

Welcome to the AU Careers Information Session PeopleSoft 9.2

***Augusta University Human Resources
Talent Acquisition & Development
PeopleSoft 9.2***

Careers: Augusta University Human Resources
Talent Acquisition & Development
PeopleSoft 9.2
Basic Enhancements/Changes

Job Application:

- Applicants will be able to use the search feature better in the job application (Job Opening #, Position #, or by Title).
- Easier to select by position type, department name and the fields they are most interested in.

Managers:

- Easier to bring up the candidate's resume (*without having to download*).
- Job Opening # for current positions have an added # "20" or # "2" in front of them.
- The final "Make Offer" step now includes an additional approval from your VP, Dean or higher level office approval.

Creating a Job Opening

***Augusta University Human Resources
Talent Acquisition & Development
PeopleSoft 9.2***

Creating a Job Opening

*This training is specifically for creating job openings for **Staff and Faculty recruitment needs***

*For guidance with **Executive Recruitment needs**, please contact this office at 706-721-7302*

Creating a Job Opening

- To create a job opening, managers must login to the PeopleSoft System and enter through the main page for Manager Self Service.
- Click on the “Create Job Opening” tile
 - OR you can use the following Navigation:
 - Navigator>Recruiting>Create Job Opening

Navigation for Signing into PeopleSoft

PAWS > pub > Apps_Tools

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

Departments | Leadership | Apps & Tools | Events | News | Policies | Need Help?

PAWS > pub > Apps_Tools

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,

ORACLE
PEOPLESOFT

User ID

Password

Select a Language

English

Sign In

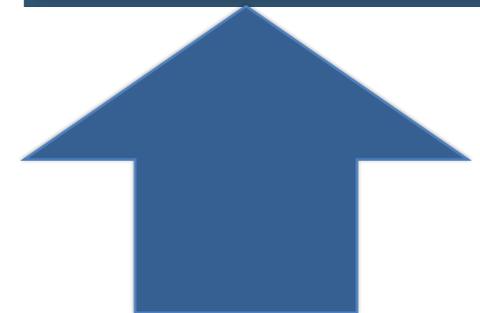
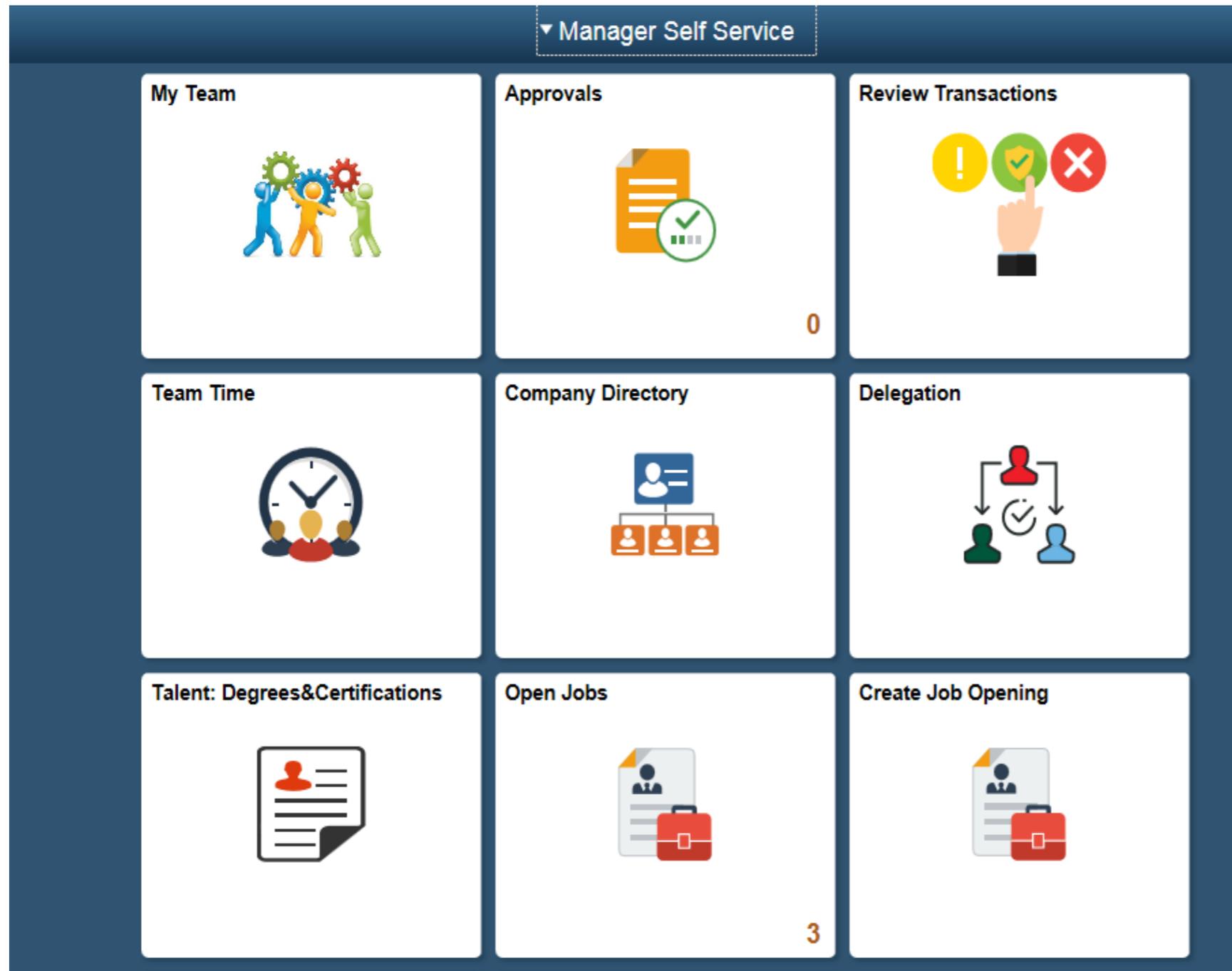
Enable Screen Reader Mode

