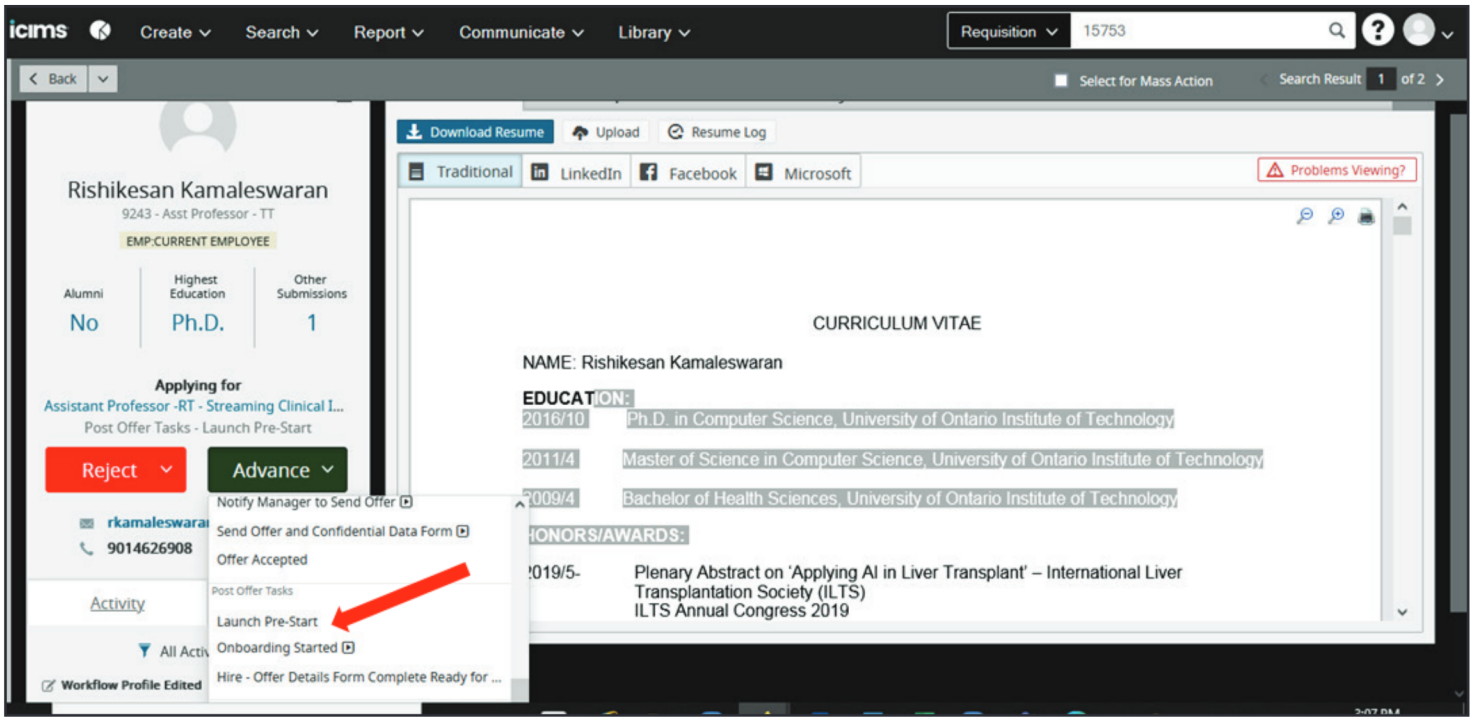
**1** Hire workflow can now begin with the candidate advanced to **Offer Accepted**.



