TEAM GEORGIA CAREERS

A world of opportunity.

Recruiter's Resource Guide Second Edition
September 2023

Section One – Recruiting

Accessing Team Georgia Careers

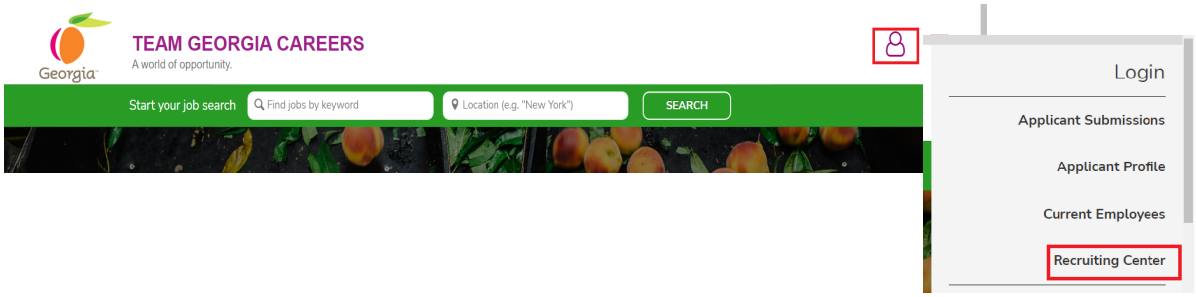
Prerequisities:

- A Security Access Request must be submitted by your manager to assign access to Team Georgia Careers (TGC).
- A Recruiter must have received a user name and password from their system administrator.
- A Recruiter/Advanced Recruiter must have completed a structured and required on-line recruiter training modules on Learning Management System (LMS).

Once above prerequisites are fulfilled, a recruiter can now log into the Team Georgia Careers.

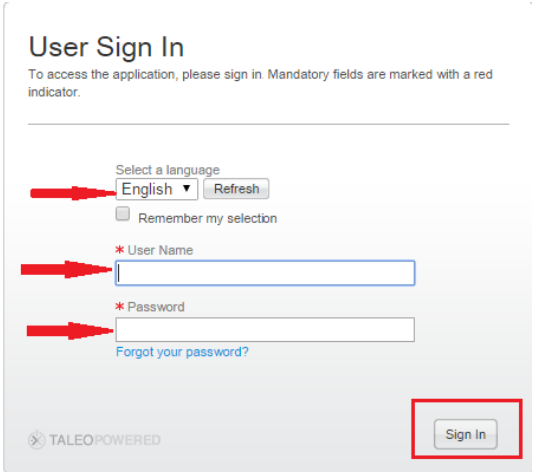
How to access and log into the Team Georgia Careers: careers.georgia.gov

- Enter the TGC website url in your browser.
- Recruiter will login through the Recruiting Center tab.

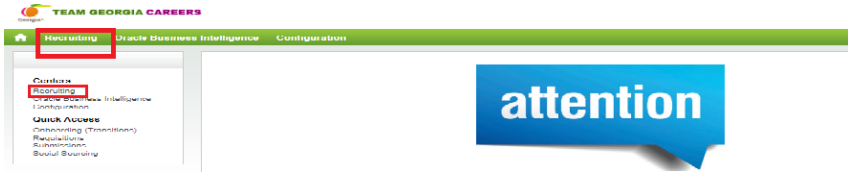


Steps:

1. Select the language in which you want to use the application.
2. Enter your user name.
3. Enter your password. **Note:** You will be prompted to change your password.
4. Click Sign In.



5. Once signed in, The Welcome page for the Recruiting Center will open. Click on " Recruiting" next to the house icon or “Recruiting” under Centers, to open up the Dashboard (center stage page).



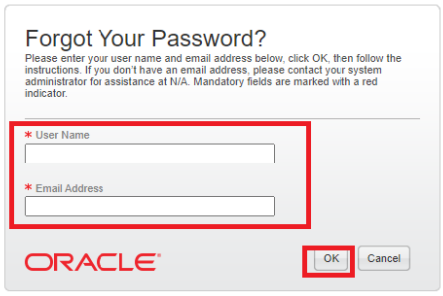
Password Reset Instructions

How to reset a password

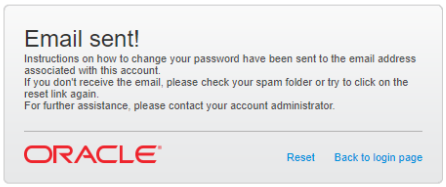
Steps:

1. Click on "Forgot your password".

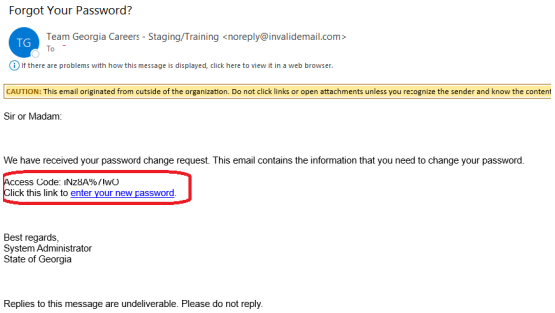
2. Enter your username and the email address that you have used to register for Taleo. Click Ok.



3. Email sent message will appear. An email will be sent with an access code and reset link.



4. Below is an example of an email with access code and a link to enter a new password. Click on the enter your new password.



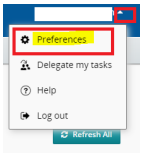
5. Enter the username and access code. Click Sign In.

Setting Preferences

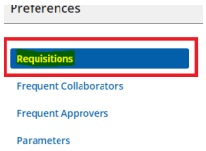
How to set preferences and add a Default Recruiter and Hiring Manager.

Steps:

1. Once logged in, on the welcome page, click on **Recruiting.**
2. Click on the drop-down located by your name in the top right corner.



3. Click on the **Preferences** tab.
4. The first section- **Requisitions** will be highlighted.

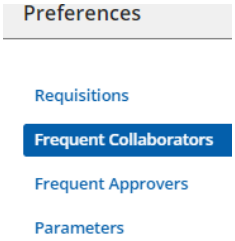


5. Click the **Edit** button located in the top right corner.

6. Locate the **Default Recruiter** field.

7. Type your **Recruiter's** name into the field and select it when it appears.
8. Locate the **Default Hiring Manager** field (next to the **Default Recruiter** Field).
9. Type your **Hiring Manager's** name into the field and select it when it appears.
10. Click the **Save** button located in the top right corner.

11. Click on the **X** located in the very top right corner to return to the Recruiting Center.
12. Similarly, by following the above steps, you can add the following by clicking on the sections: **Frequent Collaborators** and **Frequent Approvers.**



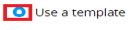
Creating a Requisition

How to create a requisition.

Steps:

1. Click on the **Requisitions** tab located on the gray navigation bar.

2. Click on the **Create Requisition** button in the Requisitions screen.

3. Preselected radio button of **Use a template** 

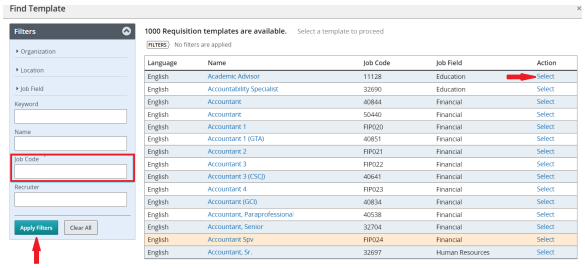
page will appear. Click **Next**

on the bottom right corner.

4. The Create New Requisition- Find a template page will appear.

5. Click the **selector** button to search for the **job code** or start typing the job code and wait for the system to auto suggest and select.

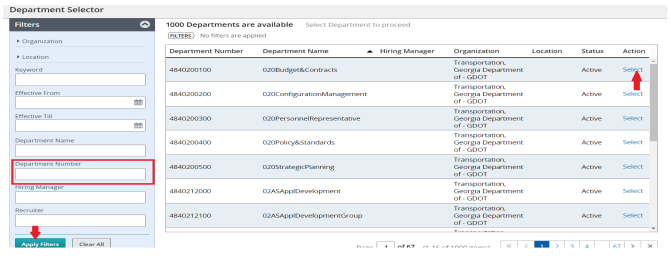
6. Choose the job code and click **Select**; If job code is known, type it in the **Job Code** field and click on **Apply Filters**.



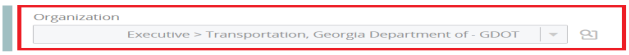
7. Click the **Next** button.

8. Click the **selector** button to enter **department number** or start typing the department number and wait for the system to auto suggest and select.

9. Choose the department and click **Select**; If department number is known, type it in the **Department Number** and click on **Apply Filters**.

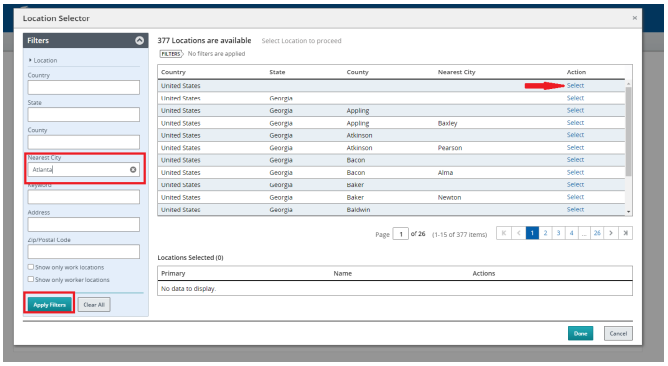


Note: Organization is pre-populated as it is tied to the Department number.

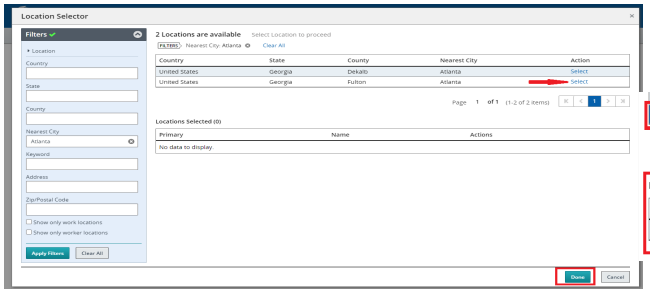


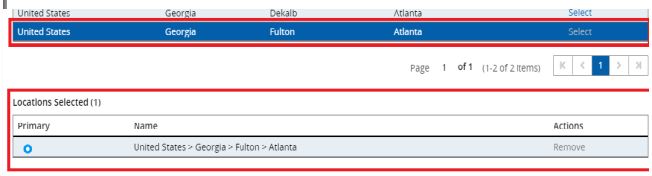
10. Click the **selector** button to choose the **location** where the job will be located or or start typing the location and wait for the system to auto suggest and select.
Note: Job Field is already pre-populated as it is tied to the job code while selecting a template.

