The Applicant Tracking System
Tool for Supporting the Requisition Lifecycle

Process Guide

Contact Information:
For questions or additional information, send an email to ats@gatech.edu
What’s Included in this Guide

- Course Objectives
  - ATS Project Information
- GA Tech’s Hiring Policies: What’s New and Changing
- OHR Recruiters
- Requisition Life Cycle
- System Roles
- Requisition and Hiring Process Checklist
- Applicant Tracking System Features
- System Navigation
  - Login Information
  - Home Page Features
- How to Create a Job Requisition
- How to Approve a Job Requisition
- How to Manage Applicants and Selected Candidate
  - Change Step and Status
  - How to enter Offer Details for the Job Offer
  - How to send the Contingent Offer and enter Candidate Response
  - How to Reject Candidates
- Next Steps
- Appendix
  - Recruiter Department Assignments
  - Known System Features
  - System Quick Icon Reference Guide
  - Draft Contingent Offer Letter
  - PSF Form
Course Objectives

At the conclusion of this session, participants will be able to navigate the ATS to complete the following tasks:

- Create a Job Requisition and Select Approvers
- Approve a Job Requisition via email notification
- Manage Applicants/Candidates with Change Step and Status Action Items
- Enter Details for the Job Offer

ATS Project Information

System Implementation Goals:

- Replace Georgia Tech’s current ATS with a more robust, user-friendly tool
- Modify Institute’s hiring processes for classified staff, temporary employees, and research faculty in a phased approach
- Conclude with an integrated on-boarding component that will interface with PeopleSoft

Timeline

Current ATS

Sept 22  Requisition Deadline – final day to submit job requisitions for current system posting
Sept 25  Posting Deadline – final day Recruiters will post on current system
Oct 1    Job Requisition Hold – Old requisitions’ status will change to HOLD
          Current System Website will no longer be available to applicants
Dec 17   All old system requisitions must be canceled and/or filled

New ATS

Oct 5    GO LIVE – Submit new job requisitions and view referred applicants in the new system

On-going training available during October and November
Georgia Tech Hiring Policies

What’s Changing

– All Job Seekers must submit a completed application using the ATS to apply for employment
  • Resumes and Cover Letters are optional
– Tech Temps must now apply for jobs via Careers@Tech Website
  • 6-month employment extensions must be submitted to Georgia’s Tech Talent Acquisition
  • After 12 months of temporary employment, employees must complete a 30-day break of employment
  • If hired again after 30-day break, temporary employees cannot work more 18 months in a 24 month period
– Applicants must meet minimum requirements before they are routed to the Hiring Manager
  • Recruiters will begin routing applicants to the Hiring Manager within 5 business days of the job posting
– The Recruiter will post job requisitions within 2 business days of receiving the completed requisition form via the ATS
– All job requisitions will be posted for a minimum of 5 business days
– Departmental Postings are no longer permitted
– Hiring Managers and Search Committee Members can enter Interview Notes in the ATS
– Hiring Managers can view the status of the Background Screening in the ATS
– Reference Checks and Notes can be maintained in the ATS

What’s New

– Hiring Managers can add Pre-screening Questions to the Job Posting
– “Bulk Rejection” is a feature of the new ATS
– Contingent Offers must be made to the selected Candidate in order to initiate Background Screening
  • After clearing all Background Screenings, the offer is finalized
– ATS will maintain all data for reporting and ongoing Metrics
The Georgia Tech Applicant Tracking System is an online application which supports the lifecycle of each job requisition.
Create Requisition
After the Hiring Manager and Recruiter discuss staffing needs and determine pre-screening criteria, the Hiring Manager creates a job requisition in the ATS.

Approve Requisition
After creating the requisition, the Hiring Manager selects the required Approvers, including the HR Rep/HR Contact, and the ATS will route the requisition for review and approval. The HR Rep/HR Contact will be assigned to issue the final approval in the ATS.

Post Jobs
The Recruiter posts the approved job requisition, and any associated pre-screen questions, on the ATS.

Job Seekers Browse Jobs and Apply On-line
Internal and External Job Seekers have 24-hour access to browse open positions and apply on-line. Internal Applicants access the system via TechWorks.

Job Seekers must create a User Profile in the ATS to submit a completed application, and enter their responses to all job related pre-screening questions, in order to be considered for a job.

Source and Screen Candidates
The Recruiter begins sourcing applicants for the position, and screens them based on minimum job requirements.

Manage Candidates
The Recruiter uses the ATS to forward screened Candidates to the Hiring Manager for their review.

The Hiring Manager reviews candidates in the ATS, determining the next step for each, which may include an interview.

