



Overview/Description

This document provides step-by-step instructions on how to **Manage Hires** after an Applicant has accepted a **Job Offer**.

Prerequisite(s)

Applicant disposition should read "**Offer Accepted**" or "**Accepted**".

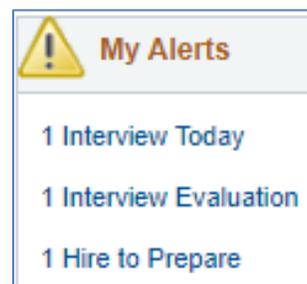
Instructions

Choose a Navigation path to access the Applicant who is being Prepared for Hire either through the "Recruiting Alerts" file, Browse Job Openings (or Search Job Openings), or Browse Applicants (or Search Applicants).

Navigation

Navigator > Recruiting > Browse Job Openings (or Search Job Openings) or Browse Applicants (or Search Applicants) or Recruiting Alerts file

1. The last step required before an applicant can be hired or transferred is Prepare for Hire. This is when you establish the Applicant as Ready to Hire by confirming the Start Date, the type of hire (or transfer) that's taking place and verifying if the applicant already exists as an employee. Identify the applicant you would like Prepare for Hire by:
 - a. Option 1: Navigate to the Recruiting Alerts tile
 - b. Option 2: Navigate to Recruiting -> Browse (or Search) Job Openings. Select the Applicant of interest.
 - c. Option 3: Navigate to Recruiting -> Browse (or Search) Applicants. Select the Applicant of interest.





Find the line with the correct Job Opening or Applicant listed. The disposition should read **"Offer Accepted"** or **"Accepted"**.

Recruiting Self Service Search Applications

Search Applications

Recruiting Home | Search Applicants | Search Job Openings

Quick Search Advanced Search

Search Criteria

4 Results Found

Search Results

Select	Application	Applicant	Applicant ID	Job Opening	Disposition	Resume	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>				217573 - APP 2 (NP/PA)	Offer Accepted							Other Actions
<input checked="" type="checkbox"/>		VIC		217438 - APP 1 NP/PA	Offer Accepted							Other Actions
<input type="checkbox"/>				217363 - APP 1 (NP/PA)	Offer Accepted							Other Actions
<input type="checkbox"/>				216615 - Associate Director, C...	Offer Accepted							Other Actions

Select All Deselect All Group Actions

2. Prepare Job Offer => Prepare for Hire => Manage Hires

- To **Prepare Job Offer**, on the appropriate Applicant's row, in the **"Other Actions"** column, click on **"Recruiting Actions"**, then **"Prepare Job Offer"**.



- This will take you to the **"Prepare for Hire"** page.

Verify the information listed in the APPLICANT section and the JOB OPENING section is correct.



Prepare for Hire x

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.

Applicant ID [redacted]
Applicant Name VIC [redacted] ←
Current Disposition Offer Accepted
Disposition Date 12/13/2019
Applicant Type External - New
Application Date 10/30/2019

Job Opening ID 217438 APP 1 NP/PA
Job Opening Type Standard Requisition ←
Business Unit Augusta University
Department MCG-Surgery-Transplant
Position Number 21006731 APP 1 (NP/PA)
Job Code 481X18 APP 1 (NP/PA)

*Type of Hire
*Start Date

Contract Number
Employee ID
Employee ID Verified No [Verify Employee ID](#)
 Send Offer Letter to HR

Hire Comments

- c. Select the **"Type of Hire"** this will be from the drop-down menu. Options may include Hire, Rehire, Transfer, Add Concurrent Job, Add USG Affiliate, Demotion, or Promotion, depending on the type/status of the Applicant.

*Type of Hire
*Start Date

Contract Number
Employee ID
Employee ID Verified
Hire Comments

(Note: The dropdown menu is open, showing options: Add Concurrent Job, Add USG Affiliate, Demotion, Hire, Promotion, Rehire, Transfer. A red arrow points to the 'Hire' option.)

- d. Choose the Applicant's **"Start Date"** using the calendar icon.



Prepare for Hire x

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.