Navigation

Employee Self Service

Make SCCP Contribution  STATE CHARITABLE CONTRIBUTIONS PROGRAM	Path2College 529 Deduction You are not authorized for this page.	Degrees & Certificates 	Time and Absence 
Monthly Schedule 	Pay  Last Pay Date 05/31/2019	Paycheck Modeler 	Direct Deposit 
Taxes 	Compensation History 	Company Directory 	Personal Details 
Recruiting Home 	Forms 	Help 	

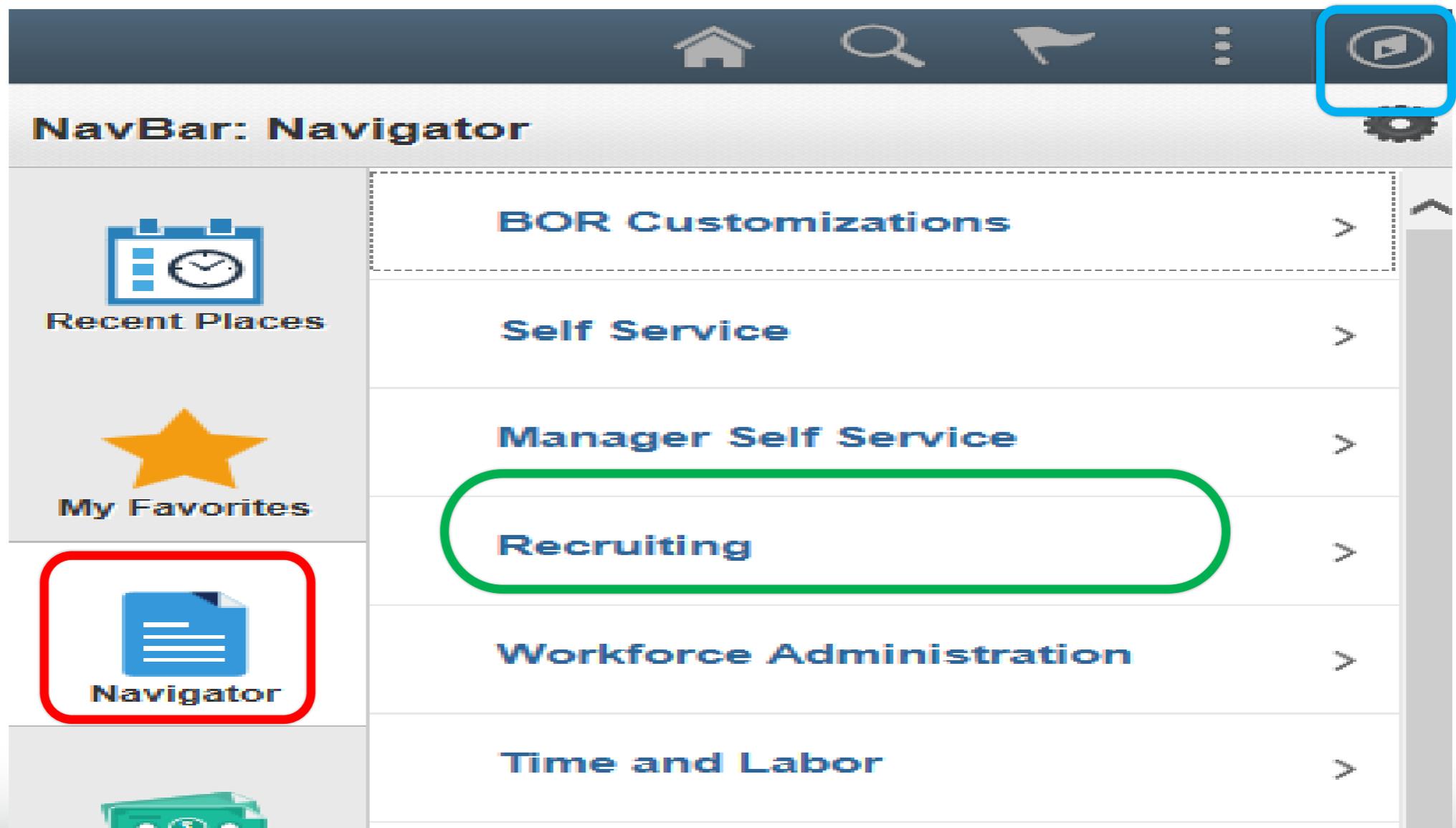
Some will have a different Set up, but this is the basic Tile set up



Click on the "Create Job Opening" Tile displayed

Another Navigation:

You can go to the Navigator:
Recruiting > Create a Job Opening



Job Opening Details

Primary Job Opening Information

 Recruiting Home

Job Details 

Job Opening Type 

*Business Unit Augusta University

Position Number 

Department

*Job Code

*Recruiting Location 

*Job Posting Title

Once you insert the **Position #**, the Department, Job Code, and Job Title will populate

Job Opening Details

- **Job Opening Type**
 - Standard Requisition is the default value and cannot be changed by managers
 - Standard Requisitions are job openings attached to a specific position number
- **Business Unit**
 - Users default business unit (institution) will appear
- **Position Number**
 - ***NEW: Special Note: The position # now has an added “2” in the front of the position # to ensure that it is still an 8 digit #***
 - You will enter the position number that you are creating the job opening to fill.
- When your position # was originally created or updated by Human Resources, this is the position # you would have received from our Compensation Team.
- Consult with our Compensation Team if you are unable to locate your approved position #.
- **Job Posting Title**
 - If a valid position number was entered, the position title will automatically populate in this field
- **Click Continue**

Job Opening Details

Job Opening

On this page, depts. should enter the Desired Start Date & the Employee who is leaving this position (if applicable)

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW | Status 005 Draft
Job Posting Title Maintenance Supervisor | Business Unit 12000 (Augusta University)
Job Code 318X02 (Maintenance Supervisor) | Department 30900024 (Facilities Management)
Position Number 20000054 (Maintenance Supervisor) | Primary Recruiting Location 1 (Augusta University)

Job Opening Details | Screening | Team | Job Posting Details

Opening Information

Job Opening Type Standard Requisition

*Openings to Fill Limited Number of Openings

Target Openings 1

Available Openings 1

Status Code 005 Draft

Status Reason

Status Date 05/29/2019

Desired Start Date

Projected Fill Date

Recruiting Locations

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings
1	Augusta University	<input checked="" type="checkbox"/>	1

Add Recruiting Location

Employees Being Replaced

*Employee ID	Name
1	

Add Employee

Job Opening Details

Job Opening

[Save and Submit](#) | [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID NEW	Status 005 Draft
Job Posting Title Maintenance Supervisor	Business Unit 12000 (Augusta U
Job Code 318X02 (Maintenance Supervisor)	Department 30900024 (Facilitie
Position Number 20000054 (Maintenance Supervisor)	Primary Recruiting Location 1 (Augusta Univer

[Job Opening Details](#) | [Screening](#) | [Team](#) | [Job Posting Details](#)

Please enter the following on this page and click the save button:

- 1- Add Recruiter (s)
- 2- Hiring Manager(s)
- 3- Add Search Committee members

Assignments ?