Interview Candidates
Recruiter and/or Hiring Manager interview the selected candidates.
Requisition Life Cycle

Make an Offer

The Hiring Manager and/or HR Rep indicates the Selected Candidate in the ATS, and enters the contingent offer details: Salary; Pay Basis; Position #; and Start Date.

The Recruiter documents the offer details in the ATS, consults Compensation if needed, and routes to the HR Rep for approval (if needed).

The Recruiter or Hiring Manager contacts the candidate to extend the contingent offer. The Hiring Manager communicates the Candidate’s response to the Recruiter.

Background checks are performed, and the Recruiter records the results in the ATS. The Hiring Manager or Recruiter contacts the Candidate to finalize the offer.

Hire Candidate

Upon acceptance of the offer, the Hiring Manager sends the Selected Candidate the OHR website link to complete new hire paperwork.

The Hiring Manager uses the ATS to reject all other candidates associated with the posting, otherwise the system will automatically reject candidates when the job is filled.

The Recruiter fills the requisition.

The Hiring Manager forwards information to the PSF Originator to generate a PSF. Using the online OHR Book Now Appointment System, the Hiring Manager should coordinate with the New Hire an appointment time for the OHR Customer Service Center. The New Hire submits all required paperwork. (An integrated on-boarding process will be developed in future phases of the ATS project.)
## System Roles

- **Preparer** – Will only be able to create a requisition and select approvers
- **Hiring Manager** – Will have access to create requisitions, manage candidates, and enter offer details
- **HR Rep** – Will have similar access as the HM and will be able to see multiple departments
- **Super Recruiter** – Will have global view of the system and access a step below the System Administrator
- **HR Support** (Compensation, Reporting, etc) – Will have global view of the system but will not be able to edit requisitions unless they are selected as approvers
- **Approver** – Will have access to approve job requisitions which can be completed via email or login to TechWorks to access the ATS

<table>
<thead>
<tr>
<th>Role</th>
<th>Create Requisitions</th>
<th>Manage Requisitions</th>
<th>Approve Requisitions</th>
<th>Manage Candidates</th>
<th>Browse/Apply for Jobs</th>
<th>View/Update Profile</th>
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<tbody>
<tr>
<td><strong>Job Seeker</strong></td>
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<td>Hiring Process Checklist</td>
<td>ATS Task</td>
<td>Non ATS Task</td>
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<td>Review completed applications and attached documents</td>
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<td>Schedule Phone or In-person interviews</td>
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<td>Request References from Selected Candidate (ATS Correspondence to Candidate)</td>
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<td>Update Status to Advance to the Next Step</td>
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<td>Update Status to Offer to be Made</td>
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<td>Enter Offer Details (ATS correspondence to Recruiter)</td>
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<td><strong>6. Receive Draft of Contingent Offer Letter from Recruiter</strong></td>
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<td>Recruiter will email passed/failed results and approval to hire or return to Candidate Pool</td>
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<td><strong>9. Finalize Offer to Selected Candidate</strong></td>
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<td><strong>10. Forward hiring information to PSF Originator</strong></td>
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<td>Forward new hire website URL to Selected Candidate</td>
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<td>Schedule new hire appointment with OHR’s Customer Support Online Book Now System</td>
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</table>
Checklist #1: Recruitment Strategy Meeting

All Departments will be assigned to one Recruiter.

Recruiters, Hiring Managers, and/or HR Reps will meet to discuss a Recruitment Strategy which will include information about postings, screenings, and the job offer.

Meet the OHR Recruiters
- Badra Jaden
- Julia Booker
- Vacant Recruiter position

Refer to Appendix for recruiter assignments

Possible Questions during a Recruitment Strategy Meeting
- Why is the job open?
- Should this job be posted internally and/or externally? Dates for each.
- Do you want this job posting to appear on other websites and/or with professional organizations? If so, provide a list.
- What is the timeline to fill the job requisition?
- What is the compensation range?
- Do you or others, such as Search Committee Members intend to conduct in-person interviews? If so, provide a list.
- Do you want Job Applicants to respond to pre-screening questions that can assist with the screening process? If so, what are the pre-screening questions? Examples:
  - Do you have a CPA?
  - Do you have three years or more working experience as an Accountant?
System Navigation and Features

Access through TechWorks

- **Administrative Systems Toolbox**
  - Applicant Tracking System
    - Manage Requisitions and Candidates
    - Browse/Apply for Jobs
    - Hiring Manager Resources
  Feedback? Please [click here](#) to send us your questions, comments and suggestions about the applicant tracking system.
  - Administrative Systems Training Resources
    - Administrative Systems Training Toolbox
    - Available Classes
    - Online Registration

**Recruiting Center**

**Georgia Tech Applicant Tracking System**

Welcome Manager Account2
Welcome to your talent management console. Click an option below to execute your tasks.