Applicant ID	[REDACTED]
Applicant Name	VIC [REDACTED]
Current Disposition	Offer Accepted
Disposition Date	12/13/2019
Applicant Type	External - New
Application Date	10/30/2019

Job Opening ID	217438	APP 1 NP/PA
Job Opening Type	Standard Requisition	
Business Unit	Augusta University	
Department	MCG-Surgery-Transplant	
Position Number	21006731	APP 1 (NP/PA)
Job Code	481X18	APP 1 (NP/PA)

*Type of Hire

*Start Date  

Contract Number

Employee ID

Employee ID Verified [Verify Employee ID](#)

Send Offer Letter to HR

Hire Comments

*Type of Hire

*Start Date 

Contract Number

Employee ID

Employee ID Verified [Verify Employee ID](#)

Send Offer Letter to HR

Hire Comments 

- e. Enter any **“Comments”** you would like the HR person that will enter this Hire, Rehire, Transfer, Add Concurrent Job, Add USG Affiliate, Demotion, or Promotion to receive. This may include salary, any special workgroup or other special instructions.



f. Click the “**Verify Employee ID**” link.

[Verify Employee ID](#)

You will get a “**No Matches Found**” message if the Applicant doesn't already exist as an employee in the system.

If this is a **former employee or current employee**, you will get a list of ID's and names that matches the Applicant. Click the “**Carry ID**” button next to the name and ID that belongs to this Applicant (if the same name and ID are listed multiple times just click Carry ID on one of the matches). Then click **Return**.

Search/Match Results [Close]

Search Results

WARNING: Potential duplicates were found - this person may already exist in the database.
Refer to the given list for possible matches to the person you are adding. After you select the return button on the page, you'll be asked whether you want to continue adding this new person, or cancel this operation.

[Match Criteria](#)

▶ **Search Results Summary**

Search Results		Personalize Find View All			First	1-20 of 89	Last
Results	Additional Information	Empl ID	Last Name	First Name	Middle Name		
1	Carry ID						
89	Carry ID						

[Return](#)

If you selected Carry ID, you will see the Applicant's former Employee ID number in the Employee ID field.

Once the ID has been verified, you will see “**Yes**” on the line “**Employee ID Verified**”, which confirms that you have completed the step.



*Type of Hire: Hire
*Start Date: 02/13/2020
Contract Number
Employee ID
Employee ID Verified: Yes [Verify Employee ID](#)
 Send Offer Letter to HR
Hire Comments: This Applicant is putting in her two weeks notice and will be ready to start on Thursday, February 13, 2020.

- g. After reviewing the data on the “**Prepare for Hire**” page and verifying the **Employee ID**, click “**Submit Request to HR**”.

Prepare for Hire

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.

Applicant ID: 141017
Applicant Name: VICKI Scott
Current Disposition: Offer Accepted
Disposition Date: 12/13/2019
Applicant Type: External - New
Application Date: 10/30/2019

Job Opening ID: 217438 APP 1 NP/PA
Job Opening Type: Standard Requisition
Business Unit: Augusta University
Department: MCG-Surgery-Transplant
Position Number: 21006731 APP 1 (NP/PA)
Job Code: 481X18 APP 1 (NP/PA)

*Type of Hire: Hire
*Start Date: 02/13/2020
Contract Number
Employee ID
Employee ID Verified: Yes [Verify Employee ID](#)
 Send Offer Letter to HR
Hire Comments: This Applicant is putting in her two weeks notice and will be ready to start on Thursday, February 13, 2020.

- h. You will see a pop-up window acknowledging that your request was submitted successfully. Click **Ok**.

You have successfully submitted this request. (18175,1019)



- i. Upon returning to either the **“Manage Applicant”** page (Option 3) you will notice that Applicant's disposition/status now reads as **“Ready to Hire”**.

Search Applications

Search Applications

Recruiting Home | Search Applicants | Search Job Openings

Quick Search | **Advanced Search**

Search Criteria

4 Results Found

Search Results

Select	Application	Applicant	Applicant ID	Job Opening	Disposition	Resume	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>		VC-		217438 - APP 1 NP/PA	Ready to Hire							

Alternately, if you return to the **“Manage Job Openings”** (Option 2) page, you will notice that the Applicant's disposition/status now reads as **“Ready”** and can be found on the **“Hire”** tab.

Search Job Opening

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Interviews | Print Job Opening | Personalize

Job Opening ID 217438
Job Posting Title APP 1 NP/PA
Job Code 481X18 (APP 1 (NP/PA))
Position Number 21006731 (APP 1 (NP/PA))

Status 010 Open
Business Unit 12000 (Augusta University)
Department 04409000 (MCG-Surgery-Transplant)

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

All	Applied	Reviewed	Screen	Route	Interview	Offer	Hire	Hold	Reject
(8)	(0)	(0)	(0)	(0)	(0)	(0)	(1)	(0)	(7)

