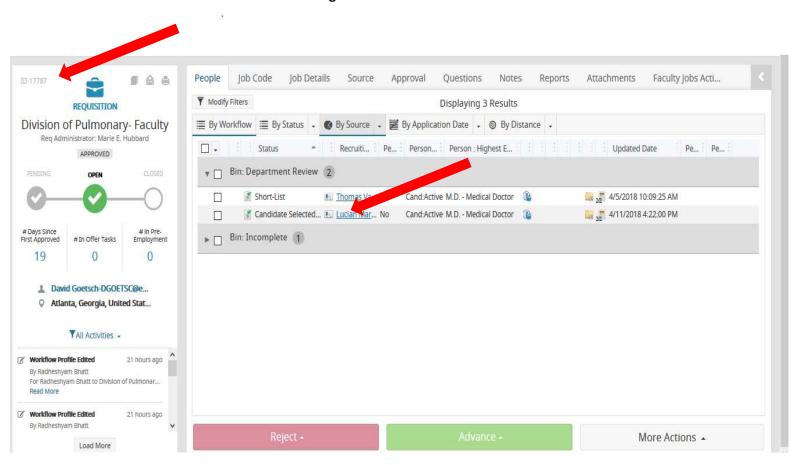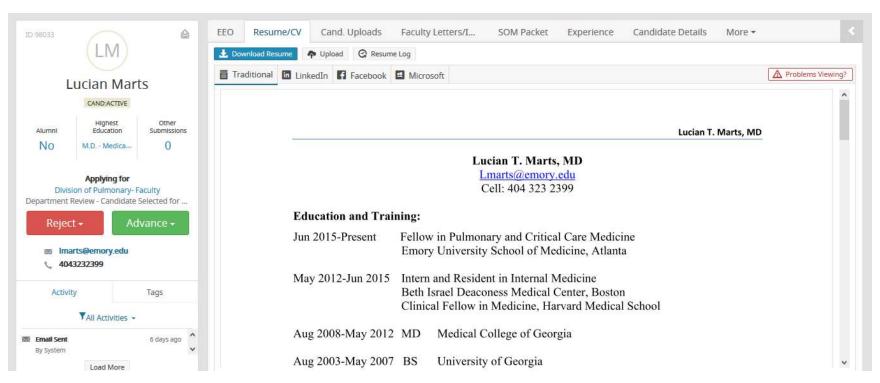# School of Medicine- SOM packet tab instruction

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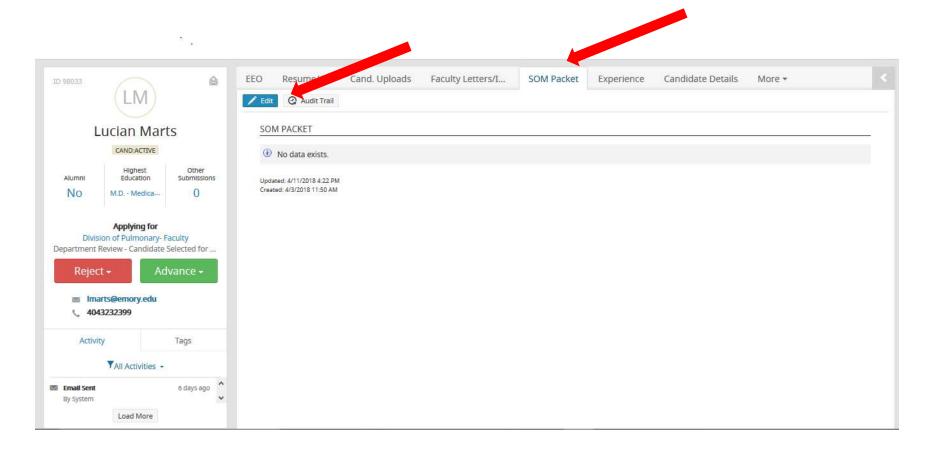
- **Select the requisition number that the candidate was recruited in.**
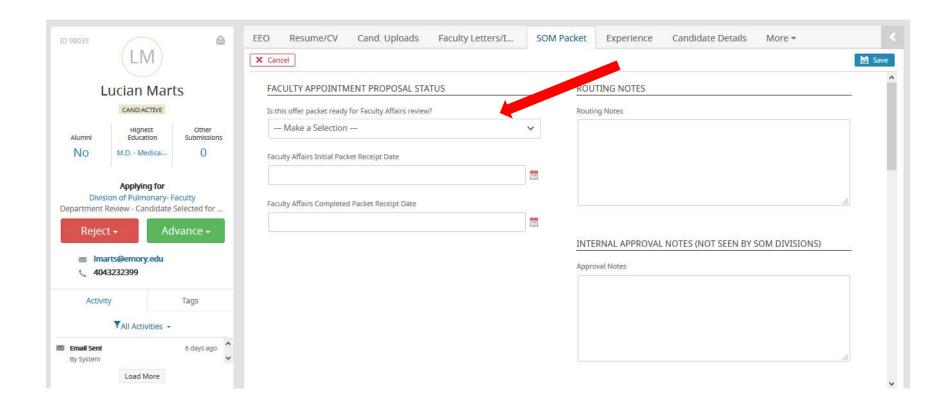- **Select the candidate that will be move through the hire workflow**

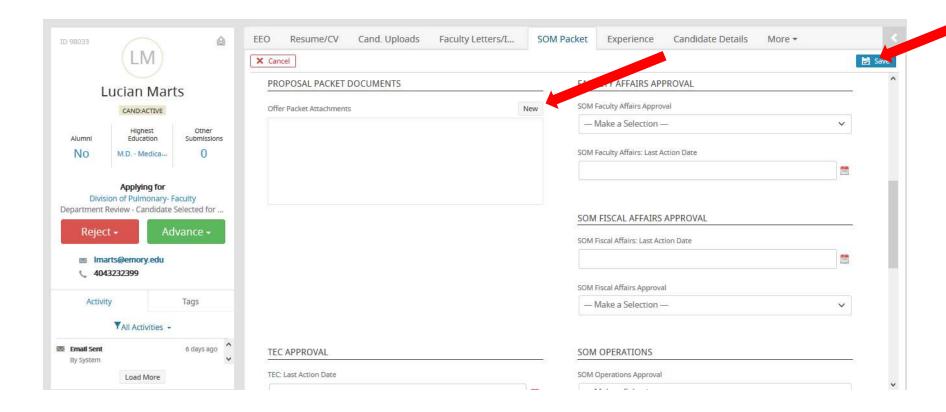- **Now you should be viewing the candidate record**

- **Select the SOM Packet tab**
- **Click " Edit"**

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

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

- Select "Save"

- 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.