- Create a Requisition
- View Requisitions
- View Candidates

**Applicant Portal**
- Browse for Jobs
- Apply for Jobs
System Navigation and Features

- Online Training Resources

**Administrative Systems Toolbox**

**Applicant Tracking System**

- Manage Requisitions and Candidates
- Browse/Apply for Jobs
- Hiring Manager Resources

Feedback? Please click here to send us your questions, comments and suggestions about the applicant tracking system.

**Administrative Systems Training Resources**

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- Available Classes
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**Applicant Tracking System (ATS)**

Hiring Manager Training Resources

- Process Guide for Hiring Managers and HR Reps

Job Aids:
- Requisition Life Cycle Overview
- Hiring Policies: What’s Changing
- PAGC

On-Demand Resources:
- How to Create a Job Requisition
- How to Approve Requisitions
- How to Manage Candidates and Enter Offer Details
- Applicant Experience on the ATS

Email all questions to TalentAcquisition.ats@gatech.edu

**Online Resources for Administrative Systems**

- Georgia Tech
- General Administration
- HR Measures
- HR Policies
- IT Policies
- JIT
- HR Resources
- HR Tools
- Administrative Systems
- HR Functions
- HR Reports
- HR Resources
- HR Tools
- Administrative Systems
- HR Functions
- HR Reports
- Updated

Administrative Systems Toolbox
Refer to the Appendix for **Known System Features**
The ATS Requisition Form has 4 Parts:
1. Logistics
2. Administration
3. External Description
4. Internal

**Checklist#2: Create a Job Requisition**

- The following information is required to complete a job requisition in the ATS. Consider preparing the data elements prior to login:
  - Job Title
  - Department Name
  - Primary (Work) Location
  - Job Function
  - Recruiter Name
  - Hiring Manager Name
  - Project Number(s)
    - Posting Expenses
    - Background Screening Expenses (10-digit DOC-Id)
    - Salary
  - Posting Dates (Start and End)
  - Preferred Qualifications or Additional Information to display on the Job Posting
How to Create A Job Requisition

Begin creating a Job Requisition by selecting a Template which has general information associated with the Job Title. Some general information will pre-populate most the fields on the 4-part job requisition form. Review for accuracy, edit if needed, and complete all required fields.

**Step One: Select a Template and Department**

Select predefined data, if relevant
To obtain a blank requisition file, click “Next” without entering any information.

- **Template Used (Code and Job Title)**
- **Department (Number and Name)**

Click **Create** to proceed to the 4-part requisition form

**Step Two: Select Primary Location and Job Field/Function**

NOTE: Job Seekers will be able to search for jobs based on Job Field/Function.
Step 3: Review and complete all required fields

Part 1
Logistics

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### 1. Req - Logistics

#### Identification
- Number of Openings
  - 1
  - Unlimited
- Justification
  - Replacement – Funded
- Working Title
- Job Title

#### User Group
- User Group
- Main Group

#### Owners
- Recruiter (ID and Name)
- Hiring Manager (ID and Name)

#### Add HR Rep and HR Contact
- First Name
- Last Name
- Email
- Title

There is no data to display.

#### Structure
- **Edit**
  - Department (Number and Name)
  - Template Used (Code and Job Title)

#### Profile
- **Employee Status**
  - Regular
  - Full-time
- **Job Type**
  - Experienced
- **Shift**
  - Education Level
- **Day Job**
  - None
- **Travel**
  - No
- **Project Number and 10-digit Doc ID for Background Checks**
- **Project Number for Sourcing**
- **Project Number for Salary**

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Basic Criminal Check is always performed. Please select any additional screenings needed.

- Credit Check
- Drug/Alcohol Screening
- Education Verification
- Motor Vehicle Record
- National Criminal Record Search
- Prof. License/Certification
- Security Clearance
How to Create a Job Requisition

Part One: Logistics

- **Section 1: Identification**
  
  Number of Openings: Select how many openings for the same Job Title
  
  Justification: Select Replacement, New or Leave Absence
  
  Working Title: Default

- **Section 2: User Group** – Default

- **Section 3: Owners**
  
  Recruiter Name: Select assigned Department Recruiter
  
  Hiring Manager: Select Hiring Manager’s Name
  
  Add HR Rep and HR Contact: Click Modify to select names

- **Section 4: Structure**
  
  Department: Default
  
  Job Function: Default

- **Section 5: Profile**
  
  Employee Status: Default Regular; may select another option
  
  Schedule: Default Full-time; may select another option
  
  Job Type: Default Experience; may select another option
  
  Shift: Default Day; may select another option
  
  Education Level: Select Minimum Requirement
  
  Travel: Default No; may select another option
  
  Project Numbers (3): Enter project numbers or leave blank for HR Rep/Recruiter
  
  Background Check: Select additional Screenings which will include Basic Criminal Check for all requisitions
### Part 2: Administration

