

PeopleSoft V9.1



Screening Candidates

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



Departments

Leadership

Apps & Tools

Events

News

Policies

Need Help?

Quick
Access





NURSING

IT Help

POUNCE

Manager
Services

HI Employee
Self Service



TimeNet

LMS

Office 365

Policy Tech



All Apps

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

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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



AUGUSTA
UNIVERSITY



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](#)

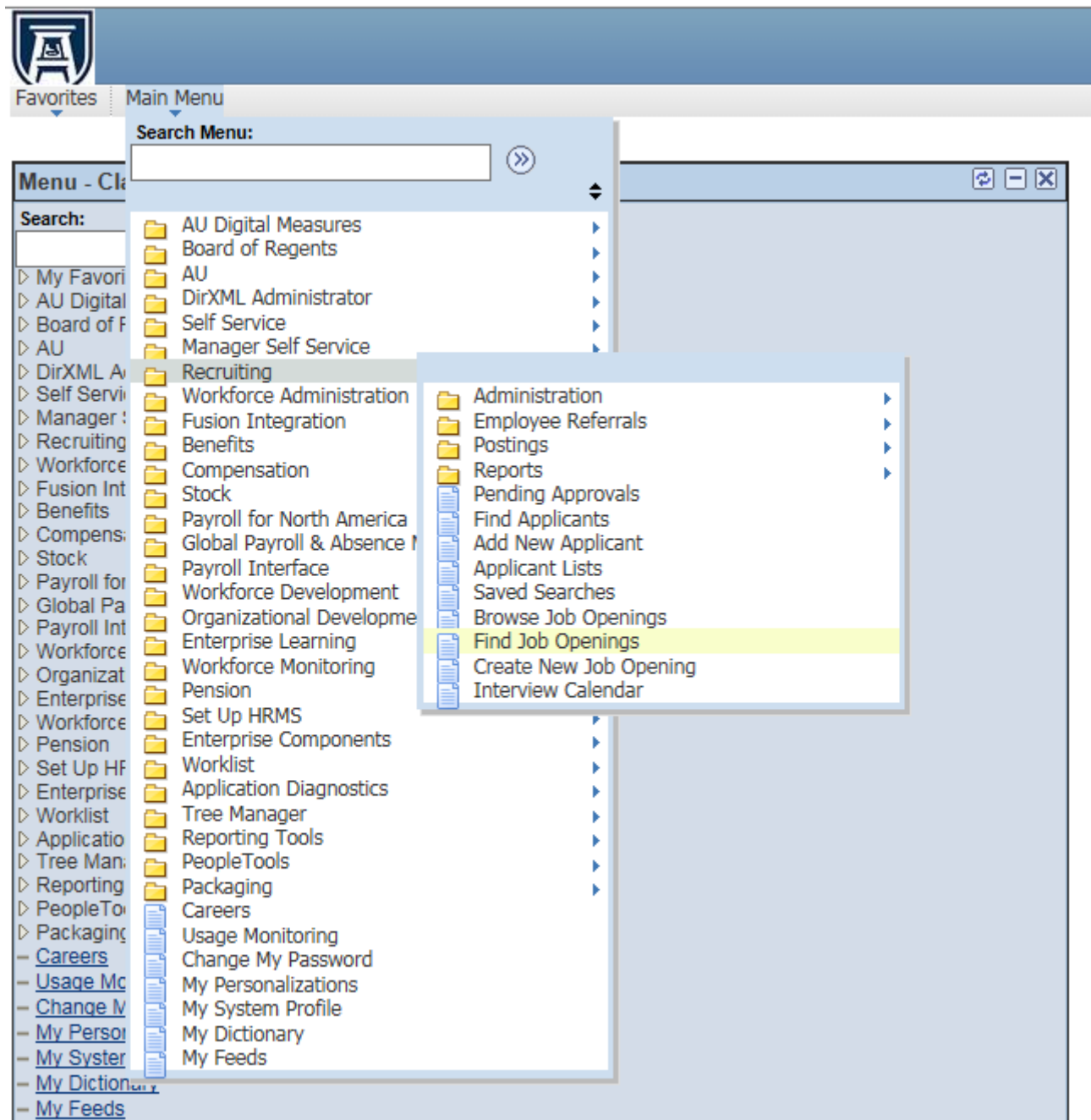
Enterprise Applications

[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 Job Opening you
would like to screen

