PeopleSoft 9.1

Selecting the Candidate and Finalizing the Job Offer (Status)
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 individual being considered is fully supported.

2. Ensure that your office has entered the interview schedules in the system.

3. Ensure that the evaluations have been completed on all candidates who interviewed in the system.

4. References should be completed before changing the status to “Make Offer”.

GRU
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From the PAWS Employee Portal [https://paws.gru.edu], select the All Apps icon from the Quick Access Bar.
PeopleFinder is on the home page of PAWS

Health System Applications
- Attendance Tracking
- Attending Finder
- CarpoolConnections
- CDM Reference
- CDM Request Form
- CERMe
- 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/USA Mobility 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These links are for systems that are NO LONGER USED, but remain available for historical reference only.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.
When pulling up your Job Opening, you would click on the **Activity & Attachments** tab to attach your references and, if applicable, hard copy interview evaluations.
Replacing the Hard Copy Interview Evaluation Form:

1) You can use the drop box to put the person to: “Make Offer”, “Hold”, “Interview” (for additional interviews), “Reject” for the candidates you aren’t finding to be the selected candidate (and the reason).

2) Save this page.
FINAL DECISION FOR THE MAKE OFFER STATUS:
Pull up the position from the My Job Openings and click on the Job Opening Number
Click on the **Disposition** status of ‘**060-Intvw**’ to proceed with the offer process for the candidate you have chosen for this position.
On the **Disposition Details** page, you will need to select “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 (Staff Positions).
Finalizing the Offer

Choose ‘Recommended for Job Offer’ as the Reason for the Final Recommendation.
Next Steps to Finalize the Offer

• The HR staff will receive a notification that a candidate is in a “Make Offer” status:

• **For Staff Positions:** Your HR Talent Partner 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 Outlook email as well as from your HR Talent Partner when the candidate has accepted the offer.

• **For Faculty Positions:** Faculty Support Services will work with you to collect the appropriate documentation
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