#### 2. Req - Administration

**Compensation**

*Leave Grade, Min Salary and Mid Salary blank if you do not want them posted.*

<table>
<thead>
<tr>
<th>Grade</th>
<th>Min Salary</th>
<th>Mid Salary</th>
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</table>

**Additional Information**

**Posting Instructions**

**Notes to the Recruiter Regarding the Job Posting**

**Department Description**

**Other**

- Citizenship Status
  - Not Applicable
How to Create a Job Requisition

Part Two: Administration

Section 1: Compensation
Delete the information if you do not want it displayed on the Job Posting

– Grade Default
– Min Salary Default
– Mid Salary Default

Section 2: Additional Information

– Posting Instructions Select Internal, External, or Both (NOTE: Must review and edit both descriptions in Parts 3 and 4)

– Notes to the Recruiter Use this text box to send notes to the HR Rep and Recruiter. This text box will not display on the Job Posting

– Department Description Use this text field to enter a description of the department to be displayed on the job posting

Section 3: Other

– Citizenship Status Default N/A; may select another one
Part Three: External Description

- External Description
  - Default job description based on the Job Template
  - Preferred Qualifications – Review default information and enter/edit additional preferred qualifications if needed.

Part Four: Internal Description

- Internal Description
  - Default job description based on the Job Template
  - Preferred Qualifications – Review default information and enter/edit additional preferred qualifications if needed.

NOTE: Review default Description and Preferred Qualifications carefully. This data was extracted from the previous ATS and may not include all pertinent information. Use the Preferred Qualifications text box to insert additional job duties and preferences.
How to Create a Job Requisition

After entering job requisition details, use the Diagnostic Tool to assist with review and accuracy.

Click Here to open Diagnostic Tool

1. Req - Logistics

Review Save and Request Approval to determine if additional information is needed. This Requisition is ready to Save and Request Approvals.

Click Save and Close

When the Requisition is Saved and Closed, the ATS assigns a Requisition Number.
How to Select Approvers

**Step Four: Select Approvers**

Selecting Approvers is a 4-part process in the ATS:

1. Click Add Approvers
2. Click Select for each Approver
   
   *Selected Approvers will appear in top window*
3. Use drop-down menus to re-order workflow, if needed
4. Click Done

To begin, click More Actions, select **Request Approvers**
How to Select Approvers

Request Approvers panel appears.

1. Click **Add Approvers** to show Approvers.

2. Suggested Users will display frequently used Approvers. Deselect to view all.

3. Use drop-down menu to re-order Approvers.

4. Click **Done** after selecting Approvers.

Click **Done** after selecting Approvers.

The system returns to the Requisition form and is available for edits if needed. All of the steps to create a Job Requisition are complete.
How to Approve a Job Requisition

The process to approve or reject a Job Requisition is the same for Hiring Managers, Department Approvers, and HR Reps. System-generated emails are sent to Selected Approvers.

Note: The ATS and My GaTech Email are included in the Single Sign-on systems which do not require additional login credentials if already logged in to one of them.

ATS Approval Panel Opens

Select Approve or Reject from the Menu

Click Done after approval

Click here to view the Requisition

Click Respond to continue to the Approval Panel
How to Approve a Job Requisition

This page displays the process to approve a job requisition while logged into the ATS. From the list of Requisitions, the status is: To be Approved.

Click on the Requisition to Open

Review the details. If all of the information is accurate, click More Actions.

Select Decide on Approval

This approval panels displays assigned approvers. For your approval, use the drop down menu to select Approve or Reject. If Reject, enter required comments to the Hiring Manager.

Enter required comments here if Reject

Click Done
How to Manage Candidates in the ATS

Hiring Managers or HR Reps/Contacts must use the Change Step and Status menus to transition candidates through the screening and offer status.

After the Recruiter screening process, Candidates will be referred to the Hiring Manager. They will appear on the Candidate List for each Job Requisition. Click **View Candidates** from the Home Page.

**Red Flag** indicates the Candidate’s file requires your attention.

Step and Selection Status displays the updated Status.
How to Manage Candidates in the ATS

Checklist #3: Manage Candidates

Hiring Managers and HR Reps/Contacts will select Steps and Statuses to transition employees in the ATS. Below is a diagram of available Selection Status at each Step.

