Team Georgia Careers

Onboarding Guide

Introduction

Once a decision has been made to use Team Georgia Careers, there are a few actions which should be taken to ensure a smooth transition to this tool. In addition to the items listed below, it is important that relationships and email addresses are up to date in TeamWorks as this information is fed over to Team Georgia Careers on a nightly basis.

Action	Responsible
Consultation on features of Team Georgia Careers (TGC)	Agency/HRA ETMS
Recruitment path development through TGC determination	Agency/Entity
Identification of Users and Role Assignment	Agency/Entity
Completion of SAO Security forms within TeamWorks (PeopleSoft)	Agency/Entity
Grant Access to Staging/Training Zone	HRA ETMS
Registration for Training Modules on DOAS/LMS	Agency/Users
User Role access granted	SAO
Access TGC	Users

Process

Consultation:
Once the decision to implement Team Georgia Careers as the recruitment tool for an agency/entity, HRA ETMS will meet with the agency/entity to identify the best path for the recruitment process within Team Georgia Careers based on the agency/entity business needs.

Identification of Users and Roles:
Agency will determine the personnel who will be active in their recruitment process and identify the role for which each person will be assigned. Each role carries its own set of permissions and accessibility to the system.   The Agency Security Access form must be completed for the following roles: Advance Recruiter, Recruiter, Recruiting Coordinator and Onboarding Coordinator. Hiring Manager roles are automatically assigned based on reporting relationships in TeamWorks. However, the Hiring Manager role may be assigned using the SAO Security Access form if an employee has hiring manager responsibilities in TGC but does not have direct reports in TeamWorks.

Note: Advance Recruiters must complete a mandatory training module on the DOAS LMS *before* access is granted in Team Georgia Careers

Training

Users have access to a 10-module training program that is hosted on the DOAS Learning Management System.   HRA ETMS recommends all recruiters and hiring managers review the training before using the system. Register for the training by sending a request to the following email: Georgia.learning@doas.ga.gov .

Additionally, HRA will provide access to the Staging/Training zone upon request by the agency.

Access:
Once all the training requirements are met, SAO will grant access to Team Georgia Careers based on roles. Users can then sign on by logging into the Recruitment Center portal on https://Team.Georgia.Gov/Careers

Resources

Below is a list of the resources available to both new and experienced TGC users:

- ❑ Training Module on the Department of Administrative Services Learning Management System (LMS)
    - ▪ Requires registration with DOAS
    - ▪ Not mandatory except for the Advance Recruiter role. Advance recruiters must complete the Advance Recruiter module to be granted access to Team Georgia Careers
- ❑ Recruiter Resources on Team Georgia Careers landing page
    - ▪ Recruiter Resource Guide
    - ▪ Frequently Asked Questions (both Recruiter and Candidate)
    - ▪

Please see attachment for list of courses available on the LMS.

Support

The DOAS Contact Center is the primary support for Team Georgia Careers. They are available Monday through Friday, 8am- 5pm.

- ❑ DOAS Contact Center
    - ▪ Telephone 404-656-2705 or email HRA@doas.ga.gov. This information is available to both users and clients on the website
    - ▪ The Contact Center is the first level. They are supported by our BAs and HRA as level 2.
- ❑ HRA Support
    - ▪ HRA has several aides that can be shared with the recruiting community. We are also available for site visits and consultations when requested.

Team Georgia Careers Training Modules

Module 1 – TGC Overview (20 minutes)

This course reviews the implementation of Team Georgia Careers and provides an overview of the recruiting process in the system, including the key roles and process flow of data to/from Team Georgia Careers and TeamWorks

Module 2 – TGC Access (30 minutes)

This course reviews accessing Team Georgia Careers, which includes the following: Listing the different roles and describing their responsibilities in Team Georgia Careers, listing the steps how to sign into Team Georgia Careers and reset your password, and describing the features and functions within Team Georgia Careers "My Setup" page.

Module 3 – Requisition Management for the HR Recruiter (1 hour, 20 minutes)

This course reviews the Requisition Management process in Team Georgia Careers, which includes the following: Creating, Setting Abilities, Certifications, and Experience or ACE, Approving, Posting, Searching, Un-posting and Placing on hold, Editing, Reactivating or Reopening, Duplicating or Copying, Filling, Cancelling, and Adding or Removing Attachments

Module 4 – Candidate Management for the HR Recruiter (1 hour)

This course reviews the Candidate Management process in Team Georgia Careers, which includes the following: Reviewing the Candidate Selection Workflow, listing and describing candidate search options, describing candidate list navigation, screening with ACE, screening without ACE, navigating candidates in the workflow to the Interview Step, rejecting, sending correspondence, and creating a self-assigned task.

Module 5 – Offer Management for the HR Recruiter (45 minutes)

This course reviews the Offer Management process in Team Georgia Careers, which includes the following: Describing the Offer process in TGC, Navigating candidates in the workflow to the Offer Step, Describing the steps for Completing the Offer Grid, Creating the Offer Letter, Approving an Offer, Editing an Offer, Extending an Offer, Updating an Offer, Rescinding an Offer, Canceling an Offer, and Reneging an Offer.

Module 6 – Onboarding/Transitions for the HR Recruiter (30 minutes)

This course reviews the Onboarding Transitions process in Team Georgia Careers, which includes the following: Describing the Onboarding Transitions process, Accessing the Onboarding Transitions function in TGC, Navigating candidates through the Background checks step in the Candidate Selection Workflow, Executing completion of the candidate release form in the Onboarding Transitions section, and navigating candidates through the Hire step in the Candidate Selection Workflow.

Module 7 – Manage Hires for the HR Recruiter (20 minutes)

This course reviews the Manage Hires process in Team Georgia Careers. Manage Hires includes the following: Describing the Manage Hires process and Navigating the Manage Hires function in PeopleSoft.

Module 8 – TGC Reporting for the HR Recruiter (20 minutes)

This course reviews the Reporting process in Team Georgia Careers, which includes the following: Describing the purpose of the reporting function and navigating through the reports feature in Team Georgia Careers.

Module 10 – Advanced Recruiter (40 minutes) – REQUIRED before security access is granted

This course reviews the Questions Library management process in Team Georgia Careers, which includes the following: An Overview of the Questions Library Management, Navigating the Questions Library in TGC, Adding a question, Editing a question, Activating a question, Deactivating a question, and Duplicating an existing question.