



## **Search Committee member guide**

All openings for positions at Emory University should be announced and posted live for the public to view as well as internal candidates. Emory University utilizes the iCIMS system to do this.

All postings are posted to portals based on staff or faculty and are automatically circulated to over 500 sites through a service called Direct Employers. Additionally, the postings go to: HigherEdJobs.com, LinkedIn.com and Indeed.com, as well as other job board programs.

We encourage you to share your posting with a link to the iCIMS system to societies, associations, conventions, and conferences within your specialty.

Additionally, to announce to groups and sites that will reach women, minorities, veterans and those with disabilities.

To view your candidate pool for your posting you will need to log on to your PeopleSoft page:



**Go to your PeopleSoft page and select the HRweb drop down then select the iCIMS tile to begin**

Network ID

dgoetsc

Password

\*\*\*\*\*

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.

**You will sign in utilizing your NET ID**



### Candidates for Review

#### Candidates

6356 - Acting Assoc Professor - TT	Faculty person ConfidentialLetter
6356 - Acting Assoc Professor - TT	Peter Facttest
6356 - Acting Assoc Professor - TT	Guy Test
6356 - Acting Assoc Professor - TT	Minnie Mouse
6382 - Faculty Position - Open Rank	Jon Rocker
6382 - Faculty Position - Open Rank	Peter FacultyPortal
6382 - Faculty Position - Open Rank	Micky Mouse123
6382 - Faculty Position - Open Rank	Micky MouseTEST123
6382 - Faculty Position - Open Rank	Miley Cryuss
6397 - Faculty Position - Open Rank	Peter Fulltest

[More Results](#)



**Only the positions that you are on a committee for will appear as a list of all candidates to review.**

**We are going to review “Jon Rocker”**

The screenshot displays the iCIMS application interface for a candidate profile. On the left, the candidate's name is Jon R. Rocker, Assistant Professor - SOM. The main content area shows the resume, which includes contact information (678-360-7555, david.goetsch@emory.edu), education (J.D. - Emory University School of Law, B.S. - Jacksonville State University), and experience (Judge, Gwinnett County Magistrate; Owner, McMullin, LLC; Faculty, Emory University School of Law). The right sidebar, titled 'Faculty Letters/Internal Uploads', shows a 'CONFIDENTIAL LETTERS OF RECOMMENDATION' section with a link to 'Recommendation letter- Rocker.docx'. Red arrows highlight the 'Resume/CV' tab, the split-screen arrow, and the recommendation letter link.

Tabs across the top can offer the view of the resume and any additional documents that were requested in the posting ad.

The screen can be split utilizing the arrow at the top, to view side by side the additional documents.

This includes the recommendation letters that were requested and sent back to Emory for viewings

The screenshot displays the iCIMS HR system interface. On the left, a candidate profile for Jon R. Rocker is shown, including contact information and activity logs. The central pane displays a resume for Jonathan Rocker, detailing his education at Emory University and Jacksonville State University, and his experience as a judge and law firm owner. The right pane shows 'Faculty Letters/Internal Uploads' with a 'CONFIDENTIAL LETTERS OF RECOMMENDATION' section. A red arrow points to the 'Next' arrow in the top right corner of the resume viewer, which is used to navigate to the next candidate.

View and move to next candidate using the arrows

The screenshot displays the iCIMS HR system interface. On the left, a candidate profile for James R. Robinson is shown, including his ID (400), contact information, and a list of activities. The main area shows the candidate's resume, which includes contact details and a list of work experience. A red arrow points to the 'Advance' button in the candidate status dropdown menu.