Follow the checkmarks in the example below. It shows that the Recruiter updated the candidate to Manager Review. The Hiring Manager selected Manager Dispositions Applicant. The Hiring Manager screens the candidate’s files and has multiple interview options which if they select any of the options, the ATS will record a history of selections. The Hiring Manager advanced the Candidate to the Next Step and selects Offer to be Made. The Candidate accepted the Offer. The Recruiter completed the background check and filled the job posting with the selected candidate.
How to Manage Candidates

Checklist #4: Update Change Step/Selection Status

As with all newly identified Candidates, the Hiring Manager can review the completed application and any additional documents the Candidate submitted in the ATS.

From the homepage, click **View Candidates**

Click on the candidate’s name which is a link to review the Application and Documents
Checklist #4: Update Change Step/Selection Status

To begin the Step and Selection Status, select an individual or multiple candidates at the same time. Place a check next to their name. Use the More Actions menu, select Change Step/Status.

All referred candidates start with Manager Review: Manager Dispositions Applicant. The next step is Interview. The Hiring Manager selects the new status.

After the Hiring Manager or HR Rep/Contact selects any of the interview screenings, such as Interviews and/or Interview Feedback, the next step for the Selected Candidate would be Optional References (if needed), Advance to the Next Step and Offer to be Made (refer to page 27 in this guide for all of the Step and Status selection options).

All of the other candidates who were not selected for the Offer can receive a rejection code and system-generated rejection letter. Go to page 38 in this Guide to review the Rejection Process.
Checklist #5: Select Candidate to Hire
Before the Offer to be Made selection, the Hiring Manager or HR Rep/Contact can choose to request References from the selected candidate via the ATS, or regular email or phone call.

To request References via the ATS, select the candidate. Use the More Actions menu to select **Change Step/Status**.

Select **Optional Reference Check**

Click **Save and Close** if you want to send correspondence via the ATS to the candidate before advancing to the next step.

To send correspondence, select the Candidate’s Name. Use the More Actions menu, select **Send Correspondence**
How to Request References via the ATS

The Send Correspondence panel appears.

Select to send an email from **Scratch**

*(NOTE: The ATS will have a template for this request forthcoming.)*

Click Next

Enter the Candidate’s email address

Use the text box to enter the email content

Click Send when finished
How to Enter Offer Details in the ATS

After requesting references, the Hiring Manager or HR Rep/Contact can enter the Offer Details. Ideally, these details would have been discussed during the Recruitment Strategy Meeting between the Hiring Manager, HR Rep/Contact, and Recruiter. If the Salary Amount is more than originally discussed, the Recruiter will route the offer to Compensation (if needed).

The Offer Step has multiple Selection Status

Select **Offer to be Made** and click **Save and Close**.

Send an **Email** from a Template

Select **HM_Offer_Details** Template
How to Enter Offer Details in the ATS

Enter the following details:
- Tentative Start Date
- Salary Amount
- Select Annual or Hourly
- Position Number

Review the Email details. Click Previous to edit, or Click Send

Click Next

Click Send
Contingent Offer to the Selected Candidate

**Checklist #6: Receive draft of Contingent Offer Letter from the Recruiter**

The Hiring Manager or HR Rep/Contact will receive a system-generated email from the Recruiter with a draft Contingent Offer Letter. The Hiring Manager can use the draft letter as a template and edit fields as necessary. The Hiring Manager has the option to send the Contingent Letter via the ATS, regular email, or printed materials via snail mail.

See Appendix for draft Contingent Offer Letter

**Checklist #7: Send Contingent Offer to Selected Candidate and Enter Accepted/Declined in the ATS for Recruiter review.**

If the Selected Candidate negotiates the salary amount, the Hiring Manager must resend the Offer Details to the Recruiter. The Recruiter will reply with another draft Contingent Letter with the approved salary amount.

After the Hiring Manager receives a response from the selected candidate regarding the Contingent Offer, they must send a second correspondence via the ATS to the Recruiter. If the Candidate accepted the position, the Recruiter will initiate the Background Screenings.

From the ATS Homepage, click **View Candidates**
How to send the Candidate’s Offer Response

To send the offer response to the Recruiter, select the candidate. Use the More Actions menu, click **Send Correspondence**.

**Send an Email from a Template**

Select **HM_Offer_Results Template**.
How to send the Candidate’s Offer Response

The Correspondence email template panel appears.