11. Choose the **County or Nearest City** where the job will be located and click **Select**; if the Nearest City is known, type it in the **Nearest City** field and Click **Apply Filters.**



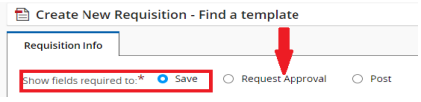
12. Select location and Click **Done**. **Note**: Multiple locations can be selected. **Locations Selected** will display on the page before clicking Done.



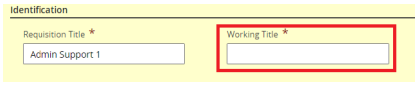


13. Click **Next**.

14. The template for the requisition is created. The requisition template is set to show what fields are required for saving the requisition; Change the S**how Fields Required to: Request Approval**. Fill in all the fields highlighted with a red asterisk (*) required to be able to send the requisition for approval.



15. The **Requisition Title** in the field is already populated; Type the **Working Title** in the **Working Title** Field.



16. Enter the **number of openings** for this requisition, (Unlimited may be chosen for continuous or ongoing recruitment).

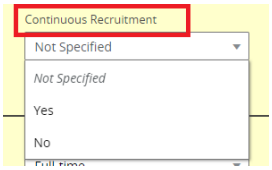
17. Under **Justification** click on the dropdown and choose the relevant choice for the requisition.

18. Click the **selector** button under the **Position Number** field and search for the position or start typing the position number and wait for the system to autosuggest and click select. Additional position numbers can be entered in the next Position Numbers field.

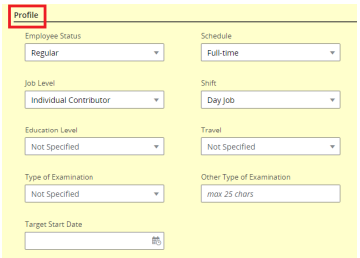
19. Click the **Selector** button next to the **Agency Logo** field click on **Select**.

Code	Description	Action
403 - Dept. of Admin Services		Select
EXEC		Select

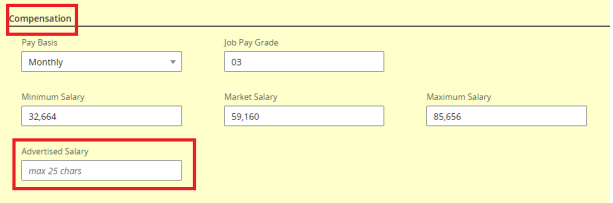
20. By selecting "Yes" or "No", it can be specified if it is Continuous Recruitment.



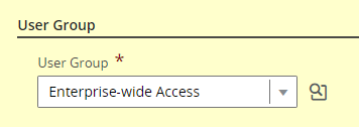
21. In the **Profile** section, click on the ***Employee Status, Schedule, Job Level, Shift, Education Level, Travel, Type of Examination, and the Target Start Date***, and choose the relevant choices for the requisition.



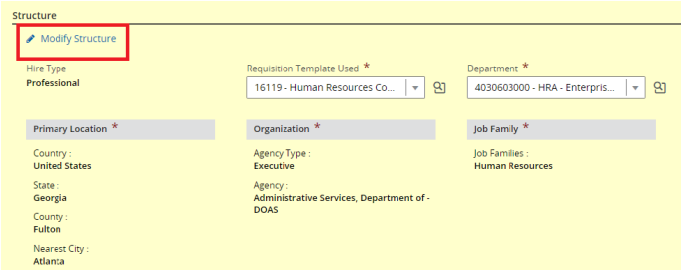
22. Scroll to **Compensation**, click on Pay Basis and choose the relevant choice for the requisition. Enter the salary amount in the **Advertised Salary Field** only if it should be displayed on the announcement.



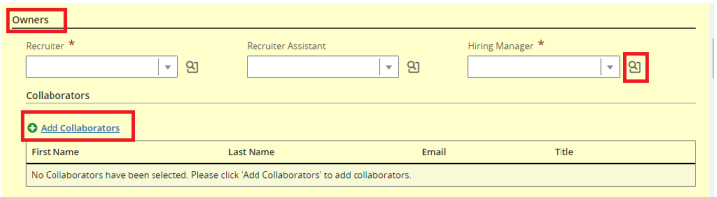
23. Under **User Group**, **Note:** The agency group is already prepopulated.

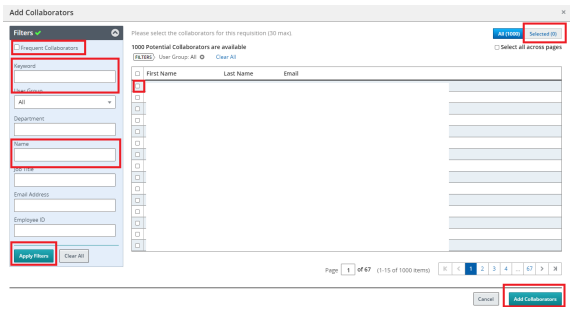


24. Under **Structure**, **Note:** The fields are already prepopulated, If there are any changes to be made, Click the **Modify Structure** Button to make the changes.



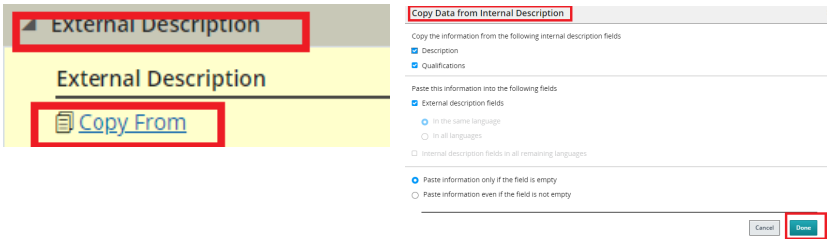
25. Scroll to the **Owners** section:
26. Your name as the recruiter will be pre-populated in the **Recruiter** field.
27. Enter the appropriate name in the **Recruiter Assistant** field and select it when it appears.
28. To add the Hiring Manager's name to the **Hiring Manager** field, start typing the name in the field and wait fro the system to autosuggest and select or Click on the selector button.
29. If you have not added a Frequent Collaborator then to add a Collaborator to the requisition, Click **Add** button, type in the **Name** or **Keyword** fields and click **Apply Filters**. When name appears, Click **Select** or a tiny check box next to the name and **Add Collaborators** button.
    Note: You can add Frequent Collaborators on this screen as well if you haven't already done so while setting up preferences.

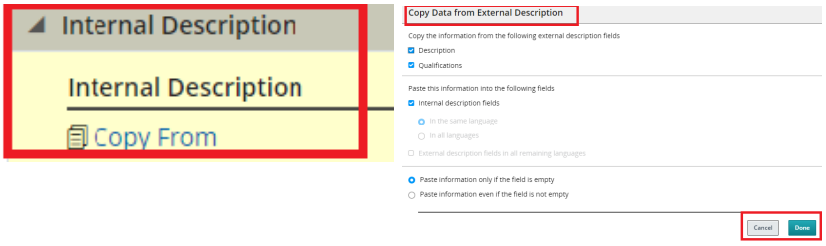




26. Scroll to the **External** and **Internal Description** Sections and Review the External and Internal Description of the requisition. A recruiter may make the relevant changes.
Note: Entry qualifications set by state cannot be edited.

27. A recruiter may also click on **"Copy From"** to paste external or internal descriptions from each other.

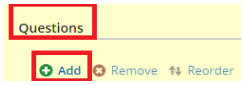




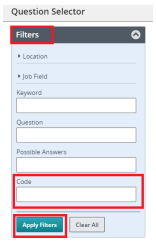
28. Scroll to the **Prescreening** section or Click the drop down arrow next to each section for quick access to a particular section or click on the "Expand all" for all sections to display.

29. Review the 3 Disqualification questions added automatically to your requisition.

30. Under **Questions** heading, entry qualification question will be added automatically. To add additional questions, click **Add.**

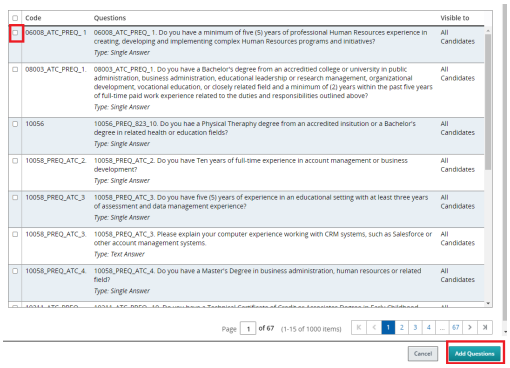


31. In the **Filters** area on the left hand side enter a code (type a Job Code) into the **Code** field and then click the **Apply Filters** button.

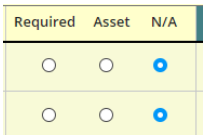


32. To select the question, click the check box to the left of the question.

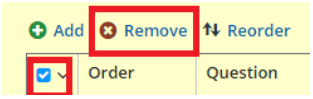
33. Click **Add Questions** button.



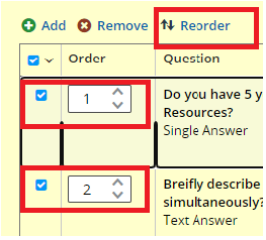
34. Click on the radio button under the **Required/Asset/N/A** based on preferred or entry qualification.



35. To remove a question you have added, scroll up to the top of the Questions section and select a question to remove by clicking on the check box to the left of the question click **Remove.**

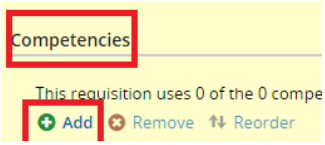


36. If multiple questions are added, and to change the order of the questions, click on the increment or decrement arrows located to the left of the question under **Order** heading. Click **Reorder** on the top. (For example: scroll up to the top of the Questions section and click the drop down 1 next to the first question, change it to 2 and click Reorder on the top).Verify the questions are reordered to your specifications.