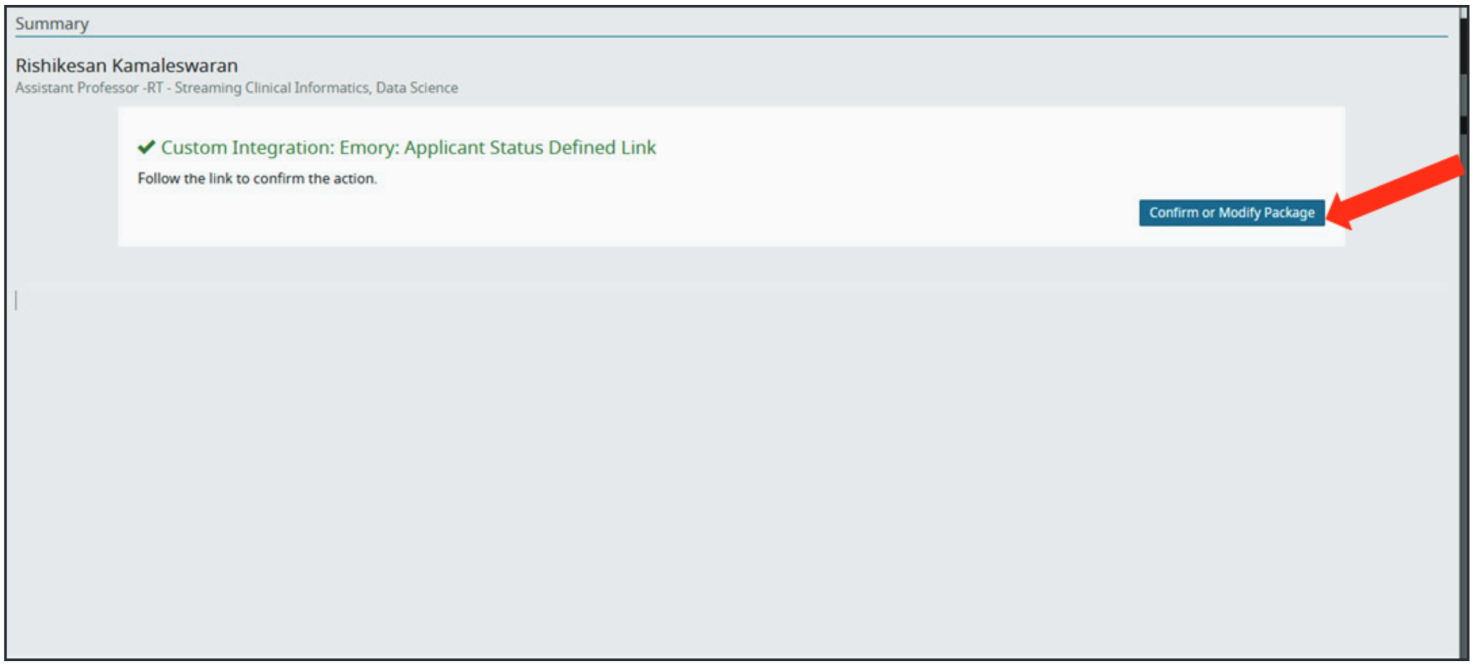

Please advance and select **interview** if never in that step previously. Then advance and select **Offer Accepted**. Utilize the green **Advance** button to move the candidate



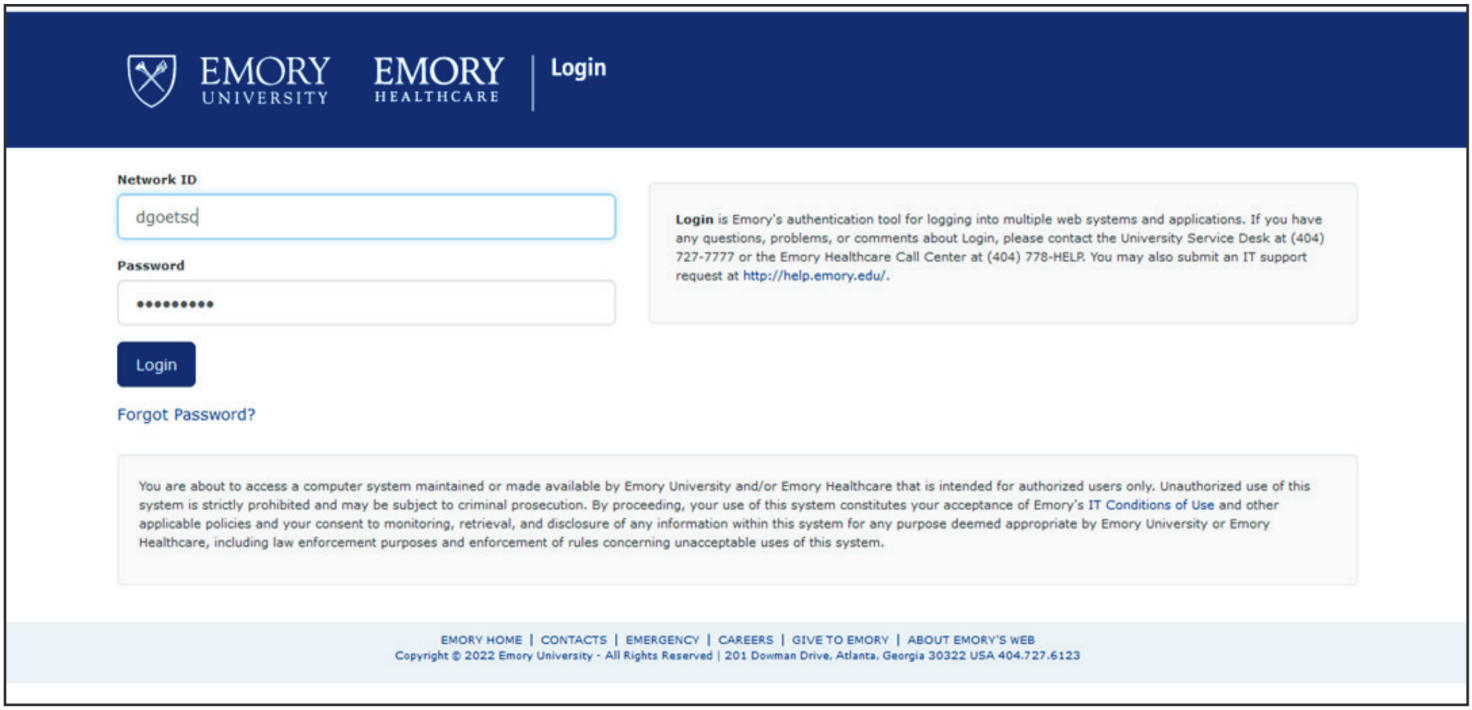
2 Advance the candidate to **Launch Pre-Start.**