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



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

Find Job Openings

Enter Search Criteria

Search

Reset

Job Opening ID:

12254

Status:

Most Recent Activity:

Job Opening Type:

Hot Job:

Display Jobs:

Manager:

Recruiter:

Originator:

Business Unit:

Position Number:

Title:

Recruitment Contact:

Search


Reset

Create New Job

[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](#)

Select Action... ▼

Go

Create New Job

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

 AUGUSTA UNIVERSITY

You are now able to view all applicants.

You will screen by reviewing the applicants resume and/or application. To view the resume and/or application, select the icon associated with the specific applicant.

Candidates can be in the following statuses: Route, Applied, Reject, Withdrawn, Hold, or Screen.

Indicates that applicant is a former employee

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

Find Job Opening

Job Opening

[Print Job Opening](#)

Job Opening ID: 12234
Job Type: Standard
Job Code: 505Y17

Posting Title: Office Coordinator
Job Opening Status: 010-Open
Job Title: Office Coordinator
Position Number: 00001510
Business Unit: 12000 Augusta University

[Save](#)
[Clone](#)
[Create New](#)
[Previous Job Opening](#)
[Next Job Opening](#)
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[Manage Applicants](#)
[Find Applicants](#)
[Activity & Attachments](#)
[Job Opening Details](#)

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

Manage Applicants

Display: All

Select	Applicant Name	ID	Type	Disposition	Resume	Application	Former Employee	Last Updated	*Take Action
<input type="checkbox"/>			Ext	Screen				12/29/2016 12:08PM	Select Action...
<input type="checkbox"/>			Ext	Screen				12/29/2016 1:17PM	Select Action...
<input type="checkbox"/>			Ext	Screen				12/29/2016 2:15PM	Select Action...
<input type="checkbox"/>			Ext	Screen				12/29/2016 3:14PM	Select Action...
<input type="checkbox"/>			Ext	Screen				12/29/2016 6:27PM	Select Action...
<input type="checkbox"/>			Ext	Screen				12/29/2016 7:14PM	Select Action...
<input type="checkbox"/>	Cathy Carver-Parker	56325	Emp	Screen				01/10/2017 9:13AM	Select Action...

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

STAFF


- ✓ HR will add basic screening questions to the job opening at the time of the posting
- ✓ If an applicant does not answer the screening questions appropriately, the applicant will be placed in a “rejected” status and marked as not qualified.
- ✓ The department is now able to screen the applicants by reviewing their resumes and/or applications and either **ROUTE** or **REJECT** the applicants based on their qualifications.
- ✓ The HR Talent Consultant/HR Representative will also review **ALL** of the applicants (both rejected and applied) to ensure they are routed/screened properly.
- ✓ If you have any questions regarding your applicants and their statuses, please contact your HR Talent Consultant/HR Representative.

Faculty

- ✓ HR will add basic screening questions to the job opening at the time of the posting.
- ✓ If an applicant does not answer the screening questions appropriately, the applicant could be rejected and marked as not qualified.
- ✓ Faculty Support Services will route all applicants in an “applied” status to the department.
- ✓ The department is now able to screen the applicants by reviewing their resumes and/or applications and either ROUTE or REJECT the applicants based on their qualifications.
- ✓ If you have any questions regarding the applicants and their statuses, please contact Faculty Support Services.