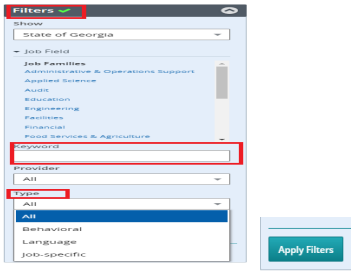


37. Click **Save** at the top of the Requisition form (not **Done**).

38. Scroll down to the Competencies section. To add a **Competency**, click the **Add** button.

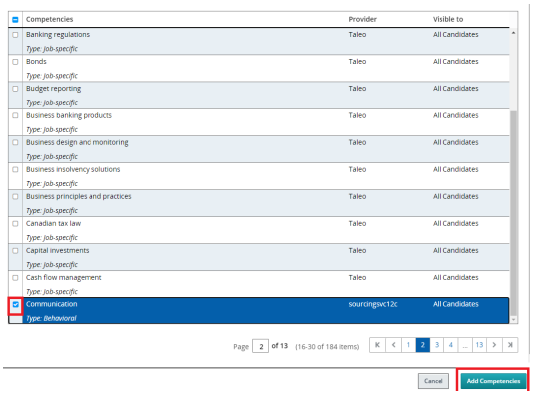


39. Competency Selector window will open. In the Filters area on the left hand side enter either **Keyword and/or select the Type**. Click **Apply Filters** button.



40. To select a Competency, click the check box to the left of competency.

41. Click **Add Competencies** button.

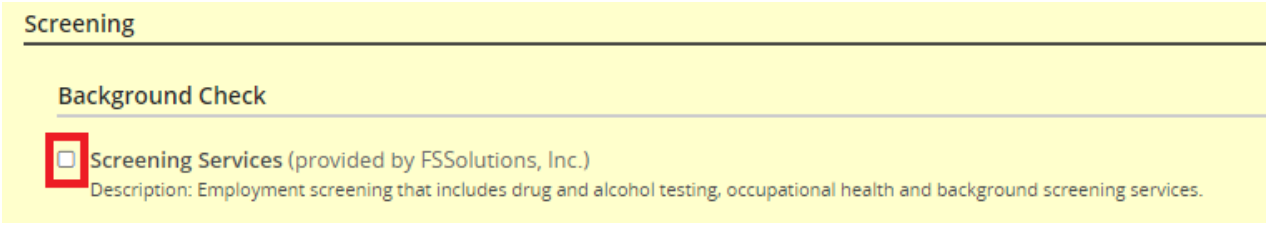


42. In the **Required/Asset** columns for the Competency you can select which value you prefer with the drop down.

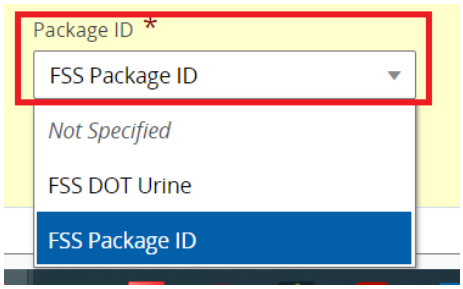
43. In the **Min. Proficiency** and **Min. Experience** you will see a default value listed. If you wish to change the default value, you can use the drop down.

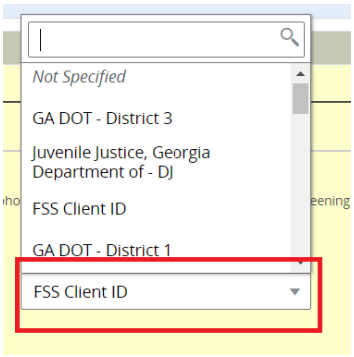
44. Click the **Save and Done** buttons.

45. Scroll down to the **Screening- Background Check** section. To include the pre-employment drug testing on the requisition, click on the check box located next to Screening Services.

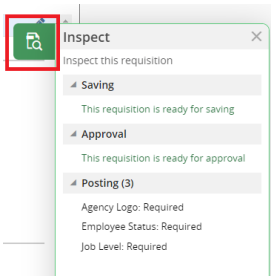


46. From the drop down select Package ID and Client ID (agency name)

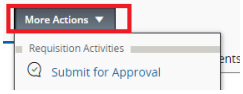




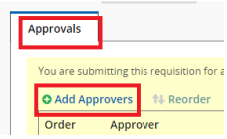
47. If any errors are detected while saving or submitting an approval , please click on the green magnifying glass looking -Inspect button to check what is missing and fix the errors.



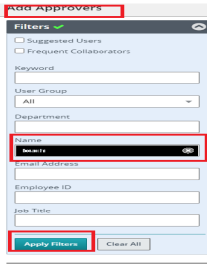
48. If the requisition is ready for approval , click on the **More Actions** and select **Submit for Approval.**



49. The request approval page will appear. Click on **Add Approvers.**

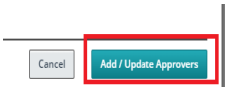


50. **Add Approvers** window will appear. Enter **Name** of the approver if known and click **Apply Filters.** You can select more than one approvers.

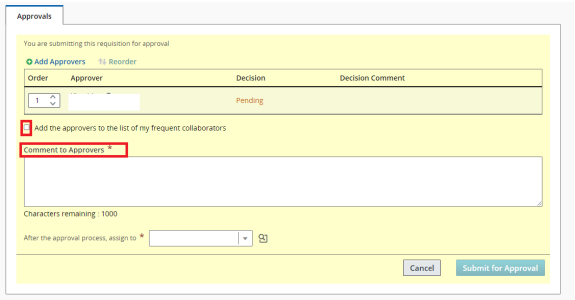


51. Once the approver's name appears, click on the box on the left of the name to select.

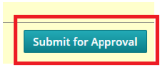
52. Click on **Add/Update Approvers**. You can also select the box to add the approvers to the list of your frequent collaborators.



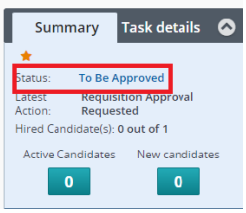
53. If you didn't select the box in the above step to add frequent collaborators, you can also select at this step. A **comment** is **(Required)** in the comment field.



52. Click **Submit for Approval.**



53. The requisition is in **To Be Approved** status.



Approving a Requisition

How an approver will approve a requisition.

Steps: Note: the following steps are for approvers who are not recruiters.

Recruiters can approve requisitions from within Taleo.

1. An email will appear in the approver's inbox as titled here: **Requisition Approval Request.**
2. Open the email and click the **Respond** link.
3. Click on the **"Requisition Details"** link to review located on the bottom of the screen, a pdf of the requisition will appear on the separate tab, click X when finished reviewing.
4. **"I approve this requisition"** is already prepopulated in the field.
5. Click **Done**.
6. If the approver choose to reject the requisition:
   Click on the dropdown and choose **"I reject this requisition"**. Comments are required if the approval is rejected.
7. Click **Done.**
8. Close the Internet browser window.

Completing a Requisition

How to complete a requisition.

Steps:

1. Log into Team Georgia Careers.
2. Click on Recruiting and then Requisition tab to access your requisition.
3. Click on the requisition title and verify that the information on the requisition is correct and ready for posting.
4. Click on the **Edit All** button if there are any relevant changes needs to be made.
5. Click the **Save** and **Done** buttons.

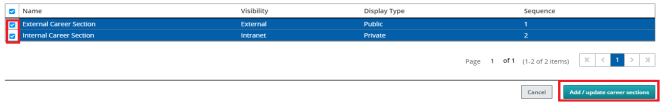
Posting a Requisition

How to post a Requisition to the External, Internal and Job Boards.

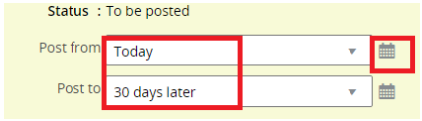
Steps:

1. Click on the **Sourcing** tab. Note: If the Add career sections button is not visible. Click on the Requisition info tab and click on the green **Inspect** button located on the right of the page. Inspect will display the errors and which fields are required to be filled.

2. Under the Career Sections heading click the **Add career sections** button.
3. Career Sections Selector window will pop-up, **External and Internal Career Sections** are pre-selected. Click **Add/Update career sections** button.



4. The start date is pre-populated with **"Today"**; this can be changed by clicking on the calendar if the start date for the requisition will be a different day. The default **End Date** is set for 30 Days Later. This may be changed to meet your business need.



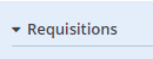
5. Check the appropriate boxes that may apply. Automatically invite when posting starts is checked off by default. Click S**ave and Apply.**

6. If your administrators have configured the vendors for other job boards then you will also be able to select other job boards that you will be posting the requisition on.

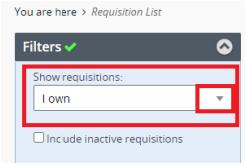
Filtering a Requisition List

Steps:

1. Click on **Requisitions** in the core navigation bar to access the **Requisition List.**
2. Under the Show Requisitions For drop down and make a selection.



3. Click on the drop down for other filter options.
4. Choose any of the various options for searching.
5. Type in the search criteria and click the **Apply Filters** button.
6. If you wish to remove the filter, click the **X** next to the Keyword in the top portion of the screen.
7. Change the **Show Requisitions** For drop down back to **I Own.**



Conducting a Quick Search

How to access and conduct a candidate search with Quick Search

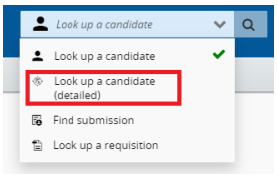
Steps:

1. Click on the applicable link from the Team Georgia Careers section and log-in to the system
2. Click on **Recruiting**
3. Locate the **Quick Search** box in the top right hand corner of the screen. Be sure that the icon to the left of the box is set to **Candidates: Look up a candidate.**

4. Type the **Candidate's Name** into the **Quick Search** field

5. Click on the **Search** icon beside the **Quick Search** field.

6. The **Candidate's name** should appear in the results list.
7. Click on the drop down to the right of the Quick Search field and select **Look Up Candidate (detailed).**



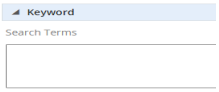
8. In the **First Name and Last Name** field type the Candidate's first and last name in the applicable fields.
9. Click the **Search** button.
10. See the **Candidate** with the **First and Last Name** appearing in the results list.
11. Similarly, you can do a quick search to find a submission of the particular candidate as which other requisitions has the candidate applied for. You can even do a quick search to look up a requisition if a **Requisition ID** or **Requisition Title** is known.