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

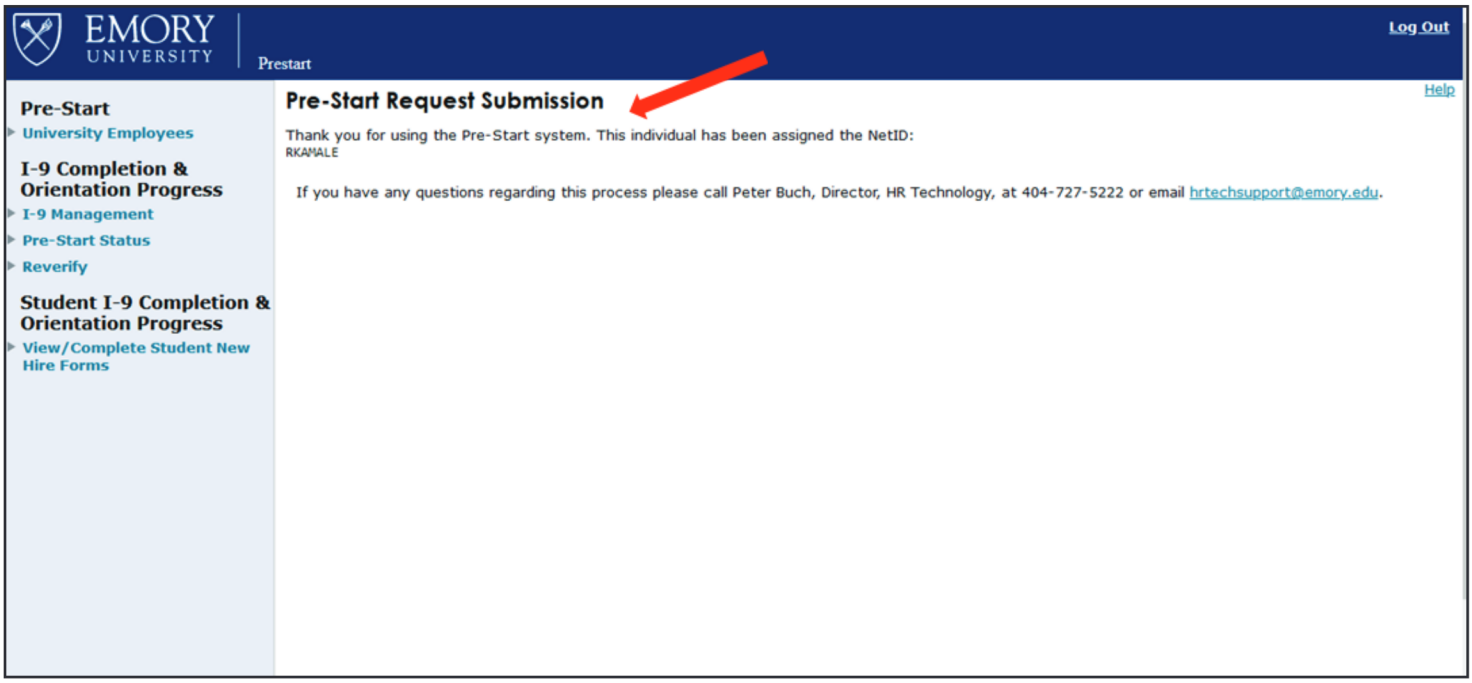


The Emory sign on message will appear, log in.