Enter the Candidate’s Response:
Accepted or Decline

Click Next

The Email template can be edited. If all information is correct, click Send.
Background Screening Process

Checklist #8: Background Screening Process

The Recruiter will initiate the Background Screening process upon receiving the “Accepted Job Offer Response” from the Hiring Manager and/or HR Rep/Contact.

The Step and Status Selection for the selected candidate will display the Background Check process. The Hiring Manager or HR Rep/Contact will receive an email from the Recruiter indicating the candidate passed or failed the background screening. The Background Screening results should take 3 to 5 days, but can sometimes take longer.

If the selected candidate failed the background screening, the Recruiter will schedule another Recruitment Strategy Meeting to discuss the next steps to find another candidate. This may involve returning to the list of candidates for the job requisition or re-opening the job posting for additional candidates.

Checklist #9: Finalize the Offer with the Selected Candidate

If the selected candidate passed the background screening, the Hiring Manager can contact them to finalize the offer and use Checklist #10 to begin the hiring process.
How to Reject Candidates

Hiring Managers can select to reject individually or multiple people at the same time and select to send a generic rejection letter correspondence. Rejections can be done in the ATS at any time during the Manager Review Step and Status and the Interview Step and Status.

**NOTE:** Candidates not selected for the job will receive a “Job Filled” notification when the Recruiter fills the position.

To reject a candidate, select their name. Use the More Actions menu, select Change Step/Status

Select **Rejected**

On the Status Selection panel, select one of the rejection comments that best describes the rejection reason.

Click **Send Correspondence** to send the rejection notification via the ATS
How to Reject Candidates in the ATS

The Send Correspondence panel appears.

Send an Email using a **Template**

Select the **Rejection Letter** template

Click **Next**

The Email template appears.

Review for accuracy of information. If all of the information is correct, click Send.

**NOTE:** If multiple people were selected, the ATS will send individual emails to them.

Click **Edit** to add additional email addresses in the **BCC** field

Click **Send**
Hiring the Candidate

Checklist #10: Forward hiring information to the PSF Originator

After all of the offer letters have been sent and received, the Hiring Manager will forward the information to the PSF Originator to generate a PSF.

See Appendix for the PSF to compile the required information to send to the PSF Originator.

The Hiring Manager should follow-up with the Selected Candidate to prepare the new hire paperwork. Send this URL as a link to OHR’s New Employee webpage: www.ohr.gatech.edu/newemployees

Additionally, the Hiring Manager should also discuss what will occur on the first day of employment which is explained on OHR’s new employee’s webpage.

Use OHR’s Book Now Online Appointment System to schedule the New Hire Appointment. The selected candidate should report to OHR’s Customer Support Center with original new hire documents and required personal identification information.
Next Steps

- Review all information provided in the **October 5th Go-Live** email
- **Additional classes** will be offered in October and November. The schedule will be posted on the ATS Hiring Manager Resources webpage
- Request a **Recruitment Strategy Meeting** to discuss your upcoming staffing needs
- Consult with your HR Rep to determine your need for Preparers and/or additional Approvers in the ATS

Contact Information

For questions or additional information regarding the Applicant Tracking System, send an email to: ats@gatech.edu
## Appendix: Recruiter Assignments

<table>
<thead>
<tr>
<th>Department</th>
<th>Assigned Recruiter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Innovation Institute</td>
<td>Badra Jaden</td>
</tr>
<tr>
<td>Facilities</td>
<td>Badra Jaden</td>
</tr>
<tr>
<td>GTRI</td>
<td>Badra Jaden</td>
</tr>
<tr>
<td>DLPE</td>
<td>Badra Jaden</td>
</tr>
<tr>
<td>College of Architecture</td>
<td>Badra Jaden</td>
</tr>
<tr>
<td>Library</td>
<td>Badra Jaden</td>
</tr>
<tr>
<td>Ivan Allen College</td>
<td>Badra Jaden</td>
</tr>
<tr>
<td>Communications &amp; Marketing</td>
<td>Badra Jaden</td>
</tr>
<tr>
<td>Development</td>
<td>Badra Jaden</td>
</tr>
<tr>
<td>OIT Resource Management</td>
<td>Julia Booker</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>Julia Booker</td>
</tr>
<tr>
<td>Vice Provost, Student Affairs</td>
<td>Julia Booker</td>
</tr>
<tr>
<td>College of Computing</td>
<td>Julia Booker</td>
</tr>
<tr>
<td>College of Management</td>
<td>Julia Booker</td>
</tr>
<tr>
<td>Courtesy Postings</td>
<td>Shalonda Cargill</td>
</tr>
<tr>
<td>Tech Temps</td>
<td>**Interim Recruiter ~ Rex Welch</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>**Interim Recruiter ~ Julia Booker</td>
</tr>
<tr>
<td>Provost &amp; Exec VP Academic Affairs</td>
<td>**Interim Recruiter ~ Julia Booker</td>
</tr>
<tr>
<td>Athletic Association</td>
<td>**Interim Recruiter ~ Julia Booker</td>
</tr>
<tr>
<td>Office of Human Resources/Admin &amp; Finance</td>
<td>**Interim Recruiter ~ Julia Booker</td>
</tr>
<tr>
<td>Office of the President</td>
<td>**Interim Recruiter ~ Julia Booker</td>
</tr>
<tr>
<td>College of Science</td>
<td>**Interim Recruiter ~ Badra Jaden</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>**Interim Recruiter ~ Badra Jaden</td>
</tr>
</tbody>
</table>