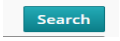
Conducting an Advanced Search

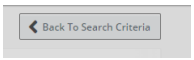
How to conduct an Advanced Search

Steps:

1. Click on the **Search** tab in the top right hand corner of the main dashboard screen and review the available search fields.

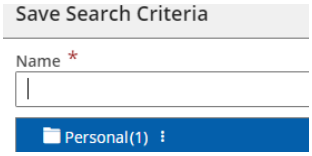


2. At the top of the page, type in a key word into the **Keywords** field.
3. Scroll down the page and enter the criteria as per your requirements.
4. Click the green **Search** button located at the top of the search form to run the Query. 

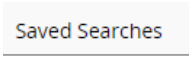
5. Candidate(s) should appear in the results list based on the key word entered.
6. Click on the **Attachment** icon (paperclip) located next to candidate's name to preview the candidate's attachment.
7. In the Attachment's preview pane, scroll until you find the **key word** highlighted in yellow.
8. Click on the **Back to search criteria** button located on the top right hand corner of search results list to return to the Search Query. 

9. Click on the Save button to save a Search Query.

10. Enter a name for your Search Query and leave the folder set to Personal.
11. Click Done.



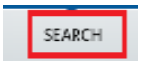
12. You can access these saved Search Queries under Saved Searches Tab.



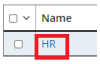
Filing Candidate into a Folder

How to file a candidate from the Candidate Advanced Search Results into a Folder.

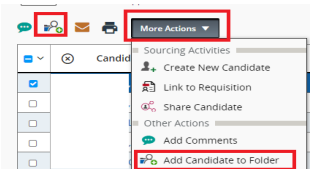
Steps:

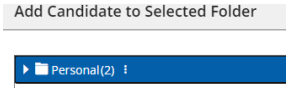
1. Click on the **Search** tab on the core navigation bar. 

2. Click on the Saved Searches tab located next to New Search criteria tab.

3. Click the blue title link to access a saved search query. 

4. Click the Search button located on the top right hand corner.

5. Add a check in the box to the left of the candidate.
6. Click on the **Folder** icon at the top of the Candidate List or Click on **More Actions- Add Candidate to Folder.** 

7. Make sure the **Personal Folder** is highlighted in blue. 

8. Click the **Done** button
9. Click **Log Out** located in the drop down by your name in the top right hand corner

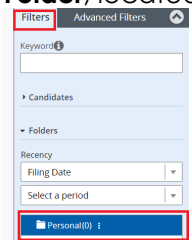
Accessing and Creating a Folder

How to access the folders where candidates have been filed and create a new folder.

Steps:

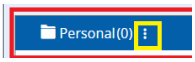
1. Log-in to Team Georgia Careers.
2. Click on the **Candidate Pools** tab located on the core navigation bar.

3. Click on the **Personal Folder**, located to the left of the Candidate list and under **Filters** window.



4. Candidates that have previously been filed will be shown in the Personal Folder.

5. Be sure that the Personal Folder is highlighted in blue.
6. Click on the three dots located next to the personal folder.



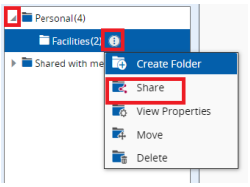
7. Select Create.
8. Type in a name for the folder.
9. Click the Enter key on your keyboard or left click anywhere in the Filters area with the mouse.
10. A message will appear on the top of the screen that the folder has been successfully created.

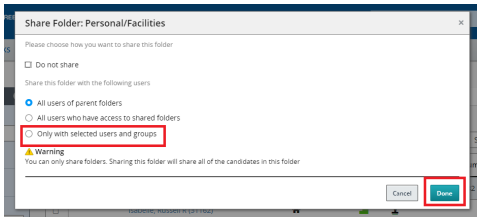
Sharing a Folder

How to share a folder

Steps:

1. Click on the **Name** of your folder and ensure it is highlighted in **blue.**
2. Click on the **three dots** next to the folder.
3. Select **Share**
4. Click on the radio button **Only with selected users and groups.**





5. Click on the box next to the name to place a check to the person whom you want to share the folder with or type in the name in the **Filters** section and select **Apply Filters**.
6. Click the **Done** button.

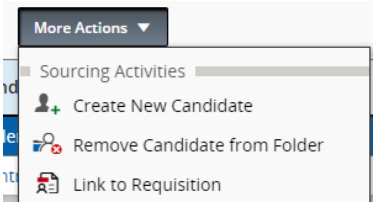
Matching a Candidate to a Requisition

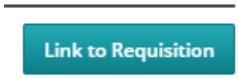
How to match a candidate from your Personal folder to any requisition you have created

Steps:

1. Click on the **Candidate Pools** tab located on the core navigation pane.

2. Click on your Personal folder.

3. Add a check to the left of the candidate you wish to match.
4. Click on **More Actions** located at the top of the Candidate List and **Select Link to Requisition**. 

5. Click the Select box next to a requisition you have created.
6. Click **Link to Requisition** button. 

Navigating the Candidate List and Candidate File

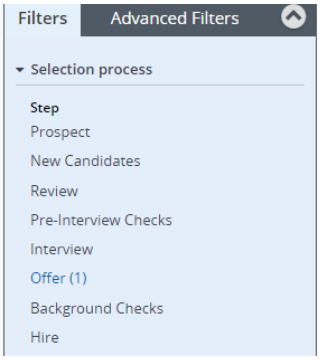
How to access the Job-Specific candidate list for your requisition, and navigate a Candidate File.

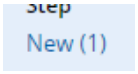
Steps:

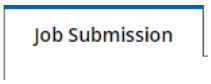
1. Click on **Requisitions** in the core navigation bar to view your Requisition List.

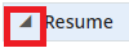
2. Click on the number link (in blue) in the candidate column next to a Requisition you have created. The yellow icon with a person in it indicates new submissions.

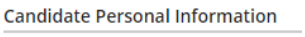
3. Review the steps of the Candidate Selection Workflow on the left hand side under Filters-Selection Process: Prospect, New Candidates, Review, Pre-Interview Checks, Interview, Offer, Background Checks, and Hire.

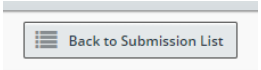




4. Click on the **New Candidates** step under the Selection Process Filters. IMPORTANT: Always click on the step that the candidate is in rather than working with candidates from the default global view displayed.
5. Click on the name of the candidate you have selected.
6. The view should be filtered for all new candidates in the New Candidates step.
7. Be sure to review the sections of the candidate job submission: Resume, Prescreening Profile and Screening.
8. Click on the **Job Submission** Tab. 

9. To **collapse** or **expand** any sections of located under job submission click on the **triangular arrow** located next to each section. 

10. To collapse or expand all the sections, click on **Collapse All** or **Expand All** located in the upper-right corner of the job submission.
11. Review the fields displayed in the **Candidate Personal Information** sub-section located under Resume section. Note that only fields that have been filled out are displayed,empty fields will only show in edit mode. 

12. Click on the **Attachments** tab. If a resume is attached it would appear here.
13. Click on the **History** tab and review the candidate's history.
14. Click the **Back to Submission List** icon at the top of the Candidate File to return to the Candidate List. 

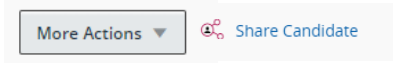
Sharing a Candidate

How to share a candidate via email.

Steps:

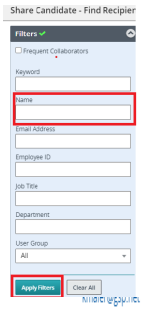
1. Add a check mark to the left of a candidate who has applied to your requisition.

2. Click on **More Actions** and from the drop down select **Share Candidate.**



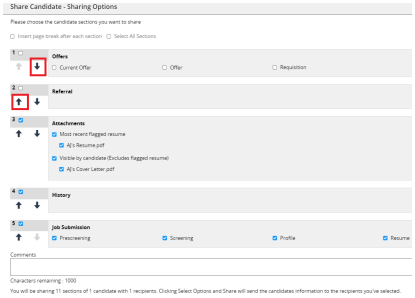
3. Type the name of the recipient in the **Name** field on the left hand side under Filters.

4. Click **Apply Filters** button located at the bottom of the Filters pane.

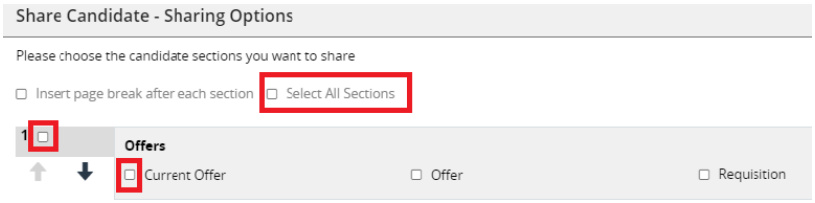


5. Add a **check mark** to the left of a recipient's name.

6. Click the **Next** button.
7. Click on the **arrows** to re-order the sections as desired.



8. If you want to share all the sections then add a check mark to the left of **Select All** Sections. If only certain section is to be shared then add a check mark next to the section accordingly.



9. Click the **Share Candidate** button.

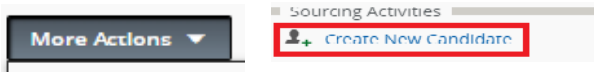
10. The recipient will receive an email with the subject line "(recruiter's name) has shared candidate information with you"

Creating a Job Specific Candidate

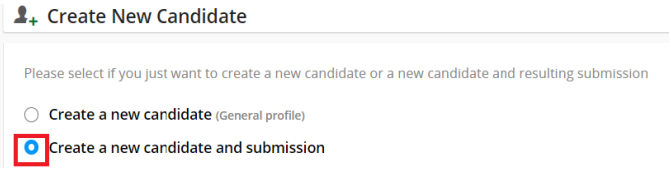
How to create a Job Specific Candidate which will appear in the Prospect step of your requisition

Steps:

1. Click on the **Submissions** tab in the core navigation bar.
2. Click on **More Actions** and under drop-down click on the **Create New Candidate button.**



3. The radio button next to Create a new candidate and submission is pre-selected.

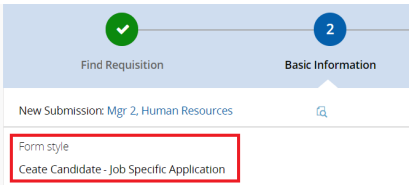


4. Click the **Next** button.

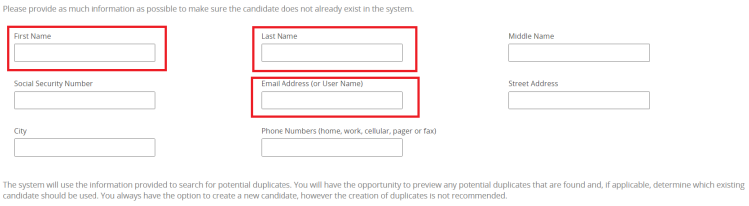
5. Click on the **Requisition** from the list.