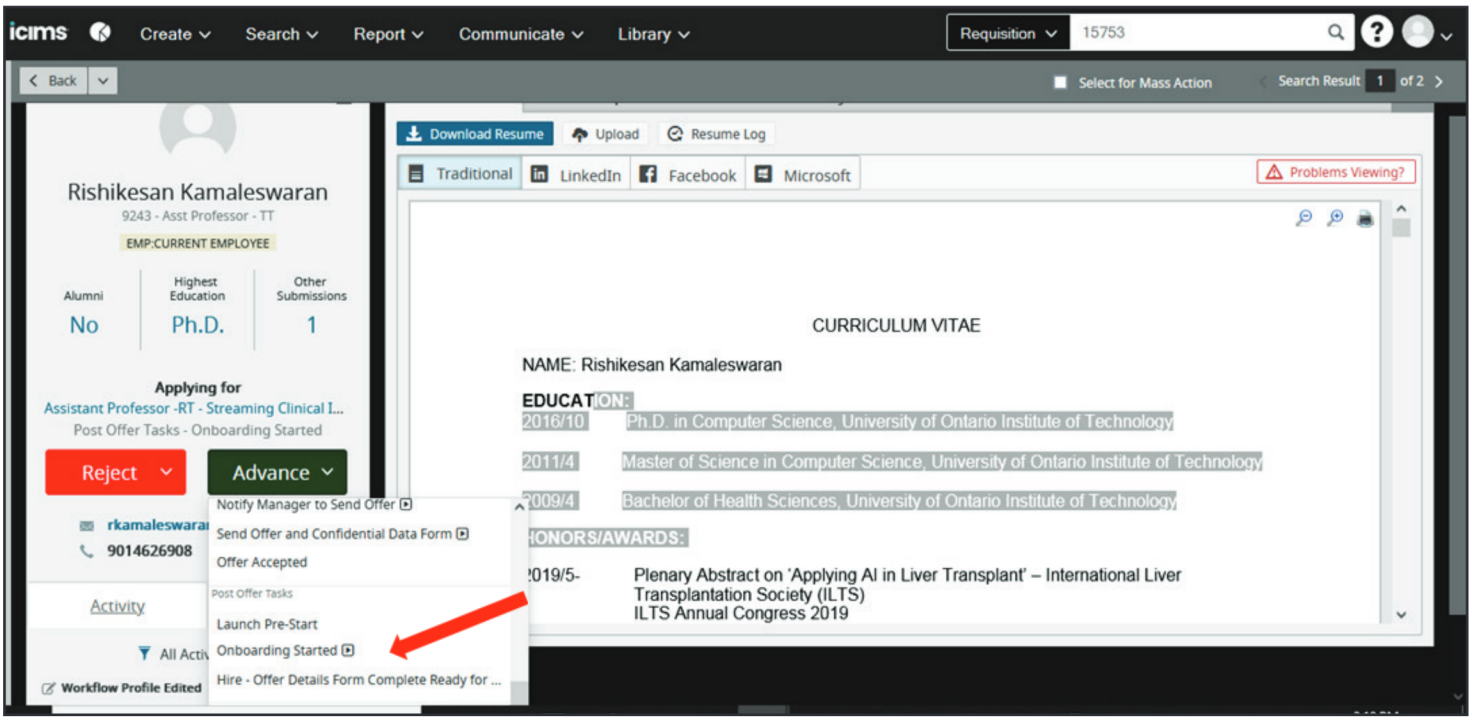



The system will generate or confirm a NET ID for the candidate.

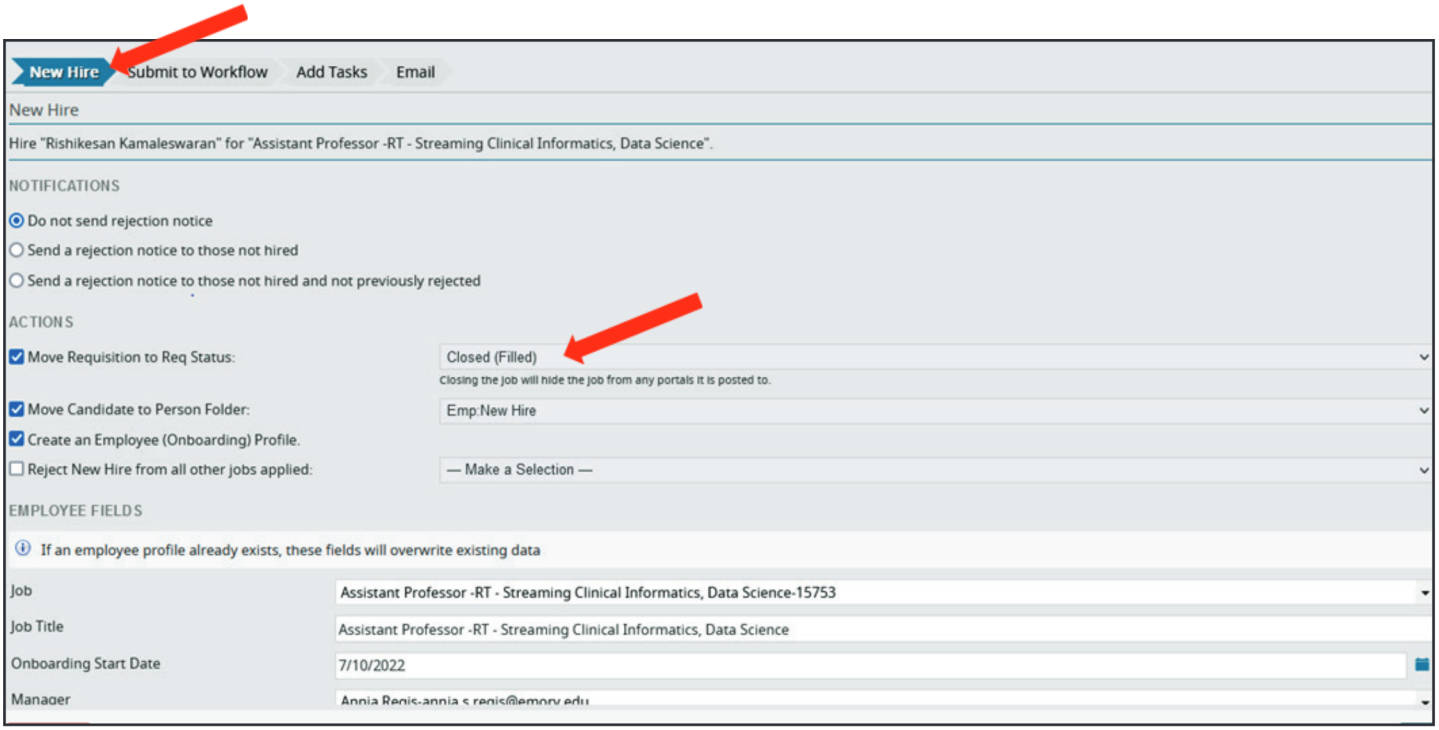
Additionally, you will receive an email with the information.