Recruiters ?

No Recruiters have been added to this Job Opening

[Add Recruiter](#) | [Add Recruiter Team](#)

Hiring Manager ?

No Hiring Managers have been added to this Job Opening

[Add Hiring Manager](#) | [Add Hiring Manager Team](#)

Search Committee Members ?

No Search Committee Members have been added to this Job Opening

[Add Search Committee](#) | [Add Search Committee Team](#)

Interested Parties ?

No Interested Parties have been added to this Job Opening

[Add Interested Party](#) | [Add Interested Parties Team](#)

[Save and Submit](#) | [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#) [Top of Page](#)

Hiring Team, Closer Look

Hiring Teams consist of:

- 1- Recruiters
- 2- Hiring Manager
- 3- Search Committee

Then save & submit.

The screenshot shows a web interface for configuring a hiring team. It consists of three main sections, each with a title, a status message, and an 'Add' button:

- Assignments** (with a help icon):
 - Recruiters** (with a help icon): No Recruiters have been added to this Job Op
 - Add Recruiter** button
- Hiring Manager** (with a help icon): No Hiring Managers have been added to this J
- Add Hiring Manager** button

Below these sections is a third section:

- Search Committee Members** (with a help icon): No Search Committee Members have been ad
- Add Search Committee** button

At the bottom of the interface, there are three buttons: **Save and Submit** (highlighted with a red box), **Save as Draft**, and a button with a house icon and the text **Re**.

Job Posting Details

(Job Description Page)

Manage Job Opening

Save | Return | Recruiting Home | Search Job Openings | Next | Create New | Clone | Add Note

Job Opening ID 30085
Job Posting Title Maintenance Supervisor
Job Code 318X02 (Maintenance Supervisor)
Position Number 20000005 (Maintenance Supervisor)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | **Details**

Job Opening Details | Screening | Team | Job Posting Details | Approvals

Job Postings

Postings	Primary Posting
Maintenance Supervisor	<input checked="" type="checkbox"/>

Add Job Posting

Save | Return | Recruiting Home | Search Job Openings | Next | Create New | Clone | Add Note

Posting Information

Job Postings

*Posting Title Maintenance Supervisor

Job Descriptions

*Description Type Job Summary *Description

*Visibility Internal and External

Format Font Size **B I U S**

Job Summary
The Sign & Lock Shop Supervisor is responsible for planning, scheduling, and directing the activities of the trade workers in the Sign and Lock maintenance shops on the Health Sciences Campus. Their duties consist mainly of door and door hardware installation and maintenance, lock keyring, window and glass replacements, interior and exterior sign fabrication, and key information data entry. This position is also responsible for the expenditure of the budget for these shops and is required to provide planning and inspection support of associated facilities construction and renovation projects. The position also serves a technical resource for the Summerville campus lock shop. This position may require overtime as needed to perform duties.

Add Posting Description Delete Posting Description

*Description Type Minimum Requirements *Description

*Visibility Internal and External

Format Font Size **B I U S**

Job Posting Approval Page

Manage Job Opening

Save | Return | Recruiting Home | Search Job Openings | Next | Create New | Clone | Add Note | Interviews | Print Job Opening

Job Opening ID 30085
Job Posting Title Maintenance Supervisor
Job Code 318X02 (Maintenance Supervisor)
Position Number 20000005 (Maintenance Supervisor)

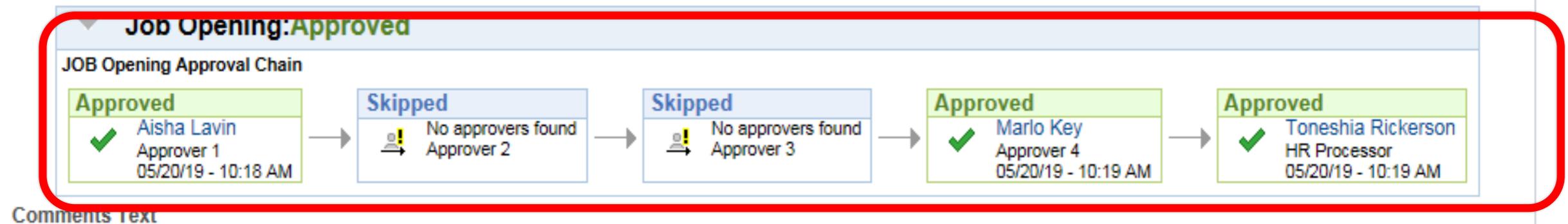
Status 010 Open
Business Unit 12000 (Augusta University)
Department 30900022 (Facilities-Lock/Sign Shop)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | **Details**

Job Opening Details | Screening | Team | Job Posting Details | Approvals

Job Approvals

JOB Opening Approval Chain



Here you can approve your position OR you can view where it is in the approval process.

Screening & Dispositioning Candidates

*Augusta University Human Resources
Talent Acquisition & Development
PeopleSoft 9.2*

Why do we Screen Candidates?

- **Screening candidates may come in different ways depending on the organization and their expected policies or guidelines.**
- At Augusta University, we screen candidates because we are a part of a **state entity which is a recipient** for federal and state funds, we are required for regular benefits eligible positions to go through a competitive recruitment process.
- Reviewing the resumes and/or job applications is our way of starting this process.
- It will include the next phase of screening such as a) the online job application questions, b) telephone screening, c) Web-based Interviews, and c) then of course our on campus screening.