ROUTING PROCESS

STEP 1


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




Find Job Opening

Job Opening

 [Print Job Opening](#)

Posting Title: Office Coordinator
Job Opening Status: 010-Open
Job Title: Office Coordinator
Position Number: 00001510 Office Coordinator
Business Unit: 12000 Augusta University

Job Opening ID: 12234
Job Type: Standard
Job Code: 505X17

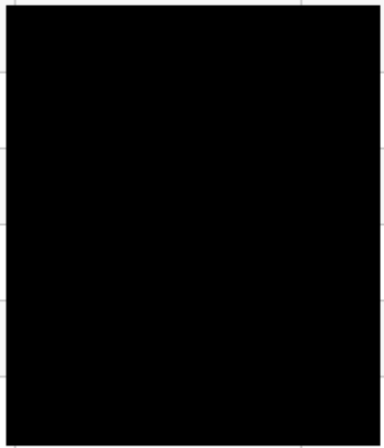















 [Save](#)
 [Clone](#)
 [Create New](#)
[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)


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

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

Manage Applicants

Display: All

Select	Applicant Name▲	ID	Type	Disposition▼	Resume	Application	Former Employee	Last Updated▲	*Take Action
<input type="checkbox"/>			Ext	Screen				12/29/2016 12:08PM	Select Action...
<input type="checkbox"/>		Ext	Screen				12/29/2016 1:17PM	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	
<input type="checkbox"/>		Ext	Screen				12/29/2016 2:15PM		
<input type="checkbox"/>		Ext	Screen				12/29/2016 3:14PM		
<input type="checkbox"/>		Ext	Screen				12/29/2016 6:27PM		
<input type="checkbox"/>		Ext	Screen				12/29/2016 7:14PM		
<input type="checkbox"/>	Cathy Carver-Parker	56325	Emp	Screen					01/10/2017 9:13AM

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

Select action "Route Applicant" option from dropdown list under heading "Take Action" for applicant.

ROUTING PROCESS STEP 2

Route Applicant

Route Applicant

Applicants Being Routed	
Applicant	Name
56325	Cathy Carver-Parker

Routing Details

*Overall Routing Status: 010-Routed Status Date: 01/19/2017

Status Reason:
3-Staff Candidate Basic Quals
3D-Routed Faculty/Executive
3E-Routed from Search Firm
Expert Review Requested
Peer Review Requested
To be interviewed within 7 days

Routings

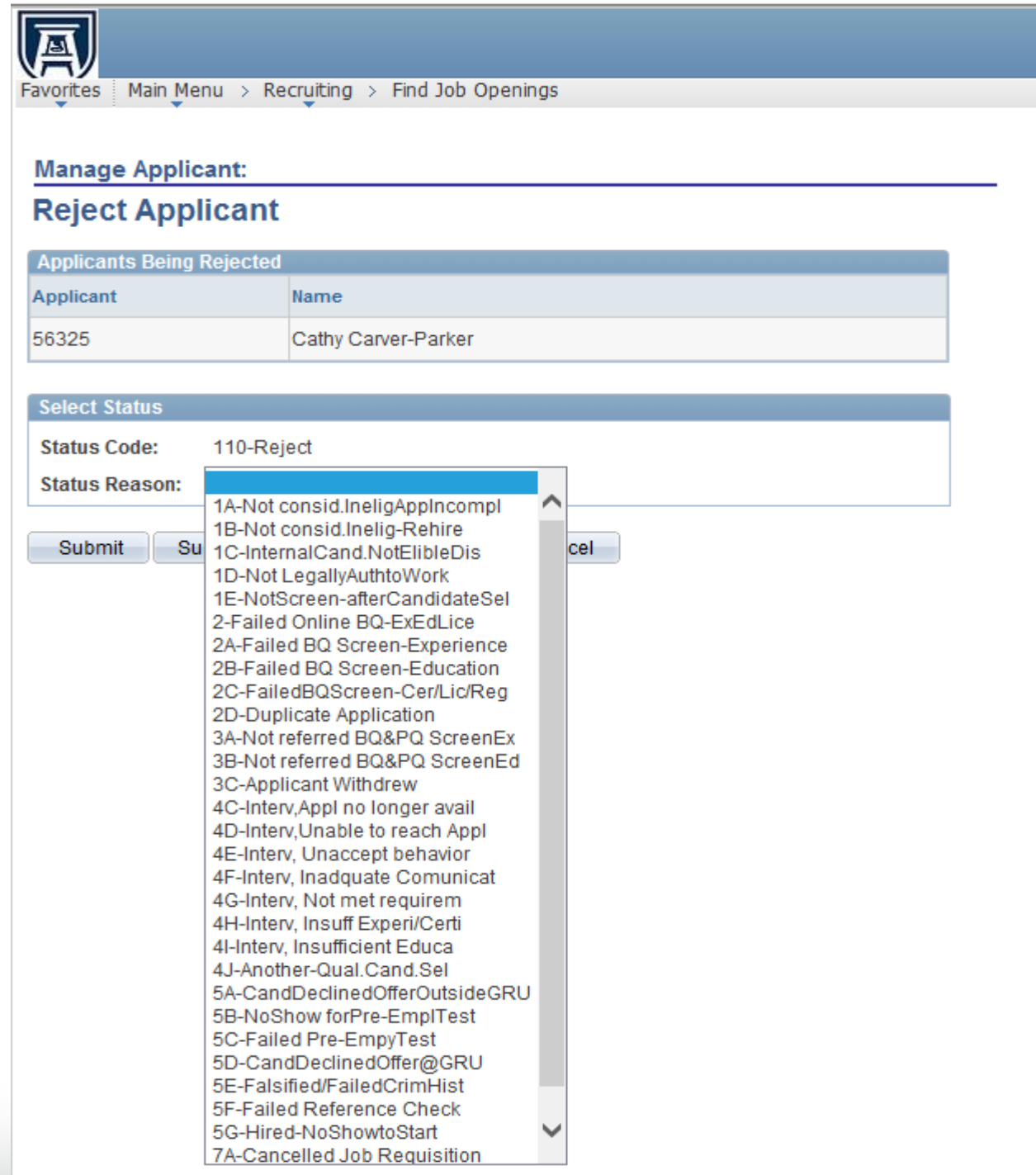
*Route Date	*Route To	Response Due	Response	Response Date
01/19/2017				

