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" tile, 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 tile

- 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.





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ct	Application	Applicant	Applicant ID	217573 - APP 2 (NP/PA)	Offer Accepted	Resume	Mark Reviewed	Route	Interview	Reject	Print	▼ Other Actions
		VIC		217438 - APP 1 NP/PA	Offer Accepted	B	P	6 <mark>6</mark>	10	0	6	▼ Other Actions
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Applicant ID	VIC	
Current Disposition	Offer Accepted	
Disposition Date	12/13/2019	
Applicant Type	External - New	
Application Date	10/30/2019	
Job Opening ID	217438 Q 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	461X16 APP 1 (NP/PA)	
*Type of Hire	~	
*Start Date		
Contract Number		
Employee ID	Marifa Engelsona ID	
Employee ID Verified	No Verny Employee ID	
L	Send Offer Letter to HR	
Hire Comments		
Submit Request To HR	Cancel	
c. Select the " Type include Hire, Reh Demotion, or Pro	of Hire " this will be from the drop-down r ire, Transfer, Add Concurrent Job, Add U motion, depending on the type/status o	nenu. Options SG Affiliate, f the Applicar

type of three			
*Start Date			
	Add Concurrent Job		
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Employee ID	Demotion		
Employee ID Verified	Hire		
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Hire Comments	Rehire	2	Ľ
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Submit Request To HR	Cancel		

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

	Prepar	e for Hire	>
To initiate a hire, rehire, transfer, additional job HR.	assignment, or to add a	contingent worker assignment, select Submit Request to	
Applicant ID			
Applicant Name	VIC		
Current Disposition	Offer Accepted		
Disposition Date	12/13/2019		
Applicant Type	External - New		
Application Date	10/30/2019		
Job Opening ID	217438 Q	APP 1 NP/PA	
Job Opening Type	Standard Requisition		
Business Unit	Augusta University		
Department	MCG-Surgery-Transpl	ant	
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	No	Verify Employee ID	
	Send Offer Letter	to HR	
Hire Comments			200

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.

*Type of Hire	Hire
*Start Date	02/13/2020
Contract Number	
Employee ID	
Employee ID Verified	No 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.]
Submit Request To HR	Cancel

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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/Matc	h Results		
Sear	ch R	esults					
VARN xist i lefer to fter y ant to	ING: P n the d o the gi ou sele o contin	otential du latabase. iven list for ct the retur ue adding t riteria	uplicates were possible match n button on the this new persor	e found - this person nes to the person you page, you'll be ask n, or cancel this ope	on may already ou are adding. ked whether you eration.		
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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.

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	*Type of Hire V
	*Start Date 02/13/2020 ····
	Contract Number
	Employee ID
	Employee ID Verified Yes Verify Employee ID
	Send Offer Letter to HR
	Hire Comments This Assignment is authing in here two waster and will be used up about an Thursday.
	Inis Applicant is putting in ner two weeks notice and will be ready to start on inursday, February 13, 2020.
	Control Deserved To UD
	Submit Request 10 nk Cancel
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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 workor 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
	Apprication Date 10/30/2019
	Job Opening ID 217438 Q APP 1 NP/PA
	Job Opening Type Standard Requisition
	Business Unit Augusta University
	Department MCG-Surgery-Transplant
	Position Numeer 2 1000/31 APP 1 (NP/PA) Job Code 4811/18 APP 1 (NP/PA)
	*Type of Hire V
	*Start Date 02/13/2020
	Contract Number
	Employee ID Excel (Employee ID)
	Employee ID Verified Yes ivering Employee ID
	Send Offer Letter to HR
	nine Lomments This Applicant is putting in her two weeks notice and will be ready to start on Thursday, February 13, 2020.
	Submit Request To HR Cancel
h.	You will see a pop-up window acknowledging that your request was submitted
	SUCCESSION, CICK OK.
	You have successfully submitted this request. (181/5,1019)