Navigation: Other ways to Search or View your Job Openings when logged into the system

[← Recruiting](#) Search Job Openings

Search Job Openings

[Home](#) | [Browse Job Openings](#) | [Create Job Opening](#)

▼ **Search Criteria** ?

Job Posting Title

Job Opening ID 

Status ▼

Most Recent Activity ▼

Job Opening Type ▼

Hot Job ▼

My Association ▼

Hiring Manager 

Recruiter 

Created By 

Business Unit 

Department

Position Number 

Recruitment Contact ▼

Job / Location	Days Open	Total Applicants	New Applicants	
Accounting Assistant II (4/16/19) (215666) Augusta Univ. - Augusta	29	0	0	>
Assistant Professor-PT (215655) Augusta Univ. - Augusta	35	0	0	>
HR Talent Consultant 1 (215418) Augusta University	149	50	0	>

Click on the name/title of the position you are ready to screen candidates for.

All (38)	Applied (0)	Reviewed (0)	Screen (26)	Route (5)	Interview (1)	Offer (0)	Hire (0)	Hold (0)	Reject (6)						
Applicants ?										Personalize	Find	View All	First	1-25 of 38	Last
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Employee Referral	Application	Resume	Route	Interview	Reject	Print			
<input type="checkbox"/>		127334	External	Reject Onl	2-Failed BQ Screen-Exp/Ed/Lic								Other Actions		
<input type="checkbox"/>		121663	External	Reject	3A-Not referred BQ&PQ ScreenEx								Other Actions		
<input type="checkbox"/>		129933	External	Reject	3A-Not referred BQ&PQ ScreenEx								Other Actions		
<input type="checkbox"/>		130260	External	Reject	3A-Not referred BQ&PQ ScreenEx								Other Actions		
<input type="checkbox"/>		129839	External	Reject	3A-Not referred BQ&PQ ScreenEx								Other Actions		
<input type="checkbox"/>		130451	External	Reject	3A-Not referred BQ&PQ ScreenEx								Other Actions		
<input type="checkbox"/>		104461	External	Interview									Other Actions		
<input type="checkbox"/>		130478	External	Route									Other Actions		
<input type="checkbox"/>		127657	External	Route									Other Actions		

The buckets above show all applicants and their statuses in the recruitment process along with the number of candidates in each stage of the process.

Navigation of the Applicant Page

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [Interviews](#) | [Print Job Opening](#) [Personalize](#)

Job Opening ID 30085 Status 010 Open
 Job Posting Title Maintenance Supervisor Business Unit 12000 (Augusta University)
 Job Code 318X02 (Maintenance Supervisor) Department 30900022 (Facilities-Lock/Sign Shop)
 Position Number 20000005 (Maintenance Supervisor)

[Applicants](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

Job Application Resumes

All (7)	Applied (2)	Reviewed (0)	Screen (0)	Route (1)	Interview (0)	Offer (1)	Hire (0)	Hold (0)	Reject (3)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------	----------	------------

[Applicants](#) ? [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) First 1-7 of 7 Last

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Employee Referral	Application	Resume	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	Lois Lane	130748	External	Reject	3A-Not referred BQ&PQ ScreenEx								Other Actions
<input type="checkbox"/>	Michael Smith	1173	Employee	Reject	3A-Not referred BQ&PQ ScreenEx								Other Actions
<input type="checkbox"/>	Toneshia Rickerson	27431	Employee	Reject	1C-InternalCand.NotElibleDis								Other Actions
<input type="checkbox"/>	Sally Fields	1141	External	Accepted									Other Actions
<input type="checkbox"/>	Frenchie Taylor	130756	Employee	Route									Other Actions
<input type="checkbox"/>	Jay R	7205	External	Applied									Other Actions
<input type="checkbox"/>	Judson Jackson	130770	External	Applied									Other Actions

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

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [Interviews](#) | [Print Job Opening](#) [Top of Page](#)

Navigation of the Applicant Page

Your applicant dispositions will guide your Recruiting Actions and/or Applicant Actions options located under the Other Actions menu.



▼ Other Actions

Examples:

- If a candidate is in an “Applied or Screen” status, you and/or your recruiter will still need to “Route” them to show that they have been reviewed.
- If the candidate is in “Route” you can enter interview details and/or edit the disposition.
- If a candidate is in an “Interview” status, you will have the ability to Create an Interview Evaluation.
- If candidate is in a “Reject” status, please contact your assigned Recruiter or HR Representative.

Route Applicant

[← Manage Job Opening](#)

Route Applicant

Route Applicant

[Submit](#) | [← Return](#)

Applicants to Route

Applicant ID	Name	Job Opening	
7205	Jay R	Maintenance Supervisor	

Routing Details [?](#)

*Routing Status: 010 Route

Reason:

Recipients [?](#)

*Routing Date	*Name	Response Due Date	
06/05/2019			

[Add Recipient](#)

[Add Hiring Team](#)

3-Staff Candidate Basic Quals

3D-Routed Faculty/Executive

3E-Routed from Search Firm

HR Review Requested

Peer Review Requested

Search Committee Review

To be interviewed within 7days

Notification [?](#)

Comments

[Include Attachments](#)

[Preview Notification](#)

Notify me when a Recipient responds

[Submit](#) | [← Return](#)

[Top of Page](#)

Route Applicant

[Manage Job Opening](#)

Route Applicant

Route Applicant

[Submit](#) | [Return](#)

Applicants to Route

Applicant ID	Name	Job Opening		
7205	Jay R	Maintenance Supervisor		

Routing Details ?

*Routing Status

Reason

Recipients ?

*Routing Date	*Name	Assignment	Response Due Date	
<input type="text" value="06/05/2019"/>	<input type="text" value="Toneshia Rickerson"/>	Recruiter	<input type="text" value="06/05/2019"/>	

[Add Recipient](#)

[Add Hiring Team](#)

Notification ?