Submit Cancel

- You will be prompted to use a reason from routing. For staff, faculty, and executive searches, utilize the following status reason:
 - 3-Staff Candidate Basic Quals
 - 3D-Routed Faculty/Executive
 - 3E-Routed from Search Firm
- When choosing the **Route** an applicant, you will be prompted to route them to an individual. Select the Hiring Manager for staff position. Select the Search Committee Chair for faculty positions.
- Leave the fields to the right of the **Route To** field empty.
- Select **Submit**.

Disposition Codes

The department will be responsible for updating the disposition code for all applicants.



Manage Applicant:
Reject Applicant

Applicants Being Rejected	
Applicant	Name
56325	Cathy Carver-Parker

Select Status

Status Code: 110-Reject

Status Reason:

- 1A-Not consid.IneligApplIncompl
- 1B-Not consid.Inelig-Rehire
- 1C-InternalCand.NotElibleDis
- 1D-Not LegallyAuthtoWork
- 1E-NotScreen-afterCandidateSel
- 2-Failed Online BQ-ExEdLice
- 2A-Failed BQ Screen-Experience
- 2B-Failed BQ Screen-Education
- 2C-FailedBQScreen-Cer/Lic/Reg
- 2D-Duplicate Application
- 3A-Not referred BQ&PQ ScreenEx
- 3B-Not referred BQ&PQ ScreenEd
- 3C-Applicant Withdrew
- 4C-Interv,Appl no longer avail
- 4D-Interv,Unable to reach Appl
- 4E-Interv, Unaccept behavior
- 4F-Interv, Inadquate Communicat
- 4G-Interv, Not met requirem
- 4H-Interv, Insuff Experi/Certi
- 4I-Interv, Insufficient Educa
- 4J-Another-Qual.Cand.Sel
- 5A-CandDeclinedOfferOutsideGRU
- 5B-NoShow forPre-EmpITest
- 5C-Failed Pre-EmpyTest
- 5D-CandDeclinedOffer@GRU
- 5E-Falsified/FailedCrimHist
- 5F-Failed Reference Check
- 5G-Hired-NoShowtoStart
- 7A-Cancelled Job Requisition

Submit Su Cancel

When choosing to **REJECT** an applicant, select the appropriate status reason.