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



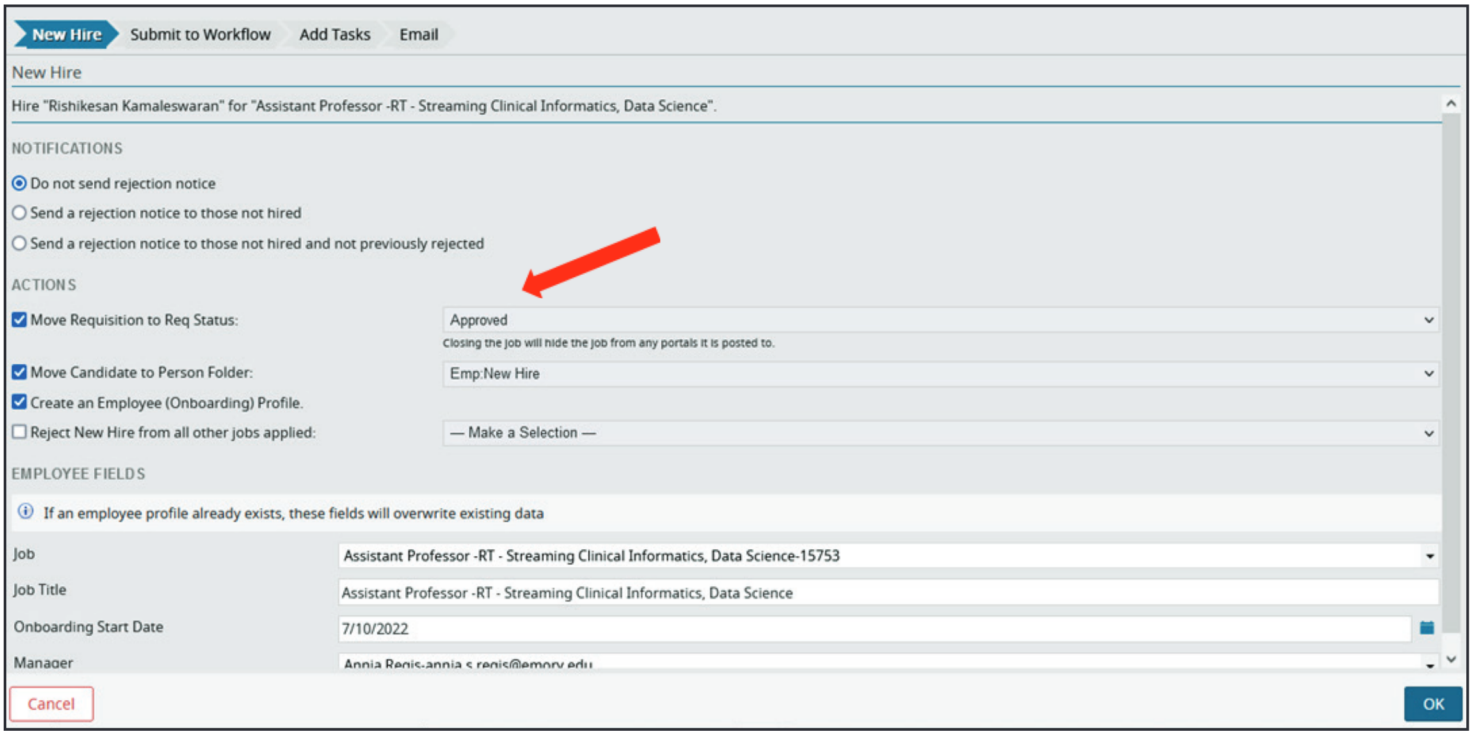

A four-step box will appear.




The first slide will have two things that needs to be completed.