**Please note that we currently have a recruiter vacancy. Once this position is filled, the new recruiter will be available to the customers**
Appendix: Known System Features

- Don’t use the **Back Button**
- **Data Elements** must be selected, not completely typed-in
- Click **Save and Continue** to remain on the same page and continue working on the same page
- Click **Save and Close** to save your work, close the page, and work on a different page and task
- **Browser Recommendations:**
  - Internet Explorer
  - Mozilla Firefox (Proven to be more stable)
- Disable **Pop-Up Blocker** (allow pop-ups to display)
- Use **F11** to view a full browser screen
- Consider minimizing Left- and Right-side Search Filters and Tools for more real estate space
### Appendix: Quick Reference Icons

**Taleo 10 Recruiting - Icon Quick Sheet**

### Requisition List Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🌟</td>
<td>ACE alert activated</td>
</tr>
<tr>
<td>💌</td>
<td>Matching candidates contacted (invitation to apply)</td>
</tr>
<tr>
<td>📈</td>
<td>Daily Recruiting Report</td>
</tr>
<tr>
<td>🔴</td>
<td>Urgent Need</td>
</tr>
<tr>
<td>🟢</td>
<td>New or modified since last viewed</td>
</tr>
<tr>
<td>🧓</td>
<td>Candidates List</td>
</tr>
</tbody>
</table>

### Candidate List Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🏡</td>
<td>Internal candidate</td>
</tr>
<tr>
<td>🌟</td>
<td>ACE candidate</td>
</tr>
<tr>
<td>🗞️</td>
<td>Referred candidate (Agency or Employee)</td>
</tr>
<tr>
<td>🚨</td>
<td>New candidate or candidate has been modified since last viewed</td>
</tr>
<tr>
<td>⚠️</td>
<td>Disqualified Candidate</td>
</tr>
<tr>
<td>🟢</td>
<td>To be verified</td>
</tr>
<tr>
<td>📃</td>
<td>Attached File (click to open)</td>
</tr>
<tr>
<td>📜</td>
<td>New Progression Status*</td>
</tr>
<tr>
<td>📜</td>
<td>Review Progression Status*</td>
</tr>
<tr>
<td>📜</td>
<td>1st, 2nd, 3rd Interview Progression Status*</td>
</tr>
<tr>
<td>📜</td>
<td>Testing Progression Status*</td>
</tr>
<tr>
<td>📜</td>
<td>Offer Progression Status*</td>
</tr>
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</table>

### Candidate Experience Icons

<table>
<thead>
<tr>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>📩</td>
<td>More Information</td>
</tr>
<tr>
<td>🔴</td>
<td>Urgent Need</td>
</tr>
<tr>
<td>🛒</td>
<td>Added to job cart</td>
</tr>
<tr>
<td>📝</td>
<td>Draft submission</td>
</tr>
<tr>
<td>✅</td>
<td>Completed submission</td>
</tr>
</tbody>
</table>

### Requisition Action Buttons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
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<tbody>
<tr>
<td>🖨️</td>
<td>Duplicate this requisition</td>
</tr>
<tr>
<td>🖨️</td>
<td>Save this requisition as a Template</td>
</tr>
<tr>
<td>🖨️</td>
<td>Print this requisition</td>
</tr>
<tr>
<td>📜</td>
<td>Create a search query based on this requisition</td>
</tr>
<tr>
<td>✍️</td>
<td>Add comments on this requisition</td>
</tr>
<tr>
<td>🗑️</td>
<td>Delete this requisition</td>
</tr>
<tr>
<td>📜</td>
<td>Select or customize list format (Requisitions and Candidates)</td>
</tr>
</tbody>
</table>