Select **Submit**.

DO NOT select Submit & Send Correspondence.

Sample of Disposition Code Reasons

	Hiring Manager/Department Review	
Stage 3 <i>Applicant considered by Talent Acquisition and deemed qualified-- Further review by the Hiring Manager</i>	Preferred Qualifications (PQs) Met basic qualifications - Applicant (needs to be reported on OEE applicant query or ATF)	
	Alpha Numeric Code	Reviewed by Talent Acquisition and forwarded to management - Recommended Disposition Code(s)
	3	3-Staff Positions Met Quals (Staff Positions, GCHC Positions, East Central, etc.)
	3A	Not referred - PQ Screen - Experience
	3B	Not referred - PQ Screen - Education/Certification
	3C	Applicant Withdrew
	3D	Not Screened -All Routed Faculty/Executive Search
	3E	Not Screened - Routed to Management from Search Firm
Stage 4 <i>Applicant Considered by Hiring Manager/Interview Panel and qualified</i>	Hiring Manager/Department Review	
	Telephone or Onsite Interview - Met basic qualifications - Applicant (needs to be reported on OEE applicant log or ATF)	
	Alpha Numeric Code	Recommended Disposition Code(s)
	4A	Schedule Interview
	4B	Interview - Applicant under consideration
	4C	Interview - Applicant no longer interested, accepted another position; not interested due to salary, schedule, work location or travel requirements (removed self from consideration)
	4D	Interview - Unable to contact applicant or selected for interview and was a no-show (removed self from consideration)
	4E	Interviewed - Applicant not selected. Inappropriate behavior
	4F	Interviewed - Applicant not selected. Inadequate communication/presentation skills
	4G	Interviewed - Applicant not selected. Unable to meet position requirements/ location, schedule, travel
	4H	Interviewed - Insufficient Experience and/or Certification
	4I	Interviewed - Insufficient Education
	4J	Interviewed - Excellent Candidate, another candidate selected

How to Route/Reject multiple applicants at once..



FavoritesMain Menu > Recruiting > Find Job Openings

Posting Title:Office Coordinator
Job Opening Status:010-Open
Job Title:Office Coordinator
Position Number:00001510Office Coordinator
Business Unit:12000Augusta University

Print Job Opening
Job Opening ID:12234
Job Type:Standard
Job Code:505X17

SaveCloneCreate New

Previous Job OpeningNext Job OpeningJob Opening List

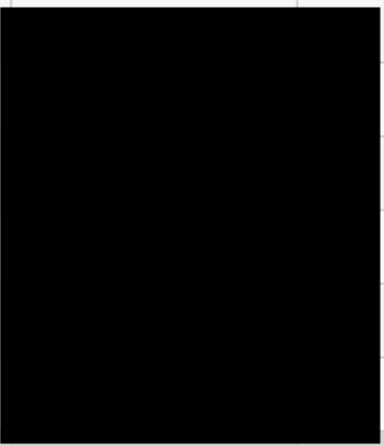











Manage ApplicantsFind ApplicantsActivity & AttachmentsJob Opening Details

View ApplicantsScreen ApplicantsInterview Schedule

Manage Applicants

Display: All

PersonalizeFindView All1-7 of 7Last

Select	Applicant Name	ID	Type	Disposition	Resume	Application	Former Employee	Last Updated	*Take Action
<input checked="" type="checkbox"/>			Ext	Screen				12/29/2016 12:08PM	Select Action...
<input checked="" type="checkbox"/>			Ext	Screen				12/29/2016 1:17PM	Select Action...
<input checked="" type="checkbox"/>			Ext	Screen				12/29/2016 2:15PM	Select Action...
<input checked="" type="checkbox"/>			Ext					12/29/2016 3:14PM	Select Action...
<input checked="" type="checkbox"/>			Ext					12/29/2016 6:27PM	Select Action...
<input checked="" type="checkbox"/>			Ext					12/29/2016 7:14PM	Select Action...
<input checked="" type="checkbox"/>	Cathy Carver-Parker	56325	Emp					01/10/2017 9:13AM	Select Action...