Comments

[Include Attachments](#)

[Preview Notification](#)

Notify me when a Recipient responds

[Submit](#) | [Return](#)

[Top of Page](#)

Disposition Status

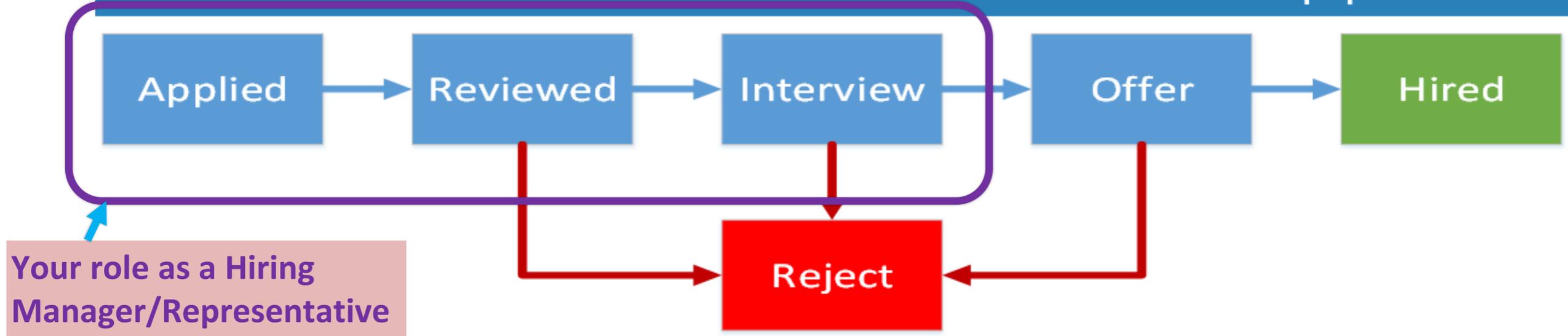
Applicants													
Applicants	Applicant Screening		Activity & Attachments		Details								
All (11)	Applied (0)	Reviewed (0)	Screen (9)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (2)				
Applicants ?													
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Employee Referral	Application	Resume	Route	Interview	Reject	Print	
<input type="checkbox"/>		129839	External	Reject Onl	2-Failed BQ Screen-Exp/Ed/Lic								Other Actions
<input type="checkbox"/>		129841	External	Reject	2D-Duplicate Application								Other Actions
<input type="checkbox"/>		113025	External	Screen	Preliminary Screen								Other Actions
<input type="checkbox"/>		129841	External	Screen	Preliminary Screen								Recruiting Actions ▶ Create Interview Evaluation Applicant Actions ▶ Edit Disposition
<input type="checkbox"/>		129848	External	Screen	Preliminary Screen								Other Actions
<input type="checkbox"/>		125306	External	Screen	Preliminary Screen								Other Actions
<input type="checkbox"/>		130639	External	Screen	Preliminary Screen								Other Actions
<input type="checkbox"/>		127169	External	Screen	Preliminary Screen								Other Actions
<input type="checkbox"/>		89468	External	Screen	Preliminary Screen								Other Actions
<input type="checkbox"/>		123164	External	Screen	Preliminary Screen								Other Actions
<input type="checkbox"/>		124196	External	Screen	Preliminary Screen								Other Actions

Reason	Employee Referral	Application	Resume	Route	Interview	Reject	Print	
								▼ Other Action
Preliminary Screen								▼ Other Action
Preliminary Screen								▼ Other Actions
Preliminary Screen								▼ Other Actions Recruiting Actions > Applicant Actions >
Preliminary Screen								▼ Other Actions
Preliminary Screen								▼ Other Actions

Can use this action to email other relevant parties the resume of a specific or group of candidates

Forward Applicant

Transition Applicants



Applied	Reviewed	Interview	Offer	Hired	Reject
Sarah Schoonover	Sarah Schoonover	Sarah Schoonover	Ben Watson	Ben Watson	Sarah Schoonover
Jim Smith	Jim Smith	Derick Moore			Jim Smith
Sue Allen	Sue Allen	Ben Watson			Sue Allen
Elizabeth Dandridge	Elizabeth Dandridge				Elizabeth Dandridge
Ben Watson	Ben Watson				Derick Moore
Derick Moore	Derick Moore				Sandra Bailey
Sandra Bailey	Sandra Bailey				

Staff Candidate Screening

The New Codes
would be
Preliminary &
Online Rejection
Codes

- ✓ 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 Candidate Screening

The New Codes
would be
Preliminary &
Online Rejection
Codes

- ✓ 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.

Interview & Evaluation Details

*Augusta University Human Resources
Talent Acquisition & Development*

Today we will cover:

1. How to navigate and enter interview details
2. How to enter your evaluation details
3. Uploading documents, *if needed*
4. Final candidates, *the next steps*



Entering Interview Details

Job Code 473X04 (Oral Health Outreach Cord) Department 02102000 (DCG-Admin & Academic Support)
Position Number 20000555 (Oral Health Outreach Cord)

Applicants Applicant Screening Activity & Attachments Details

All (14) Applied (0) Reviewed (0) Screen (12) Route (0) Interview (0) Offer (0) Hire (0) Hold (0) Reject (2)

Applicants Personalize Find View All First 1-14 of 14 Last

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Employee Referral	Application	Resume	Interview	Reject	Print	
<input type="checkbox"/>			External	Reject Onl	2-Failed BQ Screen-Exp/Ed/Lic							• Other Actions
<input type="checkbox"/>			Employee	Reject Onl	2-Failed BQ Screen-Exp/Ed/Lic							• Other Actions
<input type="checkbox"/>			Employee	Screen	Preliminary Screen							• Other Actions
<input type="checkbox"/>			Employee	Screen	Preliminary Screen							• Other Actions
<input type="checkbox"/>			External	Screen	Preliminary Screen							• Other Actions
<input type="checkbox"/>			Employee	Screen	Preliminary Screen							• Other Actions
<input type="checkbox"/>			External	Screen	Preliminary Screen							• Other Actions
<input type="checkbox"/>			Employee	Screen	Preliminary Screen							• Other Actions

Entering Interview Details

Interview Schedule

Submit | Save as Draft | Return Personalize

Job Opening ID 215395 Business Unit 12000 (Augusta University)
Job Opening Status 010 Open Job Posting Title Oral Health Outreach Cord
Submitted No Position Number 20000555 (Oral Health Outreach Cord)

Kerneisha Bauer

Applicant ID 124736 Preferred Contact Not Specified
Applicant Type External Applicant

Interview 1 - Date Not Entered

*Date Interview Type Initiator
*Start Time Applicant Response None
*End Time Notify Applicant
*Time Zone EST Notify Interview Team