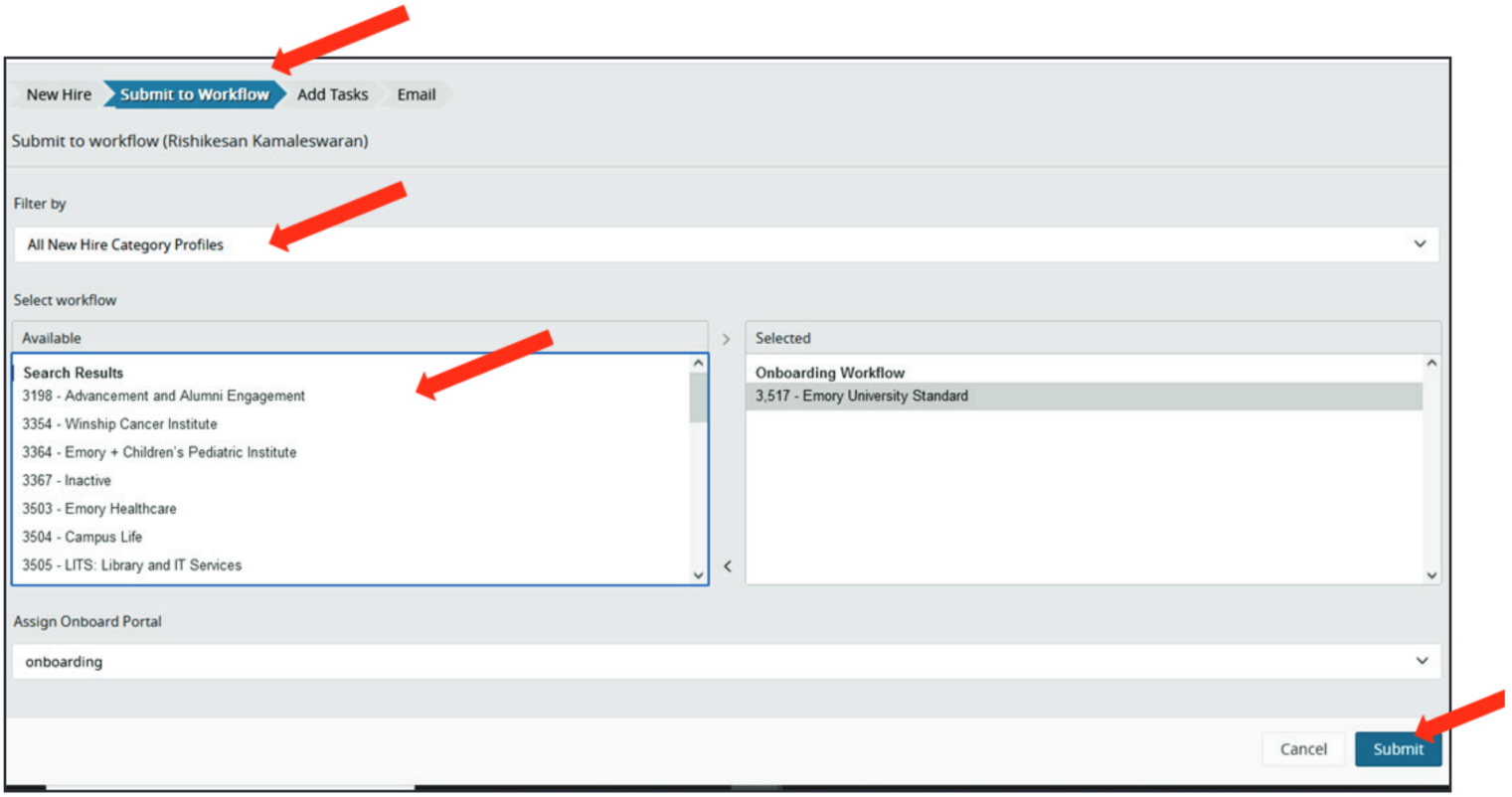
1. It is possible the **Move Requisition to Req.** Status will show as Closed.