### Candidate Action Buttons/Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📁</td>
<td>File a candidate in a folder</td>
</tr>
<tr>
<td>✍️</td>
<td>Match a candidate to a requisition</td>
</tr>
<tr>
<td>📜</td>
<td>Send information about a candidate via email (Share)</td>
</tr>
<tr>
<td>✍️</td>
<td>Add comments</td>
</tr>
<tr>
<td>🖨️</td>
<td>Print Candidate List or File</td>
</tr>
<tr>
<td>📜</td>
<td>Shared candidate or search query folder</td>
</tr>
</tbody>
</table>

*The Progression Status Icons show the most advanced progression step of a candidate on any requisition where the candidate is "in the selection process". A tool tip shows the date of the candidate's progression and you can double click the icon for additional details.*
Draft Contingent Offer Letter

PERSONAL AND CONFIDENTIAL
September 24, 2010

John Paul Jones
6 Pine Street
Arlington, Virginia 12333

Dear John,

Congratulations! On behalf of the Georgia Institute of Technology, I am pleased to offer you the position of Winning Athletic Director in the Athletic Association with a Monthly salary ($Amount), effective October 1, 2010. In this position you will report to Manager Account1, Manager.

The Georgia Institute of Technology offers a comprehensive benefits package to include, health and retirement plan options, as well as paid holidays, vacation and sick leave protection. Information about each program will be provided during your new hire orientation. For more information on employee benefit programs, please visit www.ohr.gatech.edu/newemployees

This offer of employment is contingent upon successful completion of a background investigation including a criminal background check, confirmation of the credentials reflected in your application materials and, if applicable, other necessary checks demonstrating your eligibility for employment, as determined by the Georgia Institute of Technology.

The Immigration Reform and Control Act of 1986 requires that all employees complete Federal Form I-9, and present proof of identity and proof of eligibility to work in the United States. To complete the I-9 process, you must visit the Office of Human Resources at Georgia Tech on your first day and present valid identification documents. You will also be required to complete a State Security Questionnaire, sign a loyalty oath and an employment agreement. Your employment is contingent upon completion of a six-month probationary period.

By accepting this offer, you agree to comply with the Bylaws and Policies of the Board of Regents of the University System of Georgia and the statutes and regulations of the Institute which are available upon request or at www.usg.edu and www.policies.gatech.edu.

John, I am enthusiastic about the contributions you will bring to our team, and I certainly hope you will decide to join us. If you have any questions regarding the details of this offer, please contact me at and I will make the necessary arrangements to ensure any additional questions you may have are addressed, so you are able to make an informed decision.

Please indicate your acceptance in the space provided below and return to me once signed. We look forward to working with you on the opportunities and challenges that lie ahead!

Sincerely,

Manager Account1
Manager

I accept the offer at the terms described above.

___________________________________________________
SIGNATURE

DATE: (MM, DD, YY)
Appendix: PSF Form

PSF - Personal Services Form

Name (Last, First, MI) | gID# lookup/request | Date Prepared
---------------------|--------------------|--------------
|                     |                   | 08/28/2009

Home Department Name - Number | Campus Mail Code
--------------------------------|------------------

Effective Date | Action
----------------|-------
MM/DD/YYYY |        
MM/DD/YYYY |        
MM/DD/YYYY |        

Work Department Name - Number
--------------------------------

Position Title - Number | Reclassified Position Title - Number | Regular (Benefits Eligible)
-------------------------|--------------------------------------|----------------------
|                        |                                      | (For Reclassified Position Numbers Only)

Job Title - Code | Business Title (if applicable) | Temporary (Non-Benefits Eligible)
----------------|-------------------------------|------------------------

Employee Class (Choose one for benefits and account code purposes only)
---------------------------------------------------------------------

Compensation Frequency | Compensation Rate | For Reference Purposes Only
------------------------|-------------------|----------------------
Hourly | Hourly Rate: $0.00 | Monthly Salary | Full-Time Equivalent Salary
Monthly | Monthly Earnings: $0.00 | Monthly; $0.00 | Monthly Annual (12): $0.00
Academic | Acad. Yr. Earnings: $0.00 | Academic; $0.00 | Academic Annual (10): $0.00
Fiscal | Annual Earnings: $0.00 | Fiscal; $0.00 | Fiscal Annual (12): $0.00

Salaried Accounting Information (Distribution must total 100%)
---------------------------------------------------------------------

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<th>% Dist.</th>
<th>Dept. Name</th>
<th>Initials</th>
<th>Project No.</th>
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</table>

Retirement / Termination
-------------------------

Vacation Hrs. Accrued: [ ]

Requester Information
----------------------

Name: Edwards, Susan Hill | Phone #: 404-894-9360

Comments: