

PeopleSoft V9.1



Making the Job Offer Steps

Reminders

In order to go into the system to enter the selected candidates in a “Make Offer” status for HR to review and finalize with your department, please be sure you have first completed the **Creating Interview Schedule and Evaluations** instructions.

NOTE: *All official offers are to come from the Human Resources Division for staff positions.*

Steps to ensure you are ready to finalize the offer.

1. Discuss with the appropriate decision makers to ensure all information regarding the offer for the candidate being considered is fully supported.
2. Ensure that your office has entered the interview schedules in the system
3. Ensure the evaluations have been completed on all candidates who interviewed in the system.
4. Ensure that the disposition codes of all candidates that applied have been updated in the system.
5. References should be completed before changing the status of the selected candidate to “Make Offer”.

From the PAWS Employee Portal (<https://paws.augusta.edu>), select the "All Apps" icon from the Quick Access Bar.

I Would Like To:

Select

I Would Like To Use:

Select

People Finder

First Name

Last Name

Search



ITS Alerts

A1C is currently unavailable in the Core Lab due to an instrumentation problem. All specimens received for A1C analysis will be held in the Core Lab and analyzed as soon as new instrumentation is brought online. An alternate methodology is being implemented for this test. No additional lab tests are affected by this problem. The Clinical Pathology lab thanks you for your patience.

Dr. Gurmukh Singh
Chief of Clinical Pathology

JAGWIRE

Your source for university and health system news and information. Bookmark it today on your computer and mobile devices.

#getwired

jagwire.augusta.edu

What's New

View More

Women's Health Magazine: 3 Women get real about gut struggles

Why learning by doing matters more, longer

Deck the halls with care and keep eyes on young children

Attention: Student Health Services closure (Dec. 15-30)

Scientists learn more about how motors maneuver our cells' roadways

Augusta University's accreditation reaffirmed

Upcoming Events

- Sep 12 Register for Junior Model U.N.
- Nov 30 Childbirth Education
- Dec 05 IRB Office - Compliance Lunch-n-Learn Series - Study Documentation Process
- Dec 07 Children's Play - "Christmas, the Measles, and Me"
- Dec 09 Exams- Session 1

View All

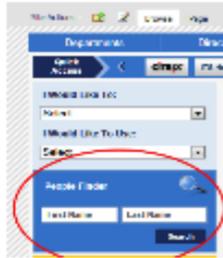
Concierge Service
706-721-9522

New Policies



From the PAWS Employee Portal ALL Apps page, select PeopleSoft HRMS link.

PAWS > pub > Apps_Tools



PeopleFinder is on the home page of PAWS

Health System Applications

- [Ambulatory Dashboard](#)
- [Attendance Tracking](#)
- [Attending Finder](#)
- [CarpoolConnections](#)
- [CDM Reference](#)
- [CDM Request Form](#)
- [CERMe](#)
- [CIS Issue Log](#)
- [Citrix Portal Access](#)
- [Citrix2 Portal Access \(general site\)](#)
- [Employment Opportunities](#)**
- [EP3 \(Employee Patient Parking\)](#)
- [Faculty List Online](#)
- [MC Catering & Floor Stock Ordering and Terrace Cafe Menu](#)
- [GRMC Employee Self Service](#)
- [GRMC On Call](#)** (was MCG OnCall)
- [GRMC OnCall Manual](#)**
- [GRMC Paging](#)**
- [HIPAA Disclosure Log](#)
- [Informed Consent Forms](#)

University Applications

- [ACGME Resident Case log](#)
- [Campus/USAMobility Paging](#)
- [Crystal Enterprise](#)
- [Crystal Reports](#)
- [Echo360 \(faculty use only\)](#)
- [Effort Funding Profile](#)
- [eSproute \(must use VPN or Citrix when off campus\)](#)
- [GoVIEW \(CERM_PNUR\)](#)
- [GRU Alert](#)
- [Health eShop](#)
- [JagCard](#)
- [JagStore](#)
- [\(submit course materials\)](#)
- [Lockshop](#)
- [OnCore](#)
- [one45](#)
- [PACT](#)
- [PeopleSoft Financials](#)
- [PeopleSoft HRMS](#)
- [Pounce](#)
- [Pulse](#)
- [SoftServ](#)
- [Sponsored Programs](#)

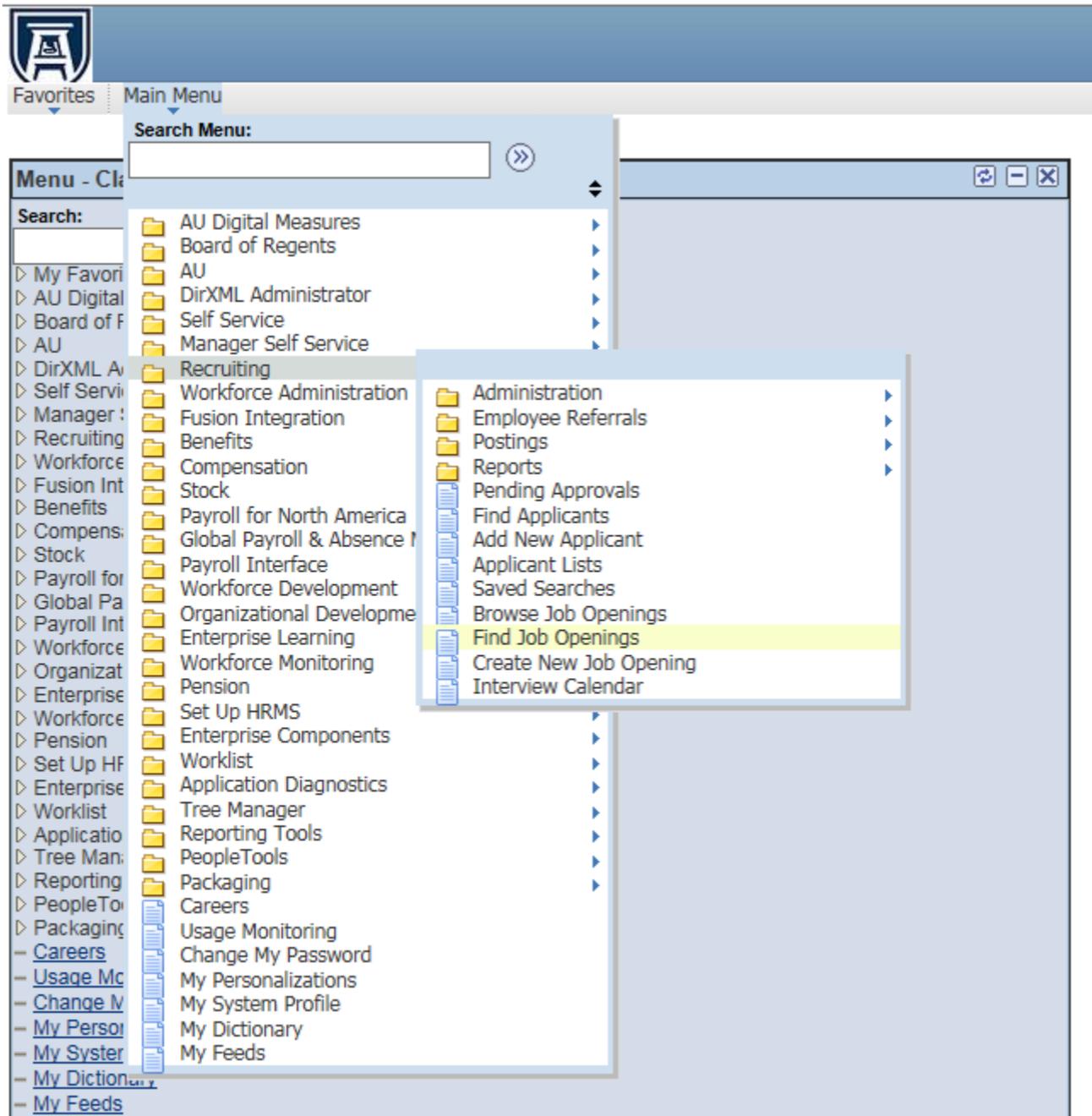
Enterprise Applications

- [Augusta University Brand Information](#)
- [Box \(University wide\)](#)
- [Complete Annual Training & Compliance](#)
- [Compliance Assist](#)
- [Conflicts of Interest Disclosure](#)
- [Curriculog](#)
- [Cyber Anatomy](#)
- [Cyber Science 3D](#)
- [Desire2Learn](#)
- [Faculty List Online](#)
- [Greenblatt & Reese Libraries](#)
- [HIPAA Disclosure Log](#)
- [HR Employee Information](#)
- [Outlook 365 Web Access](#)
- [Policy Management System \(Policy Tech\)](#)**
- [Data Portal](#)
- [Room and Event Scheduling](#)
- [Security Authority \(SA\) Request for NetID](#)
- [Security Authority Request for Application Access](#)
- [Submit a request to IT](#)
- [Who is MY SA?](#)
- [Workforce **LEARN** Online](#)
- The links below are for systems that are NO LONGER USED,**

Log in using your AU NetID and Password. This would be the same ID and password that you use to log into Outlook.

ORACLE
PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Sign In</p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Suomi</td><td>Svenska</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr><tr><td>UK English</td><td></td></tr></table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
English	Español																								
Dansk	Deutsch																								
Français	Français du Canada																								
Italiano	Magyar																								
Nederlands	Norsk																								
Polski	Português																								
Suomi	Svenska																								
Čeština	日本語																								
한국어	Русский																								
ไทย	简体中文																								
繁體中文	العربية																								
UK English																									



Navigate to Recruiting

Main Menu > Recruiting >
Find Job Openings

OR, you may go to the “My
Job Openings” category on
your Manager Dashboard,
then select the appropriate
Job Opening.

Enter the Job Opening ID. Change the status field from "Open" to a blank field. Select "Search".



Find Job Openings

Enter Search Criteria

Job Opening ID:

Status:

Most Recent Activity:

Job Opening Type:

Hot Job:

Display Jobs:

Manager:

Recruiter:

Originator:

Business Unit:

Position Number:

Title:

Recruitment Contact:

[Browse Job Openings](#) [Find Job Postings](#)

Click on the position title.



Favorites Main Menu > Recruiting > Find Job Openings

Find Job Openings

[View Job Opening Search Criteria](#)

✓ 1 Results Found

Search Results Personalize | Find | View All | First 1 of 1 Last

	Job Opening	ID Nbr	Type	Location	Target Openings	Available Openings	Hot Job	Created
<input type="checkbox"/>	Office Coordinator	12234	Standard Requisition	Augusta University	1	1		12/19/2016

[Select All](#) [Deselect All](#)

[Browse Job Openings](#) [Find Job Postings](#)

Click on the **Take Action** dropdown menu with the selected candidates name and select **Create Interview Evaluation**.


[Favorites](#) | [Main Menu](#) > [Recruiting](#) > [Find Job Openings](#)

Find Job Opening

Job Opening

 [Print Job Opening](#)

Posting Title: Office Coordinator **Job Opening ID:** 12234
Job Opening Status: 010-Open **Job Type:** Standard
Job Title: Office Coordinator **Job Code:** 505X17
Position Number: 00001510 Office Coordinator
Business Unit: 12000 Augusta University

 [Save](#)
  [Clone](#)
  [Create New](#)
 [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[View Applicants](#) | [Screen Applicants](#) | [Interview Schedule](#)

Manage Applicants

Display: ▼

Select	Applicant Name ▲	ID	Type	Disposition ▼	Resume	Application	Former Employee	Last Updated ▲	
<input type="checkbox"/>	[REDACTED]		Ext	050-Route				01/19/2017 3:10PM	
<input type="checkbox"/>	[REDACTED]		Ext	050-Route				01/19/2017 3:10PM	
<input checked="" type="checkbox"/>	Cathy Carver-Parker	56325	Emp	050-Route				01/19/2017 3:10PM	
<input type="checkbox"/>	[REDACTED]		Ext	050-Route				01/19/2017 3:10PM	
<input type="checkbox"/>	[REDACTED]		Ext	050-Route				01/19/2017 3:10PM	Select Action... ▼
<input type="checkbox"/>	[REDACTED]		Ext	050-Route				01/19/2017 3:10PM	Select Action... ▼
<input type="checkbox"/>	[REDACTED]		Ext	050-Route				01/19/2017 3:10PM	Select Action... ▼

[Select All](#) [Deselect All](#) *Group Action: ▼

- Add Applicant to New List
- Add Applicant to Saved List
- Change Applicant Status
- Create Interview Evaluation
- Forward Applicant
- Link Applicant to Job
- Manage Applicant Checklists
- Manage Interviews
- Pre-Employment Check
- Prepare For Hire--HR ONLY--
- Prepare Job Offer--HR ONLY--
- Print Application Details
- Reject Applicant
- Route Applicant
- Select Action...
- Send Correspondence
- Withdraw From Hire

Choose the **Overall Rating** and **Recommendation** “Make offer” from the dropdown menu for your final candidate.

Your Recruiter will receive a notification that you have selected your final candidate when you submit the evaluation.

Enter **General Comments** regarding the recommendation.

Attest to the fact that the department is not in conflict with AU’s nepotism policy by selecting the radio button.

Submit Evaluation.

Interview Date: 01/20/2017  Interview Type: Campus 

Rate Applicant			
Category	Interview Rating	Score	Comments
Communication Skills	1 - Exceeds Expectations 	3	
Education/Training	1 - Exceeds Expectations 	3	
Technical Skills	1 - Exceeds Expectations 	3	
Work Experience	1 - Exceeds Expectations 	3	
Leadership	1 - Exceeds Expectations 	3	
Interest in Position & AU	1 - Exceeds Expectations 	3	
Attentiveness	1 - Exceeds Expectations 	3	
Decision Making	1 - Exceeds Expectations 	3	
Initiative	1 - Exceeds Expectations 	3	
Customer Service	1 - Exceeds Expectations 	3	

Recommendation

Overall Rating: 1 - Exceeds Expectations 

Recommendation:

005-Interview

020-Make Offer

100-Hold

110-Reject

120-Withdrawn

I attest that if our department determines we are to select/hire this individual, it will not conflict with Augusta University's nepotism policy.

Save **Submit Evaluation** Cancel [Return to Previous Page](#)

You will be returned to the Manage Applicant page. Select the disposition **060-Interview**.

Applicant Activity | Contact Notes | Applicant Data

Current Status | [Interview Schedule/Evaluation](#) | [Expenses](#)

Applicant Activity				
Job Opening	Disposition	Last Updated	Resume	*Take Action
Office Coordinator - 12234	060-Interview	01/23/2017 1:27PM		Select Action... 

[+ Add New Disposition](#) | [▶ View Activity History](#)

Applicant Activity | [Contact Notes](#) | [Applicant Data](#)

Current Status | [Interview Schedule/Evaluation](#) | [Expenses](#)

  Take Action: 

On the Disposition Details page, you will need to select the Final Recommendation of "Make Offer". It is critical that you complete this step because it will trigger the notification to the HR Talent Consultant/HR Representative to proceed with the salary calculation for staff positions. If a faculty position, this step will trigger a notification to Faculty Support Services so that a representative may begin requesting the required hire packet from the department.


[Favorites](#) | [Main Menu](#) > [Recruiting](#) > [Find Job Openings](#)

Manage Applicant: Cathy Carver-Parker

Disposition Details: Interview

Applicant Name: [Cathy Carver-Parker](#) **Date Entered:** 01/10/2017
ID: 56325 [Print Job Opening](#)

Posting Title: Office Coordinator **Job Opening ID:** 12234
Job Opening Status: 010-Open **Job Type:** Standard
Job Title: Office Coordinator **Job Code:** 505X17
Position Number: 00001510 Office Coordinator
Business Unit: 12000 Augusta University

 [Return to Previous Page](#)

Interviews

Final Recommendation: 005-Interview
Final Recommendation: **020-Make Offer**
Reason: 100-Hold
 110-Reject
 120-Withdrawn
Average Score:

Interview Evaluations [Personalize](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#)

Interviewer	Job	Interview Rating	Interview Type	Recommendation	Score	Action
Cathy Carver-Parker	Office Coordinator	1 - Exceeds Expectations	Campus	020-Make Offer	29.000	Edit Evaluation

[+ Create New Evaluation](#)

Interview Schedule [Personalize](#) | [Find](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#)

Date	Start Time	End Time	Time Zone	Interviewer	Location	Job	Comments
Date				Cathy Carver-Parker		Office Coordinator	

[Manage Interviews](#)

Choose the Reason of "Recommended for Job Offer". Save the page.

[Favorites](#) | [Main Menu](#) > [Recruiting](#) > [Find Job Openings](#)

Business Unit: 12000 Augusta University

[Return to Previous Page](#)

Interviews

Final Recommendation

Final Recommendation: 020-Make Offer

Reason: Recommended for Job Offer

Average Score: 29

Interview Evaluations [Personalize](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Interviewer	Job	Interview Rating	Interview Type	Recommendation	Score	Action
Cathy Carver-Parker	Office Coordinator	1 - Exceeds Expectations	Campus	020-Make Offer	29.000	Edit Evaluation

[Create New Evaluation](#)

Interview Schedule [Personalize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Date	Start Time	End Time	Time Zone	Interviewer	Location	Job	Comments
Date				Cathy Carver-Parker		Office Coordinator	

[Manage Interviews](#)

Disposition History

Disposition	Status	Reason	Status Date	Offer ID
Interview	005-Interview		01/20/2017	
Route	010-Routed	3-Staff Candidate Basic Quals	01/19/2017	

[Edit Disposition Details](#)

[Return to Previous Page](#)

Hard Copy Evaluations & Reference Forms

Navigate to Recruiting

Main Menu > Recruiting > Find Job Openings > Enter Job Opening Number
OR,

You may go to the “My Job Openings” category on your Manager Dashboard, then select the appropriate Job Opening.

Job Opening

Print Job Opening

Posting Title: Office Coordinator Job Opening ID: 12234
Job Opening Status: 010-Open Job Type: Standard
Job Title: Office Coordinator Job Code: 505X17
Position Number: 00001510 Office Coordinator
Business Unit: 12000 Augusta University

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants Find Applicants **Activity & Attachments** Job Opening Details

Job History | Find | View All | First 1-3 of 3 Last

Date	Subject	Reason	Action Taken By
12/29/2016	010-Open		Jackson Usry
12/19/2016	006 Pending Approval		Jackson Usry
12/19/2016	005 Draft		Pamela Whitehead

Searches
No searches are related to this Job Opening.

Notes | Find | View All | First 1 of 1 Last

ID Nbr	Subject	Note Date	Author	View Notes
1	Job Posting - LG	12/27/2016	Jacquelyne Gordon	View Notes

+ Add Note

Attachments | Find | View All | First 1 of 1 Last

File Name	Description	Audience	Updated	Uploaded By	Delete
00001510.pdf	00001510.pdf	Public	12/27/2016 3:12PM	Jacquelyne Gordon	Delete

+ Add Attachment

HR Steps to Finalize the Offer

- The HR Staff will receive a notification that a candidate is in the “Make Offer” status:

For Staff Positions: Your HR Talent Consultant will contact you with a salary calculation (as we do currently) and will extend the offer to the candidate.

You will receive a notification via your AU email account as well as from your HR Talent Consultant when the candidate has accepted the offer.

For Faculty Positions: A Faculty Support Services Representative will work with you to collect the appropriate documents required on the faculty hire packet checklist.

Points of Contact

- **System Access Inquiries:** Sharri Peck or Cathy Carver-Parker
- **Faculty Support Services:** Laurie Bush or Omar Forbes
- **Executive Recruitment:** Carolyn Burns, Sharon Wingard, or Sherena Hobbs
- **Staff Recruitment:** Dena Pickett, Jacob Usry, Toneshia Rickerson, or Veeta Perry