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



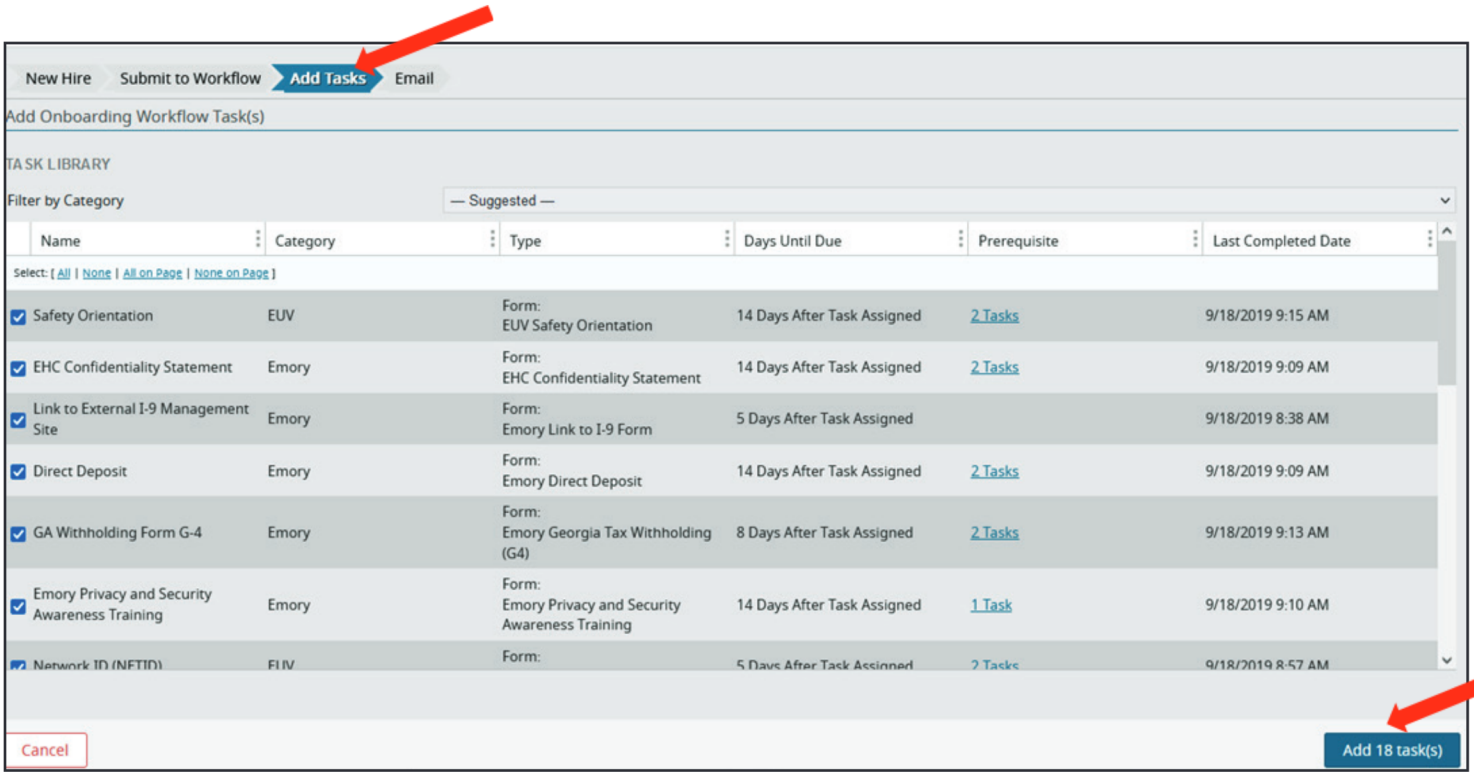

2. Select **OK** to move to the next slide.

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



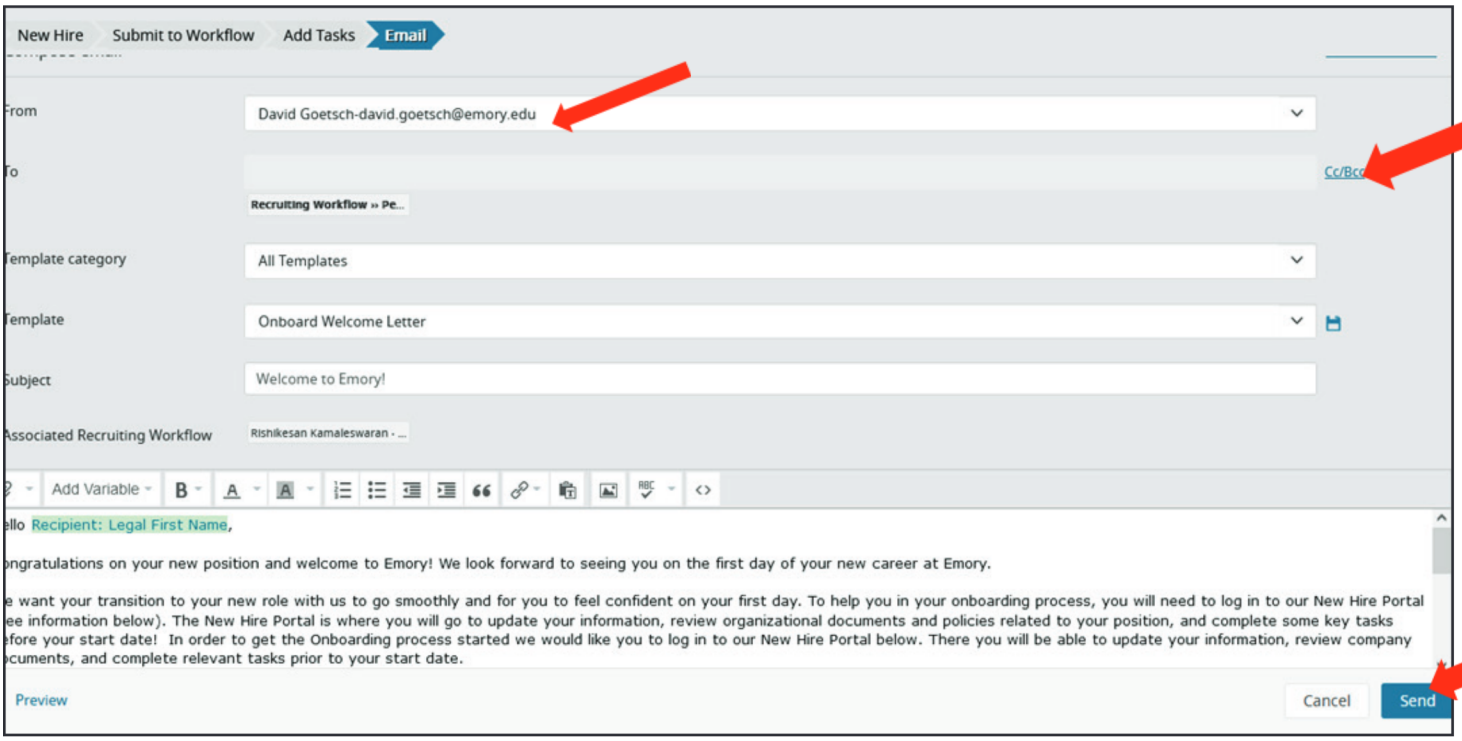

Select the **Filter by** box.
Select the community experience that you want the candidate to have.
Select **Submit**.