Interviewers

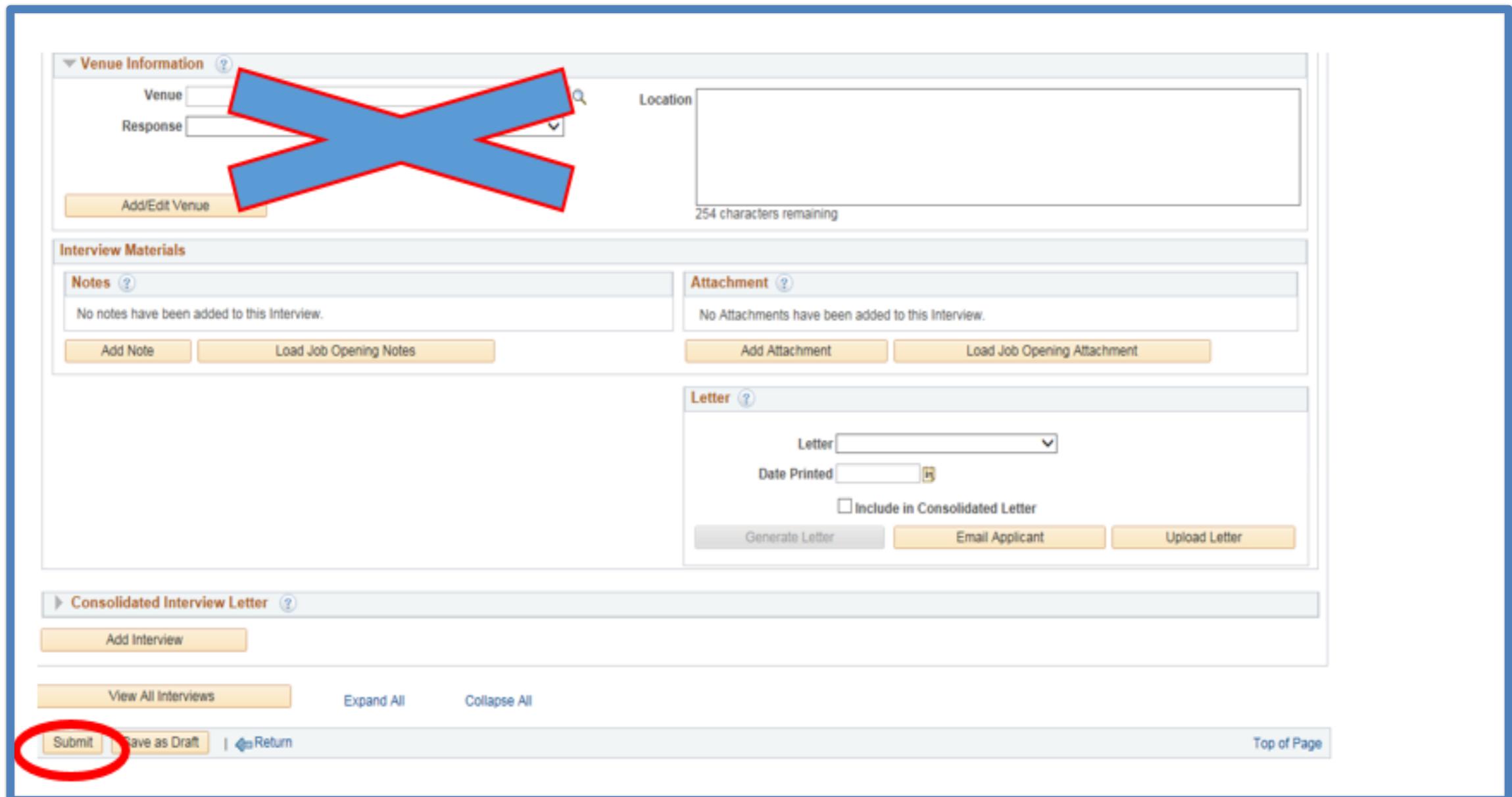
Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify	
2001655					None	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
2014276					None	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
2020332					None	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Venue Information

Venue Location
Response

254 characters remaining

Entering Interview Details



The screenshot shows a web form for entering interview details. The form is divided into several sections:

- Venue Information:** Contains fields for "Venue" and "Response", a "Location" text area (with "254 characters remaining" below it), and an "Add/Edit Venue" button. A large blue "X" is drawn over the "Venue" and "Response" fields.
- Interview Materials:** Contains two sub-sections:
 - Notes:** "No notes have been added to this interview." with "Add Note" and "Load Job Opening Notes" buttons.
 - Attachment:** "No Attachments have been added to this interview." with "Add Attachment" and "Load Job Opening Attachment" buttons.
- Letter:** Contains a "Letter" dropdown menu, a "Date Printed" field, an "Include in Consolidated Letter" checkbox, and "Generate Letter", "Email Applicant", and "Upload Letter" buttons.
- Consolidated Interview Letter:** Contains an "Add Interview" button.
- Footer:** Contains "View All Interviews", "Expand All", "Collapse All", "Submit" (circled in red), "Save as Draft", "Return", and "Top of Page" links.

Entering Evaluations

Position Number 20000555 (Oral Health Outreach Coord)

Applicants | Applicant Screening | Activity & Attachments | Details

All (14) | Applied (0) | Reviewed (0) | Screen (12) | Route (0) | Interviews (0) | Offer (0) | Hire (0) | Hold (0) | Reject (2)

Applicants 14 Personalize | Find | View All | First 1-14 of 14 Last

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Employee Referral	Application	Resume	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	Jasmine Fuller	121489	External	Reject On	2-Failed BQ Screen-Exp/Edu							Other Actions
<input type="checkbox"/>	Sharon Jones	79264	Employee	Reject On	2-Failed BQ Screen-Exp/Edu							Other Actions
<input type="checkbox"/>	Jacquelyn Dogan	70437	Employee	Screen	Preliminary Screen							Other Actions
<input type="checkbox"/>	Jessica Falana	49238	Employee	Screen	Preliminary Screen							Other Actions
<input type="checkbox"/>	Kemeisha Bauer	124736	External	Screen	Preliminary Screen							Other Actions
<input type="checkbox"/>	Kystal Johnson	70481	Employee	Screen	Preliminary Screen							Other Actions
<input type="checkbox"/>	LATASHA SCHULTZ	124246	External	Screen	Preliminary Screen							Recruiting Actions Applicant Actions Create Interview Evaluation Edit Disposition
<input type="checkbox"/>	Lilian Williams	75266	Employee	Screen	Preliminary Screen							Other Actions
<input type="checkbox"/>	Marybeth Welch	107652	Employee	Screen	Preliminary Screen							Other Actions
<input type="checkbox"/>	Shearla Dorsey	52435	External	Screen	Preliminary Screen							Other Actions
<input type="checkbox"/>	Sholonda Smith	103683	External	Screen	Preliminary Screen							Other Actions
<input type="checkbox"/>	TAMKO BATES	111362	External	Screen	Preliminary Screen							Other Actions
<input checked="" type="checkbox"/>	Tashika Walker	118803	External	Screen	Preliminary Screen							Other Actions
<input checked="" type="checkbox"/>	Theodora Bennett	54828	Employee	Screen	Preliminary Screen							Other Actions

Group Actions

Entering Evaluation Information

Interview Evaluation

Submit Save as Draft | Return Personalize

Name
Applicant ID 123627
Status 010 Active

Job Posting Title Office Associate
Job Opening ID 216158
Job Opening Status 010

Evaluation

Submitted By 2002592@120
Date Submitted 05/23/19 6:20AM
Interview Date 04/26/2019
Interview Type Phone

Recommendation

Overall Rating Exceeds Expectations
Recommendation 020 Make Offer
Comments

Interview Ratings Find First 1-10 of 10 Last

Category Communication Skills
Interview Rating Exceeds Expectations Score 3
Comment Candidate Exceeded expectations

Category Education/Training
Interview Rating Exceeds Expectations Score 3
Comment Has the perfect education in this field.

Category Work Experience
Interview Rating Exceeds Expectations Score 3
Comment Great references.

Entering Evaluation Information

Entering the fine details for the evaluation (paper or online) is very important for documentation reasons. Always Click **Submit**.

The screenshot shows a web-based evaluation form with four categories. Each category includes a dropdown menu for 'Interview Rating' (all set to 'Exceeds Expectations'), a 'Score 3' indicator, and a text area for 'Comment'. The categories are: Technical Skills, Leadership, Interest in Position & AU, and Attentiveness. At the bottom of the form, there are three buttons: 'Submit', 'Save as Draft', and 'Return'. A red circle highlights the 'Submit' button. The text in the center of the image emphasizes the importance of entering fine details and clicking 'Submit'.

What Should We Document?

- Interview evaluation forms
- Reference forms
- Where can I find these forms?

[Talent Acquisition and Management Resources](http://www.augusta.edu/hr/talent-acquisition-management/tam-resources.php)

<http://www.augusta.edu/hr/talent-acquisition-management/tam-resources.php>

Activities & Attachments:

Uploading your attachments

- Hiring Managers/Designees should either individually enter the evaluations in the PeopleSoft System as shared in a prior PowerPoint Training for each interviewed candidate interviewed OR they should upload written documentation through the forms we have available online or your own standardized template.
- For the selected candidate, both the Interview Details and the Evaluation should be completed within the PeopleSoft System.
- Also Hiring Managers are expected to complete the reference forms for the selected candidate and upload these documents

Where to upload documentation for Interview Evaluation Forms, References, and other information

Manage Job Opening

Save | Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Add Note | Print Job Opening | Personalize

Job Opening ID 215395 Status 010 Open
Job Posting Title Oral Health Outreach Cord Business Unit 12000 (Augusta University)
Job Code 473X04 (Oral Health Outreach Cord) Department 02102000 (DCG-Admiss & Academic Support)
Position Number 20000555 (Oral Health Outreach Cord)

Applicants | Applicant Screening | **Activity & Attachments**

Click here to locate the Activity & Attachments Tab

Job History ?

Date	Subject	Reason	Action Taken By
12/14/2018	010 Open		
12/07/2018	006 Pending Approval		

Searches ?

No searches are related to this Job Opening.

Notes

No notes have been added to this Job Opening.

Add Note

Attachments ?

File Name	Description	Audience	Updated	Uploaded By	
0555.pdf	0555.pdf	Public	12/11/2018 1:24PM		

Add Attachment

You can title and upload your documents here

Expenses

No Expenses have been added to this Job Opening.

Add Expense

Save | Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Add Note | Print Job Opening | Top of Page

Augusta University Careers/Recruitment: “Make Offer” Steps for the — selected candidate

*Augusta University Human Resources
Talent Acquisition & Management
PeopleSoft 9.2*

We will cover the following:

1. Steps that need to be completed before you put the final candidate into “Make Offer” status.
2. Ensuring that you have reviewed the Screening & Positioning Steps prior to entering the Make Offer Steps
3. Reference Checking Steps/Documentation: *Uploading documents into the Activities & Attachments Tab*
4. The Make Offer Steps/Navigation
5. HR Representatives



PREPARATION FOR THE “MAKE OFFER” STEPS FOR THE SELECTED CANDIDATE

1- The Hiring Manager-or Designee will need to complete the Screening and Positioning for all candidates who were interviewed as well as those who were not interviewed and the reasons they were not selected (*Instructions provided in the prior module*).

2- It is then time for the Hiring Manager to handle the details for the identified candidate to be entered in the system as the “selected candidate”. This includes entering their Interview & Evaluation information (*Instructions provided in the prior module*).

3- Uploading documentation for references or interview documentation will be discussed in the upcoming slides.

4- For Staff Positions: The HR Recruiter or Representative will be sent an email notifying them to finalize their part of the salary recommendation and will review the uploaded documentation as well as any other pertinent information.

Navigation and Steps for the “Make Offer” Process

Step #1: Recruiting Actions>Create/Edit Interview Evaluation for the Selected candidate

The screenshot displays a recruitment system interface with a table of candidates. The table has four rows, each representing a candidate. The columns include checkboxes, candidate type (External/Employee), status (Screen), and stage (Preliminary Screen). To the right of the table is a dropdown menu with options: 'Other Actions', 'Recruiting Actions', 'Applicant Actions', and 'Other Actions'. The 'Recruiting Actions' option is expanded, showing a sub-menu with 'Create Interview Evaluation' and 'Edit Disposition'. The 'Create Interview Evaluation' option is highlighted with a red rounded rectangle.