6. Click the **Next** button.

7. The Form Style is defaulted **to Create Candidate- Job Specific Application.**



8. Click the **Next** button.
9. Click on the **Skip** button if you do not want to use the resume parsing option.
10. Click the **Next** button.
11. Enter the **Candidate's first name, last name, and email address.**



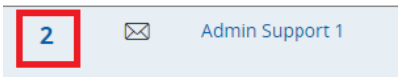
12. Click the **Next** button. The system will conduct a duplicate check and determine if the candidate already exists in the system.
13. If any duplicates are found and is the same person then click on the **Select possible duplicate** button or Click on the **Create Candidate** button.
14. Complete the required fields marked with a *** red asterisk**
15. Click the **Save and Done** buttons.
16. The created candidate file will appear.

Rejecting a Candidate

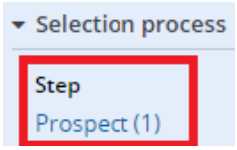
How to reject a candidate in the Prospect Step

Steps:

1. In the **Requistions** tab, Click on the actual number listed in **blue** next to the requisition.



2. Click on the **Prospect** step link under Selection process located under Filters on the left hand side.



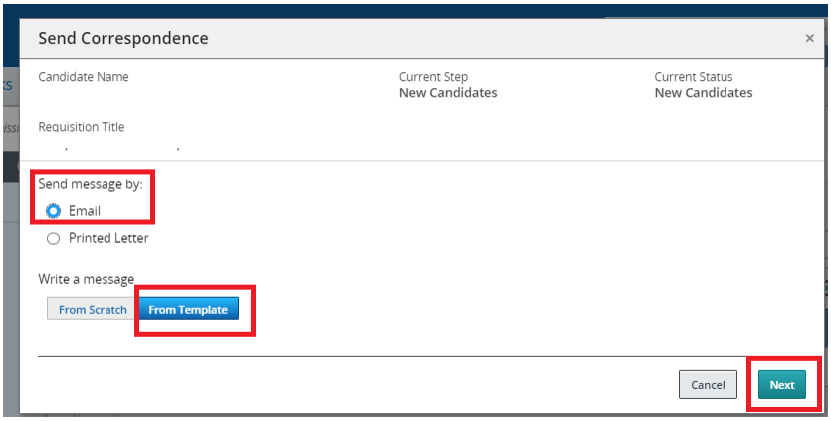
3. Add a checkmark (√) next to a specific candidate located to the left of candidate's name.
4. Click on this icon located on the top left corner to Change Step/Status or Click on **More Actions- Change Step/Status**.
5. The step and status will be defaulted to New Candidates, Click the drop downs under **Step** and change to **Prospect** and **Status** - Select **Rejected**.
6. Select the radio button next to a disposition from the Details or Disposition area. Notice that there is a **Send Correspondence** box that can be checked at the same time to send a correspondence.
7. Click the **Apply and Close** button.
   Note: Regardless of which step in the selection process candidates are in the same steps can be followed to Reject.
   Note: The candidate you have rejected is still in the Prospect step with Rejected Status.

Sending a Correspondence

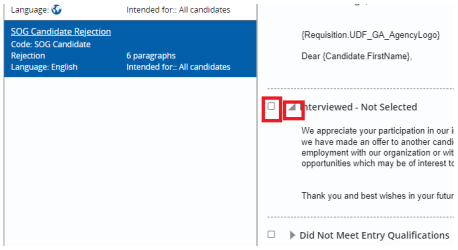
How to send a correspondence to a candidate on your requisition

Steps:

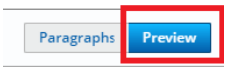
1. Navigate to the **Prospect step or any step of the Candidae Selection Workflow** of the Requisition Specific Candidate List where the correspondence needs to be sent.
2. Place a checkmark **(√)** by the specific candidate you wish to submit a correspondence.
3. Click on the **envelope** icon to send correspondence or Click More Actions drop down menu at the top of the Candidate list, select Send Correspondence.
4. **Send Message by** defaults to **Email** and **Write message** defaults to **From Template**. If you select **From Scratch** then all the information needs to be added to the correspondence.
5. Click **Next.** The window with list of templates will open.



6. Click on the template as desired. The **Paragraph** button located in the top right corner is highlighted in blue by default.
7. The preview screen of the paragraphs will be displayed. You can select or deselect the paragraphs as per the requirement by placing a check in the box located to left. To read the verbiage of the paragraph, click on the gray drop down arrow located left to the heading of paragraph.

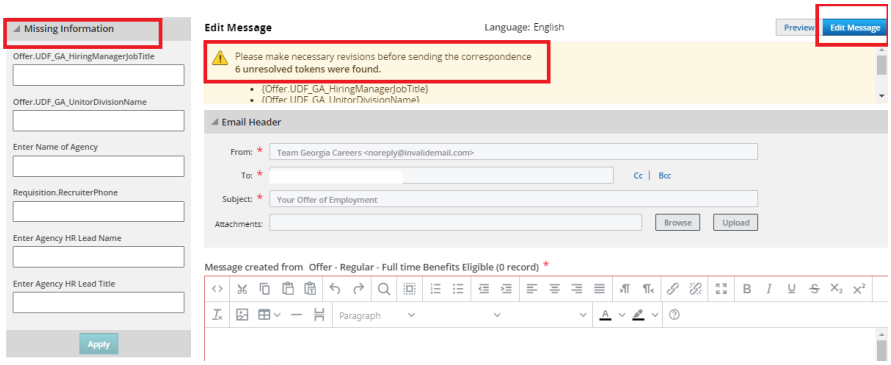


8. A template can also be previewed after selecting or deselecting the paragraphs by clicking on Preview button located on the top right corner corner next to Paragraph button.



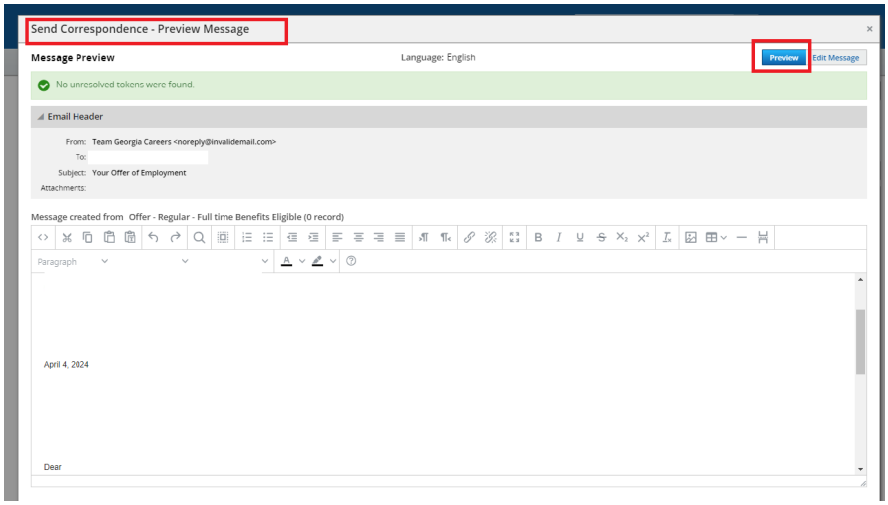
9. Click on Select Template to customize it further.

10. The Message template defaults to **Edit Message** button and detects the errors that need to be fixed. Enter all the information in the fields located on the right pane of the message. If the errors are not detected you can click on **Edit Message** button and further edit it with the verbiage as per the requirement.



11. Click **Apply** once all the fields have been filled. And you can further edit the message with your own verbiage by clicking on **Edit Message** button again.

12. To preview the whole message click on the **Preview** button located to the left of Edit message button.



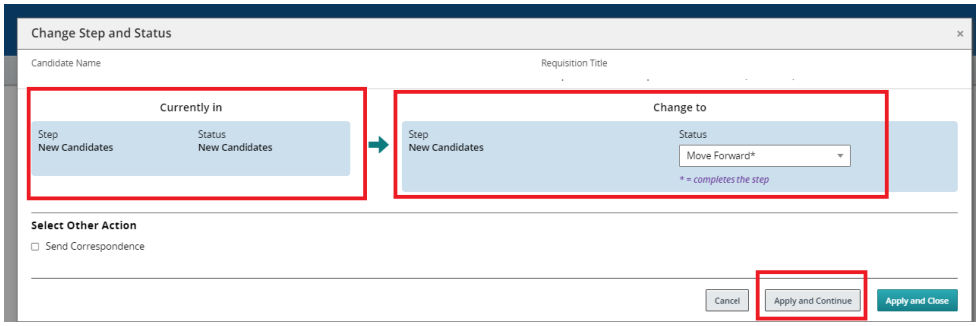
13. Click on the **Send** button. To check the correspondence history, Click on the **Candidate Submission** and then **History tab** to confirm that the correspondence was sent.

Transitioning and Tracking Candidates through the Candidate Selection Workflow Steps (CSW).

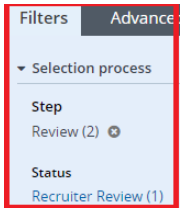
I. How to move your candidates from Prospect to New Candidate and from New Candidate to Review/Recruiter Review through CSW Step/ Status.

Steps:

1. Click on **Requisitions** in the core navigation bar to go to your Requisition List.
2. Click on the number link in the candidate column next to the Requisition you created where you need to move the candidates from New Candidate Step to the **Review step** with **To Be Reviewed Status**.
   Note: For a candidate you create or submissions made, the candidate are in the New Candidates step with Move Forward.
   Note: Any candidate with an ACE icon indicates the candidate meets all entry and preferred qualifications and was automatically sorted to the top of the list.
3. Click on the **New Candidates step** on the left under the Selection process under Filters window. **IMPORTANT:** Always click on the step that the candidate is in, rather than working with candidates from the Submissions or candidate list.
4. Locate the candidate(s) for the specific requisition.
   Note: See **How to Create a Candidate** section if a candidate is created.
5. Add a **check** (√) in the box to the left of the candidate's name even if multiple need to be moved .
   Note: If all candidates need to be moved to the same steps, click on the box located on the left to Flag icon.
6. Click on this icon or More Actions and select Change Step/Status.
7. A window will open up where the candidate's Current Step and Status is displayed on the left and Change to Step and Status is displayed on the right.
   Note: If the candidate is in Prospect Step and Prospect Candidate Status then the Change to step defaults to New Candidates and Status will be New Candidates.
8. Click Apply and Continue to move candidates to Move Forward status.



9. Click Apply and Close to stop and return at a later time or Click Apply and Continue to move to Review step and Recruiter Review status.
10. Once you reach the step and status you want to move the candidate to, Click Apply and Close.
    Note: The candidate list will show Step and Selection Status that they are in on the main page and also To access the candidate list in one particular Step and Status to review and move them further in CSW, under Filters, click on drop down arrow next to Selection process and Step- Review. Under Status, click on Recruiter Review which also displays the number of candidates in this particular status.

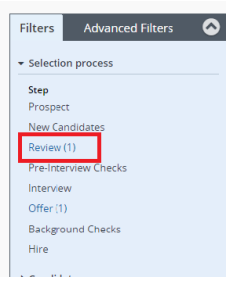


Transitioning and Tracking Candidates through the Candidate Selection Workflow Steps (CSW).

II. How to move the candidate into the Hiring Manager Review status and tracking Candidates through the Review Step.

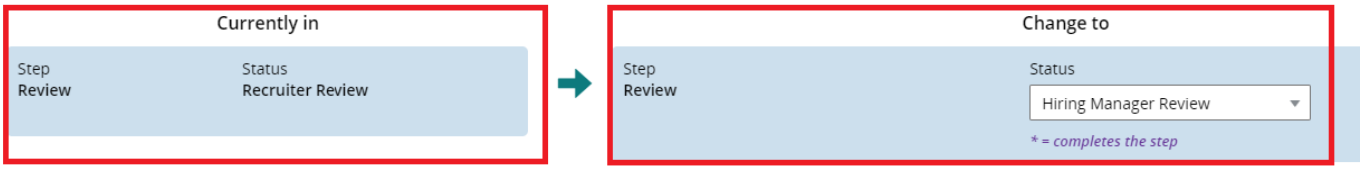
Steps:

1. In order to proceed, a candidate under consideration in the Recruiter Review status should have been reviewed by the Recruiter.
2. Go to the **Review step** under **Filters** in the Requisition Specific Candidate List.
   How to get to the Review step when you log in to the system:
   i. Click on Requisitions in the top navigation bar to go to the requisition list.
   ii. Click on the number link in the candidate column next to the Requisition that has been created.
   iii. Click on the Review step located at the left of candidate list
3. Click on the **Review step** on the left hand side under Selection process filters.



4. Place a check mark (√) by the specific candidate's (s') name who are ready to be moved to the next Step/Status.

5. From the **More Actions** drop down menu at the top of the Candidate list, select **Change Step/Status.**
   Note: the candidate's current step and status at the top of the window – Review | Recruiter Review.



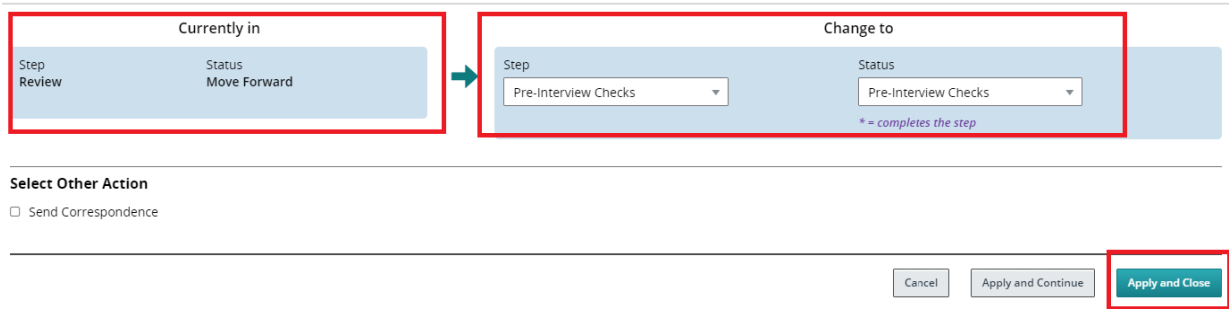
6. The new Status drop down is automatically set to the next status **Hiring Manager Review**.
7. Click **Apply and Close**.
8. Once the Hiring Manager has reviewed the candidates, the candidate will be in the **Review step** with **Move Forward* status,** which completes the step.
9. Click on **Back to Submission list** button located on the top right corner to return to the candidate list and under **Selection process filters-Review step-Move Forward status**, the candidates will be seen or even on the main page of candidate list they can be seen in which Step/Status they are in.

Transitioning and Tracking Candidates through the Candidate Selection Workflow Steps (CSW).

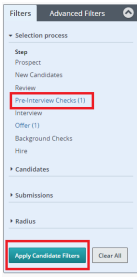
III. How to proceed and track the candidate into the Pre-Interview Check step/status

Steps:

1. Navigate to the Review step in the Requisition Specific Candidate List.
   If you are elsewhere in the system:
   i. Click on Requisitions in the top navigation bar to go to your Requisition List.
   ii. Click on the number link in the candidate column next to the Requisition you created.
   iii. Click on the Review step at the left of the Candidate List.
2. Click on the **Review step** on the left hand side under Selection Process Filters.
3. Place a checkmark (√) by the specific candidate's name who is proceeding to the next step/status.
4. From the **More Actions** menu at the top of the Candidate list, select **Change Step/Status** or by by clicking on this icon .
   Note: the candidate's current step and status at the top of the window – **Review |Move Forward**
5. The New Step drop down should have automatically defaulted to the next step in the process – **Pre-Interview Checks**- as your candidate was in a completion status in the previous step.
6. The **New Status drop down** will default to the first available status– **Pre-Interview Checks**.
7. Click the **Apply and Close** button.



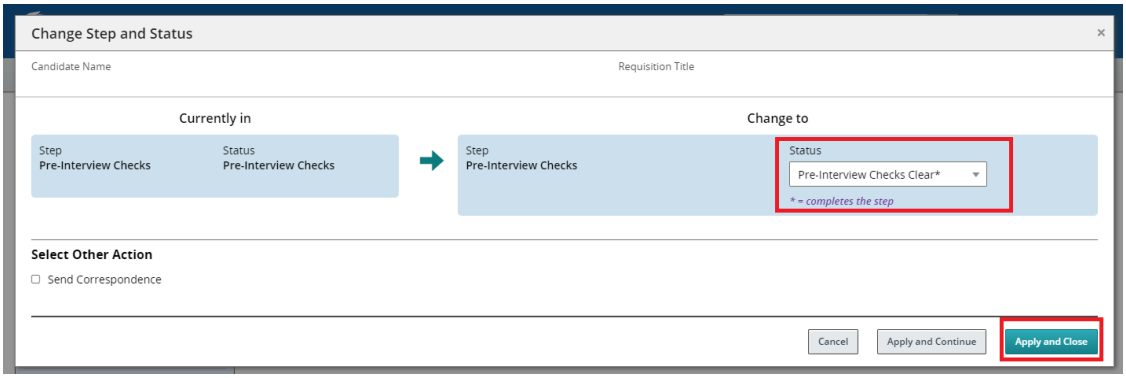
8. Click on the **X** next to Review in the Selection Process Filters on the left hand side or **Back to Requisition List** button located on the top right corner. This will remove your filter and bring you back to the global view.
9. Once the pre-interview checks are completed if required, log back into to move the candidate further in CSW.
10. Click on the **Pre-Interview Checks** step on the left hand side under Selection process Filters.



11. Place a checkmark (√) by the specific candidate's name who is proceeding to the next step/status.

12.The New Status drop down will default to the next available status – **Pre-Interview Checks Clear*** (asterisk denotes a completion status).

13. Click **Apply and Close** button.

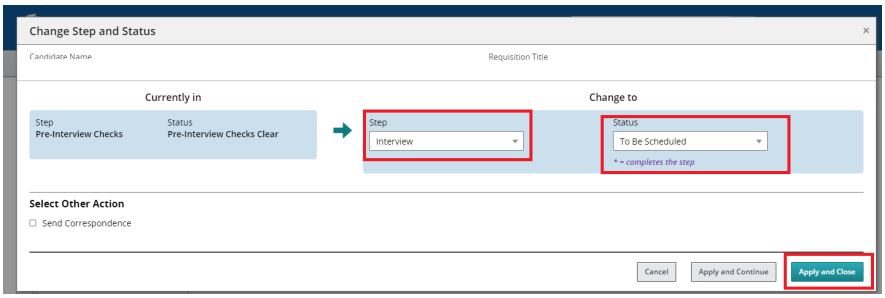


Transitioning and Tracking Candidates through the Candidate Selection Workflow Steps (CSW).

III. How to proceed and track the candidate into the Interview Check step/status

Steps:

1. Navigate to the Pre-Interview Checks step in the Requisition Specific Candidate List.
   If you are elsewhere in the system:
   i. Click on Requisitions in the top navigation bar to go to your Requisition List.
   ii. Click on the number link in the candidate column next to the Requisition you created.
   iii. Click on the Pre-Interview Checks step at the left of the Candidate List.
2. Click on the **Pre-Interview Checks step** on the left hand side under Selection Process Filters.
3. Place a checkmark (√) by the specific candidate's name who is proceeding to the next step/ status.
4. From the **More Actions** menu at the top of the Candidate list, select Change Step/Status or by clicking on this icon .
   Note: the candidate's current step and status at the top of the window – **Pre-Interview Checks | Pre-Interview Checks Clear.**
5. The New Step drop down should have automatically defaulted to the next step in the process – **Interview** - as your candidate was in a completion status in the previous step.
6. The New Status drop down will default to the first available status in the list– **To Be Scheduled**.
7. Click the **Apply and Close** button.



   Note: The following steps are only for informational purposes on how to schedule an interview- TGC and it's agencies using Taleo do not have the availability of that functionality currently. The interviews will have to be scheduled outside of the system.
8. Click on the **Interview step** on the left hand side under the Selection Workflow Filters.
9. Place a checkmark (√) by the candidate, click on the More Actions drop down, and select Schedule an Interview…
10. The Subject Line and Organizer should be pre-filled.
11. In the **Location** field enter the desired location.
12. Click the **Calendar** located under **Date field** and select the desired date and time located at the bottom of the calendar and Click **Done.**
13. Leave the **Default Time Zone set to Eastern Time.**
14. Click the drop down under **Duration** and select from the list the duration of interview.
15. Leave the box under Reminder checked and in the drop down select the desired time.
16. Click the **Next** button.
17. Select the interviewers by clicking on green plus and under Filters enter name in the Name field and click **Apply Filters.**

18. Place a check mark next to the name. You can select more than one names.

19. Enter the email address for the team members who are going to be on an interview panel but are not in the system.

20. Click **Select** Interviewers.

21. Leave the checkmark on Invite the Candidate.

22. Under **Select Invitation- Interview Notification template** is defaulted. In order to change the template, Click on blue link of Interview Notification to select a different template.

23. If you wish, you can add a check in the box next to **Send the candidate file to the attendees (but not to the candidate).**

24. If you wish, you can add a check in the box next to **Send the requisition file to the attendees (but not to the candidate).**

25. The section 2 will show you that the step status will be changed to I**nterview | Interview Scheduled.**

Note: Since TGC doesn't have the availability of this Interview scheduling functionality, once the interview has been scheduled, you can go back into the system and change the Step/ Status to Interview Scheduled.

26. Click **Next**.

27. Review the schedule and then Click **Submit**.

28. Once Interview has been scheduled, leave the check mark next to the candidate name and Click on **More Actions,** Select **Change Step/Status** and will be defaulted to **Interview Status.**

29. **Apply and Close.**

Completing the Offer Grid and Creating an Offer Letter

How to create an offer. In order to proceed, the Candidate needs to be in the Offer step with Offer to be made status.

Steps:

1. You should be in the **Interview step** in the Requisition Specific Candidate List for this job

   If you are elsewhere in the system:

   i. Click on **Requisitions** in the top navigation bar to go to your Requisition List.

   ii. Click on the **number link** in the candidate column next to the Requisition you created.

   iii. Click on the **Interview** step at the left of the Candidate List.

2. Place a check mark **(√)** by the specific candidate's name to whom we are ready to make an offer.

3. From the **More Actions** drop down menu at the top of the Candidate list, select **Change Step/ Status or by clicking on this icon**
Note: the candidate's current step and status at the top of the window- Interview | Interview

4. Change the **New Status** to **Move To Offer*** and click the **Apply and Continue** button.

5. The **New Step** should be **Offer** and the **New Status** should be **Offer to be made.**

6. Click the **Cancel** button

7. Click on the name of the specific candidate. Note: There are 4 other tabs displayed in the candidate file.

8. From the **More Actions** menu at the top of the Candidate file, select **Create Offer.** Notice a 5th tab appears called **Offers**.

9. Hover over the **Requisition** column, in the gray header area, and click on the **Double page with arrow icon** **.**The field values from the requisition will populate your offer form to as a starting point.

10. Fill out the fields in the **Offer (New)** Column **Top Section:**

11. Target Start Date: **DATE**

12. Start Date: **DATE**

13. Action: **VALUE- HIRE/REHIRE**. Start typing in first three letters of the word and it will allow you to select the option or click on the search icon.

14. If selected Rehire then if en employee id is known then enter into the filed name **Rehire Employee ID** but it is not a mandatory field.

General Terms Section:

15. Currency is a pre-populated field in US Dollar (USD).

16. Pay Basis: (Defaulted per the requisition) It is recommended that pay basis for salaried employees be set for yearly).

17. Salary (Pay Basis): (Defaulted per the minimum on the requisition but should be changed to yearly if pay basis is set at yearly or advertised salary)

Bonuses section: Can be left blank- not mandatory section.
Details Section:

18. Vacation Units: Not a mandatory field ca be left blank, if known then enter a **VALUE**.
19. FLSA Status: Select from the drop-down as applicable to the new hire.
20. Days Per Week: Enter a **VALUE** or click on up and down arrow.
21. Hours Per Week: Enter a **VALUE** or click on up and down arrow.
22. Work Location: Type into the free text field and select it when it appears.
23. Position Number: Type into the free text field and select it when it appears.
24. Hiring Manager Job Title: Enter the title.
25. Unit/Division: Enter the Unit/Division that hiring manager works in.

Offer Letter Section:

26. Letter: Click on **Create letter** from template.
    a. List of templates will appear.
    b. Click on the appropriate template.
    c. A list appears displaying the paragraphs selected by default for this template as well as optional paragraphs. Scroll through the list to view the paragraphs not included by default (not checked). Click on the arrow next to the title of any paragraph to view the contents or Click on Expand all to view contents of all the paragraphs.
    d. Click on **Select Template**.
    e. It will default to **Edit letter** tab and Missing Information to be completed by recruiter in the fields on the left.
    f. Once the fields are completed, Click **Apply**.
    g. Click **Done**.
    h. **View Letter** window will appear to **preview** the letter.
    i. If the information on the letter is correct then Click **Finish**.
27. Enter any comments under **Comments** section.
28. Click **Save and Close**.

Extending an Offer

I. How to extend an offer to the candidate without approval.

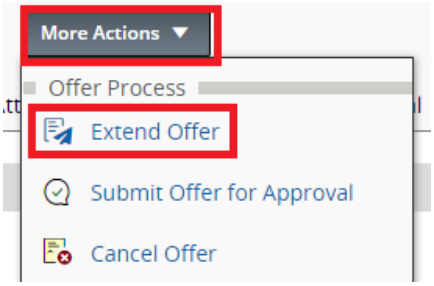
Steps:

1. Click on the Offers tab of the Candidate file for this job

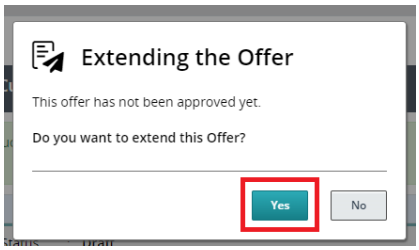
If you are elsewhere in the system:

i. Click on **Requisitions** in the top navigation bar to go to your Requisition List
ii. Click on the number link in the candidate column next to the Requisition you created
iii. Click on the **Offer step** at the left of the Candidate List
iv. Click on the name of the Candidate
v. Click on the candidate's **Offers** tab

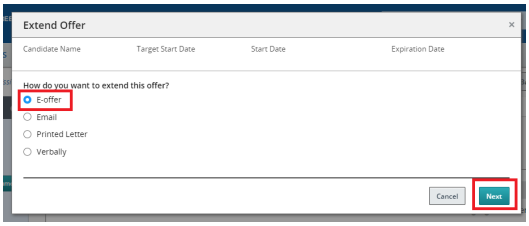
2. From the **More Actions** menu at the top of the Candidate list, select **Extend Offer.**



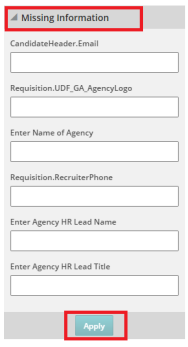
3. A box will appear asking if you want to extend the offer without approval. Click the **Yes** button.



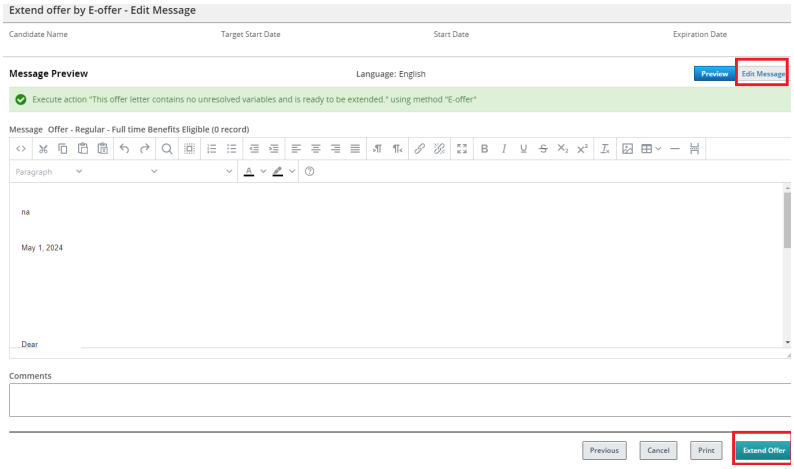
4. The radio button next to E-offer will be default.
5. Click the **Next** button



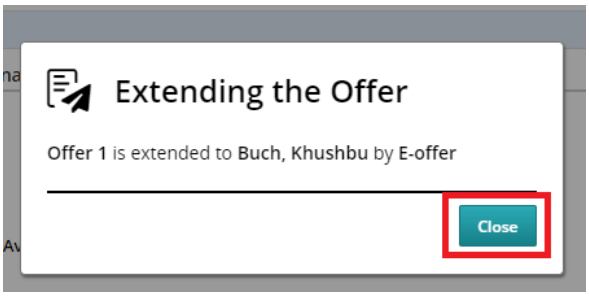
6. The offer letter window will appear, if there is still missing information then will have to fill it out in the fields to the left. Click **Apply.**



7. The message preview screen will appear. If everything looks good then Click **Extend Offer** button. If there are still errors then Click **Edit Message** button located on the top right corner.



8. A message will appear that Offer 1 has been extended to (Candidate's Name) by E-offer. Click **Close.**



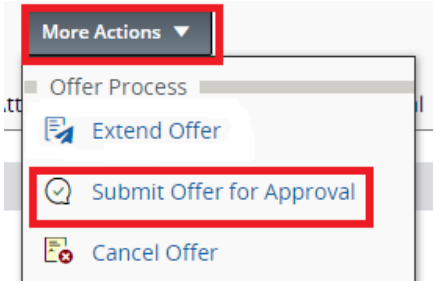
9. The candidate's submission page will appear.
10. Click the **Log out** button from the drop down next to your name in the top right hand corner.

Extending an Offer.