Select AllDeselect All*Group Action:

Reject ApplicantRoute ApplicantSelect Group Action...Send Correspondence

Go

After screening all applicants, check the **Select** boxes beside the names of the applicants you need to route/reject. Select the appropriate Group Action.

Select Go.



Change Recruitment Status

Route Applicant

Applicants Being Routed	
Applicant	Name
[REDACTED]	
56325	Cathy Carver-Parker
[REDACTED]	
[REDACTED]	
[REDACTED]	

Routing Details							
*Overall Routing Status:	010-Routed <input type="button" value="v"/>						
Status Date:	01/19/2017 <input type="button" value="31"/>						
Status Reason:	<div>3-Staff Candidate Basic Quals 3D-Routed Faculty/Executive 3E-Routed from Search Firm Expert Review Requested Peer Review Requested To be interviewed within 7 days</div>						
<table><tr><th colspan="2">Routings</th></tr><tr><th>*Route Date</th><th>*Route To</th></tr><tr><td>01/19/2017 <input type="button" value="31"/></td><td><input type="text"/></td></tr></table>		Routings		*Route Date	*Route To	01/19/2017 <input type="button" value="31"/>	<input type="text"/>
Routings							
*Route Date	*Route To						
01/19/2017 <input type="button" value="31"/>	<input type="text"/>						
<table><tr><td><input type="button" value="v"/></td><td><input type="text"/></td><td><input type="button" value="31"/></td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr></table>		<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="31"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	
<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="31"/>	<input type="button" value="+"/>	<input type="button" value="-"/>			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>							

Depending on which **Overall Routing Status** selected for this group (Route or Reject), select the appropriate **Status Reason**. **Route** to the Hiring Manger (staff) or Search Committee Chair (faculty). Select **Submit**.





Find Job Opening

Job Opening

✓ You have successfully routed Applicant(s).

[Print Job Opening](#)

Posting Title: Office Coordinator
Job Opening Status: 010-Open
Job Title: Office Coordinator
Position Number: 00001510 Office Coordinator
Business Unit: 12000 Augusta University

Job Opening ID: 12234
Job Type: Standard
Job Code: 505X17

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

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

Manage Applicants

Display:

Applicants									
Personalize Find View All First 1-7 of 7 Last									
Select	Applicant Name▲	ID	Type	Disposition▼	Resume	Application	Former Employee	Last Updated▲	*Take Action
<input type="checkbox"/>			Ext	050-Route				01/19/2017 3:10PM	Select Action...▼
<input type="checkbox"/>			Ext	050-Route				01/19/2017 3:10PM	Select Action...▼
<input type="checkbox"/>	Cathy Carver-Parker	56325	Emp	050-Route				01/19/2017 3:10PM	Select Action...▼
<input type="checkbox"/>			Ext	050-Route				01/19/2017 3:10PM	Select Action...▼
<input type="checkbox"/>			Ext	050-Route				01/19/2017 3:10PM	Select Action...▼
<input type="checkbox"/>			Ext	050-Route				01/19/2017 3:10PM	Select Action...▼
<input type="checkbox"/>			Ext	050-Route				01/19/2017 3:10PM	Select Action...▼

[Select All](#)

[Deselect All](#)

*Group Action:

[Go](#)

You have successfully routed multiple applicants.



Tips for Screening Applicants

- Confirm that the applicant's qualifications meet or exceed the minimum requirements for the position. *(An applicant cannot be considered if they do not meet the minimum qualifications. Please speak with your HR Talent Consultant/HR Representative if you should have any questions).*
- Note any red flags such as employment gaps, short-term employment, repeated changes in career path or decreasing responsibility.
- Selecting candidates who meet the preferred requirements is also a means of narrowing the qualified applicant pool.

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, Sherena Hobbs
- **Staff Recruitment:** Dena Pickett, Jacob Usry, Toneshia Rickerson, Veeta Perry