PeopleSoft 9.1

Screening Applicants
From the PAWS Employee Portal [https://paws.gru.edu], select the All Apps icon from the Quick Access Bar.

GRU
GEORGIA REGENTS UNIVERSITY

Presidential Lecture Series “Making a Merger Work”
Dr. Eugene Trani
President Emeritus
Virginia Commonwealth University
Tuesday, April 29, noon
Lee Auditorium

The Presidential Lecture Series is proud to host President Emeritus of Virginia Commonwealth University, Dr. Eugene Trani.

Dr. Karla K. Leeper, Vice President for Board and Executive Affairs and Chief Compliance Officer at Baylor University, has been named Chief of Staff at Georgia Regents Uni ...
PeopleFinder is on the home page of PAWS

Health System Applications
- Attendance Tracking
- Attending Finder
- CarpoolConnections
- CDM Reference
- CDM Request Form
- CERM
- CIS Issue Log
- Citrix Portal Access
- Employment Opportunities
- EP3 (Employee Patient Parking)
- Faculty List Online
- GRMC Catering & Floor Stock Ordering
- and Terrace Cafe Menu
- GRMC Employee Self Service
- GRMC OnCall
- GRMC OnCall Manual
- GRMC Paging

University Applications
- Campus/USAMobility Paging
- Crystal Reports
- Echo360 (faculty use only)
- GoVIEW (CERM_PNUR)
- GRU Alert
- Health eShop
- JagCard
- JagStore
- (submit course materials)
- one45
- PeopleSoft Financials
- PeopleSoft HRMS
- Pounce
- Pulse
- SoftServ
- Training/Orientation
- Verizon Wireless Paging
- Workforce Learn Online

Enterprise Applications
- Complete Annual Training & Compliance
- Cyber Anatomy
- Cyber Science 3D
- Desire2Learn
- Faculty List Online
- Greenblatt & Reese Libraries
- HIPAA Disclosure Log
- Live Chat with IT Service Desk
- Outlook Web Access
- Room and Event Scheduling
- Security Authority (SA) Request for NetID
- Submit a request to ITS
- Who is MY SA?
- Workforce Learn Online

These links are for systems that are NO LONGER USED, but remain available for historical reference only.
Log in using your GRU NetID and Password. This would be the same ID and Password that you use to log into Outlook.
Select *Manager Dashboard*

Click here to pull up the position information
You will now be able to review applicants immediately after they have applied for your position.

Locate and click on the Job Opening number that you wish to screen.
You will be able to view ALL applicants (Rejected and Applied)

You will screen by reviewing each applicant’s resume and/or application
Candidates can be in the following status: Route, Applied, Reject, Withdrawn, Hold. External and Employee (Applicant Status). Former Employee.
Clicking on the application icon will pull up the application and likewise for the resume.
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 could be placed in ‘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 Partner/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 Partner/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.

- 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.

- Faculty Support Services will review those applicants initially rejected to ensure they are screened properly.

- If you have any questions regarding your applicants and their statuses, please contact Faculty Support Services.
<table>
<thead>
<tr>
<th>Select</th>
<th>Applicant Name</th>
<th>ID</th>
<th>Type</th>
<th>Disposition</th>
<th>Resume</th>
<th>Application</th>
<th>Last Updated</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sasha O Jones</td>
<td>52418</td>
<td>Ext</td>
<td>110-Reject</td>
<td></td>
<td></td>
<td>03/31/2014 9:39AM</td>
<td>Select Action</td>
</tr>
<tr>
<td></td>
<td>Marsh-Malloon Bunny</td>
<td>52404</td>
<td>Ext</td>
<td>020-Appl</td>
<td></td>
<td></td>
<td>03/28/2014 11:30AM</td>
<td>Select Action, Add Applicant to New List, Add Applicant to Saved List, Change Applicant Status, Create Interview Evaluation, Forward Applicant, Manage Interviews, Print Application Details, Reject Applicant, Route Applicant, Select Applicant</td>
</tr>
<tr>
<td></td>
<td>Big Dawg</td>
<td>52413</td>
<td>Ext</td>
<td>020-Appl</td>
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<td></td>
<td>03/30/2014 11:16AM</td>
<td>Select Action</td>
</tr>
<tr>
<td></td>
<td>Stone Mountain</td>
<td>52416</td>
<td>Ext</td>
<td>020-Appl</td>
<td></td>
<td></td>
<td>03/31/2014 10:10AM</td>
<td>Select Action</td>
</tr>
<tr>
<td></td>
<td>Stone Mountain</td>
<td>52416</td>
<td>Ext</td>
<td>020-Appl</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Monday Sunny</td>
<td>52414</td>
<td>Ext</td>
<td>020-Appl</td>
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<td>03/31/2014 10:12AM</td>
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</tr>
<tr>
<td></td>
<td>Mister Wondertul</td>
<td>52417</td>
<td>Ext</td>
<td>020-Appl</td>
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<td></td>
<td>03/31/2014 10:07AM</td>
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</tr>
<tr>
<td></td>
<td>Mister Wondertul</td>
<td>52417</td>
<td>Ext</td>
<td>020-Appl</td>
<td></td>
<td></td>
<td>03/31/2014 08:56AM</td>
<td>Select Action</td>
</tr>
</tbody>
</table>
• You will be prompted to use a reason for routing, the 3, 3D and 3E are the options to utilize for staff, faculty and or executive searches.

• When choosing to **Route** an applicant, you will be prompted to route them to an individual. Select the Hiring Manager for this position.

• Leave the fields to the right of the **Route To** field empty.

• Select **Submit**.
Faculty Routing Process:

For faculty, when choosing to **Route** an applicant, you will be prompted to route them to an individual. Select the Search Committee Chair for this position/recruitment.

Leave the fields to the right of the **Route To** field empty.

Select **Submit**.
When choosing to **REJECT** an applicant, select the appropriate reason from options 3A – 4I.

**The department will only be responsible for entering the disposition codes for the individuals who were interviewed but not selected.**
## Disposition Code Breakdown
*(reasons for selection/non-selection)*

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

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*GRU GEORGIA REGENTS UNIVERSITY AUGUSTA*
Choose to **Submit**.

Do **NOT** select *Submit & Send Correspondence* as this will immediately send an automated response to the rejected candidate.
You can also select to ROUTE/REJECT multiple candidates by selecting a **Group Action**.

After screening all applicants, check the *Select* boxes next to the names of the individuals you are going to route/reject and select the appropriate **Group Action**.
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, speak with your HR Talent Partner/HR Representative if you should have any questions).*

  – Screening candidates according to the job posting, accountabilities, goals and objectives.

• 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

• **Faculty Support Services:** Laurie Bush, Patricia Harris, and Joni Thurmond

• **Executive Recruitment:** Carolyn Burns

• **Staff Recruitment:** Dena Pickett, Julie Menendez, Becky Herzberg, Jacob Usry, Veeta Perry, Anna Bone and Becky Burke