**Resume/CV** | **Cand. Uploads** | **Faculty Letter...** | **SOM Packet** | **Experience** | **More**

**Download Resume**

Traditional | LinkedIn | Facebook | Microsoft | Standard

**Dr. James Robinson**  
 Home phone 5402461336  
 Work phone 540-568-6991  
[david.goetsch@emory.edu](mailto:david.goetsch@emory.edu)

**Experience**

- 2011 James Madison University Title IX Administrator/Coordinator Coordinate Title IX efforts including the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of all complaints pursuant to Title IX. Recommend and/or effect changes to policies, to revise practices and to implement equitable procedures across many departments, including human resources, athletics, academic affairs, and student affairs/student conduct/discipline.
- 2004 James Madison University Director of Equal Opportunity/ADA Coordinator EEO risk management. Plans, directs, monitors, and evaluates the EEO complaint systems including oversight; counseling and early resolution activities. Title IX Administrator with a focus on social justice.
- 2004 2004 James Madison University Recruitment Specialist Refocus the organizations' recruitment efforts in the local diverse community to become employed. This involve local programming and marketing of open job positions.
- 1982 2004 RR Donnelley Management Divisional Diversity Executive Council to promote and support diversity efforts through out the division and company.
- 1982 2004 RR Donnelley Supervisor/Planner Managing department operations

**Cand. Uploads**

**FACULTY AND ACADEMIC SUPPORTING DOCUMENTS**

Supporting Documents for Application

Document Type  
Cover Letter

Attachment (max size 10mb)  
[Dr. James Robinson - Cover.docx](#)

Document Type  
Research Statement

Updated: 3/14/2018 11:46 AM  
Created: 12/14/2017 9:22 AM

The chair or designated administrator can move the candidate status from “submitted for review” to; “Long list” then to the “Short list” utilizing the Green button

Governmental compliance requires that at least three (3) candidates be interviewed in any capacity per openings or postings. All candidates that are Interviewed will need to be moved to the status “Interview” in order to be in the record.

The screenshot displays the iCIMS recruitment system interface. The browser address bar shows the URL <https://emorytest.icims.com/platform>. The candidate profile for James R. Robinson is shown, including contact information and a list of experience entries. A red arrow points to the 'Reject' button in the sidebar.

**James R. Robinson**  
Faculty Position - Open Rank  
EMP NEW HIRE

Highest Education: [Blank] | Status: Send Offer a... | Last Updated Date: 2018-03-14T1...

Applying for: Faculty Position - Open Rank  
Offer Tasks - Send Offer and Confidential Dat...

**Reject** | **Advance**

Department Review: Rejected

Offer tasks: Offer Rejected, Offer Rescinded

Candidate Withdrew: Self-Withdrew (Recruiter), Accepted Another Emory Position

Workflow Profile Edited: 3 weeks ago

Load More

**Resume/CV** | Cand. Uploads | Faculty Letter... | SOM Packet | Experience | More

Download Resume

Traditional | LinkedIn | Facebook | Microsoft | Standard

**Dr. James Robinson**  
Home phone 5402461336  
Work phone 540-568-6991  
[david.goetsch@emory.edu](mailto:david.goetsch@emory.edu)

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**Cand. Uploads**

FACULTY AND ACADEMIC SUPPORTING DOCUMENTS

Supporting Documents for Application

Document Type: Cover Letter  
Attachment (max size 10mb)  
[Dr. James Robinson- Cover.docx](#)

Document Type: Research Statement

Updated: 3/14/2018 11:46 AM  
Created: 12/14/2017 9:22 AM

3:57 PM 5/1/2018

Or the candidate can be “rejected” utilizing the Red button.



The screenshot displays the iCIMS interface for a candidate named James R. Robinson. The candidate's status is 'Rejected'. A modal window titled 'Disposition' is open, showing a dropdown menu for selecting a reason for rejection and a checkbox for 'Send an email notice to this candidate.' A red arrow points to the dropdown menu. The background shows the candidate's resume/CV and supporting documents.

Once rejected a communication box will appear. You can elect to send a rejection email to the candidate by clicking the box. If not selected a message does not go to the candidate.

Select a reason for rejection. (The candidate will NOT see the reason you select)

Governmental compliance requires all candidates to be rejected with a “reason” for non-selections

Work with your HR team to ensure you communicate the status of the search.