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



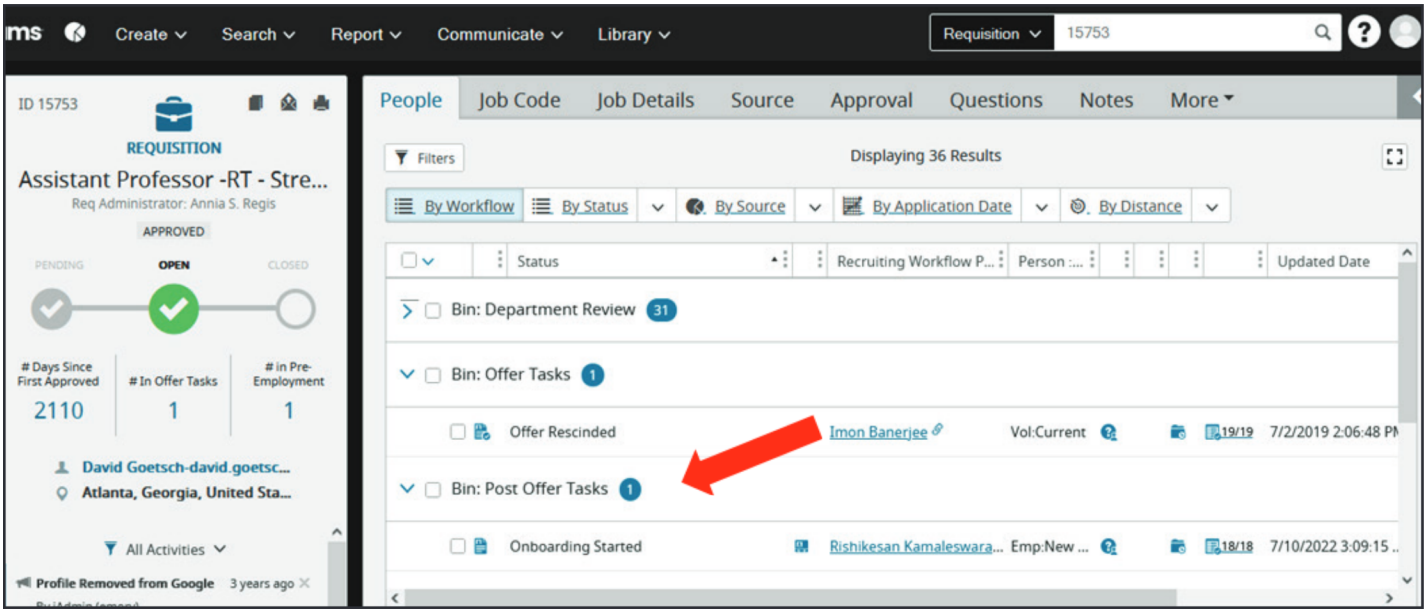

Rarely do you edit these tasks.
Select **add tasks**

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



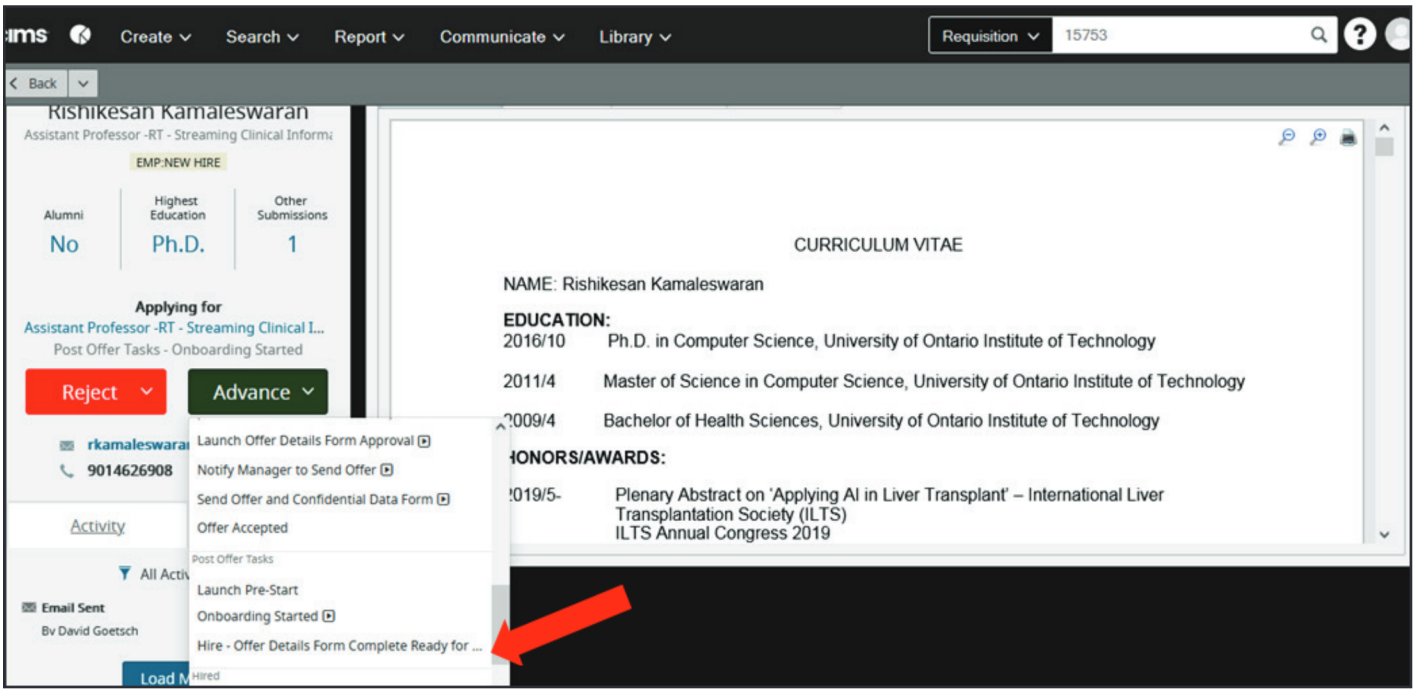
The email can come from you or select the recruiting email. We recommend that you copy yourself in case you need to send the email again.
Never launch onboarding again as the candidate will get a second request from you to complete all the forms again.
The letter can include a message from you, or you 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.