

School of Medicine- SOM packet tab instruction

Once a candidate is selected for offer, the hire work flow will include routing the complete packet for the Deans office utilizing the **SOM Tab**.

- **Select the requisition number that the candidate was recruited in.**
- **Select the candidate that will be move through the hire workflow**

The screenshot displays the iCIMS interface for a requisition. On the left, the requisition details for 'Division of Pulmonary- Faculty' (Req Administrator: Marie E. Hubbard) are shown. The status is 'APPROVED', and the progress bar indicates the 'OPEN' stage. A table of candidates is visible, with 'Lucian Mar...' selected. A red arrow points to the 'REQUISITION' icon, and another red arrow points to the 'Lucian Mar...' candidate name.

Status	Recruiti...	Pe...	Person...	Person : Highest E...	Updated Date	Pe...	Pe...
Bin: Department Review 2							
<input type="checkbox"/>	Short-List	Thomas Va	Cand-Active M.D. - Medical Doctor		4/5/2018 10:09:25 AM		
<input type="checkbox"/>	Candidate Selected...	Lucian Mar...	No	Cand-Active M.D. - Medical Doctor	4/11/2018 4:22:00 PM		
Bin: Incomplete 1							

- Now you should be viewing the candidate record

The screenshot displays a candidate record for Lucian T. Marts, MD. The interface includes a sidebar on the left with candidate details and a main content area on the right showing contact information and education/training history.

Candidate Information (Sidebar):

- ID: 98033
- Profile: LM
- Name: Lucian Marts
- Status: CAND:ACTIVE
- Alumni: No
- Highest Education: M.D. - Medica...
- Other Submissions: 0
- Applying for: Division of Pulmonary- Faculty Department Review - Candidate Selected for ...
- Buttons: Reject (red), Advance (green)
- Contact: lmarts@emory.edu, 4043232399
- Activity/Tags: All Activities (dropdown)
- Recent Activity: Email Sent (By System) 6 days ago
- Load More button

Main Content Area:

- Navigation: EEO, Resume/CV, Cand. Uploads, Faculty Letters/L..., SOM Packet, Experience, Candidate Details, More
- Actions: Download Resume, Upload, Resume Log
- Social/Tools: Traditional, LinkedIn, Facebook, Microsoft
- Warning: Problems Viewing?
- Candidate Name: **Lucian T. Marts, MD**
- Contact: **Lucian T. Marts, MD**
lmarts@emory.edu
Cell: 404 323 2399
- Education and Training:**
 - Jun 2015-Present: Fellow in Pulmonary and Critical Care Medicine, Emory University School of Medicine, Atlanta
 - May 2012-Jun 2015: Intern and Resident in Internal Medicine, Beth Israel Deaconess Medical Center, Boston; Clinical Fellow in Medicine, Harvard Medical School
 - Aug 2008-May 2012: MD, Medical College of Georgia
 - Aug 2003-May 2007: BS, University of Georgia

- Select the SOM Packet tab
- Click "Edit"

The screenshot displays a candidate profile for Lucian Marts (ID 98033). The profile is currently in a 'CAND-ACTIVE' state. The candidate is applying for a position in the Division of Pulmonary-Faculty Department Review. The 'SOM Packet' tab is selected in the navigation bar, and the 'Edit' button is highlighted with a red arrow. The 'SOM PACKET' section shows 'No data exists.' and provides update and creation timestamps. The left sidebar includes contact information (email: lmarts@emory.edu, phone: 4043232399) and a list of activities, with the most recent being 'Email Sent' by the system 6 days ago.

-Select "Yes" that the packet is ready for review

The screenshot displays a user interface for a candidate's profile. On the left, a sidebar shows the candidate's name 'Lucian Marts', ID '98033', and contact information. The main content area is titled 'FACULTY APPOINTMENT PROPOSAL STATUS' and contains a dropdown menu with the text '— Make a Selection —'. A red arrow points to this dropdown. Below the dropdown are two date input fields: 'Faculty Affairs Initial Packet Receipt Date' and 'Faculty Affairs Completed Packet Receipt Date'. To the right, there are sections for 'ROUTING NOTES' and 'INTERNAL APPROVAL NOTES (NOT SEEN BY SOM DIVISIONS)', both containing empty text boxes. The top navigation bar includes tabs for 'EEO', 'Resume/CV', 'Cand. Uploads', 'Faculty Letters/L...', 'SOM Packet', 'Experience', 'Candidate Details', and 'More'. A 'Cancel' button is on the left and a 'Save' button is on the right of the main content area.

-Select "New" and attach all required documents for the packet

- Select "Save"

The screenshot displays the 'SOM Packet' form for Lucian Marts. The left sidebar shows the candidate's profile with contact information and application status. The main form area is divided into several sections: 'PROPOSAL PACKET DOCUMENTS' with a 'New' button for attachments; 'FACULTY AFFAIRS APPROVAL' with dropdown menus and date fields; 'SOM FISCAL AFFAIRS APPROVAL' with a date field and dropdown; 'TEC APPROVAL' with a date field; and 'SOM OPERATIONS' with a dropdown menu. A 'Save' button is located in the top right corner of the form area. Two red arrows highlight the 'New' button and the 'Save' button.

- Create and complete the **Offer Details form** (see <http://www.hr.emory.edu/eu/docs/icims-faculty-preparing-offer-details.pdf>) route to the appropriate approvers to Include **Robert Torre** as you last approver.