<input type="checkbox"/>	External	Screen	Preliminary Screen							▼ Other Actions	
<input type="checkbox"/>	Employee	Screen	Preliminary Screen							Recruiting Actions	
<input type="checkbox"/>	External	Screen	Preliminary Screen							Applicant Actions	
<input type="checkbox"/>	Employee	Screen	Preliminary Screen							▼ Other Actions	

Make Offer Process

Step #2: Follow the Navigation for Scheduling Interviews & the Interview Evaluation details

The screenshot displays the 'Interview Evaluation' form. At the top, there are three buttons: 'Submit', 'Save as Draft', and 'Return'. Below these, the candidate's information is shown: Name (empty field), Applicant ID 124736, and Status 010 Active. The 'Evaluation' section includes 'Interview Date' (05/16/2019) and 'Interview Type' (Onsite/Campus). The 'Recommendation' section shows 'Overall Rating' (Exceeds Expectations) and 'Recommendation' (020 Make Offer). The 'Comments' field contains the text: 'Selected candidate has exceeded our expectations and we are ready to proceed with this individual.' There are also icons for help and save at the end of the comments field.

Step #3 : Click the Submit Botton at the bottom of the screen

Make Offer Steps

- Step #3:

Once you have completed the Evaluation and Saved it, you will then go to the main page and click the Interview Icon for the selected individual

Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	
							▼ Other Actions
							▼ Other Actions
							▼ Other Actions
							▼ Other Actions
							▼ Other Actions
							▼ Other Actions

Make Offer Steps

Manage Interviews

[Save](#) | [Return](#) [Personalize](#)

Applicant Name [Redacted]
Applicant ID 120027
Job Posting Title Office Associate
Job Code 510X02 (Office Associate)

Job Opening ID 216158
Job Opening Status 010 Open
Business Unit 12000 (Augusta University)
Position Number 20006388 (Office Associate)

Interview Summary

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation	
<input checked="" type="radio"/>	04/26/2019	1:10AM	1:50AM	EST		<input checked="" type="checkbox"/>	Unconfirmed	020 Make Offer	

Interview Details

Date 04/26/2019
Start Time 1:10AM EST
End Time 1:50AM EST
Location
Submitted Yes
Status Unconfirmed

Final Recommendation

Final Recommendation 020 Make Offer
Reason Recommended for Job Offer

Average Score 30

Interview Evaluations

Name	Interview Rating	Interview Type	Recommendation	Score	Action
[Redacted]		Phone		0.000	Evaluate Applicant
[Redacted]		Phone		0.000	Evaluate Applicant
[Redacted]		Phone		0.000	Evaluate Applicant
[Redacted]	Exceeds Expectations	Phone	020 Make Offer	30.000	Complete Evaluation

[Create New Evaluation](#)
[Create New Interview Schedule](#)

[Save](#) | [Return](#) [Top of Page](#)

Step #4: On this page you will then select Make Offer & Recommend for Job Offer

Make Offer Steps

- The HR Recruiter-HR Representative will receive an email that you have placed this individual into the Make Offer Status. For Staff Positions, they will email you with the salary calculation information within 24-48 hours.
- If needed, discussions regarding the candidates experience will be important to have us extend the offer.

NEW: Approvals Page for the Job Offer Transaction

ApproveDenyPushback

Job Offer Information

Applicant [REDACTED]	Applicant ID [REDACTED]
Job Posting Title Buyer	Job Opening ID 1305
Offer Date 09/12/2018	Start Date 10/01/2018
Offer Expiration Date 09/22/2018	Hiring Manager [REDACTED]
Recruiter	

▼ **Additional Information**

Job Type Standard Requisition	Job Code Office/Clerical Assistant - 510X00
Job Family	Position Number Office/Clerical Assistant - 10005117
Company [REDACTED]	Business Unit [REDACTED]

Job Offer Component

Component	Frequency	Offer Amount	Payment Mode
Base Pay	Annual	[REDACTED]	Cash

[View Job Offer](#)

The individual(s) who are designated to approve the Job Opening will now be apart of the Job Offer Approval before HR finalizes the offer details.

Documentation



How to upload:
Reference Forms, Interview
Evaluation Documentation

What Should We Document?

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- Reference forms
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Where to upload documentation for Interview Evaluation Forms, References, and other information

Manage Job Opening

Save | Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Add Note | Print Job Opening | Personalize

Job Opening ID 215395
Job Posting Title Oral Health Outreach Cord
Job Code 473X04 (Oral Health Outreach Cord)
Position Number 20000555 (Oral Health Outreach Cord)

Status 010 Open
Business Unit 12000 (Augusta University)
Department 02102000 (DCG-Admiss & Academic Support)

Applicants | Applicant Screening | **Activity & Attachments** | [Activity & Attachments](#)

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12/07/2018	006 Pending Approval		

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Notes

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Add Note

Attachments

File Name	Description	Audience	Updated	Uploaded By
0555.pdf	0555.pdf	Public	12/11/2018 1:24PM	

Add Attachment

You can title and upload your documents here

Expenses

No Expenses have been added to this Job Opening.

Add Expense

Save | Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Add Note | Print Job Opening | Top of Page

Other Helpful Tips: Toolkit for Hiring Managers

- [Talent Acquisition Resources](#)

- <http://www.augusta.edu/hr/talent-acquisition-management/tam.php>
- Explanation of TAM responsibilities
- Follow link for TAM Resources for forms

- [Interview Toolkit for Managers](#)

- http://www.augusta.edu/hr/talent-acquisition-management/documents/interviewing_toolkit_revision_02232017.pdf
- Competency questions (page 15) can be used to develop interview questions.

Who can help me if I have questions regarding these steps?

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- Lyne Gordon 706-721-8067
- Melanie Riney 706-721-2408
- Natasha Poleate 706-446-5127
- Dena Pickett 706-721-7905

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- Omar Forbes 706-721-2959

EXECUTIVE RECRUITMENT TEAM:

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