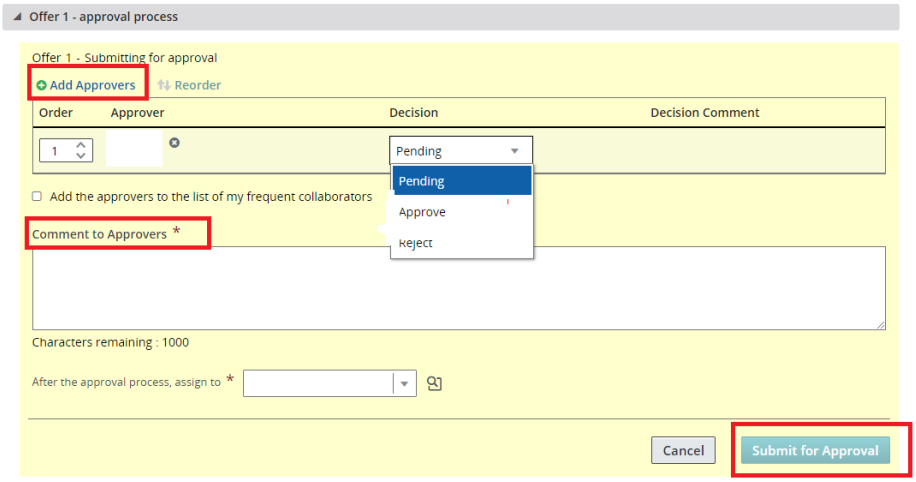
II. How to extend an offer to the candidate with an approval.

Steps:

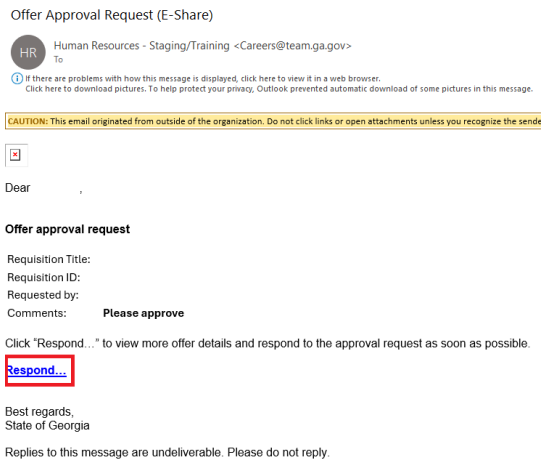
1. Follow step 1 from Section 1 to locate an offer.
2. if your agency requires approval before extending an offer then Click **More Actions- Submit offer for Approval.**



3. Offer Approval Process window will open. If you need to add approvers click on green plus sing next to **Add Approvers.**
4. Enter comments in the **Comment to Approvers** field.
5. Click **Submit for Approval** button.

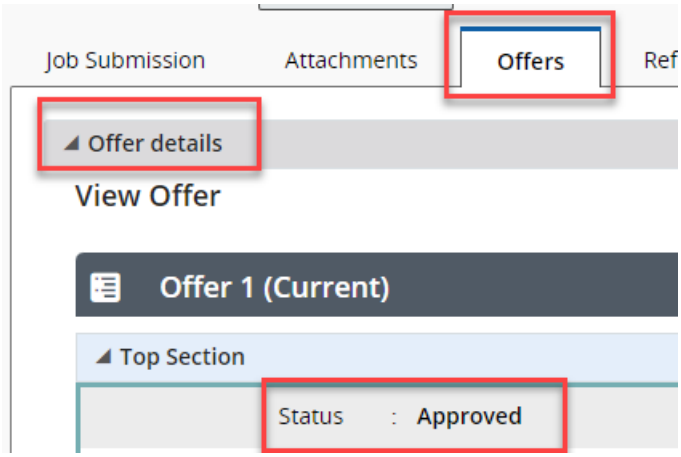


6. An approver will receive the following email.

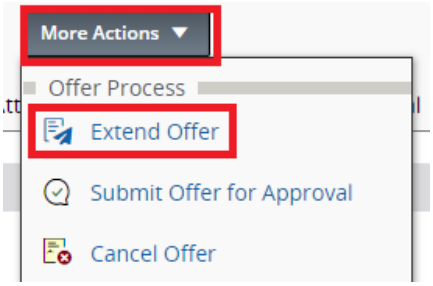


7. Once the offer has been approved, the selection status on the Submission list page will display **"Approved"**.

8. Click on the candidate and then **Offers** tab. The status under Offer Details will display as **Approved**.



9. Once the offer is approved, from the **More Actions** menu at the top of the Candidate list, select **Extend Offer.**



10. Follow steps 5- 8 from Section I to complete the e-offer process.

Section Two - Onboarding

How a New Hire completes Onboarding Tasks

Completing the E-offer and the Onboarding Tasks.

Steps:

1. The candidate will be logged into the secure Onboarding portal.
2. The first two tasks should be listed as completed - **Notification Sent: Invitation to your Offer Portal** and **Review & Sign: Your Offer Letter**.
3. Candidate will click on the task **Review and Complete: Personal Information Form.**
4. Candidate will complete the mandatory fields that are not pre-populated: Social Security Number, Date of Birth, Gender, Ethnicity, Veteran, Emergency Contact Name, Emergency Contact Relationship, and Emergency Contact Phone.
5. Candidate will click the **Submit** button.
6. Candidate will click on the next task **Review & Sign: Consent to Perform a Background Check.**
7. Candidate will complete the mandatory information that is not pre-populated: Eye Color, Hair Color, Height, Weight, and Employee Signature.
8. Candidate will click the **Submit** button.
9. Candidate will click on the next task **Review & Complete: State-wide Employment Policies.**
10. Candidate will click on the **Complete** button.
11. Candidate will click on the next task **Review & Sign: State-wide Employment Policies.**
12. Candidate will enter the Signature.
13. Candidate will click the **Submit** button.
14. Candidate will click on the next task **Review & Complete: Benefits Information.**
15. Candidate will click the **Complete** button.
16. Candidate will click on the next task **Review & Complete: Additional Important Documents.**
17. Candidate will click on the **Complete** button.
18. Candidate will click on the final task **Review & Complete: Important Information.**
19. Candidate will click on the **Complete button.**
20. Candidate will click the **Sign Out** link in the top right hand corner.

Tracking New Hire through the Background Check Step

The New Hire has completed the Consent to Perform a Background Check task which triggered a notification to you to request Background Checks

Steps:

1. Access your State of Georgia email and open the notification with subject line **Candidate Status Notification – Background – Candidate Name.**
2. Login with your credentials.
3. Click on **Recruiting.**
4. In the **Job Openings channel** locate the requisition you created.
5. Click on the number link in the candidate column which represents your candidate list.
6. Click on the **Offer step** on the left hand side under **Selection Workflow Filters.**
7. Your candidate should be in the **Offer step** with **Offer Accepted status**.
8. Add a check mark to the left of the candidate who applied for the job.
9. Click on the **More Actions** drop down and select **Change Step/Status.**
10. The **New Step** drop down will default to **Background Checks.**
11. The **New Status** drop down will default to **Request Background Check.**
12. Click the **Save and Continue** button.
13. The next available status will default **Background Check in Progress.**
14. Click the **Save and Close** button.
15. When the Background Check has been completed, go back into the system and add a check mark to the left of the selected candidate.
16. Click on the **More Actions** drop down and select **Change Step/Status.**
17. The next available status will default **Background Check Complete*.**
18. Click the **Save and Close** button.

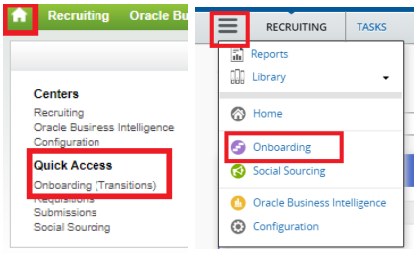
Onboarding Task – Candidate Release Form

The Background Check is complete and the New hire has completed their assigned tasks.

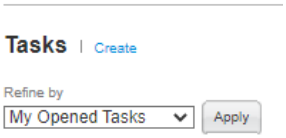
Steps:

1. To access Onboarding (Transitions) and completing the candidate release form, Click on

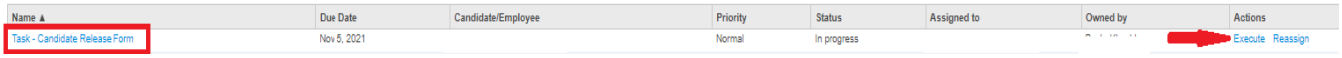
   the **Onboarding (Transitions)** under **Quick Access** drop down arrow next to the home button OR if you are accessing through the main center dashboard page then click on **four lines** in the top left corner located next to Recruiting and Click on **Onboarding**.



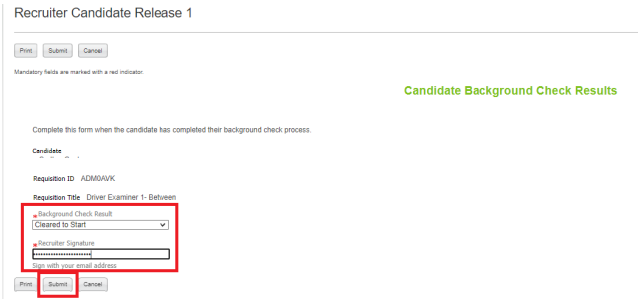
2. Locate the **Tasks** section in the upper portion of the screen.



3. Click on the blue **Execute** link to the right of the task **Candidate Release Form** for your New Hire.



4. In the **Background Check Result** drop down select **Cleared to Start.**
5. Enter your **signature** in the **Recruiter Signature** field.
6. Click the **Submit** button.



7. The Candidate Release Form task should no longer be visible in the Tasks section.

Note: This step must be completed to move the new hire information to the Manage Hires module in TeamWorks.

Tracking Candidates through the Hire Step

How to move the candidate to the Hire step.

Steps:

1. Click on the home button in the top left hand corner.
2. Click on **Recruiting.**
3. In the **Job Openings channel** locate the requisition you created.
4. Click on the number link in the candidate column which represents your candidate list.
5. Add a check on the left hand side of the candidate's name.
6. Click on the **More Actions** drop down and select **Change Step/Status.**
7. The **New Step** is defaulted to **Hire** and the **New Status** is defaulted to **To Be Hired.**
8. Change the New Status to **Hire External*.**
   NOTE: For a current State employee, you will use **Hire Internal*.**
9. Click the **Save and Close** button.
10. A warning message will appear advising you that the final opening on the requisition will be filled and the requisition will be closed. It will also ask you to confirm you want to hire the candidate. Click the **Yes** button.

Note: If a requisition has more than one opening then a warning message will not appear until all the openings are filled.